

JUNE 2023 FINANCE/AUDIT COMMITTEE MEETING

Wednesday, June 14th at 6:30 PM

- 1 - Comptroller's Update
- 2 - MRTA Task Force Revenue - J. Clark
- 3 - Rescinding Vacant Property Fees for 176 Broadway - S. Knox
- 4 - Additional Staff for Planning - S. Cahill
- 5 - Citywide Sewers, Prospect St - J. Schultheis
- 6 - 2023 Consolidated Funding Applications for State Grants - R. Devitt-Frank
- 7 - Dog Fees - E. Tinti
- 8 - Parking Inventory Study - President Shaut
- 9 - Utilization of Excess Fund Balance - J. Tuey
- 10 - Budget Transfer - J. Tuey

OLD BUSINESS

- 1- E-Bike Fees

2

FxA

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



Steven T. Noble, Mayor

Barbara Graves-Poller, Corporation Counsel

June 2, 2023

Aldерwoman at Large Andrea Shaut, President
City of Kingston Common Council
City Hall - 420 Broadway
Kingston, NY 12401

Re: MRTA Task Force Revenue Letter

Dear President Shaut,

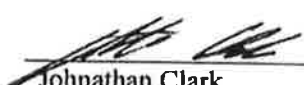
As the Common Council is aware, the Office of Corporation Counsel has been providing ongoing support to the Kingston Marihuana Regulation and Taxation Act Task Force (Task Force). Acting at the request of the Mayor, the Task Force discussed ways in which Kingston can reinvest cannabis tax revenue in the community. The attached letter discusses the funding priorities they identified.

The New York Marihuana Regulation and Taxation Act (MRTA) was signed into law on March 31, 2021. Among other changes to state cannabis policy, the MRTA legalized the use of recreational cannabis products statewide. However, the MRTA allowed municipalities the option to "opt out" of allowing recreational product sales within their jurisdictions. Kingston did not exercise this option, and therefore allows both retail dispensaries and on-site consumption facilities within the city. The MRTA Task Force was subsequently formed to guide cannabis policy in Kingston by gathering public input and amplifying community voices in related areas of concern, including zoning, enforcement, and revenue expenditure.

The Office of Corporation Counsel suggests that the Common Council circulate the Task Force's recommendations to the heads of departments best situated to act on them, including but not limited to Planning, Housing Initiatives, and Parks and Recreation. In addition, the Common Council may consider adopting a memorializing resolution urging the state to provide additional support to municipalities in the identified areas, a draft of which will be circulate at least 48 hours before the meeting. While the recommendations do not bind the City to a specific course of action, they should be understood as direct input from the community identifying key reinvestment goals.

I ask that you please forward this communication and the attached supporting documentation to the next regularly scheduled Finance & Audit Committee for consideration, and that you invite the Mayor to attend the discussion. If you have any questions, please do not hesitate to contact me.

Respectfully submitted,


Johnathan Clark

Assistant Corporation Counsel

CITY OF KINGSTON

Marihuana Regulation and Taxation Act Task Force



June 2, 2023

Dear Mayor Noble and Members of the Common Council,

The City of Kingston will eventually have both adult-use cannabis retail dispensaries and on-site consumption facilities within its jurisdiction. The Marihuana Regulation and Taxation Act (MRTA) Task Force believes that once Kingston begins to receive its share of the tax revenue generated by these facilities, our City's elected officials will have a rare opportunity to reinvest new revenue—funds meant to address the documented injustices and inequity associated with cannabis prohibition—in truly innovative ways.

In addition to tax revenue, the Task Force believes that the City of Kingston should prioritize obtaining Community Grants Reinvestment Fund money to the greatest extent practicable. These funds could provide an important additional source of support for the City's equity-focused initiatives. Furthermore, the Task Force strongly believes that steps should be taken to ensure that any expenditure of cannabis tax revenue is clearly disclosed and made with full transparency. Based on our discussions and input gathered from our communities, we offer the following recommendations:

1. Considering the disproportionate impact of cannabis-related incarceration on minority and low-income communities, tax revenue should be used to promote equity by assisting individuals who were previously incarcerated on cannabis-related charges to reenter the community. Possible uses of revenue could include:
 - a. Investing in housing for previously incarcerated individuals;
 - b. Providing a stipend for individuals seeking permanent employment;
 - c. Funding reentry programs and other restorative justice initiatives; and
 - d. Funding vocational training programs.
2. Tax revenue should be used to provide public-facing information that helps Kingston residents, visitors, and businesses to navigate the changed law safely and successfully. In particular, the city should prioritize engaging with individuals directly impacted by past enforcement seeking to enter the cannabis industry. This could include:
 - a. Creating a map that clearly shows locations where cannabis sales and use are permissible, after accounting for buffer zones and other state and local laws, as well as potentially displaying local cannabis businesses;
 - b. Increasing municipal resources to answer questions about local implementation of the law, zoning issues, and opportunities within the City to participate in the cannabis industry.

- i. This could include designating a municipal liaison to serve as a point of first contact for public inquiries; and
 - c. Creating municipal signage to encourage courteous and responsible use, clearly identify locations where consumption is prohibited, discourage intoxicated driving, or otherwise promote public safety.
 - i. The City could hold contests to choose sign designs and encourage public engagement.
3. Funding additional youth programs and community programs would address the educational and childcare needs of the community while indirectly discouraging underage consumption. Those programs could include:
 - a. Funding school field trips, or providing a stipend to museums or other community cultural organizations to offer youth-focused programs;
 - b. Funding community-focused facilities or organizations, such as a skate park, a center for creative education (including music, art, or movement programs), public parks and playgrounds, and community funding sports leagues; and
 - c. Funding a free daycare program, or otherwise providing childcare support.
 - d. Special consideration should be given to making facilities and programs accessible for special needs individuals in the community.
4. Considering the chronic underfunding of mental health services, funds should be utilized to improve access to care, including the treatment of substance abuse disorders. This could include:
 - a. Financing mobile psychiatric crisis units, which would respond instead of police to a report of someone experiencing a mental health emergency;
 - b. Providing coordinated care for patients experiencing their first episode of psychosis; and
 - c. Providing additional support to suicide prevention services.
5. Providing affordable housing is a pressing need that must be addressed. In addition to supporting efforts to provide permanent housing, tax revenue generated from cannabis sales should be used to support emergency intervention measures, such as community fridges or shelters, that provide a lifeline for unhomed individuals and victims of domestic violence. These measures should also take steps to meet the healthcare needs of affected individuals, which may include supporting existing community healthcare providers such as Planned Parenthood.
6. When spending tax revenue, the City should consider how funding initiatives can promote environmental sustainability. Uses that could promote this goal might include:
 - a. Funding the conservation of green spaces and nature areas;
 - b. Improving walking infrastructure, including parks and other open spaces, such as by planting trees where appropriate or otherwise supporting green infrastructure; and
 - c. Taking steps to avoid the privatization of public property, such as using funds to acquire at-risk landmarks and ensure they remain publicly owned.
7. Investing in intra-Kingston public transportation routes, especially routes that operate on weekends, has the potential to discourage intoxicated while promoting local cannabis businesses.

8. Implementing a Kingston-based multi-use small grants program to allocate tax revenue within the community could further support community programs, events, and organizations advancing equity goals. Organizations providing services related to job placement, mental health treatment, substance use disorder treatment, and legal aid to address barriers to reentry or medical care are especially high-impact funding areas.
9. To promote ongoing public engagement and ensure that the community is kept informed of how the City is utilizing cannabis tax revenue, the City should periodically issue reports of how it has invested these funds. Reports should be published on a quarterly basis at minimum, and should include both a brief description of projects funded using cannabis tax revenue and a statement of how much funding each program received.

In conclusion, the City must ensure that tax revenue is reinvested equitably. Decades of prohibition and unjust enforcement have caused lasting harm to Kingston's communities. It is the Task Force's hope that these funds can begin to alleviate that burden. Fundamentally, the Task Force believes that the City of Kingston now has an opportunity to make a generational investment in building the kind of community where we all want to live. We therefore urge the Common Council and City of Kingston to act on these recommendations as soon as possible.

Signed,

Amberly Jane Campell, Task Force Member

Joseph Bagan, Task Force Member

Essie Baker, Task Force Member

Stuart Chernoff, Task Force Member

Jeremy Cherson, Task Force Member

Steve Ellman, Task Force Member

John Mazzone, Task Force Member

Kwame WiafeAkenten Jr.

From: Tinti, Elisa
Sent: Friday, June 2, 2023 11:39 AM
To: Kwame WiafeAkenten Jr.
Subject: Fwd: MRTA Task Force Communication
Attachments: June Communication signed.pdf; Final Task Force Draft Letter.docx

Sent from my iPhone

Begin forwarded message:

From: "Clark, Johnathan" <jclark@kingston-ny.gov>
Date: June 2, 2023 at 11:27:48 AM EDT
To: "Shaut, Andrea" <ashaut@kingston-ny.gov>, "Tinti, Elisa" <emtinti@kingston-ny.gov>
Cc: "Graves-Poller, Barbara" <BGraves@kingston-ny.gov>
Subject: MRTA Task Force Communication

I apologize for getting this in slightly late. I have attached a communication on behalf of the MRTA Task Force regarding their recommendations for reinvesting cannabis tax revenue. Please let me know if you need anything else, I'm still a bit new to this process.

Thank you!

JOHNATHAN CLARK
Assistant Corporation Counsel
420 Broadway
Kingston, New York 12401
(845) 334-3947 (tel.)
(845) 334-3959 (fax)
jclark@kingston-ny.gov

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Steven T. Noble
Mayor

Stephan Knox
Director

CITY OF KINGSTON
Building Safety & Zoning Enforcement

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



June 2, 2023

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

Dear President Shaut,

I submit for Councils consideration, this recommendation to rescind vacant property fees assessed to the property located at 176 Broadway, Kingston, NY 12401 by Building Safety. The current owner, Kabir Javadi of Apple Empire Developers LLC, has requested the removal of fees assessed prior to his purchase which have substantially increased his mortgage payment.

In 2022 Building Safety staff were learning and getting familiar with an upgraded Muncity software system that tracks all fees issued by and payments made to the department. In November of each year, a list of unpaid fees is compiled and forwarded to the Comptroller's Office and eventually are relieved onto the City's general tax bills. Once the list is sent to the Comptroller's Office, they can no longer be collected by Building Safety and may not be paid to the Comptroller's Office until the next tax bill is mailed out to residents. When the current owners title search was conducted, the fee did not show up and the sale was finalized absent resolution of due fees.

Building Safety has worked with the Comptroller's Office installing procedures to eliminate further instances involving outstanding fee payment recognition. It is our opinion, that in fairness to the unknowing current property owner, the assessed vacant property fees be removed from the property owners 2023 tax bill.

Respectfully,


Stephan Knox

Director of Building Safety & Zoning Enforcement

Cc: Mayor, Steven T. Noble
Comptroller, John Tuey
City Clerk, Elisa Tinti

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 <input checked="" type="checkbox"/>
DEPARTMENT: <u>Building Safety</u> DATE: <u>6/2/2023</u>		
Description: Removal of assessed vacant property fees from owner of 176 Broadway's 2023 tax bill. \$5,200.00		
Estimated Financial Impact: \$0 Signature: <u></u>		

Motion by _____

Seconded by _____

Action Required:

SEQRA Decision:

Type I Action _____

Type II Action _____

Unlisted Action _____

Negative Declaration of Environmental Significance: _____

Conditioned Negative Declaration: _____

Seek Lead Agency Status: _____

Positive Declaration of Environmental Significance: _____

<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
2023 CITY-COUNTY TAX BILL

Bill No. 004777

*For Fiscal Year: 2023-12-31

*Warrant Date: 12/31/2022

MAKE CHECKS PAYABLE TO

CITY OF KINGSTON
CITY HALL
CPO BOX 1516
KINGSTON, NY 12402

TO PAY IN PERSON

PLEASE PRESENT THIS BILL
WITH STUBS ATTACHED WHEN
MAKING A PAYMENT
PHONE: (845) 334-3935

PROPERTY ADDRESS & LEGAL DESCRIPTION

SBL: 56.35-3-20
Address: 176 BROADWAY
City: City Of Kingston **Roll Sect. I**
Bank Code:
Property Class Name: 483 - Converted Residence
Parcel Dimensions: Acres : 0
School: 510800 - KINGSTON CITY SCHOOLS
Est State Aid: COUNTY: \$58,114,554
CITY: \$4,374,331

Tax bill may be paid online at www.kingston-ny.gov/payments

APPLE EMPIRE DEVELOPERS LLC
7935 209TH ST.
BAYSIDE, NY 11364

IF YOU HAVE AN ESCROW ACCOUNT PLEASE
FORWARD THIS BILL TO YOUR BANK

PROPERTY VALUATION

The Assessor estimates the FULL MARKET VALUE of this property as of 07/01/2021 was \$425,714

The ASSESSED VALUE of this property as of 07/01/2021 was: \$298,000

The Uniform Percentage Value used to establish assessment was: 70%

If you feel your assessment is too high, you have the right to seek a reduction in the future. A Publication entitled "Contesting your assessment" is available at the assessor's office and online at www.tax.ny.gov. Please note that the period for filing complaints on the above assessment has passed.

EXEMPTION INFORMATION

<u>Exemption</u>	<u>Value</u>	<u>Tax Purpose</u>	<u>Full Value Estimate</u>	<u>Exemption</u>	<u>Value</u>	<u>Tax Purpose</u>	<u>Full Value Estimate</u>
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PROPERTY TAXES

<u>Taxing Purpose</u>	<u>Total Tax Levy</u>	<u>% Change From Prior Year</u>	<u>Taxable Assessed Value</u>	<u>Rate Per \$1,000</u>	<u>Tax Amount</u>
County General Tax	73,948,042	0.30	298,000	3.985428	\$1,187.66
City General Tax	17,600,940	0.00	298,000	13.909561	\$4,145.05
Kingston library	1,034,585	6.00	298,000	0.746852	\$222.56
Kingston Libry Debt	68,221	-0.20	298,000	0.049248	\$14.68
Unpaid water	0	0.00	0	1.000000	\$486.89
Inspections	0	0.00	0	1.000000	\$5,200.00
Unpaid sewer	0	0.00	0	1.000000	\$29.22

TOTAL TAXES DUE: \$11,286.06

2023 CITY TAX

[] CHECK HERE FOR RECEIPT

City: City Of Kingston
Property Address: 176 BROADWAY

APPLE EMPIRE DEVELOPERS LLC
7935 209TH ST.
BAYSIDE, NY 11364

RECEIVER'S STUB

BILL #004777
510800 56.35-3-20
Bank Code:

TAX DUE BY:

05/01/2023

2nd HALF TAXES DUE:

\$5,643.03

2023 CITY TAX

[] CHECK HERE FOR RECEIPT

City: City Of Kingston
Property Address: 176 BROADWAY

APPLE EMPIRE DEVELOPERS LLC
7935 209TH ST.
BAYSIDE, NY 11364

RECEIVER'S STUB

BILL #004777
510800 56.35-3-20
Bank Code:

TAX DUE BY:

02/14/2023

1st HALF TAXES DUE:

\$5,643.03

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

Steven T. Noble, Mayor



Stephan Knox, Director

INVOICE FOR PAYMENT

To: Agustsson Magnus
Agustsson, Magnus
176 Broadway
Kingston, NY 12401

Invoice Number: 0466
Legal Address: 176 Broadway
Parcel ID: 56.35-3-20
Owner: Agustsson Magnus
Appl No.
Permit No.

Date	Fee	Amount
02/10/2022	Vacant Bldg	\$5,200.00

5 years vacant

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

Date Printed: 02/10/2022

Kwame WiafeAkenten Jr.

From: Tinti, Elisa
Sent: Friday, June 2, 2023 11:02 AM
To: Kwame WiafeAkenten Jr.
Subject: FW: Attached Image
Attachments: 0753_001.pdf

From: Knox, Stephan <sknox@kingston-ny.gov>
Sent: Friday, June 2, 2023 10:09 AM
To: Shaut, Andrea <ashaut@kingston-ny.gov>
Cc: Noble, Steve <SNoble@kingston-ny.gov>; Tuey, John <jtuey@kingston-ny.gov>; Tinti, Elisa <emtinti@kingston-ny.gov>
Subject: FW: Attached Image

Communication for Council consideration.

Stephan Knox, Director
Building Safety & Zoning Enforcement
845-331-1217
sknox@kingston-ny.gov

From: scanner-building-137@kingston-ny.gov <scanner-building-137@kingston-ny.gov>
Sent: Friday, June 2, 2023 10:07 AM
To: Knox, Stephan <sknox@kingston-ny.gov>
Subject: Attached Image

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

FIA

Suzanne Cahill, Planning Director
Kyla Dedca, Assistant Planner



Steven T. Noble, Mayor

June 1, 2023

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

Re: FY 2023 Budget Amendment Requests
New Position – Planning
Upgrade Part Time Position – Historic Landmarks

Dear Pre. Shaut:

As discussed at various meetings regarding the proposed Form-Based Zoning Code being considered for adoption, the workload demand on this office will increase substantially. The new Code brings additional duties and responsibilities as part of the administration aspect and there are also different elements to review and consider in terms of application processing. Our office has already begun to receive inquiries about the new code coming online and expects that there are projects that are being held for the new code to be in place. To allow for complete reviews to occur on proposed new development projects, in timely fashion, and administer the new code going forward, I am requesting that another Full-Time Assistant City Planner be added to our office to provide the capacity and assist with these added functions.

In addition, to the new position being requested, I am also seeking the current Part Time Historic Preservation Administrator to be upgraded to a Full-Time position. The new code will bring oversight and certain new responsibilities to staff to continue supporting and promoting preservation activities. Our heritage and historic areas of Kingston have proven to be challenging as they are some of the primary reasons that attract many to our community. We have already seen an uptick in the reviews and investment of individuals undertaking work in these areas. At the same time the City is currently considering to potentially add more historic resources to our inventory by recognizing properties in both the Ponckhockie and Wilbur Neighborhoods through a NYS Grant and we hope to continue seeking and securing more grants to further this work.

Based on the CSEA Salary Schedules currently in effect the Annual Costs would be as follows:

- Assistant City Planner – Grade 5 - \$55,000.00/Year
- Historic Preservation Administrator – Grade 2 - \$47,500.00/Year

Benefits for Health Insurance would be:

- Single \$15,887.00/Year
- Family \$37,978.00/Year

CITY OF KINGSTON

Kingston Planning

planning@kingston-ny.gov

Suzanne Cahill, Planning Director
Kyla Dedca, Assistant Planner



Steven T. Noble, Mayor

General costs for furnishings and supplies that cannot be provided from existing in-house resources are estimated to be approximately \$2,196.00. This would cover a computer with dual monitor, desk, chair, phone, software and email account for the new planning position as the other is already in place.

Lastly, as per a discussion with the Comptroller, Social Security and FICA costs are approximately 7.65% of the personnel salary expenses.

All personnel costs would be accordingly prorated for the balance of the calendar year depending on the start date. With the position of the Historic Preservation Administrator presently filled, that could happen with a relatively quick transition. Given that these requests are being sought in connection with the adoption of the new Code, I would be estimating start times for each for the beginning of September 2023.

I will develop a more detailed cost breakdown for this request to present to the Council Finance and Audit Committee.

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: S. Noble, Mayor
E. Tinti, City Clerk
Ald. R. Scott-Childress, W3, Chair F&A
J. Tuey, Comptroller

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: Planning and Landmarks

DATE: June 2023

Description: FY 2023 Budget Modifications to support additional staffing levels in Planning Office. See attached breakdown of costs requested.

Estimated Financial Impact: \$ _____

Signature _____

Raymond Childress

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		

DRAFT For INITIAL DISCUSSION

BUDGET MODIFICATION REQUEST FY 2023 – Planning (A1-8020) and Landmarks (A1-7520)

ESTIMATED ANNUAL COSTS (Will need to be prorated for Sept- Dec 2023)

1. PLANNING

Based on the CSEA Salary Schedules currently in effect the Annual Costs would be as follows:

- ADD Assistant City Planner – Grade 5 - \$55,000.00/Year (A1-8020.101- Regular Pay)

Benefits for Health Insurance would be using FAMILY Rates for estimation:

- ADD Medical \$37,000/Year (A1-8020.821- Hospital and Medical)
- ADD Dental \$731/Year (A1-8020.822 – Dental Insurance)
- ADD Optical \$247/Year (A1-8020.826 – Optical Insurance)

Social Security and FICA costs are approximately 7.65% of the personnel salary expenses. ADD

General costs for furnishings and supplies that cannot be provided from existing in-house resources are estimated to be approximately \$2,196.00 and broken down as follows:

- ADD Data Processing Equipment (Phone and Computer with Dual Monitor) \$1,250.00 (A1-8020.205)
- ADD Computer Software (Microsoft Office) \$18/mo = \$216.00/Yr (IT Account Covering)
- ADD Email Account - \$2.50/mo = \$30.00/Yr (IT Account Covering)
- ADD Minor Office Furniture (Desk and Chair) \$700.00 (A1-8020.476) software and email account for the new planning position as the other is already in place.

2. LANDMARKS

Based on the CSEA Salary Schedules currently in effect the Annual Costs would be as follows:

- ADD Historic Preservation Administrator (FT)– Grade 2 - \$47,500.00/Year (A1-7520.101 – Regular Pay)
- DELETE Historic Preservation Administrator (PT) – A1-7520.112

Benefits for Health Insurance would be using SINGLE Rate for existing employee:

- ADD Medical \$15,700/Year (A1-7520.821- Hospital and Medical)
- ADD Dental \$731/Year (A1-7520.822 – Dental Insurance)
- ADD Optical \$114/Year (A1-7520.826 – Optical Insurance)

Social Security and FICA costs are approximately 7.65% of the personnel salary expenses. ADD

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

John M. Schultheis, P.E., City Engineer



Steven T. Noble, Mayor

Andrea Shaut., Alderman-At-Large, President of the Common Council
Kingston City Hall
420 Broadway
Kingston, New York 12401

June 2, 2023

RE: Sanitary and Storm sewers, Flatbush, Foxhall, and Albany Avenues

Dear President Shaut:

A new project will investigate the condition and repair / replacement alternatives in order to improve sanitary sewer reliability and reduce the maintenance efforts now needed in these locations to the sewer and the overlying street surface. The segments included are:

- Albany Avenue from bridge over midtown linear park to Harding Avenue
- Flatbush Avenue from Albany Avenue to entrance to Colonial Gardens
- Foxhall Avenue, entire length

To begin investigation and preliminary design, we request authorization for bonding in the amount of \$200,000. The funds will be used to prepare reports and preliminary plans along with cost estimates for various alternative solutions. This will ready us to advance the projects to final design in a future year.

Please consider adding this item to the next available meeting of the finance and audit committee.

Respectfully,

A handwritten signature in black ink, appearing to be "J. Schultheis".

John M. Schultheis, P.E.
City Engineer

Cc: Steve Noble, Mayor
John Tuey, Comptroller

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 <u> x </u> OTHER _____

DEPARTMENT: Engineering DATE: _____

Authorizing costs up to \$6,500,000 for repair and replacement of sanitary sewers in Prospect Street in general bond.

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		
Robert Dennison, Ward 6		
Michael Olivieri, Ward 7		
Steve Schabot, Ward 8		
Michele Hirsch, Ward 9		

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

John M. Schultheis, P.E., City Engineer



Steven T. Noble, Mayor

Andrea Shaut., Alderman-At-Large, President of the Common Council
Kingston City Hall
420 Broadway
Kingston, New York 12401

June 2, 2023

RE: Citywide Sewers, Prospect Street

Dear President Shaut:

Following approval of resolution 217 of 2021 authorizing the project, design and investigations of the sanitary sewer on Prospect Street were completed. We investigated alternatives that would provide improved sanitary sewer reliability and reduce the maintenance efforts now needed in this location to the sewer and the overlying street surface. The recommended alternative will result in complete replacement of the obsolete sanitary sewer in two sections:

- Prospect Street from Henry to Greenkill
- Prospect Street from St. James to Liberty

We will also replace incidental utility lines as needed to access this relatively deep sewer line. Due to the tight corridor and number of affected utilities, the need to maintain service during construction, as well as recent inflationary pressures, the construction costs are expected to be \$6.5 million. Bidding could occur in 2023 with construction likely in 2024.

To advance this project we request authorization for bonding in the amount of \$6.5 million.

Please consider adding this item to the next available meeting of the finance and audit committee.

Respectfully,

John M. Schultheis, P.E.
City Engineer

Cc: Steve Noble, Mayor
John Tuey, Comptroller

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 x _____
OTHER _____

DEPARTMENT: Engineering

DATE: _____

Authorizing costs up to \$6,500,000 for repair and replacement of sanitary sewers in Prospect Street in general bond.

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		
Robert Dennison, Ward 6		
Michael Olivieri, Ward 7		
Steve Schabot, Ward 8		
Michele Hirsch, Ward 9		

6

F7A

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

Ruth Ann Devitt-Frank, Director



Steven T. Noble, Mayor

June 2, 2023

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

Re: 2023 Consolidated Funding Applications for State Grants

Dear President Shaut,

I am writing to request that consideration of resolutions for the City's 2023 New York State Consolidated Funding Applications (CFAs) be placed on the agenda of the appropriate committee in June. The CFA round is now open for the 2023 season with submissions due on July 28. The applications require authorizing or endorsement resolutions, which will need to be passed at the July Common Council meeting. With this communication I am submitting draft resolutions for three City projects and one community organization project for consideration.

Currently, our team is working on the full details and budgets for the projects we plan to submit for funding. As we do not yet have complete budgets, the attached draft resolutions generally state the maximum amount of funding for which we can apply. A list of the projects with brief descriptions is also attached for your review. We may be able to provide more details regarding the grant budgets at the meeting because we will have had more time to develop our project proposals.

If there are any questions about any of the projects, 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,

A handwritten signature in cursive script that reads "Ruth Ann Devitt-Frank".

Ruth Ann Devitt-Frank

Cc: Natalie Kikel

RESOLUTION ____ of 2023

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF KINGSTON, NEW YORK, AUTHORIZING THE MAYOR TO SUBMIT AN APPLICATION TO THE NYS OFFICE OF PARKS, RECREATION AND HISTORIC PRESERVATION (NYS OPRHP) HERITAGE AREA PROGRAM IN THE AMOUNT OF \$500,000 FOR THE KINGSTON NEIGHBOOD SKATE PARK PROJECT AND TO EXECUTE ANY AND ALL RELATED DOCUMENTS.

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

WHEREAS, the City of Kingston is eligible to apply to the NYS OPRHP for a Heritage Area Grant for funds in an amount of \$500,000 for the Kingston Neighborhood Skate Park Project; and

WHEREAS, this application, should the grant be awarded, requires a match in the amount of \$166,667 to be provided by in-kind donation, force account, another grant, private contributions, and, if necessary, bonding to be requested; 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 NYS OPRHP.

SECTION 2. The Mayor of the City of Kingston is hereby authorized and directed to file an application for funds from the NYS OPRHP Heritage Area Program in the amount of \$500,000 for the Kingston Neighborhood Skate Park 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

Elisa Tinti, City Clerk

Approved by the Mayor this ____ day
of _____ 2023

Steven T. Noble, Mayor

Adopted by Council on _____, 2023

THE CITY OF KINGSTON COMMON COUNCIL

FINANCE AND AUDIT COMMITTEE REPORT

REQUEST DESCRIPTION

INTERNAL TRANSFER _____
AUTHORIZATION x _____
CLAIMS _____

CONTINGENCY TRANSFER _____
BUDGET MODIFICATION _____
ZONING _____

TRANSFER _____
BONDING REQUEST _____
OTHER _____

DEPARTMENT: Grants Management

DATE: _____

Description: To request authorization for the Mayor to apply and execute documents for a grant from the NYS OPRHP Heritage Area Program for funds in an amount of \$500,000 for the Kingston Neighborhood Skate Park Project.

The match requirement of 25% in the amount of \$166,667 will be provided by in-kind, force account funds, donations and, if necessary, bonding to be requested.

The total project cost is \$666,667.

Estimated Financial Impact: to be determined

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 THE NYS DEPARTMENT OF STATE (NYS DOS) FOR AN ENVIRONMENTAL PROTECTION FUND (EPF), LOCAL WATERFRONT REVITALIZATION PROGRAM (LWRP) GRANT IN THE AMOUNT OF \$552,500 FOR THE KINGSTON POINT WETLAND RESTORATION AND KAYAK DOCK PROJECT AND TO EXECUTE ANY AND ALL RELATED DOCUMENTS.

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

WHEREAS, the City of Kingston is eligible to apply to the NYS DOS EPF LWRP Grant Program for funds in an amount of \$552,500 for the Kingston Point Wetland Restoration and Kayak Dock; and

WHEREAS, this application, should the grant be awarded, requires a match in the amount of \$90,000 to be provided by in-kind donation, force account, another grant, private contributions, and, if necessary, bonding to be requested; 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 NYS DOS.

SECTION 2. The Mayor of the City of Kingston is hereby authorized and directed to file an application for funds from the NYS DOS EPR LWRP in the amount of \$552,500 for the Kingston Point Wetland Restoration and Kayak Dock 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

THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

REQUEST DESCRIPTION

INTERNAL TRANSFER _____
AUTHORIZATION x _____
CLAIMS _____

CONTINGENCY TRANSFER _____
BUDGET MODIFICATION _____
ZONING _____

TRANSFER _____
BONDING REQUEST _____
OTHER _____

DEPARTMENT: Grants Management

DATE: _____

Description: To request authorization for the Mayor to apply and execute documents for a grant from the NYS DOS EPF, Local Waterfront Revitalization Program (LWRP) for funds in an amount of \$552,500 for the Kingston Point Wetland Restoration & Kayak Dock.

The match requirement of 15% in the amount of \$97,500 will be provided by in-kind, force account funds, donations and, if necessary, bonding to be requested.

The total project cost is \$650,000.

Estimated Financial Impact: to be determined

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 THE NYS DEPARTMENT OF ENVIRONMENTAL CONSERVATION (NYS DEC) FOR A 2023 CLIMATE SMART COMMUNITIES (CSC) GRANT IN THE AMOUNT OF \$1,200,000 FOR THE KINGSTON ORGANICS PROGRAM PHASE 2 AND 3 IMPLEMENTATION PROJECT AND TO EXECUTE ANY AND ALL RELATED DOCUMENTS.

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

WHEREAS, the City of Kingston is eligible to apply to the NYS DEC 2023 Climate Smart Communities Grant Program for funds in an amount of \$1,200,000 for the Kingston Organics Program Phase 2 & 3 Implementation project; and

WHEREAS, this application, should the grant be awarded, requires a match in the amount of \$1,200,000 to be provided by in-kind donation, force account, another grant, private contributions, and, if necessary, bonding to be requested; 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 NYS DEC.

SECTION 2. The Mayor of the City of Kingston is hereby authorized and directed to file an application for funds from the NYS DEC 2023 Climate Smart Communities Grant Program in the amount of \$1,200,000 for the Kingston Organics Program Phase 2 & 3 Implementation 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

THE CITY OF KINGSTON COMMON COUNCIL

FINANCE AND AUDIT COMMITTEE REPORT

REQUEST DESCRIPTION

INTERNAL TRANSFER _____
AUTHORIZATION x _____
CLAIMS _____

CONTINGENCY TRANSFER _____
BUDGET MODIFICATION _____
ZONING _____

TRANSFER _____
BONDING REQUEST _____
OTHER _____

DEPARTMENT: Grants Management

DATE: _____

Description: To request authorization for the Mayor to apply and execute documents for a grant from the NYS DEC 2023 Climate Smart Communities Grant Program for funds in an amount of \$1,200,000 for the Kingston Organics Program Phase 2 & 3 Implementation project.

The match requirement of 50% in the amount of \$1,200,000 will be provided by in-kind, force account funds, donations and, if necessary, bonding to be requested.

The total project cost is \$2,400,000.

Estimated Financial Impact: to be determined

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 RUPCO, INC. FOR A GRANT FROM THE HOUSING TRUST FUND CORPORATION ADMINISTERED BY THE NYS HOMES AND COMMUNITY RENEWAL FOR THE NEW YORK MAIN STREET PROGRAM

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

WHEREAS, RUPCO, Inc., is applying to the NYS Main Street Program administered by the NYS Office of Community Renewal under the direction of the Housing Trust Fund for a commercial and mixed-use revitalization project located in the City of Kingston; and

WHEREAS, RUPCO is currently administering Phase 1 of this project on Broadway with funds that were awarded through the CFA in 2022; and

WHEREAS, the project will stimulate reinvestment and leverage additional funds to establish and sustain neighborhood and business district revitalization efforts along the Broadway corridor in Kingston; and

WHEREAS, the project will include building renovation activities such as exterior façade and storefront renovations or interior renovations of commercial and residential units and streetscape enhancement activities that will complement the building renovations; and

WHEREAS, the funder requires RUPCO as the applicant to obtain approval/endorsement of the governing body of the municipality or municipalities in which the project will be located.

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 RUPCO, Inc. for a NYS Main Street Program grant under the Housing Trust Fund Corporation and the NYS Office of Community Renewal for a project located within this community.

SECTION 2. This resolution shall take effect immediately.

Submitted to the Mayor this ____ day
____ day
Of _____, 2023

Approved by the Mayor this
____ day
of _____, 2023

Elisa Tinti, City Clerk

Steven T. Noble, Mayor

Adopted by Council on _____, 2023

2023 CFA: SUMMARY OF CoK GRANT APPLICATIONS

1. Kingston Neighborhood Skate Park

Funding Source: OPRHP Heritage Area Program
Total Grant Project Cost: \$666,667
Application Amount: \$500,000
Grant Match Required: 25% = \$166,667

Project Summary: This project is the creation of a skate park, where community members can safely skateboard, inline skate, or practice specialized bicycle moves. This designated area will be located in Hasbrouck Park. Grant funds will be used to procure design and installation services and the components to be installed.

2. Kingston Point Wetland Restoration & Kayak Dock

Funding Source: NYS Department of State Local Waterfront Revitalization Program (LWRP)
Total Entire Project Cost: \$650,000
Application Amount: \$552,500
Grant Match Required: 15% = \$97,500

Project Summary: Due to the impact of climate change on sea-level rise, two City-owned residences on North Street have been subject to regular flooding and are now condemned. This project involves demolition of the two properties to create open space with public access to natural wetland.

The current driveway to one of the properties will be cleared and widened, leading to a new raised public parking area at its base, which will be added following removal of the structures. A new boardwalk from the parking area to the location of high-tide level will be constructed, providing residents and visitors with the opportunity to view the wetland area. The boardwalk will be rail-less to also accommodate fishing and kayak access.

3. Kingston Organics Program Phase 2 & 3 Implementation

Funding Source: NYS DEC Climate Smart Communities: GHG Mitigation Projects
Total Grant Project Cost: \$2,400,000
Application Amount: \$1,200,000
Grant Match Required: 50% = \$1,200,000

Project Summary: Funds will be used to implement Phases 2 and 3 of the Kingston Organics Program, which is a city-wide, multifaceted food scraps and organics diversion program to reduce greenhouse gas emissions, reduce tipping fees and reduce landfilled waste. Phases 2 and 3 are for the implementation of a voluntary and free collection program for commercial and residential customers of the City of Kingston, through the establishment of a curbside food scraps collection system, as recommended in the Kingston Organics Diversion Study.

Kwame WiafeAkenten Jr.

From: Tinti, Elisa
Sent: Friday, June 2, 2023 11:02 AM
To: Kwame WiafeAkenten Jr.
Subject: FW: June Communications to Council
Attachments: 1. Skate Park Committee Report-Finance.docx; 1. Skate Park Resolution-Apply&Execute.docx; 2. KP Wetlands & Kayak Committee Report-Finance.docx; 2. KP Wetlands & Kayak Resolution-Apply & Execute.docx; 4. Organics P2&3 Committee Report-Finance.docx; 4. Organics P2&3 Resolution-Apply & Execute.docx; 2023 RUPCO NYS Main Street Program.doc; 2023 CFA Season Summary.docx; June 2023 Cover Letter.pdf

From: Devitt-Frank, Ruth Ann <rfrank@kingston-ny.gov>
Sent: Friday, June 2, 2023 10:59 AM
To: Shaut, Andrea <ashaut@kingston-ny.gov>
Cc: Noble, Steve <SNoble@kingston-ny.gov>; Tuey, John <jtuey@kingston-ny.gov>; Tinti, Elisa <emtinti@kingston-ny.gov>; Kikel, Natalie <nkikel@kingston-ny.gov>
Subject: June Communications to Council

Dear Andrea,

Please find attached a cover letter regarding the 2023 CFA application round with a Season Summary, draft resolutions, and draft committee reports. Natalie Kikel and I request placement on the agenda of the appropriate committee for the Common Council's consideration of this year's resolutions.

If you need any further information or have any questions, please call me at 845-334-3962 or email me.

Thank you and best regards,
Ruth Ann

*Ruth Ann Devitt-Frank
Director of Grants Management
City Hall
420 Broadway
Kingston, NY 12401*

845-334-3962
rfrank@kingston-ny.gov
Exempt304236

⑦

CITY OF KINGSTON

F+A

Office of the City Clerk & Registrar of Vital Statistics

cityclerk@kingston-ny.gov

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



Deidre Sills, Deputy Clerk
Susan Mesches, Deputy Registrar

President Shaut
420 Broadway
Kingston, New York

May 31, 2023

Dear President Shaut,

As you are aware, the City of Kingston contracts the services of the SPCA for all dog issues including redemption fees. Currently our boarding fee is \$20 per day and the redemption fee is \$25.00. This fee is collected in the City Clerk's office where it remains to cover the expense of processing fees. The SPCA has suggested that the fees for repeat offenders be raised as there seems to be an uptick of irresponsible dog owners. This behavior creates a lot of work for the SPCA staff as well as the City Clerk's staff while creating a lot of unnecessary anxiety for the dogs who are captured and kept at the SPCA sometimes for several days. After speaking with the Mayor and our Comptroller I contacted the City of Newburgh City Clerk and the City of Middletown City Clerk for comparable fees. Newburgh Charges \$44.70 per day for boarding and \$35.00 redemption. Middletown does not contract with the SPCA and does not have a municipal pound. Dogs are sent to various veterinarians and/or private boarding facilities who charge their own fees. Middletown's redemption fee is \$325.00 for the first offense within a year, \$350.00 for the 2nd offense, and \$375.00 for the third offense and the dog owner loses all rights to the dog which is then placed for adoption. After speaking to our Comptroller, perhaps a happy medium and suggestion for us may be to raise the boarding fee to \$40.00 a day, and the redemption to \$100.00 for the first offense within a year, \$150.00 for the second offense, and \$200.00 for the third.

Thank you for your time and consideration,

Elisa Tinti

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(F+1A)

Kwame WiafeAkenten Jr.

From: Tinti, Elisa
Sent: Friday, June 2, 2023 6:32 AM
To: Kwame WiafeAkenten Jr.
Subject: Fwd: Communication - Parking Management/Inventory
Attachments: Parking Management Communication.docx

Please print for Andrea's mailbox.

Sent from my iPhone

Begin forwarded message:

From: "Shaut, Andrea" <ashaut@kingston-ny.gov>
Date: June 1, 2023 at 4:06:51 PM EDT
To: "Tinti, Elisa" <emtinti@kingston-ny.gov>
Cc: "Noble, Steve" <SNoble@kingston-ny.gov>
Subject: Communication - Parking Management/Inventory

Good Afternoon,

Please print this email and the attached document and place them in my folder for communications. I will be assigning it to the Finance & Audit committee for June.

Considering the discussions surrounding parking over the course of our zoning conversations, and after discussing with Mayor Noble, I would like the council to consider authorizing funds for Mayor Noble to execute an RFP for a city-wide Parking Inventory.

Thank you!

Respectfully,

Andrea Shaut

Council President, City of Kingston

Parking Management – Request for a city-wide Parking Inventory Study

As the Common Council continues our discussions with 'Kingston Forward', an innovative and exciting approach to our city's zoning, the conversation has focused on the issue of parking. Parking has been an issue of concern for the city for many years. The solution has not been found in our current zoning code; therefore, developing our new code to look like our old code seems counterintuitive. Rather, Kingston should be looking at and considering other approaches.

Parking is not an issue specific to Kingston. It is widely acknowledged that parking is a problem in cities like ours. Prevailing approaches to parking supply have failed to solve problems and have created negative externalities such as an over-reliance on cars, and expensive, inefficient land use patterns. The City of Kingston will benefit from a holistic approach to managing the tremendously valuable resources which are devoted to parking in the city.

Moreover, it has been well documented that parking mandates encourage car ownership and use. Excessive parking lots separate businesses and spread-out cities, leading to more driving and parking. The mandates also constrain developers, who need to allot precious space to parking, driving up costs that are often passed on to tenants and customers.

As part of a larger Parking Management plan, the first step should be for Kingston to conduct a parking inventory to understand the overall parking supply across the entire municipality. This will need to be resourced out because, unlike other areas, the City does not have a department or an expert on staff that can properly tackle such a study.

The study will examine how many parking spaces exist for each type of parking, including:

- curbside
- municipal lots
- private surface parking lots
- driveways.

The study will also determine usage in key areas during different times of the day and week, and classify the profile of usage (short-term, overnight, residential, commercial, disabled access). Further, the study can examine the effects of the outdoor dining policy.

In order to produce data for a sustainable parking management system, the City will produce a plan to manage parking which may include methods such as variable-priced parking, management and enforcement of parking meters and kiosks, hours of parking enforcement, plans for deliveries/ loading zones, plans for improved snow emergency parking management and suggestions for determining how parking ticket and meter revenue are spent.

The ultimate purpose of the parking study is to increase accessibility and mobility for all ages and abilities, improve multi-modal options, advance the City's environmental goals, support local businesses, optimize land use, and improve the quality of life for Kingston residents.

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FA

City of Kingston
New York 12402

Office of The Comptroller



CPO Box 1627
City Hall, 420 Broadway

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

June 1, 2023

President Andrea Shaut
City of Kingston Common Council
Kingston, NY 12401

RE: Utilization of Excess Fund Balance


Dear President Shaut,

In my communication regarding the City's 2022 Annual Report, I mentioned that I would be submitting recommendations for the Common Council to consider taking to comply with the City's adopted fund balance policy. I have reviewed our options and would like to suggest the following measure which will result in the reduction of interest costs and will provide future budgetary savings:

- Utilize \$1,108,500 in fund balance to finance equipment and vehicles that have been purchased but not yet borrowed for (bonding authorizations are in place).

The Mayor and I will continue to review opportunities to utilize additional fund balance this year in a manner consistent with the City's adopted policy.

Sincerely,



John R. Tuetz, Comptroller

cc: Mayor Steven T. Noble

From:

Account#	Account Name	Total Amount
A1999919.5901	Fund Balance	\$1,108,500.00

To:

Account#	Account Name	Total Amount
A1990519.5901	Transfer to Capital	\$1,108,500.00

Kwame WiafeAkenten Jr.

From: Tinti, Elisa
Sent: Friday, June 2, 2023 6:33 AM
To: Kwame WiafeAkenten Jr.
Subject: Fwd: Fund Balance Policy Action Request
Attachments: Fund Balance Policy Action Request.pdf; Comptroller Transfer Spreadsheet1.xlsx

Please print for Andrea's mailbox

Sent from my iPhone

Begin forwarded message:

From: "Tuey, John" <jtuey@kingston-ny.gov>
Date: June 1, 2023 at 3:38:56 PM EDT
To: "Shaut, Andrea" <ashaut@kingston-ny.gov>, "Tinti, Elisa" <emtinti@kingston-ny.gov>
Cc: "Noble, Steve" <SNoble@kingston-ny.gov>, "Scott-Childress, Reynolds" <rscott-childress@kingston-ny.gov>
Subject: Fund Balance Policy Action Request

Good afternoon,

Please see attached for a communication to the Common Council. I'd greatly appreciate it if it could make it to the June Finance and Audit Committee meeting.

Thank you,
John

John Tuey, CPA
Comptroller
City of Kingston
420 Broadway
Kingston, NY 12401
Comptroller@kingston-ny.gov
P: 845.334.3941
F: 845.334.3944
Exempt:304236

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Kwame WiafeAkenten Jr.

From: Tinti, Elisa
Sent: Friday, June 2, 2023 6:31 AM
To: Kwame WiafeAkenten Jr.
Subject: Fwd: mid year transfers
Attachments: Comptroller Mid Year Transfers.pdf; Comptroller Mid Year Transfers.xlsx

Please print for Andrea's mailbox

Sent from my iPhone

Begin forwarded message:

From: "Tuey, John" <jtuey@kingston-ny.gov>
Date: June 1, 2023 at 4:49:20 PM EDT
To: "Shaut, Andrea" <ashaut@kingston-ny.gov>, "Tinti, Elisa" <emtinti@kingston-ny.gov>
Cc: "Noble, Steve" <SNoble@kingston-ny.gov>, "Scott-Childress, Reynolds" <rscott-childress@kingston-ny.gov>
Subject: mid year transfers

Good afternoon,

Please see attached for my office's mid-year 2023 budgetary transfer request. I kindly ask that this be added to the June Finance and Audit Committee agenda.

Thanks in advance!
John

John Tuey, CPA
Comptroller
City of Kingston
420 Broadway
Kingston, NY 12401
Comptroller@kingston-ny.gov
P: 845.334.3941
F: 845.334.3944
Exempt:304236

The information contained in this transmission may contain privileged and confidential information protected by federal and state privacy laws. It is intended only for the use of the person(s) named above. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution, or duplication of this communication is strictly prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.

10

F1A

THE CITY OF KINGSTON COMMON COUNCIL

FINANCE AND AUDIT
COMMITTEE REPORT

REQUEST DESCRIPTION

INTERNAL TRANSFER _____
AUTHORIZATION _____
CLAIMS _____

CONTINGENCY TRANSFER _____
BUDGET MODIFICATION X _____
ZONING _____

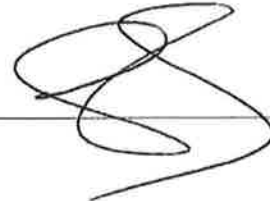
TRANSFER _____
BONDING REQUEST _____
OTHER _____

DEPARTMENT: Comptroller

DATE: 6.1.23

Description: Request 2023 budgetary transfer to balance Comptroller's accounts mid-year and to reflect utilization of Washington Avenue Tunnel litigation proceeds to pay down related debt.

Estimated Financial Impact: \$1,201,332.15 Signature _____
From Debt Reserve



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:

Account#	Account Name	Total Amount
A11315.11.5103	Overtime	\$1,000.00
A11315.14.5414	Employee Training	\$500.00
A11315.14.5462	Dues and Seminars	\$300.00
A11315.14.5479	Minor Equipment	\$1,000.00
A13320.14.5421	Telephone	\$200.00
A13320.14.5426	Vehicle Fuel	\$1,180.00
A19999.19.5901	Fund Balance - Debt Reserve	<u>\$600,666.08</u>
		\$604,846.08
G1999919.5901	Fund Balance - Debt Reserve	\$600,666.07

To:

Account#	Account Name	Total Amount
A1131514.5471	Service Contracts	\$4,180.00
A19901.19.5901	Transfer To Debt Service	<u>\$600,666.08</u>
		\$604,846.08
G19901.19.5900	Transfer to Debt Service	\$600,666.07

OLD BUSINESS

Tinti, Elisa

From: Shaut, Andrea
Sent: Tuesday, June 13, 2023 9:24 AM
To: Tinti, Elisa
Cc: Olivieri, Michael
Subject: Finance & Audit agenda item

Good morning,

The Laws & Rules committee would like the Finance & Audit committee to take up the conversation surrounding E-bike fees in regard to the bicycle legislation the Laws & Rules committee has been considering. I would like to have the committee discuss this at their June meeting. Can you please add this to the agenda? You can use this email as the communication.

Sincerely,

Andrea Shaut

Council President, City of Kingston