

December 2022 Finance/Audit Committee Meeting
Wednesday December 14th at 6:30 PM.
NEW BUSINESS

- 1 - Budget Transfer Request from KFP - Chief Rea
- 2 - Request for removal of fees for 371 Albany Ave - J. Higgins
- 3 - Budget Transfer Request from Corp. Counsel - J. Higgins
- 4 - Budget Transfer Request from DPW - E. Norman
- 5 - Budget Transfer Request from Parks & Rec - L. Timbrouck
- 6 - Budget Transfer Request from Planning - S. Cahill
- 7 - Budget Transfer Request from Planning - S. Cahill
- 8 - Budget Transfer Request from Health & Wellness - E. Flynn
- 9 - Budget Transfer Request from KPD - Chief Tinti
- 10 - Property Tax Exemption for ADUs - B. Starodaj & D. Baker
- 11 - Application for the 2023 DOT Bridge NY program grant - R. Devitt-Frank
- 12 - Application for 2023 Empire State Dev. Restore NY Communities program grant on behalf of ArtPort - R. Devitt-Frank
- 13 - Application for 2023 Empires State Dev. Restore NY Communities program grant on behalf of CB Developers, LLC - R. Devitt-Frank
- 14 - 2023 Proposed Fee Schedule - Mayor Noble
- 15 - Payment Receipt Policy - J. Tuey
- 16 - Budget Transfer Request from Comptroller - J. Tuey
- 17- Restore NY-R. Devitt-Frank

OLD BUSINESS

- 1- Pennrose NY Developer presentation- Mayor Noble
- 2- Policy for Disposition of Surplus City-Owned Property-Mayor Noble

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MEMO

Date: 11/19/2021

To: President Shaut

From: Chief Chris Rea

Re: Line item transfer

Attached is a Finance and Audit Committee Report requesting a transfer of funds for the purchase and equipping of the Mental Health Ambulance. These funds were acquired through a CDBG grant. The loan covers both equipment and salaries for one city employee and one mental health employee. At this time, the ambulance is NYS Department of Health certified.

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F+A

THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

REQUEST DESCRIPTION

INTERNAL TRANSFER _____
AUTHORIZATION _____
CLAIMS _____

CONTINGENCY TRANSFER _____
BUDGET MODIFICATION _____
ZONING _____

TRANSFER XX _____
BONDING REQUEST _____
OTHER _____


DEPARTMENT: Fire Department

DATE: Dec.2, 2022

Transfer from A13410.4589 to:

3410.211 \$64535.00
3410.205 \$2896.11
3410.463 \$34.50
3410.485 \$4798.55

Transfer of funds from grant to fire department for Mental Health Ambulance

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, Ward 3		
Tony Davis, Ward 6		
Michael Olivieri, Ward 7		
Steve Schabot, Ward 8		
Michele Hirsch, Ward 9		

From:
Joshua Stratton-Rayner
Ashley Stratton-Rayner
Richard Rayner
Owners of 371 Albany Avenue, Kingston

November 7, 2022

To:
City of Kingston Common Council

CC:
Matthew Jankowski, Assistant Corporation Counsel

Respected Members of Kingston Common Council,

On November 2, 2021, we purchased the property at 371 Albany Avenue (SBL 48.302-2-19) from the Federal National Mortgage Association (Fannie Mae) through its HomePath program. Unknown to us, the home had sat vacant for quite some time. Earlier in 2021, the Kingston Dept. of Building Safety had assessed a violation to Fannie Mae for not properly licensing the vacant home via the Vacant Building Registry, with an associated fee of \$5200.00. Fannie Mae did not pay this fine prior to our purchase.

After purchasing the home in November of 2021, we occupied it immediately. However, the fine was unpaid, and so was erroneously added to the 2022 General Tax bill for the property. Upon receipt, our mortgage company, Rondout Savings Bank, paid the full tax bill, and later informed us that our escrow was drastically underfunded. After searching the property record and contacting the Department of Building Safety, the error was discovered and we were connected with Mr. Jankowski, who has advised us to write this letter in support of this resolution.

Accordingly, we request that this Council adopt this resolution to remove the \$5200.00 that was erroneously placed on the General Tax bill for 371 Albany Avenue for vacant building fees, and issue refund to Joshua Stratton-Rayner, our designated recipient on behalf of us all.

Respectfully,

Joshua Stratton-Rayner
Ashley Stratton-Rayner
Richard Rayner

THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

REQUEST DESCRIPTION

INTERNAL TRANSFER _____
AUTHORIZATION _____
CLAIMS _____

CONTINGENCY TRANSFER _____
BUDGET MODIFICATION _____
ZONING _____

TRANSFER _____
BONDING REQUEST _____
OTHER _____

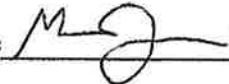
DEPARTMENT: Corporation Counsel

DATE: December 6, 2022

Description:

Authorizing the return of the sum of \$5200 - vacant building fees - to the Rondout Savings Bank, said sum having been paid by the Rondout Savings Bank to the City of Kingston in payment of the 2022 City of Kingston General Tax Bill on February 11, 2022 and April 14, 2022, as per the attached 2022 General Tax Bill for 371 Albany Avenue - SBL 48.302-2-19, Property Owners Joshua Stratton-Rayner, Ashley Stratton-Rayner and Richard Rayner

Estimated Financial Impact: \$ _____

Signature 

Motion by _____

Seconded by _____

Action Required:

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

Negative Declaration of Environmental Significance: _____

Conditioned Negative Declaration: _____

Seek Lead Agency Status: _____

Positive Declaration of Environmental Significance: _____

<u>Committee Vote</u>	<u>YES</u>	<u>NO</u>
Reynolds Scott Childress, Ward 3, Chairman		
Tony Davis, Ward 5		
Michael Olivieri, Ward 7		
Steve Schabot, Ward 8		
Michele Hirsch, Ward 9		

CITY OF KINGSTON
Building Safety and Zoning Enforcement
buildings@kingston-ny.gov

Steven T. Noble, Mayor



Stephan Knox, Director

INVOICE FOR PAYMENT

To: Federal Natl Mortgage Assoc
Federal Natl Mortgage Assoc
3900 South Wisconsin Avenue NW
Washington, DC 20016

Invoice Number: 3884
Legal Address: 371 Albany Ave
Parcel ID: 48.302-2-19
Owner: Federal Natl Mortgage Assoc
Appl No.
Permit No.

Date	Fee	Amount
07/29/2021	Vacant Bldg	\$5,200.00

5th
vacant property

year of

This is an invoice for payment of fees. This is not a building permit.

Date Printed: 10/01/2021

CITY OF KINGSTON
Building Safety and Zoning Enforcement

buildings@kingston-ny.gov

Steven T. Noble, Mayor



Stephan Knox, Director

REPLY TO CERTIFICATE OF COMPLIANCE RESEARCH REQUEST

09/22/2021

Federal Natl Mortgage Assoc
3900 South Wisconsin Avenue NW
Washington, DC 20016

Re: 371 Albany Ave

Section/Block/Lot: 48.302-2-19

Dear Property Owner:

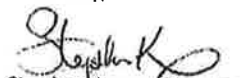
In reference to the above-referenced address, our property records currently indicate:

1. There are no open building permits on this property.
2. There are no violations on this property.
3. The property is located in the following zone RRR
4. The property is listed as a 210 1 Family Res
5. The property abuts a street that is maintained by the municipality.
6. The property pre-dates the current zoning laws for the City of Kingston. There is no original Certificate of Occupancy in our files.

The fee for the Certificate of Compliance Research Request is: \$150.00. Please make checks payable to the City of Kingston Comptroller, Please remit payment to: Kingston Building Safety and Zoning Enforcement, 5 Garraghan Drive, Kingston, New York 12401.

Thank you,

Sincerely,


Stephan Knox, Director

Building Safety and Zoning Enforcement

Am

Integrity Land Services LLC
6054 Route 9
Rhinebeck, NY 12572
Phone: (845) 876-2100 Fax: (845) 876-3630
Email: ils@integritylandservices.com

September 16, 2021

To: City of Kingston
Building Department
5 Garraghan Drive
Kingston, NY 12401

To: **Title No.:** ILS-U-21620
Record Owner: Federal National Mortgage Association
Premises: 371 Albany Ave., Kingston, NY 12401

Grid: 48.302-2-19

Dear Building Dept.:

I would be grateful for any assistance you could give to me to obtain the following information on the above captioned property:

Certificate of Occupancy - Does it have a C of O? Are there any open Building Permits?

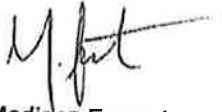
House/Building/Fire - Are there any violations?

Street - Is the street maintained privately or publicly?

Enclosed is a check for \$150.00 and a self addressed stamped envelope needed in order to obtain this information.

Thank you for your assistance and please do not hesitate to contact me if you have any questions.

Sincerely,



Madison Ferrante

Enclosures

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: Corporation Counsel DATE: December 5, 2022

Description:

Recommending approval for transfer to the 2022 Corporation Counsel Budget

Estimated Financial Impact: \$ _____ Signature _____

Motion by _____

Seconded by _____

Action Required:

SEQRA Decision:

Type I Action _____

Type II Action _____

Unlisted Action _____

Negative Declaration of Environmental Significance: _____

Conditioned Negative Declaration: _____

Seek Lead Agency Status: _____

Positive Declaration of Environmental Significance: _____

<u>Committee Vote</u>	<u>YES</u>	<u>NO</u>
Reynolds Scott Childress, Ward 3, Chairman		
Tony Davis, Ward 5		
Michael Olivieri, Ward 7		
Steve Schabot, Ward 8		
Michele Hirsch, Ward 9		

From:

A1-1420-14-5419	Court/Witness Fees	10,000.00
A1-1990-14-5404	Contingency	93,500.00
Total		\$103,500.00

To:

A1-1420-14-5411	Consultants	100,000.00
A1-1420-14-5402	Office Supplies	3,500.00
Total		\$103,500.00

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CITY OF KINGSTON
Department of Public Works
publicworks@kingston-ny.gov

Edward Norman, Superintendent
Ryan M. Coon, Deputy Superintendent



Steven T. Noble, Mayor

November 30, 2022

Hon. Andrea Shaut, President
Common Council
420 Broadway
Kingston, NY 12401

RE: Transfers

Dear President Shaut,

Attached you will find a transfer request to cover shortfalls in some accounts. We respectfully request this communication be submitted to the Council for review.

Your assistance in this matter is greatly appreciated.

Sincerely,

Edward Norman
Superintendent Public Works

EN/mkt
Enclosures

Cc: Comptroller John Tuey
City Clerk Elisa Tinti

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(F+A)

CITY OF KINGSTON
Department of Parks and Recreation
ltimbrouck@kingston-ny.gov

Steven T. Noble, Mayor



Lynsey Timbrouck, Director

December 1, 2022

Dear President Shaut:

Attached, please find the Parks & Recreation 2022 year end transfer documentation and committee report. There is zero financial impact to the City, as the transfer of funds is accomplished internally with various department accounts.

I respectfully request an internal transfer totaling \$20,001.

Thank you in advance for your consideration.

Respectfully,


Lynsey Timbrouck
Director, Kingston Parks and Recreation

cc: 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 <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>Parks and Recreation</u>	DATE: <u>12/1/2022</u>
Description:	
Year-end internal budget transfer of \$20,001 to reconcile department accounts.	
(See attached spreadsheet)	
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, Chairman, Ward 3		
Tony Davis, Ward 6		
Michael Olivieri, Ward 7		
Steve Schabot, Ward 8		
Michele Hirsch, Ward 9		

General Fund Budgetary Transfer		
Account #	Amount	Description
7020.5117	\$1,411.00	Recreation Admin Vacation Payback
7110.5441	\$200.00	Parks Maintenance of Equipment
7110.5426	\$4,000.00	Parks Vehicle Fuel
7110.5444	\$1,000.00	Parks Vehicle Maintenance
7110.5423	\$400.00	Parks Natural Gas
7110.5103	\$3,500.00	Parks Overtime
7141.5111	\$1,000.00	RNC Seasonal Employees
7141.5811	\$500.00	RNC Social Security
7142.5421	\$400.00	Midtown Center Telephone
7143.5422	\$600.00	EHC Electricity
7143.5472	\$200.00	EHC Contracted Services
7180.5422	\$800.00	Pool Electricity
7180.5443	\$70.00	Pool Maintenance of Buildings
7210.5422	\$1,200.00	Dietz Electricity
7210.5811	\$875.00	Dietz Social Security
7240.5103	\$1,500.00	Zoo Overtime
7240.5472	\$500.00	Zoo Contracted Services
7310.5409	\$550.00	Youth Special Sponsor Programs
7620.5422	\$900.00	Adult Electricity
7620.5409	\$395.00	Adult Special Sponsor Programs
Total:	\$20,001.00	

Take from:		
6772.5409	\$4,405.00	Senior Trips
6772.5103	\$575.00	Senior Overtime
7020.5441	\$76.00	Rec Admin Maintenance of Equipment
7020.5471	\$500.00	Rec Admin Service Contracts
7020.5834	\$1,400.00	Rec Admin Clothing Allowance
7020.5472	\$600.00	Rec Admin Contracted Services
7110.5301	\$3,460.00	Parks Capt. Contracted Services
7110.5118	\$1,900.00	Parks Standby Pay
7141.5110	\$200.00	RNC Shift Differential
7143.5479	\$200.00	EHC Minor Equipment
7180.5211	\$4,000.00	Pool Other Equipment
7240.5211	\$500.00	Zoo Other Equipment
7240.5409	\$505.00	Zoo Special Sponsor Programs
7310.5479	\$680.00	Youth Minor Equipment
7620.5485	\$1,000.00	Adult Gen. Materials and Supplies
Total:	\$20,001.00	

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CITY OF KINGSTON
Kingston Tree Commission
planning@kingston-ny.gov

Suzanne Cahill, Planning Director



Steven T. Noble, Mayor

December 1, 2022

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

Re: FY 2022 Budget Amendment – Shade Trees A1-8560

Dear Pres. Shaut:

This is to request a budget amendment within the FY2022 Shade Tree account to cover a cost overrun of \$96.00 in the Contracted Services line. The cost overrun is a result of a slightly higher estimate and bid for street tree planting. This final estimate will complete the street tree planting program which the city has a grant for in the amount of \$50,000, with the local match of \$12,500. Already plantings were completed in the spring and fall of 2022, and the last of the series will be done in spring of 2023, bringing the total number of new trees to 80.

Therefore, I respectfully request the Following Budget transfers be authorized:

INCREASE BUDGET LINE A1-8-8560-14-5472 (Shade Trees- Contracted Services) \$100.00

DECREASE BUDGET LINE A1-8-8560-14-5462 (Shade Trees – Dues, Seminar, Assoc. Fees) \$100.00

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

Thank-you.

Sincerely,

Suzanne Cahill

Planning Director

Cc: Ald. R. Scott-Childress, W3, Chairman F&A
J. Tuey, Comptroller
E. Tinti, City Clerk

THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

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

DEPARTMENT: <u>Shade Trees</u>	DATE: <u>Dec 2022</u>
<u>Description:</u> Budget Amendment to FY 2022 Shade Tree Account for Cost Overrun For Street Tree Planting Contract	
INCREASE BUDGET LINE A1-8-8560-14-5472 (Shade Trees- Contracted Services) \$100.00	
DECREASE BUDGET LINE A1-8-8560-14-5462 (Shade Trees – Dues, Seminar, Assoc. Fees) \$100.00	
Estimated Financial Impact: \$ 0	
Signature _____	

Motion by _____

Seconded by _____

Action Required:

SEQRA Decision:
 Type I Action _____
 Type II Action X
 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, Ward 3		
Tony Davis, Ward 6		
Michael Olivieri, Ward 7		
Steve Schabot, Ward 8		
Michele Hirsch, Ward 9		

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CITY OF KINGSTON
Kingston Planning
planning@kingston-ny.gov

F1A

Suzanne Cahill, Planning Director
Kyla Dedea, Assistant Planner



Steven T. Noble, Mayor

November 14, 2022

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

Re: FY 2022 Budget Amendment - Planning

Dear Pres. Shaut:

Our office has identified necessary budget transfers to cover a FY2022 budget shortfall. This transfer is internal and will have \$0 impact to the budget or services provided. The transfer is between part-time expenditure lines within budgets that this office oversees and makes possible the continuance of services.

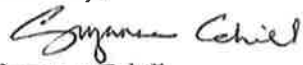
Therefore, I respectfully request the following budget transfers be authorized:

INCREASE BUDGET LINE A1752014 5112 (Landmarks - Part Time Employee) by \$4,465
DECREASE BUDGET LINE A1802014 5112 (Planning - Part Time Employee) by \$4,465

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

Be well and stay safe.

Sincerely,


Suzanne Cahill
Planning Director

CC: Ald. R. Scott-Childress, W3, Chairman F&ED
J. Tuey, Comptroller
E. Tinti, City Clerk

THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

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

DEPARTMENT: <u> Planning </u>	DATE: <u> Dec 2022 </u>
Description:	
Authorize FY 2022 Budget Transfer for Part Time Employee Lines: INCREASE BUDGET LINE A1752014 5112 (Landmarks - Part Time Employee) by \$4,465 DECREASE BUDGET LINE A180204 5112 (Planning - Part Time Employee) by \$4,465	
Estimated Financial Impact: \$ 0	Signature _____

Motion by _____

Seconded by _____

Action Required:

SEQRA Decision:
 Type I Action _____
 Type II Action x
 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, Ward 3		
Tony Davis, Ward 6		
Michael Olivieri, Ward 7		
Steve Schabot, Ward 8		
Michele Hirsch, Ward 9		

(FIA)

CITY OF KINGSTON
Department of Health and Wellness
eflynn@kingston-ny.gov

Emily Flynn, Director



Steven T. Noble, Mayor

November 16, 2022

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

Re: Budget Transfer for Health and Wellness Department

Dear President Shaut,

This is a request for placement on the agenda of the next appropriate Committee, expected to be the Finance and Audit Committee, to discuss a budget transfer for the Health and Wellness department's Contract Services budget line.

The City of Kingston's Creating Healthy Schools and Communities grant project has a budget year from June 2022 to May 2023, which doesn't align with our City budget year. Because of this, we are requesting a budget transfer to cover our contracts that start this year and continue into the next. The expenses qualify to be fully reimbursed by the State grant.

Therefore, I am now writing to request consideration of a budget transfer in the total amount of \$44,791. All additional funding will be reimbursed by the NYS DOH and will have no financial impact.

FROM	Account #A1 4010.3889	NYS Grant Health & Wellness	\$44,791
TO	Account #A1 4010.472	Contracted Services	\$44,791

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

Sincerely,

Emily Flynn
Director of Health & Wellness

CC: Ruth Ann Devitt Frank, Director, Office of Grants Management

CITY OF KINGSTON
Department of Health and Wellness
eflynn@kingston-ny.gov

Emily Flynn, Director



Steven T. Noble, Mayor

Kristin Kessler, Project Manager, Health & Wellness
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 _____ AUTHORIZATION _____ CLAIMS _____	CONTINGENCY TRANSFER _____ BUDGET MODIFICATION _____ ZONING _____	TRANSFER _____ BONDING REQUEST _____ OTHER _____

DEPARTMENT <u>Health & Wellness</u>	DATE _____		
2022 Budgetary Transfer Request in the Health & Wellness Budget for \$44,791. Expenses will be reimbursed by the NYS DOH Creating Healthy Schools and Communities grant project with no financial impact with this transfer.			
FROM	Account #A1 4010.3889	NYS Grant Health & Wellness	\$44,791
TO	Account #A1 4010.472	Contracted Services	\$44,791
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, Ward 3		
Tony Davis, Ward 6		
Michael Olivieri, Ward 7		
Steve Schabot, Ward 8		
Michele Hirsch, Ward 9		

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F+A

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

Egidio F. Tinti, Chief of Police

Steven T. Noble, Mayor



December 1, 2022

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

Dear Ms. Shaut,

I am respectfully requesting that you refer these internal first round yearend budget transfers for the 2022 Budget to the appropriate committee for their review. As you can see, there is no financial impact or obligation to the City of Kingston regarding these requests.

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 F. Tinti
Chief of Police
City of Kingston Police Department

EFT

Enclosure

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

John Tuey
City Comptroller

2022 Budget Modification

Account #	Transfer Out of	Transfer Into
<hr/>		
A1312011		
.101 General Pay	\$ 25,000.00	
.103 Overtime	\$ 25,000.00	
.112 Part Time	\$ 7,000.00	
.119 Education Pay	\$ 15,000.00	
A1312014		
.426 Vehicle Fuel		\$ 25,000.00
.444 Vehicle Maintenance		\$ 35,000.00
.473 Equipment Rentals		\$ 12,000.00
<hr/>		
TOTALS	\$ 72,000.00	\$ 72,000.00

10

FIA

CITY OF KINGSTON
Office of Housing Initiatives

Bartek Starodaj, Director



Steven T. Noble, Mayor

November 29, 2022

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

Re: 421-F Property Tax Exemption for ADUs

Dear President Shaut,

Section 421-f of the Real Property Tax Law authorizes a partial exemption from real property taxation of the increase in assessed value attributable to reconstruction, alterations or improvements made to residential property. Each municipality in New York has the option of adopting this exemption for capital improvements it deems to be eligible. Kingston has not yet taken advantage of this exemption but many other municipalities in New York State have adopted it, including the City of Cohes, Village of Catskill, City of Schenectady, and City of Troy.

We believe that the City of Kingston should opt into 421-f for the creation of new attached accessory dwelling units (ADUs).

Accessory Dwelling Units (ADUs) can play a role in increasing the housing supply, and especially the supply of affordable and workforce housing stock in Kingston, and support the needs of older adults and young families. Our goal is for this property tax exemption to incentivize the creation of ADUs and complement other efforts. This includes a recent grant application by the City in partnership with Ulster County and RUPCO for a \$2 million grant to support homeowners wanting to create new affordable ADUs and the city's draft form-based code, which would allow the construction of ADUs citywide "by right."

I ask that you please forward this communication to the next regularly scheduled Laws & Rules Committee for consideration. Please note that according to § 421-f(1), the City must hold a public hearing prior to adopting the resolution granting the exemption.

Bartek Starodaj

Director of Housing Initiatives

Danial Baker

City Assessor

Cc: Steve T. Noble, Mayor
B. Graves-Poller, Corporation Counsel

Local Law ___ of 2022

LOCAL LAW OF THE COMMON COUNCIL OF THE CITY OF KINGSTON, NEW YORK ADDING § C7-7 TO ARTICLE VII OF THE CHARTER OF THE CITY OF KINGSTON TO ADOPT THE 421-F PROPERTY TAX EXEMPTION FOR THE CREATION OF ACCESSORY DWELLING UNITS

Sponsored by: Laws & Rules Committee: Worthington, Hill, Frankel, Scott-Childress, Olivieri

WHEREAS, Section 421-F of the Real Property Tax Law allows municipalities to exempt capital improvement in residential buildings from taxation; and

WHEREAS, the City of Kingston believes that rising housing and rental costs and a lack of diverse housing opportunities for all community members pose a significant challenge to the members of our community; and

WHEREAS, the City of Kingston is nearing completion of a comprehensive update to the City's zoning code to promote the development of workforce and affordable housing, and in particular, to promote and encourage the creation of accessory dwelling units citywide; and

WHEREAS, new accessory dwelling units will increase the City of Kingston's housing supply, are an affordable housing options for many low-and-moderate income residents, benefit homeowners by providing an extra income stream, and facilitate efficient use of the City's existing housing stock; and

WHEREAS, The City of Kingston would like to further encourage the creation of new Accessory Dwelling Units by partially exempting their value from any increases in assessed value of the property.

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

SECTION 1. That the City of Kingston adopts 421-f of the Real Property Tax Law;

SECTION 2. That the City of Kingston shall only include the creation of new attached Accessory Dwelling Units, as defined in the City's zoning code, within the 421-F exemption allowed by Real Property Tax Law;

SECTION 3: That property owners shall be eligible to apply for the 421-F exemption once they have received approval from the Planning Department for the creation of the Accessory Dwelling Unit and have received a Certificate of Occupancy from the City of Kingston Building Safety Department for an Accessory Dwelling Unit;

SECTION 4: That the City of Kingston Assessor shall approve, carry out, and revoke 421-f exemption status in accordance with affixed four sections;

SECTION 5: That this resolution shall take effect immediately.

Submitted to the Mayor this _____ day

Approved by the Mayor this _____ day

of _____ 2022

of _____ 2022

Elisa Tinti, City Clerk

Steven T. Noble, Mayor

Adopted by Council on _____, 2022

Section 1 - Exemption

- A. Accessory Dwelling Units (ADUs), as defined by the City of Kingston’s zoning code, created subsequent to the effective date of this local law shall be exempt from taxation and special ad valorem levies to the extent provided herein.
- B. No such exemption shall be granted unless:
 - a. The creation of the ADU was commenced subsequent to the effective date of this local law; and
 - b. The value of such creation exceeds three thousand dollars
- C. The exemption shall be limited to an eighty thousand dollars increase of Assessed Value attributable to the ADU creation.
- D. This exemption applies exclusively to the creation of new attached ADUs; it does not apply to ordinary maintenance, repairs, or any other types of improvements.

Section 2 - Calculation of Exemptions

That Accessory Dwelling Units shall be exempt for a period of eight years to the extent of the following percentages of the increase in the “exemption base” as defined in Real Property Tax Law Section 421-F as the increase in assessed value therefore attributable to the creation of a new ADU.

Year of exemption	Percentage of exemption base
1	100
2	87.5
3	75
4	62.5
5	50
6	37.5
7	25
8	12.5
9	0

Section 3 – Application for and grant of exemption

- A. An exemption shall be granted only upon application by the owner of the building on a form prescribed by the Commissioner of the Department of Taxation and Finance. The application shall be filed with the City of Kingston Assessor.
- B. If satisfied that the applicant is entitled to an exemption pursuant to this local law, the assessor shall approve the application and such building shall thereafter be exempt from taxation and special ad valorem levies as herein provided commencing with the assessment roll prepared on the basis of the taxable status date.

Section 4 – Termination or Denial of Exemption

- A. In the event that a building granted an exemption pursuant to this local law ceases to be used primarily as an accessory dwelling unit or title thereto is transferred to other than the heirs of the owner, the exemption shall cease.
- B. No such exemption shall be granted to an applicant who is in violation of any City of Kingston Code, Ordinance, or Local Law or owes property taxes, water or sewer fees, or any other fees or past due monies. Any exemption granted shall be immediately revoked if the applicant accrues violations or unpaid monies. The applicant may reapply for the exemption once all violations have been corrected and/or unpaid monies have been paid.

THE CITY OF KINGSTON COMMON COUNCIL

**LAWS & RULES
COMMITTEE REPORT**

DEPARTMENT: HOUSING INITIATIVES/ASSESSOR	DATE: _____
Description: LOCAL LAW OF THE COMMON COUNCIL OF THE CITY OF KINGSTON, NEW YORK ADDING § C7-7 TO ARTICLE VII OF THE CHARTER OF THE CITY OF KINGSTON TO ADOPT THE 421-F PROPERTY TAX EXEMPTION FOR THE CREATION OF ACCESSORY DWELLING UNITS	
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>
Rita Worthington, Ward 4, Chairman		
Barbara Hill, Ward 1		
Carl Frankel, Ward 2		
Rennie Scott-Childress, Ward 3		
Michael Olivieri, Ward 7		

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FIA

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

Ruth Ann Devitt-Frank, Director



Steven T. Noble, Mayor

December 2, 2022

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

Re: 2023 DOT Bridge NY Grant Application
Twaalfskill Creek Culverts Project

Dear President Shaut,

I am writing to request that a resolution authorizing the City's application for the 2023 Department of Transportation Bridge NY program grant be placed on the agenda of the appropriate committee in December. With this communication I am submitting a draft resolution for consideration.

A 2018 stormwater analysis that the City conducted with engineering consultants Tighe & Bond identified several areas of concern along the Twaalfskill Creek, which include three culverts that were recommended for upgrades. The proposed improvements would reduce flooding conditions at roadway crossings during storm events and serve to reduce water surface elevations upstream and downstream of the culverts.

The Bridge NY program provides grant funding of up to \$1.5 million to help cover the cost of the needed upgrades, which for the three priority culverts would total approximately \$2.87 million; a separate request for bonding to cover the difference would be made following award of the grant.

If there are any questions about this project, please do not hesitate to call me at 845-334-3962 or email me at rfrank@kingston-ny.gov.

Thank you in advance for your consideration.

Sincerely,

Ruth Ann Devitt-Frank

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: Grants Management DATE: _____

Description: To request authorization for the Mayor to apply and execute documents for a grant from the New York State Department of Transportation Bridge NY Program in the amount of \$1.5 million for the Twaalfskill Creek Culvert Upgrades Project.

There is no required match.

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, Chairman, Ward 3		
Tony Davis, Ward 6		
Michael Olivieri, Ward 7		
Steve Schabot, Ward 8		
Michele Hirsch, Ward 9		

RESOLUTION ___ of 2023

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF KINGSTON, NEW YORK, AUTHORIZING THE MAYOR TO SUBMIT THREE APPLICATIONS TO THE NEW YORK STATE DEPARTMENT OF TRANSPORTATION (NYSDOT) FOR BRIDGE NY FUNDING IN THE TOTAL AMOUNT OF \$1.5 MILLION FOR THE TWAALFSKILL CREEK CULVERT UPGRADES PROJECT AND TO EXECUTE ANY AND ALL RELATED DOCUMENTS.

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

WHEREAS, the City of Kingston is eligible to apply to NYSDOT for Bridge NY for funds in an amount of \$1.5 million for the Twaalfskill Creek Culvert Upgrades Project; and

WHEREAS, these applications, should the grant be awarded, do not require a match; and

WHEREAS, there are specific requirements and regulations governing the expenditure of these funds; and

WHEREAS, the action is categorized under 6 NYCRR, Part 617.5 as Type II,

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

SECTION 1. Administration of all funds under this grant will be in accordance with all terms and conditions contained in guidelines provided by NYSDOT.

SECTION 2. The Mayor of the City of Kingston is hereby authorized and directed to file applications to NYSDOT for Bridge NY funds in the amount of \$1.5 million for the Twaalfskill Creek Culvert Upgrades Project and upon approval of said request to enter into and execute an agreement and any and all related documents.

SECTION 3. This resolution shall take effect immediately.

Submitted to the Mayor this ____ day
of _____ 2023

Approved by the Mayor this ____ day
of _____ 2023

Elisa Tinti, City Clerk

Steven T. Noble, Mayor

Adopted by Council on _____, 2023

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FIA

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

Ruth Ann Devitt-Frank, Director



Steven T. Noble, Mayor

December 2, 2022

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

Re: 2023 Restore NY Communities Grant/
ArtPort Kingston Relocation Project

Dear President Shaut,

I am writing to request that consideration of a resolution authorizing the City's application for the 2023 Empire State Development Restore NY Communities program grant be placed on the agenda of the appropriate committee in December. The City of Kingston will apply for the grant on behalf of ArtPort Kingston. The application, which is due on January 27, 2023, requires a resolution from the legislative body of the local municipality in which the project is located. With this communication I am submitting a draft resolution for consideration.

This project involves the rehabilitation and adaptive reuse of an existing structure and surrounding lot at 80 Smith Avenue, which was formerly home to a can/bottling return center in Midtown. Funds will be used to develop the 22,000 sq ft lot and existing structure into a permanent location for ArtPort Kingston, a commercial gallery and cultural space, currently located along Kingston's Rondout Creek. The renovations include the expansion of the structure to 5,000 square feet for leasable art studios and an exhibition space, and the development of an indoor/outdoor marketplace using temporary structures.

ArtPort Kingston is a regional arts tourism destination that plays a significant role in drawing new residents and commerce to Kingston. Its move to the new centrally located site will allow it to expand and further contribute to the City's vital arts economy.

If there are any questions about this project, please do not hesitate to call me at 845-334-3962 or email me at rfrank@kingston-ny.gov.

Thank you in advance for your consideration.

Sincerely,

Ruth Ann Devitt-Frank

THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

REQUEST DESCRIPTION

INTERNAL TRANSFER _____ CONTINGENCY TRANSFER _____ TRANSFER _____
 AUTHORIZATION X BUDGET MODIFICATION _____ BONDING REQUEST _____
 CLAIMS _____ ZONING _____ OTHER _____

DEPARTMENT: Grants Management DATE: _____

Description: To request authorization for the Mayor to apply and execute documents for a grant from the Empire State Development Restore NY Communities program in the amount of \$850,000 for ArtPort Kingston's Relocation to 80 Smith Avenue.

ArtPort Kingston is responsible for the required 10% match of \$94,445.

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, Chairman, Ward 3		
Tony Davis, Ward 6		
Michael Olivieri, Ward 7		
Steve Schabot, Ward 8		
Michele Hirsch, Ward 9		

RESOLUTION ___ of 2023

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF KINGSTON, NEW YORK, AUTHORIZING THE MAYOR TO SUBMIT AN APPLICATION TO EMPIRE STATE DEVELOPMENT (ESD) FOR A RESTORE NY GRANT IN THE AMOUNT OF \$850,000 FOR ARTPORT KINGSTON'S RELOCATION AND TO EXECUTE ANY AND ALL RELATED DOCUMENTS.

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

WHEREAS, the City of Kingston is eligible to apply to ESD for a Restore NY Grant for funds in an amount of \$850,000 for ArtPort Kingston's Relocation to 80 Smith Avenue; and

WHEREAS, this application, should the grant be awarded, requires a match in the amount of \$94,445 to be provided by ArtPort Kingston through private funds and/or another grant; and

WHEREAS, there are specific requirements and regulations governing the expenditure of these funds; and

WHEREAS, the City of Kingston finds that the proposed project is consistent with the City of Kingston's local revitalization or urban development plans; and

WHEREAS, the proposed financing is appropriate for the specific project; and

WHEREAS, the project facilitates effective and efficient use of existing and future public resources so as to promote both economic development and preservation of community resources; and

WHEREAS, the project develops and enhances infrastructure and/or other facilities in a manner that will attract, create, and sustain employment opportunities where applicable.

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

SECTION 1. Administration of all funds under this grant will be in accordance with all terms and conditions contained in guidelines provided by ESD.

SECTION 2. The Mayor of the City of Kingston is hereby authorized and directed to file an application for funds from ESD for a Restore NY Grant in the amount of \$850,000 for ArtPort Kingston's Relocation to 80 Smith Avenue and upon approval of said request, to enter and execute an agreement and any and all related documents.

SECTION 3. This resolution shall take effect immediately.

Submitted to the Mayor this _____ day
of _____ 2023

Approved by the Mayor this _____ day
of _____ 2023

Elisa Tinti, City Clerk

Steven T. Noble, Mayor

Adopted by Council on _____, 2023

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

F+A

Ruth Ann Devitt-Frank, Director



Steven T. Noble, Mayor

December 2, 2022

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

Re: 2023 Restore NY Communities Grant/
CB Developers, LLC - St. Joseph's Lofts Project

Dear President Shaut,

I am writing to request that a resolution authorizing the City's application for the 2023 Empire State Development Restore NY Communities program grant be placed on the agenda of the appropriate committee in December. The City of Kingston will apply for the grant on behalf of CB Developers, LLC. The application, which is due on January 27, 2023, requires a resolution from the legislative body of the local municipality in which the project is located. With this communication I am submitting a draft resolution for consideration.

The proposed 16,000-foot project consists of the preservation and adaptive reuse of the currently vacant former St. Joseph's School located at 236 Wall Street and the adjacent former convent parish house at 59 Pearl Street. Constructed in 1915, the school building will be restored in compliance with NYSHPO standards and fully updated to the current accessibility and life safety code requirements. The building will be converted into 10 office suites total with two suites at the lower level and four each on the second and third floors. The current gym/stage space located on the third floor will be converted into an event center to accommodate the diverse cultural event demands in Kingston's Historic Stockade District. The convent parish house, built in 1905, will be converted into three residential live/work units.

If there are any questions about this project, please do not hesitate to call me at 845-334-3962 or email me at rfrank@kingston-ny.gov.

Thank you in advance for your consideration.

Sincerely,

Ruth Ann Devitt-Frank

RESOLUTION ___ of 2023

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF KINGSTON, NEW YORK, AUTHORIZING THE MAYOR TO SUBMIT AN APPLICATION TO EMPIRE STATE DEVELOPMENT (ESD) FOR A RESTORE NY GRANT IN THE AMOUNT OF \$2 MILLION FOR CB DEVELOPERS, LLC'S ST. JOSEPH'S LOFTS PROJECT AND TO EXECUTE ANY AND ALL RELATED DOCUMENTS.

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

WHEREAS, the City of Kingston is eligible to apply to ESD for a Restore NY Grant for funds in an amount of \$2 million for CB Developers, LLC's St. Joseph's Lofts Project; and

WHEREAS, this application, should the grant be awarded, requires a match in the amount of \$222,222 to be provided by CB Developers, LLC through private funds and/or another grant; and

WHEREAS, there are specific requirements and regulations governing the expenditure of these funds; and

WHEREAS, the City of Kingston finds that the proposed project is consistent with the City of Kingston's local revitalization or urban development plans; and

WHEREAS, the proposed financing is appropriate for the specific project; and

WHEREAS, the project facilitates effective and efficient use of existing and future public resources so as to promote both economic development and preservation of community resources; and

WHEREAS, the project develops and enhances infrastructure and/or other facilities in a manner that will attract, create, and sustain employment opportunities where applicable.

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

SECTION 1. Administration of all funds under this grant will be in accordance with all terms and conditions contained in guidelines provided by ESD.

SECTION 2. The Mayor of the City of Kingston is hereby authorized and directed to file an application for funds from ESD for a Restore NY Grant in the amount of \$2 million for CB Developers, LLC's St. Joseph's Lofts Project and upon approval of said request, to enter and execute an agreement and any and all related documents.

SECTION 3. This resolution shall take effect immediately.

Submitted to the Mayor this _____ day
of _____ 2023

Approved by the Mayor this _____ day
of _____ 2023

Elisa Tinti, City Clerk

Steven T. Noble, Mayor

Adopted by Council on _____, 2023

THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

REQUEST DESCRIPTION

INTERNAL TRANSFER _____ CONTINGENCY TRANSFER _____ TRANSFER _____
 AUTHORIZATION X BUDGET MODIFICATION _____ BONDING REQUEST _____
 CLAIMS _____ ZONING _____ OTHER _____

DEPARTMENT: Grants Management DATE: _____

Description: To request authorization for the Mayor to apply and execute documents for a grant from the Empire State Development Restore NY Communities program in the amount of \$2 million for CB Developers, LLC's St. Joseph's Lofts Project.

CB Developers, LLC is responsible for the required 10% match of \$222,222.

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, Chairman, Ward 3		
Tony Davis, Ward 6		
Michael Olivieri, Ward 7		
Steve Schabot, Ward 8		
Michele Hirsch, Ward 9		

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CITY OF KINGSTON

Office of the Mayor

mayor@kingston-ny.gov

FIA

Steven T. Noble
Mayor



December 2nd, 2022

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

Re: Fee Schedule

Dear President Shaut,

I have attached a proposed 2023 Fee Schedule. I have red-lined any edits to the previous schedule, so that the Common Council may more easily review what changes and amendments have been proposed.

Please feel free to contact me if you have any questions or concerns.

Respectfully Submitted,

Steven T. Noble
Mayor

STN:rjv

2023 City of Kingston Fee Schedule

CITY CLERK/REGISTRAR

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

ELECTRICAL

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

Electrical permits:

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

COMPTROLLER

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

FIRE DEPARTMENT

Fire report fees	\$10
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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 (6 months/extensions at the discretion of Building Safety)	\$100
Shipping containers (7 days max.)	\$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

Inspections or service requested outside of normal business hours (3 hour minimum) hour	\$70 per
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
Over 25 KW of solar electric usage	\$1000
Commercial Solar Facilities	\$6000
Commercial Battery Facilities	\$3500
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	\$150
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
Hotel/Short Term Rental property inspection fees-multiple dwellings	
Hotel/Short Term Rental 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
Assembly Spaces (annual inspection)	
Properties up to 1,000 sq ft	\$125
Properties over 1,000 sq ft	\$125
Plus \$.02/sq ft	
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
(Maximum fee for commercial property fire inspections is \$1500)	
(Maximum fee for non profits and churches is \$500)	
Marinas-Commercial fire inspection fees apply to buildings/structures plus \$2/per boat slip	
Gas Stations	\$125
plus \$25 per pump	

Change of Occupancy/Use Permit	
Residential	\$100
Commercial	\$200
Flood Plain Permit	\$300
Towers/Cell Towers	
Equipment modifications/replacement or collocation	\$750
New tower installation	\$1,500

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
EV Charging Station Fees	First 2 hours free, \$0.50 per hour thereafter

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-\$60/hr
Promotion Fee	\$600
Field/Court rental (no lights) for City League teams for two hours	\$5
Field/Court rental (no lights or field lining) for two hours per hour	\$10 (\$10 resident, \$15 non-resident)
Field/Court Rental with lights or field lining during business hours with lights, per hour	\$55-\$25
Field/Court Rentals with lights or field lining during non-business hours, per hour	\$60
Flag football	
Resident	\$65-\$70
Nonresident	\$80-\$85
Forsyth Zoo-Guided-birthday-parties	
Resident	\$100
Nonresident	\$125
Hasbrouck stone building rental	
Resident	\$140 \$150
Nonresident	\$200 \$215
Kayaking	
Resident	\$30 \$40
Non-Resident	\$40 \$50

Park rental - weekend/holidays		
Resident	\$125 (no pavilion, \$135 with pavilion)	
Nonresident	\$175(no pavilion, \$190 with pavilion)	
Park rental – weekdays		
Resident	\$75 (no pavilion, \$85 with pavilion)	
Nonresident	\$100 (no pavilion, \$115 with pavilion)	
Park rental for youth organizations/non profits located in Kingston, Monday through Friday		
Resident	No charge	
Park Rental Fee - Trash removal as required (resident and non-resident)		\$120
Park Rental Fee -- Movies		
Up to 8 hours plus \$60/hour staff		\$400
Rondout and Murphy Center Rental		
Up to 8 hours plus \$55\$60/hour staff		\$300
Up to 8 hours plus \$55\$60/hour staff (movie rental)		\$450\$500
Summer Parks Program		
Resident		\$250\$260
Nonresident		\$350\$365
Junior naturalist program - Resident One Week Program		\$105-\$115
Junior naturalist program - Non-Resident One Week Program		\$160-\$175
Junior naturalist program - Resident Two Week Program		\$200-\$210
Junior naturalist program - Non-Resident Two Week Program		\$275-\$290
Swim lessons		
Resident		\$50
Nonresident		\$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-\$50
Nonresident		\$50-\$65
Youth Basketball (7 to 18 year old)		
Resident		\$45-\$55
Nonresident		\$65-\$75
Youth basketball program (Five -5 to six -6 year-old)		
Resident		\$20-\$25
Nonresident		\$25-\$30
Youth Basketball camp		
Resident		\$65-\$70
Nonresident		\$80-\$85

PLANNING

Noise Permit - Single Day Event	\$35
Noise Permit – Up to 7 day Event	\$50
Noise Permit – Up to 6 months	\$450
Noise Permit – Up to 1 year	\$750
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	\$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/Golf Cart -Illegal use of off-road vehicle	
Per violation	\$650
ATV/Golf Cart - Impoundment	
Redemption fee for impounded off-road vehicle	\$2350
Anti-Idling	
Initial fine	\$20
After 15 days	\$40
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	\$25
Temporary taxi driver's license	\$10
Taxi cab driver's license	\$10
Taxi cab vehicle inspection	\$50
Taxi cab license fee	\$100
Replacement taxi driver's license fee	\$5
Tow truck inspection	
Annual inspection	\$200
Each tow vehicle inspected	\$20
Placement of Signs	\$25
Towing fee**Charges collected by tow truck operators**	

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

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

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

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

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

PUBLIC WORKS

Blocking Parking permit - Non-Metered	\$50 (up to 2 weeks)
Blocking Parking permit – Metered	\$25/space/day
Brush (Commercial – Per Ton)	\$30
Less one ton	\$15
Bulk Refuse (per pound)	\$0.15
Commercial Refuse (per pound)	\$0.20
Curb Cut Permit	\$100
Electronic equipment disposal (curbside fee only, free at transfer station)	
Small electronics (other than TV's)	\$8
CRT/TV/Monitor (picture tube style) under 27"	\$15
Flat Screen TV's	\$10
Consoles, large printers, large CRT TV's (over 27")	\$38
Additional Fine for curbside collection of electronics (per item)	\$15
Excavation Permit- Street, Right of Way	\$300
Linear Trenches	\$4.00 per ft
Excessive Trash – in excess of 96 gallons, small curbside clean-up	\$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	\$.15 Per Lb.
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 tank size up to 3,000	
\$.06 gallon for tank size of 3,000 gallons or over	
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
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 Refrigerants at curb (per item)	\$25
With Refrigerants at curb (per item)	\$35
With Refrigerants at transfer station (per item)	\$25
Without Refrigerants 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\$60/hour
Police (per officer)	\$90\$100/hour
Fire (per firefighter)	\$90\$100/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

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FA

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

John Tuey, Comptroller



Steven T. Noble, Mayor

October 6, 2022

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

RE: Cash Receipt Policy Update

Dear Alderman at Large Shaut,

Our office has been working on an electronic payment system implementation with various city departments. As part of this project, it was necessary to re-write much of the existing "Cash Receipt Policy" that was initially approved by the Common Council in 2014. The end result is a new "Payment Receipt Policy" that will be a resource for all city departments taking payments of any kind. I have also included a copy of the original 2014 "Cash Receipt Policy" which should be repealed. I did not redline the new document as there are numerous changes both in language and formatting.

Sincerely,

John R. Tuey
Comptroller, City of Kingston

cc: Mayor Steven T. Noble

1 THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

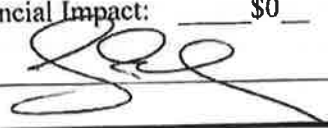
<u>REQUEST DESCRIPTION</u>		
INTERNAL TRANSFER _____	CONTINGENCY TRANSFER _____	TRANSFER _____
AUTHORIZATION <u> X </u>	BUDGET MODIFICATION _____	BONDING REQUEST _____
CLAIMS _____	ZONING _____	OTHER _____

DEPARTMENT: Comptroller DATE: 10/6/2022

Description:

Adopt attached "Payment Receipt Policy" and repeal "Cash Receipt Policy" adopted by the Common Council on 7.1.14.

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		
Michael Olivieri, Ward 7		
Anthony Davis, Ward 6		
Michele Hirsch, Ward 9		
Steven Schabot, Ward 8		

City of Kingston



Cash Handling and Cash Receipt Policy

Adopted by the Common Council on 7/1/14

Table of Contents

- I. Introduction
- II. Payments Made In Person
- III. Payments Made Through Mail
- IV. Deposit Preparation
- V. Making A Deposit
- VI. Comptroller's Office Deposit Procedure
- VII. Verifying Posting Of Deposits

I. Introduction

This document constitutes the official Cash Handling and Cash Receipt Policy of the City of Kingston as adopted by the Common Council of the City on _____. The City of Kingston intends to implement all of the elements of this policy as legally and financially feasible. The policy may require the training of personnel. All departments are responsible for their compliance.

Strong internal controls for cash collection are necessary to prevent the mishandling of funds and are designed to safeguard and protect employees. In this policy a multi-step process is outlined regarding the management of cash handling (coin, currency, checks, and money orders). This process, as defined below, outlines the MINIMUM requirements for handling cash. Additional requirements and safeguards may be practiced and established to ensure the proper handling of cash.

II. Payments Made In Person

For payments made in person a receipt from a pre-numbered triplicate (duplicate within the Comptroller's Office) cash receipt book should be issued. (Please contact the Purchasing Department if these receipts need to be ordered)

Each receipt should contain:

- 1) Payee name.
- 2) Date the payment was received.
- 3) Amount of the payment.
- 4) Payment method. (cash, check or money order)
- 5) Identification of department / employee issuing receipt.

One copy of each receipt shall be provided to the customer, one copy maintained by the department and one copy forwarded to the Comptroller's Office with the deposit. See section IV and V for instructions on preparation and submission of deposits.

If a voided transaction occurs, indicate void on the pre-numbered triplicate receipt. A department head must sign off on this voided transaction, and the receipt must be turned in with the normal deposit. All receipt numbers must be accounted for with either a processed transaction or a void transaction.

All checks and money orders must be endorsed upon receipt and made payable to the City of Kingston.

All forms of payment must be placed in a cash drawer, locked draw, or other designated secure place until deposited. (refer to section IV)

Upon completion of each transaction an entry should be made in a log or permanent record that represents the transaction that occurred. This log should at a minimum include the deposit date, receipt number(s), and total.

III. Payments Made Through Mail

For payments of check or money order made through mail departments have the option of the following methods:

- 1) Enter each individual payment separately in the cash receipt book as outlined in section II.
- 2) Enter total check payments received as a "batch" entry in the cash receipt book. If this option is selected, the department shall generate a list of the payments received recording the date of payment received, who the payment was received from, the amount of the payment, what the payment is for, and an indication if the payment was check or money order. A copy of this list should remain with the department and a copy forwarded with the deposit to the Comptroller's Office indicating the department receipt number it supports.

All checks and money orders must be endorsed upon receipt and made payable to the City of Kingston.

When cash is received through the mail and a return address is available, a receipt should be mailed back to the sender.

All forms of payment must be placed in a cash drawer, locked draw, or other designated secure place until deposited.

Upon completion of opening the mail an entry should be made in a log or permanent record (daily transaction list) that represents the transaction(s) that occurred. This can be hard copy or via an electronic tracking system. This log

should at a minimum include the deposit date, receipt number(s), and total. One entry for the entire batch of mail is acceptable.

IV. Deposit Preparation

At the end of each day cash should be counted and verified with the daily transaction list and receipts. If the coin and currency total amount at the end of the day equals \$100 or more it should be stored in a locked safe after hours. Access to keys and combinations to the safe should be limited to appropriate personnel and changed periodically or any time there is a change in responsible personnel.

Deposits should be brought to the Comptroller's Office for deposit within two business days or receipt. A Monday and Thursday or a Tuesday and Friday deposit schedule would be acceptable.

When making a deposit:

- 1) Run two adding machine tapes on the total checks and money orders
- 2) Count the total coin and currency
- 3) Verify that amounts equal daily transaction totals and receipts
 - a. If cash does not equal daily transaction or receipts research discrepancies
 - b. If overage or shortage still exists report in the over, short and refund account (A1-269000) on the departmental deposit slip
 - c. All amounts in the overage and shortage line must be supported with written explanation
- 4) Prepare a bank deposit slip
- 5) Prepare a departmental deposit form
 - a. Indicate budgetary code and amount.
 - b. Indicate supporting receipts numbers.
 - c. Include 2 copies.
- 6) Attach receipts individually in numeric order

V. Making A Deposit

Deposits from offices outside of City Hall containing coin or currency must be transported to the Comptroller's Office via locked bank bag. Locked bank bags are available for pick up and distribution from the Comptroller's Office. A log will be maintained by a designated Comptroller's Office employee of outstanding bank bags and keys. Each bank bag will have two keys. One key will be kept by the

depositing department in a secure place and one key will be kept by the Comptroller's Office in their vault. In the event of large amounts of coin a bank deposit bag may be used to transport deposit. All other deposits can be transported to the Comptroller's Office via sealed or secured envelope. All deposits should be handed directly to a member of the Comptroller's Office staff.

When the Comptroller's Office receives a bank bag from a department, one of the designated Comptroller's Office employees will verify cash and checks on hand versus the corresponding bank deposit slip and departmental deposit form. One of the two departmental deposit forms will be signed or initialed by the verifying Comptroller's Office employee and returned to the department. If there are no discrepancies an empty bank bag will be returned to the department to be used for its next deposit.

VI. Comptroller's Office Deposit Procedure

After verifying the deposit, an employee in the Comptroller's Office will write up a Cash Receipt in the appropriate funds duplicate deposit book.

In this deposit book the appropriate revenue accounts will be entered with corresponding deposit amounts and a brief description. The date of the deposit will be marked as well as a grand total. The top copy of this cash receipt will be stapled to the backup copy of the corresponding bank deposit slip and given to the Deputy Comptroller.

The cash and corresponding bank deposit slip will be placed in a locked safe in the Comptroller's Office Vault to be picked up periodically by the bank's courier service.

One copy of the departmental deposit slip will be marked with the corresponding cash receipt number and filed in date order by department in the Comptroller's Office's records.

When the bank receives deposits from the courier service and deposits them to the proper accounts, producing bank receipts that are to be mailed to the Deputy Comptroller. Prior to the Deputy Comptroller receiving the bank receipts, cash receipts are entered in the cash book and verified with daily bank download. Upon receiving bank receipts in the mail the Deputy Comptroller matches deposit receipts with the corresponding cash receipts, staples them together and forwards

them along to a senior account clerk for entry into city's financial reporting system (Munis).

VII. Verifying Posting Of Deposits

Cash Receipts will generally be recorded by the Comptroller's Office in Munis within a two week time frame. To verify your deposit in Munis, the City's financial reporting system, you should run an account trial balance of the particular account you wish to verify.

To run an account trial balance in Munis:

- 1) Click financials, general ledger, journal entry/history menu, account trial balance.
- 2) Hit control F.
- 3) Enter the org and object only. (make sure all letters are capital)
- 4) Click report options
- 5) Select beginning and ending month.
- 6) Select year and month for journal detail.
- 7) Select journal detail from 01/01/1990 through present day.
- 8) Click green check, file, display.

Any discrepancies contact the Comptroller's Office.

CITY OF KINGSTON PAYMENT RECEIPT POLICY



Effective 11.2.22

CITY OF KINGSTON 420 Broadway

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I. Introduction

The purpose of this document is to create a process to provide assurance that public moneys are handled and accounted for properly. This policy will provide a centralized process and guidance on collecting, accounting for, and safeguarding all payments (cash, checks, credit card, etc.) that come through the City of Kingston. This policy must be followed by all departments that accept payments in order maintain uniform receipt policy. See [Attachment D](#) for Flowchart of Payments.

II. Receiving a Payment

A. Payment made in person

Any payment made in person must be recorded in a receipt book ([see attachment A](#)) or a City approved payment system. Each transaction should include the following information:

- 1) Customer name
- 2) Date the payment was received
- 3) Amount of the payment
- 4) Payment method (cash, check, credit card, etc.)
- 5) Payment document number (not applicable for cash)
- 6) Identification of department and employee issuing receipt
- 7) Description of payment (marriage license, civil service exam, building permit, etc.)

All checks and money orders must be endorsed upon receipt and made payable to the City of Kingston.

All checks and money orders must be for the exact amount due. No personal or payroll checks can be cashed for money in the draw.

All forms of payment must be placed in a cash drawer, locked draw, or other designated secure place until deposited. (Refer to section VII)

There should be a sign posted outside any department that accepts cash stating, "Please call (845) 334-3935 if you don't receive a receipt."

Upon completion of each transaction, an entry should be made in a log or permanent record that represents the transaction that occurred. This log should at a minimum include the deposit date, receipt number(s), and total.

1. Manual Payments

Manual payments are payments that are recorded by an employee and not through a payment system. These payments require the use of a receipt book. Each receipt book will be pre-numbered and have 3 copies of the same receipt: the original, first carbon copy, and second carbon copy. The original copy goes to the customer at the time of payment, the first carbon copy should go with your deposit to the Comptroller's Office, and the second carbon copy should stay in the receipt book for department audit purposes. (See Attachment A)

If a voided transaction occurs, indicate "VOID" on all 3 copies of the receipt. A department head must sign off on this voided transaction. The voided original receipt should be returned by the customer and stapled back into the book. The carbon copy that goes to the Comptroller's Office will still be sent up to the office with all the other receipts for the deposit. All receipt numbers must be accounted for with either a processed transaction or a void transaction.

2. Payment System Payments

A payment system payment includes any payment that has been processed through an electronic payment system. Unlike a manual receipt, the payment system will create a report for all entered transactions which will be used in place of the carbon copy backups.

The process for handling a payment through the payment system will vary, but the same information that is recorded on manual payments should be recorded on payment system payments.

- 1) Customer name
- 2) Date the payment was received
- 3) Amount of the payment
- 4) Payment method (cash, check, credit card, etc.)
- 5) Payment document number (not applicable for cash)
- 6) Identification of department and employee issuing receipt
- 7) Reason for payment (marriage license, civil service exam, building permit, etc.)

After a payment is recorded in the payment system, you have the option to print a receipt or e-mail a copy directly to the customer.

All voided or returned transactions must be handled through the payment system by the department head or his/her designee who has supervisory authority. In no event, should it be the same employee who processed the original transaction.

B. Payments made through the mail or external lockbox

For payments of check or money order made through mail, departments have the option of the following methods:

- 1) Enter each individual payment separately in the cash receipt book as outlined in section II.
- 2) Enter total check payments received as a "batch" entry in the cash receipt book or the payment system. If this option is selected, the department shall generate a list of the payments received recording the date of payment received, who the payment was received from, the amount of the payment, what the payment is for, and an indication if the payment was check or money order. A copy of this list should remain with the department and a copy forwarded with the deposit to the Comptroller's Office indicating the department receipt number it supports.

All checks and money orders must be endorsed upon receipt and made payable to the City of Kingston.

When cash is received through the mail and a return address is available, a receipt should be mailed back to the sender.

All forms of payment must be placed in a cash drawer, locked draw, or other designated secure place until deposited (see section VII).

Upon completion of opening the mail, an entry should be made in a log or permanent record (daily transaction list) that represents the transaction(s) that occurred. This can be hard copy or via an electronic tracking system. This log should at a minimum include the deposit date, receipt number(s), and total. One entry for the entire batch of mail is acceptable.

III. Deposit Preparation

At the end of each day, cash should be counted and verified with the daily transaction list and receipts. Access to keys and combinations to the safe should be limited to appropriate personnel and changed periodically or any time there is a change in responsible personnel.

Deposits should be brought to the Comptroller's Office for deposit within two business days of receipt. A Monday and Thursday or a Tuesday and Friday deposit schedule would be acceptable.

When making a deposit:

- 1) Run two adding machine tapes on the total checks and money orders
- 2) Count the total coin and currency

- 3) Verify that amounts equal daily transaction totals and receipts
 - a. If cash does not equal daily transaction or receipts, research discrepancies
 - b. If overage or shortage still exists report in the over, short and refund account (A1-269000) on the departmental deposit slip
 - c. All amounts in the overage and shortage line must be supported with written explanation
- 4) Prepare a bank deposit slip
- 5) Prepare a departmental deposit form (See Attachment B)
 - a. Indicate budgetary code and amount.
 - b. Indicate supporting receipts numbers.
 - c. Include 2 copies.
- 6) Attach receipts individually in numeric order or attach report from payment system.

IV. Making a Deposit

Deposits from offices outside of City Hall containing coin or currency must be transported to the Comptroller's Office via locked bank bag. Locked bank bags are available for pick up and distribution from the Comptroller's Office. A log will be maintained by a designated Comptroller's Office employee of outstanding bank bags and keys. Each bank bag will have two keys. One key will be kept by the depositing department in a secure place and one key will be kept by the Comptroller's Office in their vault. In the event of large amounts of coin, a bank deposit bag may be used to transport deposit. All other deposits can be transported to the Comptroller's Office via sealed or secured envelope. All deposits should be handed directly to a member of the Comptroller's Office staff.

When the Comptroller's Office receives a bank bag from a department, one of the designated Comptroller's Office employees will verify cash and checks on hand versus the corresponding bank deposit slip and departmental deposit form. One of the two departmental deposit forms will be signed or initialed by the verifying Comptroller's Office employee and returned to the department. If there are no discrepancies, the cash and checks will be taken by the Comptroller's office for deposit and an empty bank bag will be returned to the department to be used for its next deposit.

V. Comptroller's Office Deposit Procedure

After verifying the deposit, an employee in the Comptroller's Office will write up a Cash Receipt in the appropriate funds duplicate deposit book.

In this deposit book the appropriate revenue accounts will be entered with corresponding deposit amounts and a brief description. The date of the deposit will be marked as well as a grand total. The top copy of this cash receipt will be stapled to the backup copy of the corresponding bank deposit slip, any backup documentation, and given to the Deputy Comptroller.

The cash and corresponding bank deposit slip will be placed in a locked safe in the Comptroller's Office Vault to be picked up periodically by the bank's courier service.

One copy of the departmental deposit slip will be marked with the corresponding cash receipt number and filed in date order by department in the Comptroller's Office's records.

When the bank receives deposits from the courier service and deposits them to the proper accounts, producing bank receipts that are to be mailed to the Deputy Comptroller. Prior to the Deputy Comptroller receiving the bank receipts, cash receipts are entered in the cash book and verified with daily bank download. Upon receiving bank receipts in the mail, the Deputy Comptroller matches deposit receipts with the corresponding cash receipts, staples them together and forwards them along to a senior account clerk for entry into city's financial reporting system (Munis).

VI. Verifying Posting of Deposit

Cash Receipts will generally be recorded by the Comptroller's Office in Munis within a two-week time frame. To verify your deposit in Munis, the City's financial reporting system, you should run an account trial balance of the account you wish to verify.

To run an account trial balance in Munis:

- 1) Click financials, general ledger, journal entry/history menu, account trial balance.
- 2) Hit control F.
- 3) Enter the org and object only. (Make sure all letters are capital)
- 4) Click report options
- 5) Select beginning and ending month.
- 6) Select year and month for journal detail.
- 7) Select journal detail from 01/01/1990 through present day. 8) Click green check, file, display.

Any discrepancies contact the Comptroller's Office.

VII. Security of Cash and Checks

Properly securing cash and checks protects both the employee handling the cash or checks and the City from having unauthorized access. Cash and checks should never be left out unattended for any period. Any cash or checks that are not currently being handled by an employee should be locked away in a vault or safe (or other locked storage).

VIII. Returned Check Process

A returned check is a check that cannot be processed by the bank and is returned to the City. There are numerous reasons for a returned check but the most common reasons are:

- 1) Nonsufficient Funds (NSF)
- 2) Closed Account
- 3) Check wasn't signed by issuer.
- 4) Stop order was put on check

The Comptroller's Office will receive notification from the bank about a returned check. The Comptroller's Office will then notify the department that received the check. The department would then reach out to the issuer of the check in an attempt to have them reimburse the City. Along with the original amount due, the issuer will now owe a \$15.00 returned check fee. Departments will not be allowed to accept a future check from any customer that issues a returned check without the approval of the Comptroller or his/her designee. See [Attachment C](#) for returned check letter template.

IX. Attachment A

Receipt books can be ordered through the purchasing department.

- White Copy (Original)-Customer
- Yellow Copy-Comptroller's Office
- Red Copy (stays in book)-Department

RECEIPT No. 123451

DATE _____ FROM \$ _____ DOLLARS

RECEIVED FROM _____

RECEIPT No. 123452

DATE _____ FROM \$ _____ DOLLARS

RECEIVED FROM _____

RECEIPT No. 123453

DATE _____ FROM \$ _____ DOLLARS

RECEIVED FROM _____

RECEIPT No. 123454

DATE _____ FROM \$ _____ DOLLARS

RECEIVED FROM _____

RECEIPT No. 099409

DATE 8/1/2019

RECEIVED FROM Storefront Studios \$1000.00

One thousand and n/100 DOLLARS

1015 West Kirkland Ave

FROM 8/1 TO 8/31

PAYMENT 1000.00

BY GRACE MILLER

XI. Attachment C

Template of a letter to the issuer of a returned check.

City of Kingston

New York 12402



CPO Box 1627
City Hall, 420 Broadway

Telephone: (845) 331-0080
Fax: (845) 334-3944

Name
Address 1
Address 2

Dear Name,

Your check numbering check number issued on date in the amount of amount has been returned to this office for insufficient funds. A \$15.00 bank return check fee has been added. Total amount due is check amount + \$15.

For this payment, we will only accept cash, bank check, or money order. In the future, you may no longer be able to make payments with a personal check.

Payments should be paid or mailed to: address.

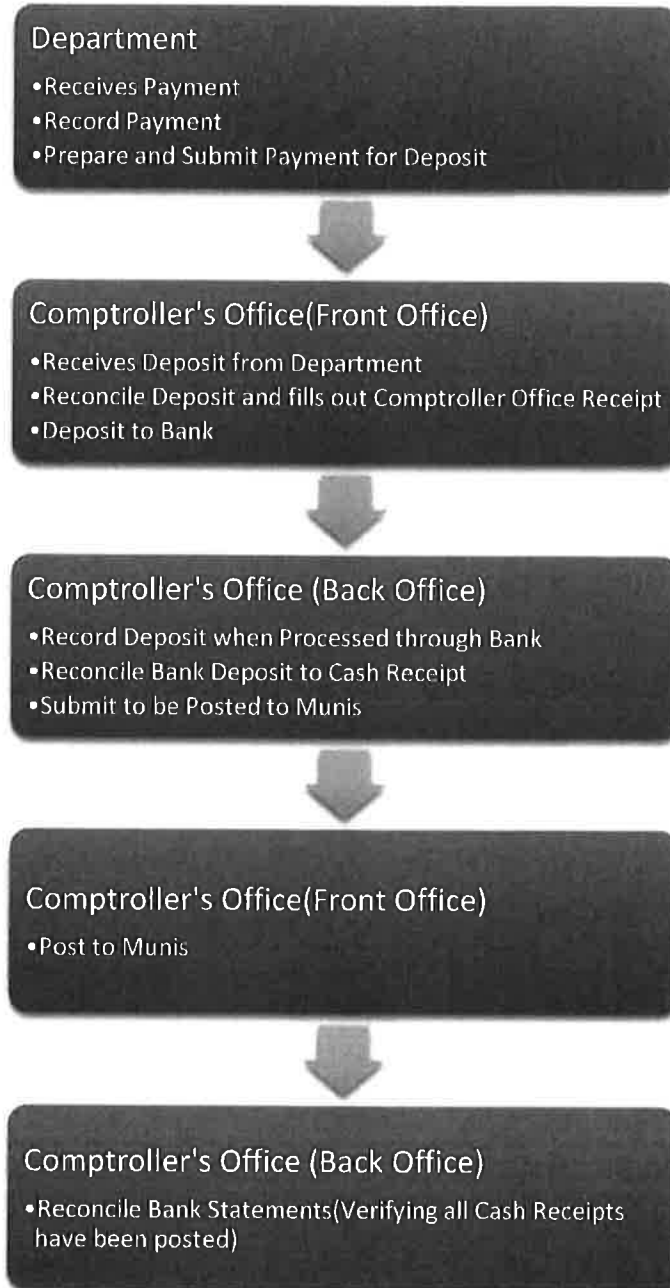
If you have any further questions, feel free to contact this office.

Sincerely,

Name
Department
Phone Number

XII. Attachment D

Flowchart of the Payment Process



10

F+A

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

John Tuey, Comptroller



Steven T. Noble, Mayor

November 17, 2022

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

RE: Mid Year 2022 Budgetary Transfer

Dear President Shaut,

I am submitting the attached 2022 budgetary transfer totaling \$7,100 to reconcile various departmental accounts on a year to date basis as per attached.

Respectfully,



John R. Tuey, CPA
Comptroller, City of Kingston

1 THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**


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

DEPARTMENT: Comptroller DATE: 11/17/22

Description:

Request approval of a 2022 budgetary transfer totaling \$7,100 to reconcile accounts on a year-to-date basis. There is no financial impact from this transfer.

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		
Michael Olivieri, Ward 7		
Anthony Davis, Ward 6		
Michele Hirsch, Ward 9		
Steven Schabot, Ward 8		

General Fund Budgetary Transfer

To:

<u>Fund</u>	<u>Org</u>	<u>Object</u>	<u>Acct Description</u>	<u>Amount</u>
A1	1130	5402	Office Supplies	1,800
A1	1315	5402	Office Supplies	1,000
A1	1315	5828	Tuition Reimbursement	3,750
A1	5651	5412	Professional Fees	400
A1	5651	5471	Service Contracts	150
				7,100

From:

<u>Fund</u>	<u>Org</u>	<u>Object</u>	<u>Acct Description</u>	<u>Amount</u>
A1	1315	5101	Regular Pay	4,000
A1	1315	5103	Overtime	300
A1	1315	5412	Data Processing Support	850
A1	1315	5461	Travel Reimbursement	250
A1	1315	5472	Contracted Services	200
A1	3320	5112	Part Time	300
A1	5651	5441	Maintenance of Equipment	1,200
				7,100

17

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

Ruth Ann Devitt-Frank, Director



Steven T. Noble, Mayor

December 8, 2022

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

Re: 2023 Restore NY Communities Grant/
Arc MidHudson Boiler Building Removal Project

Dear President Shaut,

I am writing to request that a resolution endorsing Ulster County's application for the 2023 Empire State Development Restore NY Communities program grant be placed on the agenda of the appropriate committee in December. Ulster County will apply for the grant on behalf of Arc MidHudson. The application, which is due on January 27, 2023, requires a resolution from the legislative body of the local municipality in which the project is located. With this communication I am submitting a draft resolution for consideration.

Funding will be used for demolition of an old boiler building (2 boilers) at 139 Cornell Street in Midtown. The building contains asbestos in the roof and one of the boilers, which will require abatement. Arc MidHudson will also move a Central Hudson meter and reroute piping, remove two unused tanks, level the building, and fill remaining holes.

Arc MidHudson has transformed a remaining former warehouse into a series of economic development pods, where fledging businesses can grow. This new facility also houses the Cornell Creative Art Center, which offers inclusive multi-disciplinary arts programming to the community. Removal of the boiler building will allow for the expansion of these activities and increased use of the facility for youth programming (ages 5-16).

If there are any questions about this project, please do not hesitate to call me at 845-334-3962 or email me at rfrank@kingston-ny.gov.

Thank you in advance for your consideration.

Sincerely,

Ruth Ann Devitt-Frank

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: Grants Management DATE: _____

Description: To request endorsement of Ulster County's application on behalf of Arc MidHudson for a grant from the Empire State Development Restore NY Communities program for the Boiler Building Removal Project.

Arc MidHudson is responsible for the 10% required match of \$10,200.

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, Chairman, Ward 3		
Tony Davis, Ward 6		
Michael Olivieri, Ward 7		
Steve Schabot, Ward 8		
Michele Hirsch, Ward 9		

RESOLUTION ___ of 2023

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF KINGSTON, NEW YORK, ENDORSING SUPPORT FOR ULSTER COUNTY FOR A GRANT FROM THE NEW YORK STATE EMPIRE STATE DEVELOPMENT CORPORATION (NYS ESD) FOR THE ARC MIDHUDSON BOILER BUILDING REMOVAL PROJECT IN THE AMOUNT OF \$91,800.

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

WHEREAS, Ulster County is applying to the NYS ESD for a grant under the Restore NY Community Initiatives for the demolition of an old boiler building at 139 Cornell Street in Midtown Kingston to allow for the expansion of activities at the Arc MidHudson's Cornell Creative Art Center; and

WHEREAS, Ulster County will request from NYS ESD a Restore NY Grant for funds in an amount of \$91,800 for the Arc MidHudson Boiler Building Removal Project; and

WHEREAS, the grant application requests that the applicant obtain the approval and endorsement of the governing body of the municipality in which the project will be located; and

WHEREAS, the City of Kingston finds that the proposed project is consistent with the City of Kingston's local revitalization or urban development plans; and

WHEREAS, the proposed financing is appropriate for the specific project; and

WHEREAS, the project facilitates effective and efficient use of existing and future public resources so as to promote both economic development and preservation of community resources; and

WHEREAS, the project develops and enhances infrastructure and/or other facilities in a manner that will attract, create, and sustain employment opportunities where applicable.

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

SECTION 1. The Common Council of the City of Kingston, New York, approves and endorses the application of Ulster County for a grant under the NYS ESD for the Arc MidHudson Boiler Building Removal Project within this community.

SECTION 2. This resolution shall take effect immediately.

Submitted to the Mayor this _____ day
of _____ 2023

Approved by the Mayor this _____ day
of _____ 2023

Elisa Tinti, City Clerk

Steven T. Noble, Mayor

Adopted by Council on _____, 2022

OLD BUSINESS

CITY OF KINGSTON
Office of the Mayor
mayor@kingston-ny.gov

(F-1A)

Steven T. Noble
Mayor



September 30th, 2022

Honorable Andrea Shaut
President of the Common Council
Kingston City Hall
420 Broadway
Kingston, New York 12401

Dear President Shaut,

My office has received the attached correspondence from Pennrose NY Developer, LLC. I am forwarding the document to Common Council for your review. Pennrose LLC has expressed interest in presenting their project and the Pilot to the Finance Committee.

Respectfully submitted,

Steven T. Noble
Mayor

PENNROSE

Bricks & Mortar | Heart & Soul

VIA ELECTRONIC DELIVERY

September 27, 2022

Mayor Noble
City Hall
420 Broadway
Kingston, NY 12401

RE: Golden Hill Apartments Request for Article XI Real Property Tax Exemption

Dear Mayor Noble,

I am writing as a follow up to our discussions in recent months regarding the proposed PILOT for Golden Hill (the, "Project"). The Golden Hill mixed-use project envisions a comprehensive approach to the transformation of the former site of the Ulster County Jail. The vision for Project includes delivery on Ulster County's Green New Deal initiatives and providing new intergenerational mixed-income housing opportunities for the Hudson Valley region. Since commencing public community engagement in July 2021, Pennrose has actively worked with the Ulster County Housing Development Corporation (UCHDC), the County of Ulster, the City of Kingston, Family of Woodstock, elected officials, local community-based organizations, and residents to craft a unified vision in support of the City of Kingston's 2025 Comprehensive Plan, and to promote the community's diverse needs and nurture residents for generations to come.

The fruition of those efforts is a 100% affordable, 164-unit mixed-use community that will provide housing for seniors, families, and special needs populations. Jointly, Pennrose and its non-profit joint venture partner, Family of Woodstock, are working alongside the County of Ulster to demolish the old Jail building and develop this new neighborhood. The property has been designed with input from community members and is envisioned to be net-zero energy property with integrated renewable energy generation. Residents will enjoy an inviting community center, a fitness center, a new childcare center operated by Family of Woodstock, programmed open space, and a trail connection to the Empire State trail network

To meet these goals, Pennrose respectfully requests consideration of a real property tax abatement pursuant to Article XI of the New York Private Housing Finance Law ("Article XI"). Under Article XI, a complete or partial Payment In Lieu of Taxes ("PILOT") can be authorized to an affordable housing project in order to ensure its ongoing financial viability during the term of its regulatory agreement. The terms of the requested PILOT, which are more fully described in the draft resolution attached herewith as **Exhibit A** and a draft form of PILOT agreement enclosed as **Exhibit B**, would include:

- i. Annual taxes beginning in the first calendar year following 100% occupancy of \$350 per dwelling unit per year, with the possibility of increasing to \$619 per unit per year in the event that the



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project is competitively awarded eight (8) Project-based Section 8 Vouchers from New York State Homes and Community Renewal ("HCR");

- ii. Escalation of 2.00% per year;
- iii. A term of 40 years, coinciding with the period of the affordable housing regulatory agreement to be recorded against the property by HCR at the time of construction finance closing; and,
- iv. Profit sharing by the City in the amount of 6.00% of Surplus Cash Flow from annual property operations.

In support of the ongoing consideration of the PILOT requested herein, please find the Project's financial projections included hereunder as **Exhibit C**.

The Development Team is committed to making a substantial positive impact for the City of Kingston. In addition to ongoing PILOT payments, the Project will provide greater than \$1 Million in revenue to the City of Kingston via an investment into the City's Recreation Trust Fund of \$480,000, and upfront PILOT fee of \$250,000, Building and Planning Department fees and various other payments. The project will ensure that 20% of the dollar value of covered construction contracts, and 50% of the aggregate number of new construction hires comes from local workers and businesses. The Kingston School District has reviewed the project and determined it will not have an adverse impact on the District's capacity. Lastly, the Development Team is committed to installing the improvements required by the Planning Board including the emergency gate at Glen Street, the traffic signal at the intersection of State Route 32 and Golden Hill Drive, and the property's stormwater management system prior to issuance of a Certificate of Occupancy.

We thank the City of Kingston for its continued support of the Project and consideration of this proposal.

Sincerely,

PENNROSE NY DEVELOPER, LLC



Dylan Salmons
Regional Vice President

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Bricks & Mortar | Heart & Soul

Exhibit A – Common Council Resolution

RESOLUTION NUMBER ____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KINGSTON
AUTHORIZING THE EXECUTION OF A PAYMENT-IN-LIEU OF TAX (“PILOT”)
AGREEMENT BY AND AMONG THE CITY OF KINGSTON, GOLDEN HILL
HOUSING DEVELOPMENT FUND CORPORATION AND GOLDEN HILL OWNER
LLC**

WHEREAS, the City of Kingston (the “City”) desires to encourage a sufficient supply of adequate, safe and sanitary dwelling accommodations properly planned for persons with low income; and

WHEREAS, Golden Hill Housing Development Fund Corporation (the “HDFC”), a to-be-formed New York not-for-profit corporation to be sponsored by the Family of Woodstock, Inc. and established pursuant to Article XI of the New York Private Housing Finance Law (the “PHFL”), and Golden Hill Owner LLC (the “LLC”), a New York limited liability company, have identified property located at [] Golden Hill Drive (Tax Identification Number 56.40-1-19.300 Lot 3A), City of Kingston, County of Ulster, State of New York, as described on Exhibit A attached hereto and made a part hereof (the “Land”), which Land and improvements thereon are now commonly known as the Old Jail site, for the purpose of redeveloping a housing project for persons of low income, said project to consist of: (i) the acquisition of leasehold title to the Land; and (ii) the construction of several new, highly efficient buildings containing 164 units of housing for persons of low income and related improvements to be known as Golden Hill (the “Project”); and

WHEREAS, the LLC and the HDFC have been, or will be, formed for the purpose of providing residential rental accommodations for families and persons of low income; and

WHEREAS, the HDFC will acquire fee title to the Land, as nominee for the LLC, and will convey its equitable and beneficial interests in the Land to the LLC in furtherance of the development of the Project; and

WHEREAS, the HDFC’s and the LLC’s plan for the use of the Land constitutes a “housing project” as that term is defined in the PHFL; and

WHEREAS, the HDFC will be organized as a “housing development fund company” as the term is defined in Section 572 of the PHFL and Section 577 of the PHFL authorizes the City Council to exempt the Project from real property taxes; and

WHEREAS, the HDFC is, or will be, on the commencement date of the PILOT Agreement contemplated herein, a member of managing member of the LLC; and

WHEREAS, the LLC and the HDFC will be willing to enter into a PILOT Agreement whereby they will make annual payments in lieu of taxes to the City, for the benefit of the City, the County of Ulster, the Kingston City School District and all other applicable Taxing Jurisdictions as set forth in the PILOT Agreement presented to the City Council for approval;

NOW THEREFORE, BE IT RESOLVED that the City Council hereby exempts the Project from real property taxes to the extent authorized by Section 577 of the PHFL and approves the proposed PILOT Agreement by and among the City (on behalf of itself and all other Taxing Jurisdictions), the LLC and the HDPC, in substantially the form presented at this meeting, providing for annual payments as set forth in such agreement; and it is

FURTHER RESOLVED, that the Mayor of the City is hereby authorized to execute and deliver the foregoing PILOT Agreement on behalf of the City; and it is

FURTHER RESOLVED, that this resolution shall take effect immediately.

Approved as to form, _____, 2022

Barbara Graves-Poller, Esq., Corporation Counsel

Duly adopted by the City Council
on the ____ day of _____, 2022.

Approved: _____
Veto: _____
Not Endorsed: _____

CERTIFICATION

The undersigned, being the duly elected Clerk of the City of Kingston, hereby certifies that the attached is a true, correct and complete copy of certain resolutions unanimously adopted by the City Council of the City of Kingston on _____, 2022 and such resolutions have not been modified, amended or repealed and are in full force and effect as of the date hereof.

Name:
Title:

EXHIBIT A

Description of the Land

PENNROSE
Bricks & Mortar | Heart & Soul

Exhibit B – PILOT Agreement

**AGREEMENT FOR PAYMENT IN LIEU OF TAXES (PILOT)
BY AND AMONG THE CITY OF KINGSTON, GOLDEN HILL HOUSING
DEVELOPMENT FUND CORPORATION AND GOLDEN HILL OWNER LLC**

THIS AGREEMENT FOR PAYMENT IN LIEU OF TAXES (the "Agreement"), dated _____, 2022, by and among the **CITY OF KINGSTON, NEW YORK**, a New York incorporated municipality, having its principal office located at 420 Broadway, Kingston, New York 12401 (the "City"), **GOLDEN HILL HOUSING DEVELOPMENT FUND CORPORATION**, a to-be-formed New York not-for-profit corporation formed pursuant to Article XI of the Private Housing Finance Law of the State of New York (the "PHFL"), having its principal office located at c/o Family of Woodstock, Inc. 31 Albany Avenue Kingston, NY 12401 (the "HDFC"), which HDFC will hold title to the Property (as hereinafter defined) for the benefit of **GOLDEN HILL OWNER LLC**, a New York limited liability company, having its principal office located at 230 Wyoming Avenue, Kingston, Pennsylvania 18704 (the "LLC").

WHEREAS, the HDFC is, or will become, the nominal fee owner, and the LLC is, or will become, the beneficial and equitable owner, of certain real property located in the City of Kingston, County of Ulster, State of New York, as more particularly described in Exhibit A attached hereto and incorporated herein by reference (the "Property"); and

WHEREAS, the HDFC is a not-for-profit corporation established pursuant to Section 402 of the Not-For-Profit Corporation Law and Article XI of the PHFL; and

WHEREAS, the LLC has been, and the HDFC has been or will be, formed for the purpose of providing residential rental accommodations for persons of low-income; and

WHEREAS, the LLC will develop, own, rehabilitate, construct, maintain and operate a housing project for persons of low income at the Property, anticipated to consist of 164 residential rental units for persons of low income and related improvements to be known as Golden Hill (the "Project"); and

WHEREAS, the HDFC's and the LLC's plan for the use of the Property constitutes a "housing project" as that term is defined in the PHFL; and

WHEREAS, the HDFC is, or will be, a "housing development fund company" as the term is defined in Section 572 of the PHFL; and

WHEREAS, pursuant to PHFL Section 577, the local legislative body of a municipality may exempt the real property of a housing project of a housing development fund company from local and municipal taxes, including school taxes, other than assessments for local improvements, to the extent of all or a part of the value of the property included in the completed project; and

WHEREAS, the City Council of the City of Kingston, New York, by Resolution No. _____ adopted _____, 2022, approved and authorized the execution of this Agreement; [CONFIRM THE TAXING JURISDICTION]

NOW, THEREFORE, it is agreed as follows:

1. Pursuant to Section 577 of the PHFL, the City, on behalf of itself, the County, the School District and any other applicable Taxing Jurisdictions (as defined herein) hereby exempts

from local and municipal taxes, other than assessments for local improvements, one hundred percent (100%) of the value of the Property, including both the land and the improvements included in the Project. "Local and Municipal Taxes" shall mean any and all real estate taxes levied by Ulster County ("County"), the City of Kingston ("City"), the Kingston City School District ("School District") or other affected taxing jurisdiction (as defined in Subdivision 1(b) of Section 577 of the PHFL) which has jurisdiction over the Property (collectively, the "Taxing Jurisdictions"), and intending to bind the applicable Taxing Jurisdictions to the fullest extent provided under Section 577 of the PHFL.

2. This tax exemption will commence on the date of the HDFC's acquisition of nominal fee title to the Property and shall continue for a period of thirty (30) years from the LLC's completion of the Project (as evidenced by the City's issuance of a certificate of occupancy for the Project) or for such longer period as the Property continues to be subject to a regulatory agreement with the New York State Housing Finance Agency. This Agreement shall not limit or restrict the HDFC's or the LLC's right to apply for or obtain any other tax exemption to which it might be entitled upon the expiration of this Agreement. The parties understand that the exemption extended pursuant to Section 577 of the PHFL and this Agreement does not include exemption from special assessments and special ad valorem levies. During the period of this Agreement, the LLC shall pay any service charges, special ad valorem levies, special assessments and improvement district charges or similar tax equivalents which are or would be levied upon or with respect to the Project by the Taxing Jurisdictions or any other taxing authority.

3. Commencing in the first full year after the issuance of a certificate of occupancy for the Project, and continuing for so long as the exemption hereunder continues, the LLC shall make annual payments in lieu of taxes ("PILOT") to the City in the amount set forth in this section, which payments shall be made in satisfaction of all amounts due for and cover all Local and Municipal Taxes owed in connection with the Property and the Project, and which payments shall be shared by the Taxing Jurisdictions on the same basis as property taxes would be shared if the Property and the Project were fully taxed or as otherwise agreed to by the Taxing Jurisdictions. The PILOT shall be in the initial amount of Three Hundred Fifty and 00/100 Dollars (\$350.00) per dwelling unit per year (prorated for the year in which said certificate of occupancy is issued), which amount shall increase annually by two percent (2%).

In addition to the foregoing, the LLC will make an additional PILOT payment on an annual basis retroactively (i.e. for and based on the prior year) to the extent of Surplus Cash, if any, not to exceed six percent (6.0%) of Surplus Cash. For purposes of this Agreement, "Surplus Cash" means (a) net operating income (i.e. revenue less operating expenses) less (b)(i) all principal and debt service under project loans, (ii) deferred developer fees as reported in the annual financial statement, and (iii) proceeds from a sale, refinance or re-syndication.

4. The tax exemption provided by this Agreement will continue for the term described above provided that the Property and the Project continue to be used as housing facilities for persons of low income and (i) the HDFC and the LLC own and operate the Property and the Project in conformance with Article XI of the PHFL; or (ii) the HDFC and the LLC assume legal and beneficial fee ownership of the Property and the Project, respectively, and operate the Property and the Project in conformance with Article XI of the PHFL; or (iii) in the event an action is brought to foreclose a mortgage upon the Property, and the legal and beneficial interest in the Property and the Project shall be acquired at the foreclosure sale or from the mortgagee, or by a

conveyance in lieu of such sale, by a housing development fund corporation organized pursuant to Article XI of the PHFL, or by the Federal government or an instrumentality thereof, or by a corporation which is, or by agreement has become subject to the supervision of the superintendent of banks or the superintendent of insurance, and such successor in interest operates the Property and the Project in conformance with Article XI of the PHFL.

5. The failure to make the required payment will be treated as failure to make payment of taxes and will be governed by the same provisions of law as apply to the failure to make payment of taxes, including but not limited to enforcement and collection of taxes to the extent permitted by law.

6. All notices and other communications hereunder shall be in writing and shall be sufficiently given when delivered to the applicable address stated above (or such other address as the party to whom notice is given shall have specified to the party giving notice) by registered or certified mail, return receipt requested or by such other means as shall provide the sender with documentary evidence of such delivery.

7. This Agreement shall inure to the benefit of and shall be binding upon the City, the LLC, the HDFC and their respective successors and assigns, including the successors in interest of the LLC and the HDFC. There shall be no assignment of this Agreement except with consent of the other party, which consent shall not be unreasonably withheld.

8. If any provision of this Agreement or its application is held invalid or unenforceable to any extent, the remainder of this Agreement and the application of that provision to other persons or circumstances shall be enforced to the greatest extent permitted by law.

9. This Agreement may be executed in any number of counterparts with the same effect as if all the signing parties had signed the same document. All counterparts shall be construed together and shall constitute the same instrument.

10. This Agreement constitutes the entire agreement of the parties relating to payments in lieu of taxes with respect to the Property and supersedes all prior contracts, or agreements, whether oral or written, with respect thereto.

11. Each of the parties individually represents and warrants that the execution, delivery and performance of this Agreement, (i) has been duly authorized and does not require any other consent or approval, (ii) does not violate any article, by-law or organizational document or any law, rule, regulation, order, writ, judgment or decree by which it is bound, and (iii) will not result in or constitute a default under any indenture, credit agreement, or any other agreement or instrument to which any of them is a party. Each party represents that this Agreement shall constitute the legal, valid and binding agreement of the parties enforceable in accordance with its terms.

12. This Agreement shall be governed by and construed in accordance with the laws of the State of New York.

13. Any litigation arising out of this agreement shall be venued in Ulster County Supreme Court or the appropriate federal district court exercising jurisdiction over Ulster County.

Signatures on following page

IN WITNESS WHEREOF, the City, the HDFC and the LLC have caused this Agreement to be executed in their respective names by their duly authorized representatives and their respective seals to be hereunder affixed, all as of the date above-written.

CITY OF KINGSTON, NEW YORK

By: _____
Name:
Title:

STATE OF NEW YORK)
)
COUNTY OF _____) SS.:

On the ____ day of _____ in the year 2022 before me personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that s/he executed the same in her/his capacity, and that by her/his signature on the instrument, the individual, or person upon behalf of which the individual acted, executed the instrument.

NOTARY PUBLIC

Signatures continue on following page.

**GOLDEN HILL HOUSING DEVELOPMENT
FUND CORPORATION**

By: _____
Name:
Title:

STATE OF NEW YORK)
)
COUNTY OF _____) SS.:

On the ____ day of _____ in the year 2022, before me personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that s/he executed the same in her/his capacity, and that by her/his signature on the instrument, the individual, or person upon behalf of which the individual acted, executed the instrument.

NOTARY PUBLIC

Signatures continued on following page.

GOLDEN HILL OWNER LLC,

By: Golden Hill MM LLC, its Managing Member,

By: Pennrose NY LLC, its Member,

**By: Pennrose Holdings, LLC, its Managing
Member**

By: _____

Name:

Title:

STATE OF NEW YORK)

)

SS.:

COUNTY OF _____)

On the ____ day of _____ in the year 2022, before me personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that s/he executed the same in her/his capacity, and that by her/his signature on the instrument, the individual, or person upon behalf of which the individual acted, executed the instrument.

NOTARY PUBLIC

EXHIBIT A

Description of the Property

2
RESOLUTION 189 OF 2022

**RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF KINGSTON,
NEW YORK, ADOPTING A POLICY FOR DISPOSITION OF SURPLUS CITY-
OWNED PROPERTY ACQUIRED THROUGH THE TAX FORECLOSURE
PROCESS**

Sponsored By: Finance/Audit Committee: Alderman Scott-
Childress, Schabot, Hirsch, Olivieri, Hill

WHEREAS, Section 1166 of the Real Property Tax Law authorizes the City of Kingston to sell and convey “real property acquired through foreclosure proceedings either with or without advertising for bids, notwithstanding the provisions of any general, special or local law,” subject to approval of the majority of the Common Council; and

WHEREAS, land banks are not-for-profit corporations created to serve the public interest by taking control of and redeveloping vacant or abandoned properties; and

WHEREAS, pursuant to New York State Land Bank Act, the City of Kingston may convey real property to a land bank upon such terms and conditions that the City deems appropriate; and

WHEREAS, the Empire State Development Board approved Kingston City Land Bank on March 29, 2018, to serve the public interest as a not-for-profit corporation that takes control of and redevelops vacant and abandoned properties; and

WHEREAS, Strategy 2.3.1 of the Kingston 2025 Comprehensive Plan states that the City of Kingston should “promote home ownership by low-and moderate-income households;” and

WHEREAS, the Common Council finds that the annexed disposition policy, which prioritizes transferring surplus City-owned property to the Kingston City Land Bank, will advance revitalization goals set forth in the Kingston 2025 Comprehensive Plan, accelerate the citywide production of housing at all income levels, and stimulate economic growth:

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

SECTION 1. That the City of Kingston shall follow the annexed disposition plan for transferring ownership of surplus City-owned properties acquired through the “in-rem” delinquent tax lien foreclosure process.

SECTION 2. that the Mayor is hereby authorized to sign any and all documents, including quitclaim deeds, conveying the City of Kingston's interest in surplus property in accordance with the annexed disposition policy.

SECTION 3. That the properties identified in Resolution 245 of 2021 are subject to Section B of the disposition policy's General Provisions but shall be exempt from all other terms annexed hereto.

SECTION 5. That this resolution shall take effect immediately.

Submitted to the Mayor this ____ day of _____, 2022

Approved by the Mayor this ____ day of _____, 2022

Elisa Tinti, City Clerk

Steven T. Noble, Mayor

Adopted by Council on _____, 2022

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Submitted to the Mayor this ____ day of _____, 2022

Approved by the Mayor this ____ day of _____, 2022

Elisa Tinti, City Clerk

Steven T. Noble, Mayor

Adopted by Council on _____, 2022

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Office of the Mayor

mayor@kingston-ny.gov



Steven T. Noble
Mayor

July 29th, 2022

Honorable Andrea Shaut
President of the Common Council
Kingston City Hall
420 Broadway
Kingston, New York 12401

Re: City of Kingston Disposition Policy

Dear President Shaut,

The Kingston City Land Bank was established in 2018 with the explicit purpose of rehabilitating the City's vacant tax-foreclosed housing stock and returning them to the tax rolls. Over the past few years, the Common Council has agreed to dispose of City-owned property to the Kingston City Land Bank (KCLB) for the full price of the back taxes. However, it has done so without the guidance of a clear disposition policy.

A written disposition policy for City-owned property would increase certainty for an organization such as the KCLB and other parties that might wish to acquire and redevelop City-owned properties. Most importantly, it would clarify which City-owned properties the Land Bank would receive and the funding it would need to acquire and rehabilitate each property. This would accelerate the overall redevelopment timeline, thereby allowing the KCLB to sell each property more quickly as an affordable homeownership opportunity. At a time when we desperately need additional housing stock, this is an important process improvement. It would also reduce the cost of City staff to maintain vacant properties and reduce the negative impact vacant homes have on the surrounding neighborhood.

I ask that you please forward this communication to the next regularly scheduled Finance & Audit Committee for consideration. I will forward a full copy of the proposed resolution prior to the meeting. If you have any questions on this proposal, you can contact our Housing Director Bartek Starodaj.

Respectfully submitted,

Steven T. Noble
Mayor

Disposition Plan Provisions

The City will henceforth dispose of all properties it acquires through the “in rem” tax lien foreclosure process in the following preferential order, subject to the stated conditions:

I. For all properties, irrespective of the amount of outstanding taxes and fees due:

The City may, in its discretion, retain and/or alternately dispose of the property for any reason. Within 60 days of the City’s acquisition of a property through the “in rem” delinquent tax lien foreclosure process, the Mayor of Kingston shall determine whether such property should be retained.

II. For one- or two-unit residential properties with less than \$30,000 in outstanding taxes and fees (including those yet to be billed) associated with the parcel preceding, during and post foreclosure:

The City will offer such properties to the Kingston City Land Bank.

A. The Kingston City Land Bank shall have a 90-day option to purchase such properties for \$1.00. This 90-day offer period begins to run when the City communicates an offer notice to the Kingston City Land Bank. This offer letter will include the total of all delinquent taxes and fees associated with the parcel preceding, during, and post foreclosure. The City has discretion to extend this offer period to facilitate the Kingston City Land Bank’s property inspection and due diligence procedures. The Kingston City Land Bank shall communicate its acceptance or rejection of properties via resolution of the Kingston City Land Bank Board of Directors.

B. The Kingston City Land Bank is required to take title to a property within 90-days of Common Council Resolution approving the conveyance of the property. If the Kingston City Land Bank fails to take title to a property within this 90-day period, the City will follow the provisions of Section IV for that property.

C. The Kingston City Land Bank shall remit an additional payment to the City within 30 days of the sale of each property received in accordance with this disposition policy. The payment due to the City for each residential property will reflect the Area Median Income (AMI) level, adjusted for household size, of the end-user-household as follows:

- Properties in Tier 1 (purchased by end-user households below 80% AMI): the lesser of \$7,000 or the full amount of outstanding taxes and fees (including those yet to be billed) associated with the parcel preceding, during and post foreclosure;
- Properties in Tier 2: (purchased by end-user households between 80–100% AMI): the lesser of \$13,000 or the full amount of outstanding taxes and fees (including those yet to be billed) associated with the parcel preceding, during and post foreclosure;
- Properties in Tier 3 (purchased by end-user households between 100–130% AMI): the lesser of \$18,000 or the full amount of outstanding taxes and fees (including those yet to be billed) associated with the parcel preceding, during and post foreclosure:

- Properties in Tier 4 (purchased by end-user households above 130% AMI): The full amount of outstanding taxes and fees (including those yet to be billed) associated with the parcel preceding, during and post foreclosure, plus 10% of the net sales revenue. Net sales revenue is defined as the total sales price minus closing costs.

D. The Kingston City Land Bank will assume responsibility for the above-listed payment obligations when it sells properties directly to end-user households and when it conveys properties received in accordance with this disposition policy to for-profit and not-for-profit corporations, which then sell property to end-user households.

E. The City may dispose of any property that the Kingston City Land Bank declines to purchase during the 90-day option period in accordance with Section IV below.

III. *For vacant land with less than \$30,000 in outstanding taxes and fees (including those yet to be billed) associated with the parcel preceding, during and post foreclosure:*

The City will convey such land to the Kingston City Land Bank.

A. The Kingston City Land Bank shall have a 90-day option to purchase such land for \$1.00. This 90-day offer period begins to run when the City communicates an offer notice to the Kingston City Land Bank. This offer letter will include the total of all delinquent taxes and fees associated with the parcel preceding, during, and post foreclosure. The Kingston City Land Bank shall communicate its acceptance or rejection of properties via resolution of the Kingston City Land Bank Board of Directors. The City has discretion to extend this offer period to facilitate the Kingston City Land Bank's property inspection and due diligence procedures.

B. The Kingston City Land Bank is required to take title to a property within 90-days of Common Council Resolution approving the conveyance of the property. If the Kingston City Land Bank fails to take title to a property within this 90-day period, the City will follow the provisions of Section IV for that property.

C. The Kingston City Land Bank shall remit an additional payment to the City within 30 days of the sale of each transferred property. The payment due to the City for each property will be calculated as follows:

- If the Kingston City Land Bank sells the property for a purchase price that exceeds ***any and all outstanding taxes and fees (including those yet to be billed) associated with the parcel preceding, during and post foreclosure***, the Kingston City Land Bank will pay the City the full amount of outstanding taxes and fees (including those yet to be billed) associated with the parcel preceding, during, and post foreclosure.
- If the Kingston City Land Bank sells the property for less than the outstanding taxes and fees (including those taxes and fees yet to be billed) associated with the parcel preceding, during and post foreclosure, the Kingston City Land Bank will pay the City of Kingston 25% of the net sales revenue. Net sales revenue is defined as the total sales price minus closing costs.

IV. *For all other "in-rem" tax foreclosed commercial and residential properties, including those with one- or two-unit residential buildings for which \$30,000 or more*

in outstanding billed taxes and fees (including those yet to be billed) associated with the parcel preceding, during, and post foreclosure are due, as well as all properties not accepted by the Kingston City Land Bank during its option period, the following disposition options apply:

A. The City of Kingston shall develop a public Request for Proposals (RFP) drafted to advance housing goals identified in the City's Comprehensive Plan and the revitalization objectives set forth in General Municipal Law §§ 505 and 907. The City of Kingston shall issue this RFP in accordance with its established procurement rules.

B. If the City fails to receive qualified responses to the RFP or if the City rejects the proposals received or if the Common Council fails to approve the conveyance of any property to an RFP Respondent, the City shall hold a public auction and sell the property to the highest bidder.

General Provisions

A. The Kingston City Land Bank shall not convey any property acquired from the City of Kingston back to the property's immediate former owner(s) for less consideration than the amount of any and all delinquent taxes and fees associated with the parcel preceding, during and post foreclosure

B. City employees and members of the City of Kingston Common Council who are involved with the negotiation or preparation of the sale and closing process of properties title to which has been acquired by the City through the "In Rem" delinquent tax lien foreclosure process, have access to knowledge or information about a parcel conveyed by the City to the Land Bank or about the present or proposed use of nearby parcels through his or her City position, which knowledge or information is not accessible to the general public, or who have the authority to appoint employees who have any of the foregoing powers or access to the foregoing information, are specifically precluded from purchasing properties conveyed to the Land Bank by the City during and for two (2) years after the termination of their City employment or term of office.

C. This resolution is intended to incentivize the production of low-to-moderate affordable housing opportunities in the City of Kingston. Accordingly, it is expected that at least 65% of all one- or two-unit residential properties sold by the Kingston City Land Bank are disposed to households at or below 130% of Area Median Income for Ulster County.

D. The Kingston City Land Bank will provide the Corporation Counsel and Comptroller of the City of Kingston with a quarterly report on the properties subject to this Disposition Plan that were acquired and/or sold by the Kingston City Land Bank in the preceding quarter and must include information sufficient for the City of Kingston to ensure compliance with these provisions. Notwithstanding any other provision herein, the City of Kingston may decline to offer property to the Kingston City Land Bank if the Land Bank fails to provide quarterly reports or if those reports indicate noncompliance with either these Disposition Plan's provisions or the City's Comprehensive Plan. The City shall then have the right to offer property to another affordable housing non-profit under the conditions of this Disposition Plan.

1THE 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: Housing

DATE: 09/14/2022

Description:

ADOPTING A POLICY FOR DISPOSITION OF SURPLUS CITY-OWNED PROPERTY ACQUIRED THROUGH THE TAX FORECLOSURE PROCESS

Estimated Financial Impact: \$ 0

Signature _____

Motion by MO

Seconded by MH

Action Required:

SEQRA Decision:

Type I Action _____

Type II Action _____


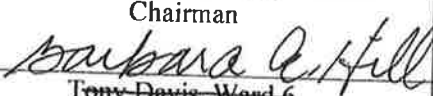
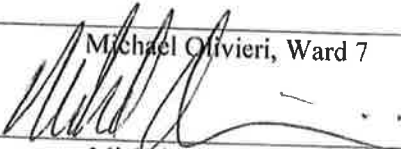
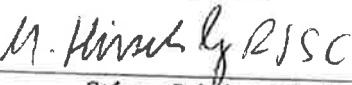
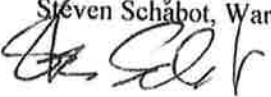
Unlisted Action _____

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	✓	
 Tony Davis, Ward 6	✓	
Michael Olivieri, Ward 7 	✓	
Michele Hirsch, Ward 9 	✓	
Steven Schabot, Ward 8 	✓	

