

**FINANCE/AUDIT COMMITTEE**

**Wednesday August 10th at 6:30 PM.**

**NEW BUSINESS**

- 1- Comptroller's Update
- 2- Budget Transfer for DPW – E. Norman
- 3- Budget Transfer for Housing – B. Starodaj
- 4- Budget Transfer for Parks & Rec – L. Timbrouck
- 5- Disposition Policy – Mayor Noble
- 6- ETPA pamphlets – Alderwoman Hirsch

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F+A

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

Edward Norman, Superintendent  
Ryan M. Coon, Deputy Superintendent



Steven T. Noble, Mayor

July 28, 2022

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

**RE: Internal Transfer**

Dear President Shaut,

Attached you will find an internal transfer request which will cover shortfalls in a few 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


THE CITY OF KINGSTON COMMON COUNCIL

FINANCE AND AUDIT  
COMMITTEE REPORT

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

DEPARTMENT: Public Works DATE: 7/28/2022

Description:  
GENERAL FUND – Internal transfer of \$7,500 as per attached detail. Transfer is to cover shortfalls in accounts

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 Housing Initiatives

Bartek Starodaj, Director



Steven T. Noble, Mayor

July 28, 2022

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

Re: Proposed Housing Initiatives Grant Transfer

Dear President Shaut,

The Office of Housing Initiatives requests placement on the agenda of the Finance & Audit Committee to discuss a budget transfer.

This budget transfer reallocates an unused grant (#20190346) from the Community Foundations of the Hudson Valley in the amount of \$271,794 toward the ongoing restoration of 33 Franklin, 44 Franklin, and 54 Van Deusen. The rehabilitation of these City-owned properties is currently being supported by a New York State Restore grant. However, the transfer of these additional funds would allow the City to complete a greater portion of the rehabilitation of these homes before they are transferred to RUPCO per Resolution 245 of 2021. Once completed, these homes will be sold to first-time homebuyers at below-market prices.

The original Community Foundations of the Hudson Valley grant was awarded in 2018 to support the renovation of 124 Franklin into offices for the Office of Community Development and the Kingston City Land Bank. 124 Franklin has since been sold to the Kingston City Land Bank and is currently being renovated to be sold as an affordable single-family home.

There is zero financial impact to the City. Thank you for your consideration.

Bartek Starodaj  
Director of Housing Initiatives

Cc: Steve T. Noble, Mayor  
J. Tuey, Comptroller

<u>Account #</u>	<u>Account Description</u>	<u>Difference</u>
<u>From:</u>		
	2070 Cont From Private Agency (CFHV)	271,794
		<u>271,794</u>
<u>To:</u>		
	472 Contracted Services	<u>271,794</u>
		<u>271,794</u>

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

Steven T. Noble, Mayor



Lynsey Timbrouck, Director

July 28, 2022

Dear President Shaut:

As part of our mid-year review, the Parks and Recreation Department would like to request a \$0 impact internal budget transfer to reconcile some of our accounts.

Due to the increase in facility rentals and program registration, we have accrued more revenue than originally budgeted. This has resulted in a need for additional staffing and overtime to accommodate the influx of requests and demands.

I respectfully request an internal transfer totaling \$59,150. Please see the attached spreadsheet for details.

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: Parks and Recreation                      DATE: 7/28/2022

Description:

Internal budget transfer of \$59,150 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**

<b>Account #</b>	<b>Amount</b>	<b>Description</b>
7620.5103	\$2,000.00	Adult Rec. Overtime Pay
7180.5103	\$600.00	Beach/Pool Overtime Pay
7180.5484	\$6,000.00	Chemical Materials/Supplies
7110.5103	\$12,000.00	Parks Overtime Pay
7110.5110	\$4,000.00	Parks Shift Differential
7110.5834	\$1,000.00	Uniform Allowance
7141.5111	\$6,000.00	RNC Seasonal Employees
7141.5472	\$750.00	RNC Contracted Services
7140.5111	\$8,000.00	Playgrounds Seasonal Employees
7210.5425	\$1,800.00	Dietz Water
7210.5103	\$5,000.00	Dietz Overtime Pay
7210.5472	\$6,000.00	Dietz Contracted Services
7240.5103	\$2,000.00	Zoo/Nature Center Overtime Pay
7250.5103	\$1,000.00	Env. Ed & Sust. Overtime Pay
7310.5103	\$3,000.00	Youth Programs Overtime Pay
<b>Total:</b>	<b>\$59,150.00</b>	
<b>Take from:</b>		
7020.5464	\$900.00	Rec Admin. Advertising
7110.5101	\$12,050.00	Parks Regular Pay



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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



## Tinti, Elisa

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**From:** Shaut, Andrea  
**Sent:** Monday, August 01, 2022 8:52 AM  
**To:** Tinti, Elisa  
**Subject:** FW: Communication for EPTA Tenant Mailer

Hi Elisa,

This came in late for communications, but it is a time-sensitive request. Can you please add it to August's Finance & Audit meeting?

Thank you!

Andrea

**From:** Hirsch, Michele  
**Sent:** Friday, July 29, 2022 11:33 AM  
**To:** Shaut, Andrea <ashaut@kingston-ny.gov>  
**Cc:** Tinti, Elisa <emtinti@kingston-ny.gov>  
**Subject:** Communication for EPTA Tenant Mailer

Dear President Shaut,

It is with great honor that I submit this communication the morning after the Kingston Common Council declared a Housing Emergency and will be opting in to the New York State Emergency Protection Act in order to protect tenants in buildings that are eligible under the provisions of the statute.

Time is of the essence in getting the information in the hands of tenants in these buildings that are eligible and I believe it is the City's responsibility to communicate this information as quickly, clearly and effectively as soon as possible.

I am requesting that the City of Kingston send a bi-lingual mailing to each apartment that is eligible under ETPA per our Building Department Landlord Registry. The mailer should contain information about the change in their building status and the current rent freeze including the role of the future Rent Guidelines Board. I also ask that a QR code not be used in this mailing and all information be printed on the flyer as many older residents may not have a smart phone which will defeat the purpose of the mailing. Can we also please include contact information for all Alderpersons in the event the tenants need to reach out to us. We have many new residents in these buildings and they may not yet know who their Alderperson is. I also request that the Council see a draft of the mailing and be allowed to provide feedback or edits.

I am happy to help volunteer my time to assist the Building Department in getting the mailing out as I know that they are extremely busy and we appreciate their hard work.

Thank you for assigning this communication to the appropriate committee.

With kind regards,