



City of Kingston Finance and Audit Committee
Meeting Agenda
Wednesday, August 14, 2019
6:30 PM

NEW BUSINESS

Contingency Transfer DPW

Suggested Action: refer to council

[Transfer Request 7.10.19.pdf](#)

Interdepartmental Transfer

Suggested Action: refer to council

[Transfer Ltr 7.23.19.pdf](#)

Emergency Tenant Protection Act

[20190808083941.pdf](#)

Community Benefit Fund

[20190808084228.pdf](#)

NYS EFC WIIA Program Grants

[20190808084555.pdf](#)

Jacob's Valley Storm Sewer Replacement

[20190808084834.pdf](#)

Proposed Purchase of 72 Garden St.

[20190808085256.pdf](#)

Electric Vehicle Station at City Hall

[20190808090912.pdf](#)

Budget Modification Hodge Center

[20190808091039.pdf](#)

Internal Transfer Hodge Center

[20190808091636.pdf](#)

Budget Modification Historic Landmarks

[20190808091804.pdf](#)

Landmark Pilot Application

[20190808092816.pdf](#)

Full Time Clerk Position

[20190808093037.pdf](#)

Bond Approval for Cooper Lake

[20190808093218.pdf](#)

Budget Modifications

[20190812113913.pdf](#)

Finance and Audit Committee Agenda Item Report

Meeting Date: August 14, 2019

Submitted by: Maureen Topple

Submitting Department: Public Works

Item Type: Budget Transfer

Agenda Section:

Subject:

Contingency Transfer DPW

Suggested Action:

refer to council

Attachments:

[Transfer Request 7.10.19.pdf](#)

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

Edward Norman, Superintendent



Steven T. Noble, Mayor

July 10, 2019

Hon. James Noble, President
Common Council
420 Broadway
Kingston, NY 12401

Dear President Noble;

Attached please find a contingency transfer request to cover the retirement payouts for two Public Works employees. We respectfully request this communication be submitted to Committee for review.

Your assistance in this matter is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Edward Norman", with a long, sweeping horizontal line extending to the right.

Edward Norman
Superintendent Public Works

Cc: Comptroller John Tuey

Enc.

Finance and Audit Committee Agenda Item Report

Meeting Date: August 14, 2019

Submitted by: Maureen Topple

Submitting Department: Public Works

Item Type: Budget Transfer

Agenda Section:

Subject:

Interdepartmental Transfer

Suggested Action:

refer to council

Attachments:

[Transfer Ltr 7.23.19.pdf](#)

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

Edward Norman, Superintendent



Steven T. Noble, Mayor

July 23, 2019

Hon. James Noble, President
Common Council
420 Broadway
Kingston, NY 12401

Dear President Noble;

Attached please find an interdepartmental transfer for the Department of Public Works. The rental of the boom mower will mow shoulders of City streets and also we need to cover a few shortfalls in accounts for maintenance of equipment and vehicles. 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

Cc: Comptroller John Tuey

Enc.

THE CITY OF KINGSTON COMMON COUNCIL

FINANCE AND ECONOMIC DEVELOPMENT

COMMITTEE REPORT

Internal Transfer	<u>XX</u>	Contingency Transfer	
Transfer		Authorization	
Budget Modification		Bonding Request	
Claims	Zoning	Other	

Department:	Date: <i>July 23, 2019</i>
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A1	Transfer To:		A1	Transfer From:	
5110 14 5473	Streets Equip Rental	5,800.00	5110 14 5487	Streets Construction Material	5,800.00
	** Rental for Boom Mower Rental				
1621 14 5441	Carpentry Main of Equip	500.00	5142 14 5441	Snow & Ice Main of Equip	6,700.00
1621 14 5444	Carpentry Vehicle Main	1,900.00	5182 14 5483	Street Lighting Electric Mater	6,700.00
5132 14 5441	Garage Main of Equip	1,500.00			
5132 14 5487	Garage Construction Mater	1,500.00			
8160 14 5444	Refuse Vehicle Main	4,000.00			
8164 14 5444	Recycling Vehicle Main	4,000.00			
	** Accounts Overage				
	TOTAL TRANSFER TO	19,200.00		TOTAL TRANSFER FROM	19,200.00

TOTAL TRANSFER FROM

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 _____

Committee Vote	Yes	No
Douglas Koop, Ward 2 Chairman		
Reynolds Scott-Childress, Ward 3		
Tony Davis, Ward 6		
Patrick O'Reilly, Ward 7		
Steven Schabot, Ward 8		

Finance and Audit Committee Agenda Item Report

Meeting Date: August 14, 2019

Submitted by: Dee Sills

Submitting Department: Mayor

Item Type: Budget Transfer

Agenda Section:

Subject:

Emergency Tenant Protection Act

Suggested Action:

Attachments:

[20190808083941.pdf](#)

FIN

CITY OF KINGSTON

Office of the Mayor

mayor@kingston-ny.gov

Steven T. Noble
Mayor



August 1, 2019

Mr. James L. Noble, Jr.
Alderman-at-Large
President of the Common Council
Kingston City Hall
420 Broadway
Kingston, NY 12401

Dear President Noble,

As part of the recently amended and enacted Emergency Tenant Protection Act, The City of Kingston Common Council has the ability to opt the City of Kingston into the new statewide program. In order to consider this, the City of Kingston would need to conduct a vacancy study of rental buildings built before 1974 and that contain six or more units. The study must show a vacancy rate of less than 5% in order for the City to enter the program. I released an RFP last month and recently reviewed the submissions with the review team, which included a representative from the Kingston Tenants Union. The committee unanimously selected the Center for Government Research (CGR), located in Rochester, New York. The cost of this study is \$32,000. Attached is a copy of the CGR proposal.

I respectfully request that the amount of \$32,000 be transferred from the City's Contingency Account to an appropriate contracted services account to be able to enter into contract with CGR to complete this work.

Thank you for your consideration.

Respectfully submitted,

Steven T. Noble
Mayor



Promising Solutions

Government & Education | Economics & Public Finance | Health & Human Services | Nonprofits & Communities

RFP #K19-17

A Proposal to the City of Kingston for an Analysis of Housing Vacancy Rate

Due July 16, 2019, 11 a.m.

Submitted by:

Center for Governmental Research (CGR)
1 S. Washington St., Suite 400
Rochester, NY 14609
(585) 325-6360
(888) 388-8521 (fax)

For Inquiries Regarding This Proposal, Please Contact:

Paul A. Bishop, M.P.A.
Principal and Project Director
(585) 327-7068
pbishop@cgr.org

For Contract Inquiries, Please Contact:

Erika Rosenberg
President and CEO
(585) 327-7066
erosenberg@cgr.org



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1 South Washington Street, Suite 400, Rochester, New York 14614
(585) 325-6360 • info@cgr.org

www.cgr.org



Our Mission

CGR improves the quality of communities through impactful research, analysis, consultation and data management for the public, nonprofit and philanthropic organizations that serve them

Our Vision

CGR makes communities strong, thriving and competitive

Our Values

Informed
Inquisitive
Ever-improving
Innovative
Collaborative
Communicative
Applied
Inclusive

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Qualifications and Experience

The Center for Governmental Research (CGR) is pleased to respond to the City of Kingston's request for proposals to conduct an analysis of the City's vacancy rate for residential properties that pre-date 1974 and have at least six units.

This engagement requires a consultant team with deep experience helping local governments understand how state policies affect them and how to respond effectively. CGR has an unparalleled record of working with local governments across New York State and the Northeast to address challenges like this one. Our team of experts in local government, policy, economics, data analysis and urban planning has provided independent, objective and data-driven analysis to dozens of municipalities in New York State in recent years, helping them to navigate a wide variety of challenges, from municipal restructuring to decisions about development.

This project also requires a consultant with a strong record of tracking down, cleaning and analyzing data. We are skilled in primary data collection and have experience conducting interviews with both tenants and landlords – most recently, for a comprehensive assessment of lead poisoning data in Buffalo. Our data experts are skilled in pulling existing data from multiple formats, processing the data, and formatting data to Excel and to websites for ease of analysis and public use. Our team is well-versed in collecting and analyzing housing and economic data. Our data-focused work includes *Mid-Hudson Valley Community Profiles*, a data-rich website about seven counties in your region, including Ulster. The website draws on a variety of data sources from the local, state and federal level.

Visit www.mhvcommunityprofiles.org to view our work.

We know well the importance of housing affordability, having worked with other upstate cities to explore solutions to housing challenges and poverty. Our work on *Mid-Hudson Valley Community Profiles* included analysis on home and rental affordability in the region. We found that rent in the Mid-Hudson Valley is slightly less affordable as a percentage of the region's median income than the rest of New York State (excluding New York City). In Kingston specifically, median rental costs represented 40% of the median household income, representing a substantial cost burden to local families and individuals. Our experience includes working with public housing authorities to better meet the needs of the communities they serve, and we are currently working with several nonprofits in the Rochester area to survey their employees about housing challenges they face. A member of our project team also serves on a housing committee for the Rochester-Monroe Anti-Poverty Initiative, providing research support for local efforts to identify and implement housing policies that help to reduce poverty in the Finger Lakes region.

Since 1915, CGR has delivered results to the municipal, education, nonprofit and business-civic sectors through objective analysis, mission-critical data and strategic counsel. We have become a thought leadership partner of choice by empowering innovative solutions in the public interest. Trusted for our independence and breadth of experience spanning a century, CGR delivers expert solutions in government & education, economics & public finance, health & human services and nonprofits & communities.

Proudly headquartered in Rochester, New York and currently supporting 13 staff, CGR has served communities throughout the Northeast and Great Lakes regions. While our work has national reach, we have particular expertise in New York State. In the core competencies sought by the City for this engagement – state and local government expertise, data collection and analysis, and knowledge of housing issues – CGR has a deep portfolio of work. Our website, cgr.org, provides an overview of our recent portfolio of projects.

References

Renewing Our Pledge: A Path to Ending Lead Poisoning of Buffalo's Most Vulnerable Citizens

This report provides an assessment of lead poisoning data for community stakeholders, decision-makers, and funders. The assessment was advised by the Western NY Coalition to Prevent Lead Poisoning and informed by key staff from the City of Buffalo Department of Permits and Inspection and Corporation Counsel, the Erie County Department of Health, and extensive interviews conducted with tenants, landlords, homeowners, non-profit staff, community leaders, and other stakeholders in Erie County. Among the key findings was that the majority of children with elevated blood lead levels live in City of Buffalo single-family homes and doubles owned by over 1,200 different property owners and that 80% of these properties are rental units.

Based on an analysis of data and best practices across the country, CGR recommended the following actions to reduce lead poisoning:

- Require owners of all rental housing to pass an interior inspection for deteriorated paint every three years after an initial six year phase-in period for single and doubles.
- Require Certificates of Occupancy for all residential housing at point of sale.
- Expand Department of Social Services pre-tenancy inspection assessment to include peeling and chipping paint and require of Department of Health inspection of rental properties for rental assistance clients with children under the age of two prior to approval of a security agreement.

- Seek approval for Medicaid-funded lead remediation in the properties of children with elevated lead levels who are enrolled in Medicaid/CHIP.
- Urge New York State to take action to:
 - Grant school nurses across the state access to children's blood lead test results.
 - Improve state enforcement of lead safe work practices by petitioning the EPA for delegated authority to assume responsibility for administration and enforcement of EPA's Renovation, Repair, and Painting Program

CGR completed this project in 2018 with a budget of approximately \$100,000.

Contact: Cara Matteliano, VP Community Impact, Community Foundation of Greater Buffalo, caram@cfgb.org, (716) 852-2857

Elm City Communities Strategic Plan

The Housing Authority of the City of New Haven, CT engaged CGR to facilitate a strategic planning process for the agency. The Housing Authority provides public housing and housing choice vouchers to thousands of low-income or disabled residents of the City of New Haven. It has strengthened its reputation in the community over the past 15 years by redeveloping hundreds of affordable housing units and introducing innovative resident services programs. The Housing Authority turned to CGR to help it build upon those gains and adapt to reductions in the agency's funding from the federal government.

The project's deliverables included a scan of best practices nationwide, staff and resident surveys, dozens of interviews with internal and external stakeholders, a two-day leadership retreat, and a written strategic plan. The 2016-2018 Strategic Plan was adopted by the Housing Authority of the City of New Haven's Board of Commissioners. Highlights include adopting new mission and vision statements, establishing a new corporate and organizational structure, developing a financial sustainability plan, and specific strategies to improve organizational functioning and staff capacities.

CGR completed this project in 2015 with a budget of approximately \$90,000.

Contact: Karen Dubois Walton, Executive Director, Housing Authority of the City of New Haven, kdwalton@newhavenhousing.org, (203) 498-8800

Mid-Hudson Valley Community Profiles

The Mid-Hudson Valley Community Profiles project represents a commitment by three of the region's leading philanthropic organizations to provide governments,

nonprofits and the public with continuously updated comparative information for Columbia, Dutchess, Greene, Orange, Putnam, Sullivan and Ulster counties over multiple years. The Dyson Foundation, United Way of Dutchess County, the Community Foundations of the Hudson Valley and the Community Foundation of Orange and Sullivan have engaged CGR to develop and update the websites, spanning more than 50 indicators of community vitality in areas such as housing, children and youth, community engagement, the economy, education and health. Recently, CGR implemented our new responsive platform including a Dashboard and maps.

CGR's work on this project ongoing. Our initial contract totaled about \$50,000.

Contact: Jennifer Killian, Program Officer, Dyson Foundation, (845) 790-6315, cstancell@dyson.org

Oswego Poverty Reduction Needs Assessment

CGR was engaged by Oswego County Opportunities (OCO) and the City of Oswego to complete a comprehensive needs assessment about the state of poverty in the City of Oswego to inform a work plan aimed at reducing the prevalence and impact of poverty. The City is one of sixteen communities in New York that received funding under ESPRI, which aims to identify and support locally developed anti-poverty efforts. Oswego's effort is being led by LIFT (Learn, Identify, Focus and Transform) Partners, which encompasses about 40 community leaders, service providers and residents. CGR's assessment encompassed data collection and analysis, stakeholder interviews and focus groups (including many with low-income residents), a scan of effective approaches nationwide to combating poverty, and a survey of LIFT Partners to gather perspectives on poverty and information about programs and services available in the community to help low-income residents. It also included a number of recommendations to support low-income Oswego residents and help them become more economically self-sufficient.

CGR completed this project in 2017 with a budget of approximately \$55,000.

Contact: Diane Cooper Currier, Executive Director, Oswego County Opportunities, dcurrier@oco.org, 315-598-4717, ext. 1017

New York State Financial Restructuring Board

The New York State Financial Restructuring Board for Local Governments engaged CGR (via the State Division of the Budget) from 2014-2018 to assist the Board in conducting comprehensive reviews of four cities – Yonkers, Syracuse, Rochester and Niagara Falls – seeking assistance to address substantial fiscal challenges. We list this work as a prime example of CGR's strategic counsel on behalf of upstate and western

New York cities, as well as our role working across state and local levels to deliver assistance to municipalities.

CGR conducted a top-to-bottom reviews of baseline / existing conditions to “size” the fiscal challenges the cities faced and then identified potential opportunities to enhance efficiency, effectiveness and / or economic vitality. Opportunities identified in CGR’s final reports spanned three broad categories: Cost savings, revenue enhancement and process improvement.

Contact: Timothy Ryan, New York State Division of the Budget, timothy.ryan@budget.ny.gov, (518) 486-9610

Project Team

Paul Bishop, M.P.A., Principal and Project Director



Mr. Bishop is a public policy researcher with a passion for addressing local government and public safety issues. He brings his experience in system coordination, emergency response and thorough analysis to each CGR project on which he works. He also brings the perspective of being a supervisor, educator and care provider to each aspect of analysis. His familiarity with the demands of public service allows him to look at situations from multiple points of view.

Mr. Bishop’s experience with government management issues is diverse, including evaluating service options, strategic planning and internal efficiencies for municipalities in Connecticut, Maine, New Jersey, New York, Ohio, and Pennsylvania. In New York, he has led Countywide Shared Service Initiative projects in Allegany and Herkimer Counties in New York, as well as potential dissolution studies for the New York State Villages of Hoosick Falls, Medina, Forestville, Sherman and Van Etten. He led consolidation and shared services studies for the Town and Village of Cazenovia. He led the EMS Strategic Plan in Essex County, NY. He also was key team member on a consolidation evaluation for the western New York counties of Yates and Schuyler. He has led a variety of public safety evaluations, including for the Consensus CNY-Commission on Local Government Modernization for Onondaga County and the New York State Financial Restructuring Board. He also was a key team member of the Skinny Ohio – Lake County Capital Equipment Sharing project for the Ohio state auditor, a four municipality shared services study in Cuyahoga County, OH, and the operational review of municipal services in the Township of Hopewell, NJ.

In 2015, Mr. Bishop directed a comprehensive strategic planning process for Elm City Communities (New Haven Housing Authority), helping the authority to develop strategies to better serve tenants.

Education

M.P.A., College at Brockport, SUNY; B.A., Political Science, University of Rochester

Career

2018-2019, Principal, CGR Inc., Rochester, NY

2016-2018, Associate Principal, CGR Inc., Rochester, NY

2012-2016, Senior Associate, CGR Inc., Rochester, NY

2009-2012, Manager of EMS Education, Monroe Community College, Rochester, NY

2001-2012, EMS Program Coordinator, Monroe Community College, Rochester, NY

David A. Riley, M.U.P., Senior Associate



David A. Riley is a planner, researcher and former journalist focused on improving quality of life in the communities he serves. He offers a unique mix of experience in urban planning, data and policy analysis, qualitative research and writing about government at the local, state and federal levels. Since joining CGR, he has served as a researcher and analyst for local government engagements across New York State, including studies of municipal structure, operations and service

delivery. He also serves as CGR's representative on a housing committee for the Rochester-Monroe Anti-Poverty Initiative, providing research support for efforts to identify and implement housing policies that help to reduce poverty.

Mr. Riley earned his master's degree in urban planning at the University at Buffalo, where he focused on community development and neighborhood planning. While completing his graduate education, he researched innovative approaches to public engagement and worked on projects that focused on revitalizing neighborhoods and vacant urban land, affordable housing, and geographic information systems (GIS) analysis. In both professional and volunteer capacities, Mr. Riley also has served as a facilitator for various public engagement processes, including design charrettes.

Prior to joining CGR, Mr. Riley worked as an independent consultant and analyst on both planning and data analysis projects. Previously, he was an award-winning journalist with extensive experience reporting on government and public policy in upstate New York and Massachusetts, from town hall meetings to congressional elections.

Education

M.U.P., University at Buffalo; B.A., English (journalism), University at Albany

Career

2019-present, Senior Associate, CGR Inc., Rochester, NY
 2018-2019, Research Associate, CGR Inc., Rochester, NY
 2016-2018, Independent Consultant, Rochester, NY
 2013-2016, Government Reporter, Democrat & Chronicle, Rochester, NY
 2005-2013, Reporter and Editor, GateHouse Media New England, Framingham, MA

Katherine Bell, Senior Data Analyst / Information Systems Manager



Katherine Bell provides critical support for diverse projects, ranging from cost-of-government analyses to database design for public, private and nonprofit clients. She has played a key role in the development of every online community profile CGR has delivered to clients.

Her expertise also encompasses data collection; database analysis and management; technical support for program evaluations and needs assessments; data management for online community profiles; and GIS, including interactive mapping. Ms. Bell is our key contact for the U.S. Census, since CGR is an affiliate data center for New York. In addition, she manages in-house technology, overseeing all purchases, installations and innovations.

Education

B.S., Management Information Systems, Rochester Institute of Technology

Career

Ms. Bell joined CGR in July 2004. She was named Manager of Information Systems in 2008 and Senior Data Analyst / Manager of Information Systems in 2018. Prior to joining CGR, she worked in technology-related positions in the Rochester, NY area.

Kieran Bezila, Ph.D., Research Associate

Kieran Bezila is a skilled researcher with experience in both quantitative and qualitative research. He has taught subjects at the collegiate level and conducted research independently and as part of group projects. His research interests include government, politics and the social logic behind every-day decision-making.

Prior to joining CGR, he was an assistant professor of sociology and a teaching fellow at Beloit College in Wisconsin from 2012 to 2018. Previously, he worked for the Center for Responsive Politics, managing and preparing federal campaign finance data for

public view. His National Science Foundation-funded dissertation project enrolled 288 research subjects in a study of the logic underpinning altruistic behaviors such as tipping and gratuities.

Dr. Bezila is proficient in every phase of the research process, from conceptualization and design to collection, data management, analysis and reporting results. He has particular skills in research design, questionnaire and survey construction, interview techniques, conducting focus groups and statistical analysis.

Education

Ph.D. and M.A. in Sociology, Northwestern University; B.A. in Sociology, Boston College

Career

2012-18: Assistant Professor of Sociology and Teaching Fellow, Beloit College

2003-12: Graduate Student in Sociology, Northwestern University

1999-01: The Center for Responsive Politics

Proposed Plan

This analysis will help the Common Council determine whether the City of Kingston has a housing emergency, as defined in New York State's Emergency Tenant Protection Act (ETPA). This year, the New York State Legislature both amended and expanded many of ETPA's provisions, and for the first time, allowed any municipality in the state to regulate residential rental rates if that municipality has a vacancy rate of 5% or less in apartment buildings that have at least six units and were completed before 1974. Kingston's leaders want to understand whether the City qualifies to regulate residential rents under the newly revised law. This work will entail:

- Establishing a list of parcels with residential units in buildings completed before 1974 with at least six units;
- Obtaining owner / management contact information for each relevant parcel and requesting vacancy / occupancy information for each parcel;
- Establishing and verifying a vacancy rate for each parcel;
- Establishing an overall vacancy rate for all properties;
- Comparing this to the ETPA regulation and determining which properties would potentially be subject to the newly expanded law;
- Complete a clear, concise written narrative explaining the data and findings.

The project team will attend meetings with City staff and Common Council members as needed.

Our proposed work plan is discussed below. The final work plan is subject to revisions based upon an initial kickoff meeting with the City of Kingston and other revisions that are required and approved by CGR and the City as the project progresses.

The scope and methodology are based on the assumptions that City staff or representatives will work closely with the project team to identify and provide access to any relevant datasets and to provide important context and feedback throughout the project. The methodology is described below in a series of distinct tasks, for ease of understanding and to give a better sense of project "flow." In reality, however, certain tasks will necessarily overlap as the project progresses.

Task 1: Project Initiation

CGR's project team will meet with the Mayor, Corporation Counsel and City staff as soon as possible following receipt of a signed contract. At this kickoff, CGR will:

- Review the goals and objectives of the project, as well as mutual expectations;
- Review the project scope and key deliverables;
- Clarify the role of City staff;
- Agree on a protocol for conveying information and updates to the City during the project;
- Identify key liaisons between the City and CGR;
- Review data and information resources required by CGR's project team in the immediate term;
- Review an initial list of parcels in Kingston that are of potential relevance to this study;
- Discuss the City's knowledge of key property owners and any other relevant context as CGR begins its work;
- Identify key staff, officials and / or stakeholders who also should be interviewed as part of the project; and
- Review the overall project timetable.

Subsequent to this meeting, CGR will develop and submit a final summary project work plan and timetable / flowchart to the City. CGR envisions regular check-ins with City staff regarding progress on the project via email, conference call and / or videoconference, depending on the City's preference.

Task 2: Data Collection and Synthesis

Based on 2018 parcel data available from New York State's GIS Clearinghouse, the City of Kingston has upward of 220 apartment buildings that were constructed before 1974. This provides only a snapshot of the City's multifamily housing landscape; this dataset does not indicate how many units are in each building, nor does it reveal whether there are additional parcels that may also have six or more units, but for various reasons may not be classified as traditional apartment buildings.

CGR's project team will work closely with City departments to identify data they have available on residential parcels in Kingston and use that data to both refine the initial list described above and add more properties to it as necessary. Our project team also will contact Ulster County to better understand relevant data that it may have available. One first step will be to compare an initial list of apartment buildings in Kingston to City and / or Ulster County assessment records to identify the number of units on each parcel and confirm ownership information provided in the GIS data.

Simultaneously, the project team will closely review the recent ETPA legislation and relevant briefings from the State Division of Housing and Community Renewal to develop a clear and accurate understanding of its provisions and which parcels in Kingston would be of relevance to this analysis. As necessary, we will seek clarification from state legislators, the State Division of Housing and Community Renewal and contacts who work in housing development and management.

After developing a revised list of parcels, CGR would develop standardized language to summarize the project and request information from landlords on occupancy / vacancy rates, and begin contacting owners and / or management as early as possible. Our team would rely on requests for information in letters mailed to addresses on record for each owner, as well as phone calls as we are able to identify contact numbers. Again, the project team will work closely with City staff who may be familiar with certain owners and / or have current contact information on record to find the best and most efficient way to reach property owners. CGR will make regular follow-up phone calls to try to secure timely responses from owners. If landlord associations or more informal owner networks exist, CGR will contact them for assistance.

CGR also would encourage the City to make a public announcement of the project and request that owners of pre-1974 buildings with at least six units contact CGR by phone or email. If desired, CGR also can create a website summarizing the project, through which property owners can submit requested information or find CGR's contact information. Also if helpful, CGR staff is available to attend a public meeting at which it can discuss the project and request cooperation from landlords. CGR also will seek to work with landlords and management companies to compile accurate contact

information for other property owners, building on each interview to make the next important contact.

Task 3: Development of Final Report

This phase will be dedicated to analyzing all the data that has been collected in Task 2 and calculating vacancy rates per parcel and citywide. CGR will compare the results to ETPA legislation to assist the City in determining whether Kingston has a “housing emergency” as defined under the law.

In addition to providing a concise written summary of its findings, CGR will provide a database of all relevant parcels to the City in spreadsheet format, as well as a GIS map identifying the location each parcel.

CGR will provide a draft copy of the report to the City for its review and feedback before delivering a final version.

Project Travel

CGR’s cost proposal (provided separately) includes three trips to Kingston to attend a kickoff meeting, a trip to gather additional data and to attend a meeting with Common Council, and to present CGR’s final findings to City staff, Common Council or both, as the City sees fit.

Insurance Requirements

CGR’s Certificate of Liability Insurance, including relevant coverage limits, is attached to this proposal. CGR is willing to discuss possible adjustments if these limits do not meet the City’s expectations.

Appendix

Required Forms

Proof of Insurance

City of Kingston Purchasing Department
RFP#: K19-17
Analysis of Housing Vacancy Rate
Tuesday, July 16, 2019
11:00am

INFORMATION SHEET

NAME OF RESPONDER: Center for Governmental Research, Inc.

ADDRESS: 1 South Washington Street, Suite 400

Rochester, NY 14614

501(c)(3) Not for Profit

TYPE OF ENTITY: Corp. ☒ Partnership ☐ Individual ☐

LLC

If a non-publicly owned Corporation: NAME OF CORPORATION:

List Principal Stockholders (holding over 5% of outstanding shares) N/A

LIST OFFICERS:

Victor Salerno, Board Chair; David Fiedler, Vice-Chair; Paul Eisenstat, Treasurer; Mauricio Riveros, Secretary; Erika Rosenberg, President and CEO; Susan Barnes, Asst. Treasurer

LIST DIRECTORS:

DATE OF ORGANIZATION:

April 20, 1915

If a partnership:

PARTNERS:

NAME OF PARTNERSHIP:

DATE OF ORGANIZATION:

* If the business is conducted under an assumed name, a copy of the certificate required to be filed under the New York General Business Law must be attached.

City of Kingston Purchasing Department
RFP#: K19-17
Analysis of Housing Vacancy Rate
Tuesday, July 16, 2019
11:00am

AFFIDAVIT OF NON-COLLUSION

NAME OF RESPONDER: Center for Governmental Research, Inc.

BUSINESS ADDRESS: 1 South Washington Street, Suite 400, Rochester, NY 14614

I hereby attest that I am the person responsible within my firm for the final decision as to the prices(s) and amount of this proposal or, if not, that I have written authorization, enclosed herewith, from that person to make the statements set out below on his or her behalf and on behalf of my firm.

I further attest that:

1. The price(s) and amount of this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition with any other contractor, responder or potential responder.
2. Neither the price(s), nor the amount of this proposal, have been disclosed to any other firm or person who is a responder or potential responder on this project, and will not be so disclosed prior to proposal opening.
3. No attempt has been made or will be made to solicit, cause or induce any firm or person to refrain from responding to this RFP, or to submit a proposal higher than the proposal of this firm, or any intentionally high or non-competitive proposal or other form of complementary proposal.
4. The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from any firm or person to submit a complementary proposal.
5. My firm has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any other firm or person, or offered, promised or paid cash or anything of value to any firm or person, whether in connection with this or any other project, in consideration for an agreement or promise by an firm or person to refrain from responding to this RFP or to submit a complementary proposal on this project.
6. My firm has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any firm or person, and has not been promised or paid cash or anything of value by any firm or person, whether in connection with this or any project, in consideration for my firm's submitting a complementary proposal, or agreeing to do so, on this project.
7. I have made a diligent inquiry of all members, officers, employees, and agents of my firm with responsibilities relating to the preparation, approval or submission of my firm's proposal on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in this affidavit.

8. By submission of this proposal, I certify that I have read, am familiar with, and will comply with any and all segments of these specifications.

The person signing this proposal, under the penalties of perjury, affirms the truth thereof.

 , President and CEO
Signature & Company Position

Erika Rosenberg, President and CEO
Print Name & Company Position

Center for Governmental Research, Inc.
Company Name

7/12/2019
Date Signed

16-0754774
Federal I.D. Number



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/21/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Insurance Services 777 Canal View Blvd, Suite 100 Rochester NY 14623		CONTACT NAME: Gail Pangrazio PHONE (A/C, No, Ext): (585) 736-5899 FAX (A/C, No): (585) 736-5850 E-MAIL: Gail.Pangrazio@usi.com ADDRESS:																						
INSURED Center for Governmental Research, Inc. 1 South Washington St Suite 400 Rochester NY 14614-1135		<table border="1"><thead><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A:</td><td>Harleysville Preferred Insurance</td><td>35696</td></tr><tr><td>INSURER B:</td><td>Harleysville Insurance Company of</td><td>33235</td></tr><tr><td>INSURER C:</td><td>Harleysville Worcester Insurance</td><td>26182</td></tr><tr><td>INSURER D:</td><td>Hartford Ins Co/Midwest</td><td>37478</td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></tbody></table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Harleysville Preferred Insurance	35696	INSURER B:	Harleysville Insurance Company of	33235	INSURER C:	Harleysville Worcester Insurance	26182	INSURER D:	Hartford Ins Co/Midwest	37478	INSURER E:			INSURER F:		
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INSURER E:																								
INSURER F:																								

COVERAGES **CERTIFICATE NUMBER:**18-19 GL, BA, WC, UMB **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY			MPA00000035114H	10/1/2018	10/1/2019	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000				
			MED EXP (Any one person) \$ 20,000				
			PERSONAL & ADV INJURY \$ 1,000,000				
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 3,000,000
	☒ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG \$ 3,000,000
	OTHER:						Employee Benefits \$ 1,000,000
B	AUTOMOBILE LIABILITY			BA00000035113H	10/1/2018	10/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS	☐ SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	☒ HIRED AUTOS	☒ NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
C	☒ UMBRELLA LIAB			CMB00000035115H	10/1/2018	10/1/2019	EACH OCCURRENCE \$ 3,000,000
	☐ EXCESS LIAB	☐ CLAIMS-MADE	AGGREGATE \$ 3,000,000				
	DED ☒ RETENTION \$ 10,000		\$				
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			01WECGC1631	12/31/2017	10/1/2019	PER STATUTE ☐ OTH-ER ☐
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ Y ☒ N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Proof Of Insurance

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

M Bonetto/SGROVE

28

Finance and Audit Committee Agenda Item Report

Meeting Date: August 14, 2019

Submitted by: Dee Sills

Submitting Department: Mayor

Item Type: Proposed Resolution

Agenda Section:

Subject:

Community Benefit Fund

Suggested Action:

Attachments:

[20190808084228.pdf](#)

CITY OF KINGSTON

Office of the Mayor

mayor@kingston-ny.gov



Steven T. Noble
Mayor

August 1, 2019

Mr. James L. Noble, Jr.
Alderman-at-Large
President of the Common Council
Kingston City Hall
420 Broadway
Kingston, NY 12401

Dear President Noble,

As you know, the City has been experiencing a significance increase in film activity over the last three years. My office has been working diligently with productions and several City departments to manage the details and permits as effectively as possible, while also limiting the burden on residents. While we try our best to ensure productions minimize the disruptions as best they can, residents still experience frustrations throughout the process. As we have brainstormed often on how to help alleviate the burdens of filming, we've urged productions to lodge, eat, and shop locally through the duration of their projects. We believe these requests have helped tremendously as we receive reports frequently of cast and crew visiting many local shops and dining at our City's wonderful restaurants. We've also seen most productions offer monetary compensation to inconvenienced residents and businesses, and have hired nearby restaurants to cater on set.

HBO's mini-series, "The Undoing" may be the largest-scale production the City has ever seen. Their invoice for city services, such as KPD, KFD, and DPW overtime, as well as parking restrictions and road closures, tallied to over \$70,000, which has been paid in full. In addition, this production has donated \$10,000 to the City to be utilized in the downtown neighborhood they occupied throughout filming in June and July of this year. This would be a great opportunity for residents to experience firsthand the benefits of being a film-friendly city.

I formally request that the Common Council establish a Community Benefit Fund, where donations such as this, can be deposited and utilized for improvements or projects within the City. It is my suggestion that the Alderperson of the ward works with the residents in their district to propose an idea of how the funds could be used.

Thank you for your consideration.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Steven T. Noble", is written over a horizontal line.

Steven T. Noble
Mayor

STN:lbt

Finance and Audit Committee Agenda Item Report

Meeting Date: August 14, 2019

Submitted by: Dee Sills

Submitting Department: Grants Management

Item Type: Proposed Resolution

Agenda Section:

Subject:

NYS EFC WIIA Program Grants

Suggested Action:

Attachments:

[20190808084555.pdf](#)

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

Kristen E. Wilson, Director



Steven T. Noble, Mayor

August 2, 2019

Honorable James L. Noble, Jr.
President/Alderman-at-Large
Kingston Common Council
420 Broadway
Kingston, NY 12401

Re: Resolutions to Apply and Execute Agreements for the NYS EFC WIIA (Water Infrastructure Improvement Act) Program Grants

Dear President Noble,

I am requesting placement on the agenda of the appropriate committee in August to discuss resolutions authorizing the City to apply for and execute agreements for the NYS Environmental Facilities Corporation Water Infrastructure Improvement Act (WIIA) Program grants.

We are considering the grant program to potentially fund rehabilitation of our sewer infrastructure in **two** of our existing and ongoing projects including the Hasbrouck CSO Sewer Separation Phase 2 Project and the Henry Street Safe Routes to School project.

The City recently applied for a CFA for the Hasbrouck project, and this additional funding would help the City reduce its match. The City is currently developing the design for the NYSDOT Transportation Alternatives Program-funded Midtown Safe Routes to School Project on Henry Street; <https://www.kingston-ny.gov/henrystreet>, which funds pedestrian and bicycle improvements on the surface of the street. Through the design process we have determined that it would be best to address sewer issues under the street before re-surfacing the street. This funding would contribute to the costs of sewer rehabilitation under Henry Street.

We are still in the process of developing the full project details and budgets, therefore, the draft resolutions will state the maximum amount we anticipate the projects will cost. I will share committee reports and resolutions as soon as possible with the committee members prior to the meeting.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Kristen Wilson", is written over a horizontal line.

Kristen Wilson
Director

Finance and Audit Committee Agenda Item Report

Meeting Date: August 14, 2019

Submitted by: Dee Sills

Submitting Department: Engineering

Item Type: Proposed Resolution

Agenda Section:

Subject:

Jacob's Valley Storm Sewer Replacement

Suggested Action:

Attachments:

[20190808084834.pdf](#)

F.E.D

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

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



Steven T. Noble, Mayor

July 24, 2019

Mr. James L. Noble, Jr.
Alderman-At-Large
President of the Common Council
Kingston City Hall
420 Broadway
Kingston, New York 12401

RE: Jacob's Valley Storm Sewer Replacement

Dear President Noble:

This project is now under construction with an estimated completion date of November 2019.

Borrowing totaling \$3,350,000.00 for this project was authorized by resolution 124 of 2018 and preceding resolutions. This amount was based on design fees to H2M Architects and Engineers, the amount bid by low bidder, W.M. Schultz Construction, construction administration fees to H2M, payments to CSX Transportation for permit fees and inspection fees for work done on railroad-owned property, and a contingency amount.

Unforeseen conditions have required that additional work be performed by Schultz, resulting in three (3) change orders to date, adding \$480,626.75 to the project cost. The additional work is needed to replace existing utilities (water and sewer) that were not able to be protected in place as expected. In some cases, these existing utilities were found to be in closer proximity to the new storm drain than expected, necessitating replacing them and providing temporary water line and services while the work proceeds.

Some of the change order increase can be absorbed by the contingency that was available. However, the contingency is not large enough to cover all of the change order costs. Therefore, it is requested to increase authorized borrowing from \$3,350,000 to \$3,625,000.00, an increase of \$275,000.00, in order to cover the amount of the work as bid plus change orders to date.

Please refer this item to the Finance Committee for further discussion and approval. Should you have any questions concerning this request, do not hesitate to contact me.

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

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



Steven T. Noble, Mayor

Respectfully,

John M. Schultheis, P.E.
City Engineer

Cc: Steve Noble, Mayor
Douglas Koop, Chair, Finance Committee
John Tuey, Comptroller

Finance and Audit Committee Agenda Item Report

Meeting Date: August 14, 2019

Submitted by: Dee Sills

Submitting Department: Common Council

Item Type: Informational Purposes

Agenda Section:

Subject:

Proposed Purchase of 72 Garden St.

Suggested Action:

Attachments:

[20190808085256.pdf](#)

F.E.D

70 Garden St.
Kingston, NY 12401

Mayor Steven T. Noble
420 Broadway, City Hall
Kingston, NY 12401

June 5, 2019

Dear Mayor:

In August of 2017, after a lawsuit against me and the City of Kingston was settled with the owners of 72 Garden Street, I offered to purchase that now-vacant lot which is unbuildable given its dimensions of 36' (24' with setbacks) x 107'. The City of Kingston's November, 2017 public auction included several comparable vacant properties. The buildable lots' assessments had a median value of \$10,000 with a mean of \$14,400; the winning bids were a median of \$2,500 and a mean of \$2,885, no more than 20% of their assessments.

I ask that you consider my offer of \$8,000 for several reasons:

- I've owned my home at 70 Garden Street for 30 years and have regularly improved the property, thereby increasing the value of neighboring homes as well.
- While the #72 structure was abandoned/condemned, I incurred ongoing damage to my own property from pieces of the crumbling building, some as large as 15 feet long, falling onto my driveway, which, in fact, the Kingston Fire Department actually closed for some six weeks because of the danger.
- Defending the lawsuit brought by the Vison For Children, former owners of #72, has already cost me a great deal, financially and emotionally.
- The property would be improved, maintained, and returned to the tax rolls.
- I intend to keep the space as a green extension of my yard, including grass and wildflowers.

Please see the attached research which shows that many communities give preference to side-lot homeowners. I satisfy all the typical requirements.

I look forward to hearing from you on this matter. You can reach me at: 339 2918 or (845) 495 9889.

Best regards,



Joseph P. Happeny

c.: Kevin Bryant, Esq., Corp. Counsel
William Carey, Fifth Ward Alderman
James Noble, Alderman-At-Large
Steven Klein, Esq., Attorney at Law

Attachment

Jefferson County, Ohio

- The Applicant should live and own a property adjacent to the Land Bank lot.
- The Applicant must not have issued code violations from the local building and zoning authority for their primary residence and other properties he or she owns in Jefferson County.
- The Applicant must be current on all real estate taxes and assessments for their primary residence and any rental properties and other real estate owned in Jefferson County.
- The Applicant must not be a prior owner of real property in Jefferson County that was transferred as a result of tax foreclosure proceedings.
- The Applicant must commit to maintaining the lot in accordance with all local building, housing, and zoning codes.

Detroit, Michigan

- The maximum size of a side lot sold by the DLBA is 7,500 (seven thousand, five hundred) square feet.
- All applicants must own the house adjacent to the side lot
- Applicants cannot have any overdue taxes
- Side Lots will be sold on a first come, first serve basis
- Preference will be given to the neighbor that has maintained the lot
- Applications will be reviewed within three business days
- You are expected to pay the annual property taxes on this property after its purchase.

Albany, NY

- The Land Bank may sell certain vacant residential lots for a discounted price to property owners who own lots which are directly adjacent to such vacant lots.
- Owners of adjacent, well-maintained properties are the most likely purchasers to take care of these vacant lots in many instances, thereby enhancing the value of the buyer's property, beautifying the surrounding neighborhood, and improving surrounding property values.

Finance and Audit Committee Agenda Item Report

Meeting Date: August 14, 2019

Submitted by: Dee Sills

Submitting Department: Engineering

Item Type: Budget Modification

Agenda Section:

Subject:

Electric Vehicle Station at City Hall

Suggested Action:

Attachments:

[20190808090912.pdf](#)

Tinti, Elisa

From: Koester, Sean
Sent: Wednesday, July 24, 2019 12:56 PM
To: Noble, James
Cc: Noble, Steve; Tuey, John; Tinti, Elisa; Koop, Douglas; Noble, Julie
Subject: Budget Modification for Electric Vehicle Charging at City Hall
Attachments: Letter to Council - EV Charging at City Hall.pdf; Committee Report- EV Charging at Kingston City Hall.docx

Alderman At Large Noble,

This is a request for placement on the agenda of the next Finance Committee meeting in order to consider a budget modification that would allow for the purchase and installation of electric vehicle charging infrastructure at Kingston City Hall. There are currently two plug-in hybrid electric vehicles stationed at City Hall, one Chevrolet Volt that is shared amongst departments and one Mitsubishi Outlander that is used by Parking Enforcement. In order to allow for the efficient simultaneous charging of both vehicles a level-2 charging system is needed for City Hall.

I am requesting placement on the August 14th Finance Committee agenda in order to discuss this action. A draft committee report is attached. Please let me know if you have any questions.

Thank you,
-Sean

Sean Koester

Environmental Specialist
City of Kingston Engineering Dept.
420 Broadway
Kingston, NY 12401
(845) 334-3969 skoester@kingston-ny.gov

CITY OF KINGSTON
Office of Environmental Education and Sustainability
climatesmart@kingston-ny.gov

Julie L. Noble, Coordinator



Steven T. Noble, Mayor

July 24th, 2019

Mr. James L. Noble, Jr.
Alderman-At-Large
420 Broadway
Kingston, NY 12401

Re: Budget Modification for Electric Vehicle Charging at City Hall

Dear President Noble,

This is a request for placement on the agenda of the next Finance Committee meeting to consider a budget modification that would allow for the purchase and installation of electric vehicle charging infrastructure at Kingston City Hall. There are currently two plug-in hybrid electric vehicles stationed at City Hall, one Chevrolet Volt that is shared amongst departments and one Mitsubishi Outlander that is used by Parking Enforcement. In order to allow for the efficient simultaneous charging of both vehicles a level-2 charging system is needed for City Hall.

Following the established city procurement process, 3 quotes have been obtained for the appropriate system to be located at City Hall. The lowest quote for this equipment is \$8,196.00. Currently NYSERDA is offering incentives to municipalities and private parties to help cover the cost of the procurement of these level-2 charging stations through their Charge Ready NY program. The eligible rebate for the equipment we are proposing for City Hall is \$8,000, bringing the total financial impact to the City for this infrastructure to \$196. A summary of this request is below:

- Increase budget line: NYS Grant A1162023.43389 by \$8,000, then transfer
 - \$8,000 From: NYS Grant A1162023.43389
 - \$8,000 To: Other Equipment A1162012.5211

Please forward this communication to the next regularly scheduled Finance Committee for further discussion. Should you have any questions, do not hesitate to contact me.

Respectfully,

Sean Koester
Environmental Specialist

Cc: Steven T. Noble, Mayor
Douglas Koop, Finance Committee Chairman
John Tuey, Comptroller
Elisa Tinti, City Clerk

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: Environmental Education & Sustainability DATE: _____

Description:

A budget modification that would allow for the purchase and installation of electric vehicle charging infrastructure at Kingston City Hall.

- Increase budget line: NYS Grant A1162023.43384 by \$8,000, then transfer
 - \$8,000 From: NYS Grant A1162023.43384
 - \$8,000 To: Other Equipment A1162012.5211

Estimated Financial Impact: \$ 0

Signature _____

Motion by _____

Seconded by _____

Action Required:

SEQRA Decision:

Type I Action _____

Type II Action _____

Unlisted Action _____

Negative Declaration of Environmental Significance: _____

Conditioned Negative Declaration: _____

Seek Lead Agency Status: _____

Positive Declaration of Environmental Significance: _____

<u>Committee Vote</u>	<u>YES</u>	<u>NO</u>
Douglas Koop, Chairman		
Reynolds Scott-Childress Ward 3		
Anthony Davis, Ward 6		
Patrick O'Reilly, Ward 7		
Steven Schabot, Ward 8		

Finance and Audit Committee Agenda Item Report

Meeting Date: August 14, 2019

Submitted by: Dee Sills

Submitting Department: Parks and Recreation

Item Type: Budget Modification

Agenda Section:

Subject:

Budget Modification Hodge Center

Suggested Action:

Attachments:

[20190808091039.pdf](#)

City of Kingston
Parks and Recreation Department
kgilfeather@kingston-ny.gov

Steven T. Noble, Mayor



Kevin D. Gilfeather, Superintendent

July 17, 2019

James Noble
President, Common Council
420 Broadway
Kingston, NY 12401

Dear President Noble:

I am submitting a budget modification to increase the expense and revenue line items for additional CDBG improvements at the Everett Hodge Center – 7143 account.

The modification will cover expenses and revenues that are associated with equipment upgrades in the HVAC system and kitchen at the Hodge Center facility.

Increase – Expense Line A17143.443 by \$34,475

Increase – Revenue Line A17143.2020 by \$34,475

If further information is required, please feel free to contact me, 481-7333 or via email, kgilfeather@kingston-ny.gov.

Regards,

Kevin D. Gilfeather
Superintendent

cc: Steven 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 <u> X </u> ZONING _____	TRANSFER _____ BONDING REQUEST _____ OTHER _____

DEPARTMENT Parks and Recreation DATE 7/18/19

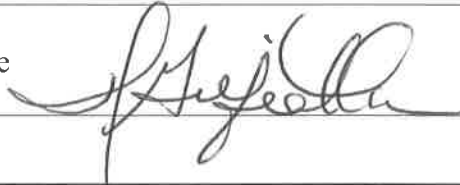
Description: Budget Modification that will cover expenses that are associated with equipment upgrades to the HVAC system and kitchen equipment at the Everett Hodge Center facility

Increase: **Expense Line A17143.443 – Maintenance of Buildings by \$34,475**

Increase: **Revenue Line A17143.2020 – CDBG Reimbursement by \$34.475**

Estimated Financial Impact 0

Signature



Motion by _____

Seconded by _____

Action Requested:

SEQRA Decision:

Type I Action _____

Type II Action _____

Unlisted Action _____

Negative Declaration of Environmental Significance: _____

Conditioned Negative Declaration: _____

Seek Lead Agency Status: _____

Positive Declaration of Environmental Significance: _____

<u>Committee Vote</u>	<u>YES</u>	<u>NO</u>
Douglas Koop, Chairman		
Reynolds Scott-Childress Ward 3		
Anthony Davis, Ward 6		
Patrick O'Reilly, Ward 7		
Steven Schabot, Ward 8		

Finance and Audit Committee Agenda Item Report

Meeting Date: August 14, 2019

Submitted by: Dee Sills

Submitting Department: Parks and Recreation

Item Type: Budget Transfer

Agenda Section:

Subject:

Internal Transfer Hodge Center

Suggested Action:

Attachments:

[20190808091636.pdf](#)

F.E.D.

City of Kingston
Parks and Recreation Department
kgilfeather@kingston-ny.gov

Steven T. Noble, Mayor



Kevin D. Gilfeather, Superintendent

August 1, 2019

James Noble, President, Common Council

420 Broadway Kingston, NY 12401

Dear President Noble:

I am submitting a communication for an internal transfer of funds to increase the expense lines in the Everett Hodge Center – 7143 account, there is zero (0) financial impact to the City.

The internal transfer will cover expenses related to an agreement with the Family of Woodstock and the Kingston City School District in providing a summer camp at George Washington School for youth who attend the after-school program, during the school year, at the Everette Hodge Center.

Increase – Expense Line A17143.472 – Contracted Services by \$15,000

Decrease – Expense Line A17143.111 – Seasonal Employees by \$15,000

If further information is required, please feel free to contact me, 481-7333 or via email, kgilfeather@kingston-ny.gov.

Sincerely,


Kevin D. Gilfeather

Superintendent

cc: Steven Noble, Mayor

John Tuey, Comptroller

**THE CITY OF KINGSTON COMMON COUNCIL
FINANCE AND AUDIT
COMMITTEE REPORT**

REQUEST DESCRIPTION

INTERNAL TRANSFER X
AUTHORIZATION
CLAIMS

CONTINGENCY TRANSFER
BUDGET MODIFICATION
ZONING

TRANSFER
BONDING REQUEST
OTHER

DEPARTMENT Parks and Recreation DATE 8/1/19

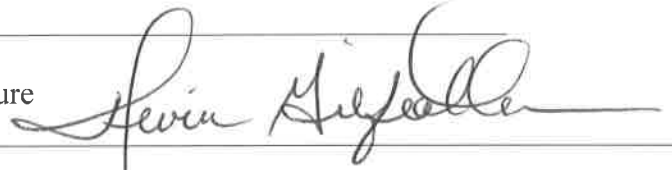
Description: Internal Transfer of funds that will cover expenses that are related to an agreement with Family of Woodstock providing a summer camp, in conjunction with the Kingston City Schools, at George Washington School, for youth who attend the after-school program the Everett Hodge Center facility

Increase: Expense Line A17143.472 – Contracted Services by \$15,000

Decrease: Expense Line A17143.111 – Seasonal Employees by \$15,000

 Estimated Financial Impact 0

Signature



Motion by

Seconded by

Action Requested:

SEQRA Decision:

Type I Action

Type II Action

Unlisted Action

Negative Declaration of Environmental Significance:

Conditioned Negative Declaration:

Seek Lead Agency Status:

Positive Declaration of Environmental Significance:

<u>Committee Vote</u>	<u>YES</u>	<u>No</u>
Douglas Koop, Chairman		
Reynolds Scott-Childress Ward 3		
Anthony Davis, Ward 6		
Patrick O'Reilly, Ward 7		
Steven Schabot, Ward 8		

Finance and Audit Committee Agenda Item Report

Meeting Date: August 14, 2019

Submitted by: Dee Sills

Submitting Department: Historic Landmark Preservation Commission

Item Type: Budget Modification

Agenda Section:

Subject:

Budget Modification Historic Landmarks

Suggested Action:

Attachments:

[20190808091804.pdf](#)

**CITY OF KINGSTON
420 BROADWAY
KINGSTON, NEW YORK 12401**



July 15, 2019

Ald. at Large James Noble, President
City of Kingston Common Council
City Hall - 420 Broadway
Kingston, NY 12401

Re: FY 2019 Budget Modification – Historic Landmarks

Dear Pres. Noble:

This letter is to request a budget modification for transfer of funds within the FY 2019 budget. The transfer request is necessary to cover overage costs associated with the Historic Landmarks Office Supply line.

- | | | |
|---------------------|------------------------------|------------|
| 1) <u>DECREASE:</u> | | |
| AI 7520-485 | General Materials & Supplies | <\$127.80> |
|
<u>INCREASE</u> | Office Supplies | \$127.80 |
| AI 7520-402 | | |

Thank you for your favorable consideration in this matter. Please do not hesitate to contact this office if there are any questions.

Sincerely,

Suzanne Cahill
Planning Director

Cc: Steve Noble, Mayor
J. Tuey, Comptroller
Douglas Koop Chair F & ED

THE CITY OF KINGSTON COMMON COUNCIL

FINANCE AND AUDIT COMMITTEE REPORT

REQUEST DESCRIPTION

INTERNAL TRANSFER X
AUTHORIZATION _____
CLAIMS _____

CONTINGENCY TRANSFER _____
BUDGET MODIFICATION _____
ZONING _____

TRANSFER _____
BONDING REQUEST _____
OTHER _____

DEPARTMENT Historic Landmarks (Planning) DATE 7/17/19

Description:

Transfer of Funds in FY 2019 Budget

Decrease AI-7520-485 (\$127.80)

Increase AI-7520-402 \$127.80

Estimated Financial Impact

0

Signature

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

Finance and Audit Committee Agenda Item Report

Meeting Date: August 14, 2019

Submitted by: Dee Sills

Submitting Department: Mayor

Item Type: Presentation Request

Agenda Section:

Subject:

Landmark Pilot Application

Suggested Action:

Attachments:

[20190808092816.pdf](#)

F.E.D

Tinti, Elisa

From: Noble, Steve
Sent: Tuesday, July 16, 2019 11:26 AM
To: Emily Hamilton; Baker, Daniel; Noble, James
Cc: Bryant, Kevin; Kevin O'Connor; Guy Kempe; Ernesto Vigoreaux; Tinti, Elisa
Subject: RE: Landmark Place PILOT application
Attachments: Landmark Place SCHEDULE OF PILOT PAYMENTS.DOCX

Thanks Emily,

I received it too but Jim Noble will have to include this as a communication so that it can be discussed at the Council level.

I would coordinate with him and our City Clerk Elisa Tinti who I have cc'ed on this email.

Thanks,

-Steve

Steven T. Noble
Mayor, City of Kingston
420 Broadway
Kingston, NY 12401
845-334-3902
www.kingston-ny.gov

From: Emily Hamilton [mailto:ehamilton@rupco.org]
Sent: Tuesday, July 16, 2019 10:58 AM
To: Baker, Daniel; Noble, James
Cc: Bryant, Kevin; Noble, Steve; Kevin O'Connor; Guy Kempe; Ernesto Vigoreaux
Subject: FW: Landmark Place PILOT application

Hello Mr. Baker and Mr. Noble,

Can you please confirm that you received the e-mail below and the attached Schedule of PILOT payments for Landmark Place, 300 Flatbush Ave.?

Thank you,
Emily

Emily Hamilton, LEED Green Associate
Real Estate Development Project Manager | [RUPCO, Inc.](#)
Office: 2 Main Street, 2nd Floor, Kingston, NY 12401
Mail: 289 Fair Street | Kingston, NY 12401
845 331-2140 ext. 263 office | 845 331-6217 fax





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From: Emily Hamilton
Sent: Thursday, June 20, 2019 2:14 PM
To: Baker, Daniel <dbaker@kingston-ny.gov>; Noble, James <jnoble@kingston-ny.gov>
Cc: Bryant, Kevin <kbryant@kingston-ny.gov>; Noble, Steve <SNoble@kingston-ny.gov>; Kevin O'Connor <koconnor@rupco.org>; Ernesto Vigoreaux <evigoreaux@rupco.org>; Guy Kempe <gkempe@rupco.org>
Subject: RE: Landmark Place PILOT application

Hello Mr. Baker and Mr. Noble,

Attached please find the Schedule A for the Landmark Place PILOT Agreement.

Thanks,
Emily

Emily Hamilton, LEED Green Associate
Real Estate Development Project Manager | RUPCO, Inc.
Office: 2 Main Street, 2nd Floor, Kingston, NY 12401
Mail: 289 Fair Street | Kingston, NY 12401
845 331-2140 ext. 263 office | 845 331-6217 fax



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From: Baker, Daniel [<mailto:dbaker@kingston-ny.gov>]
Sent: Friday, June 14, 2019 10:11 AM
To: Emily Hamilton <ehamilton@rupco.org>; Noble, James <jnoble@kingston-ny.gov>
Cc: Bryant, Kevin <kbryant@kingston-ny.gov>; Noble, Steve <SNoble@kingston-ny.gov>; Kevin O'Connor <koconnor@rupco.org>; Ernesto Vigoreaux <evigoreaux@rupco.org>; Guy Kempe <gkempe@rupco.org>
Subject: RE: Landmark Place PILOT application

Can you please provide the Schedule A?

From: Emily Hamilton [<mailto:ehamilton@rupco.org>]
Sent: Thursday, June 13, 2019 4:20 PM
To: Noble, James <jnoble@kingston-ny.gov>

Cc: Bryant, Kevin <kbryant@kingston-ny.gov>; Noble, Steve <SNoble@kingston-ny.gov>; Baker, Daniel <dbaker@kingston-ny.gov>; Kevin O'Connor <koconnor@rupco.org>; Ernesto Vigoreaux <evigoreaux@rupco.org>; Guy Kempe <gkempe@rupco.org>
Subject: Landmark Place PILOT application

Dear Mr. Noble,

Attached please find RUPCO's application for a PILOT for Landmark Place, 300 Flatbush Ave.

Please contact me if you have any questions.

Thank you for your consideration.

Best Regards,
Emily

Emily Hamilton, LEED Green Associate
Real Estate Development Project Manager | [RUPCO, Inc.](#)
Office: 2 Main Street, 2nd Floor, Kingston, NY 12401
Mail: 289 Fair Street | Kingston, NY 12401
845 331-2140 ext. 263 office | 845 331-6217 fax



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SCHEDULE OF PILOT PAYMENTS

Schedule A

Payment Schedule for Landmark Place HDFC

Payment Year		Payment Minimum *
1	Year 1 (construction)	\$25,000
2	Year 2 (construction and lease up)	\$25,000
3	Year 3	\$66,000
4	Year 4	\$66,000
5	Year 5	\$66,000
6	Year 6	\$66,000
7	Year 7	\$66,000
8	Year 8	\$66,000
9	Year 9	\$66,000
10	Year 10	\$66,000
11	Year 11	\$66,000
12	Year 12	\$66,000
13	Year 13	\$73,000
14	Year 14	\$73,000
15	Year 15	\$73,000
16	Year 16	\$73,000
17	Year 17	\$73,000
18	Year 18	\$73,000
19	Year 19	\$73,000
20	Year 20	\$73,000
21	Year 21	\$73,000
22	Year 22	\$73,000
23	Year 23	\$80,000
24	Year 24	\$80,000
25	Year 25	\$80,000
26	Year 26	\$80,000
27	Year 27	\$80,000
28	Year 28	\$80,000
29	Year 29	\$80,000
30	Year 30	\$80,000
31	Year 31	\$80,000
32	Year 32	\$80,000
	32 Year Total	\$2,240,000

F+A



Strengthening Homes,
Communities
and Lives

www.rupco.org

June 13, 2019

James Noble
Alderman at Large
Kingston City Hall
420 Broadway
Kingston, NY. 12550

Dear Mr. Noble,

Please accept this cover letter and attachments as a PILOT application for RUPCO's Landmark Place project. Landmark Place will be an integrated campus of senior and supportive housing at 300 Flatbush Ave, Kingston. The development will consist of the rehabilitation of the original Alms House and a new building with space for health and wellness classes. There will be one apartment on the campus for a superintendent. Thirty-Five out of the total 67 apartments will be for those who are 55 and older with special needs such as veterans and others who senior citizens who are veterans, some who are frail and elderly. There will be a full time nurse and program care coordinator on the campus for those residents who need their assistance. RUPCO owns 300 Flatbush Ave. We plan to close on the construction financing for this development in December and start construction in January. We are asking for a PILOT to provide quality affordable housing for those who are 55 and older with rents that range from \$781 to \$938 for a one bedroom apartment. We are hoping that the City of Kingston will sign a resolution for a PILOT on the Landmark Place development by the end of September 2019.

Attached please find:

- Landmark Place Draft PILOT Resolution
- Landmark Place Draft PILOT Agreement
- Landmark Place Development Budget
- Landmark Place Operating Budget

Please do not hesitate to contact us with any questions or concerns.

Sincerely,

Emily Hamilton

Real Estate Development Project Manager
845-331-2140 x 263
ehamilton@rupco.org

cc: Corporation Counsel, Kevin Bryant
Honorable Mayor Steve Noble
Assessor, Daniel Baker



RESOLUTION NUMBER _____

RESOLUTION OF THE COMMON COUNCIL MEMBERS OF THE CITY OF KINGSTON AUTHORIZING THE EXECUTION OF A PAYMENT IN LIEU OF TAX (“PILOT”) AGREEMENT BY AND AMONG THE CITY OF KINGSTON, ROUNDOUT AND KINGSTON L.P. AND LANDMARK PLACE HOUSING DEVELOPMENT FUND COMPANY, INC.

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

WHEREAS, Landmark Place Housing Development Fund Company, Inc., a to-be-formed Article XI New York Private Housing Finance Law corporation and a New York not-for-profit corporation (the “HDFC”), and Roundout and Kingston L.P., a to-be-formed New York limited partnership (the “Partnership”), have identified a certain improved parcel of real property, located at 300 Flatbush Avenue, City of Kingston, County of Ulster, State of New York (the “Property”), for the purpose of developing on the Property a housing project for individuals and families of low income to be commonly known as Landmark Place, said project to consist of: (i) the acquisition of the Property; (ii) the demolition of existing buildings on the Property and construction of the improvements thereon to provide for approximately sixty-six (67) units of housing for seniors aged 55 and older of low income and commercial and civic space (the “Improvements”); and (iii) the acquisition and installation therein and thereon of certain machinery, equipment, furniture, fixtures and other tangible personal property (the “Equipment”, and collectively with the Property and the Improvements, the “Project”); and

WHEREAS, the HDFC will be formed for the purpose of providing residential rental accommodations for individuals and families of low-income; and

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

WHEREAS, the HDFC’s and the Partnership’s plan for the use of the Property constitutes a “housing project” as that term is defined in the Private Housing Finance Law of the State of New York (“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 Section 577 of the PHFL authorizes the Members of the City Common Council to exempt the Project from real property taxes; and

WHEREAS, the HDFC is, or will be, a general partner of the Partnership; and

WHEREAS, the Partnership and the HDFC are willing to enter into a PILOT Agreement whereby they will make annual payments in lieu of taxes to the City as set forth in the PILOT Agreement presented to this Common Council for approval, a copy of which is attached hereto as Exhibit A;

NOW THEREFORE, BE IT RESOLVED that the Members of the City Common Council hereby exempt the Project from real property taxes to the extent authorized by Section 577 of the PHFL and approve the proposed PILOT Agreement among the City, the Partnership and the HDFC, in substantially the form presented at this meeting, providing for annual payments as set forth in such agreement.

FURTHER RESOLVED, that, upon formation of the Partnership and the HDFC, the Mayor of the City is hereby authorized to execute and deliver the foregoing PILOT Agreement on behalf of the City.

FURTHER RESOLVED, that this resolution shall take effect immediately.

Duly adopted by the Common Council
on the ____ day of September, 2019.

Approved: _____
Veto: _____
Not Endorsed: _____

**EXHIBIT A
PILOT AGREEMENT**

See attached.

CERTIFICATION

The undersigned, being the duly elected Clerk of the City of Kingston (the "City"), hereby certifies that the attached is a true, correct and complete copy of certain resolutions unanimously adopted by the Common Council Members of the City on _____, 2018, and such resolutions have not been modified, amended or repealed and are in full force and effect as of the date hereof.

Name: Carly Winnie

Title: Clerk

**AGREEMENT FOR PAYMENT IN LIEU OF TAXES (PILOT)
BY AND AMONG THE CITY OF KINGSTON,
ROUNDOUT AND KINGSTON L.P.
AND LANDMARK PLACE HOUSING DEVELOPMENT FUND COMPANY, INC.**

THIS AGREEMENT FOR PAYMENT IN LIEU OF TAXES (the “Agreement”), dated August ___, 2018, by and among the **CITY OF KINGSTON, NEW YORK**, a New York incorporated municipality, having its principal office located at City Hall, 420 Broadway, Kingston, New York 12401 (the “City”), and **LANDMARK PLACE HOUSING DEVELOPMENT FUND COMPANY, INC.**, an Article XI New York private housing finance law corporation and a New York not-for-profit corporation, having its principal office located c/o RUPCO, INC., 289 Fair Street, Kingston, New York 12401 (the “HDFC”), which HDFC will hold title to the Property (as hereinafter defined) for the benefit of **ROUNDOUT AND KINGSTON L.P.**, a New York limited partnership, having its principal office located c/o RUPCO, INC., 289 Fair Street, Kingston, New York 12401 (the “Partnership”).

WHEREAS, the HDFC is, or will become, the bare legal or record owner, and the Partnership is, or will become, the beneficial and equitable owner, of certain real property located at 300 Flatbush Avenue, City of Kingston, County of Ulster, State of New York, as more particularly described in Exhibit A attached hereto (the “Property”); and

WHEREAS, the HDFC is a corporation established pursuant to Section 402 of the Not-For-Profit Corporation Law and Article XI of the Private Housing Finance Law (“PHFL”); and

WHEREAS, the HDFC is the general partner of the Partnership; and

WHEREAS, the HDFC and the Partnership have been formed for the purpose of providing residential rental accommodations for persons of low-income; and

WHEREAS, the Partnership will develop, own, construct, maintain and operate a mixed use-mixed income housing project for persons of low income at the Property, anticipated to consist of approximately sixty-seven (67) residential rental units for seniors of low income aged 55 or older, plus commercial and civic space, to be commonly known as Landmark Place (the “Project”); and

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

WHEREAS, the HDFC’s and the Partnership’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 a “housing development fund company” as the term is defined in Section 572 of the PHFL; and

WHEREAS, pursuant to Section 577 of the PHFL, 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 Council Members of the City of Kingston, New York, by resolution adopted August ____, 2018, approved and authorized the Mayor's execution of this Agreement;

NOW, THEREFORE, it is agreed as follows:

1. Pursuant to Section 577 of the PHFL, the City 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 any affected Taxing Jurisdiction (as defined in Subdivision 1(b) of Section 577 of the PHFL), which has jurisdiction over the Property and intending to bind the applicable Taxing Jurisdictions to the fullest extent provided under Section 577 of the PHFL (collectively, the "Taxing Jurisdictions").

2. This tax exemption will take effect on the first tax status date for the Taxing Jurisdictions following the date of the HDFC's acquisition of the fee title interest in the Property and shall continue for a period of thirty-two (32) years, unless terminated earlier as a result of an Event of Default as provided in Section 6 in this Agreement. This Agreement shall not limit or restrict the HDFC's or the Partnership's right to apply for or obtain any other tax exemption to which the Property might be entitled upon the expiration of this Agreement.

3. For so long as the exemption hereunder continues, the Partnership shall make annual payments in lieu of taxes in the amount of Twenty-Five Thousand and 00/100 Dollars (\$25,000.00) per year for the first two years (pro-rated for the year in which the HDFC acquires the Property and pro-rated for the year in which said certificate of occupancy is issued) through construction and lease up of the Project and conversion of the Project's construction financing to its permanent phase, increasing thereafter to Sixty-Six Thousand and 00/100 Dollars (\$66,000.00) per year for residential units of the Project through year thirty-two (32), on or before January 31st, which PILOT payments shall cover all Local and Municipal Taxes, other than assessments for local improvements, 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. Commencing on January 1 of the 13th year of the effective date of the tax exemption hereunder, the cumulative PILOT payment shall be \$[____], the increase of \$7,000; and commencing on January 1 of the 23rd year of the effective date of the tax exemption hereunder, the cumulative PILOT payment shall be \$[____]. If additional units in excess of the aforementioned sixty-six (66) residential units or other improvements are made to the Property, the PILOT payment amount shall increase (a) One Thousand and 00/100 Dollars (\$1,000.00) per unit for each additional residential unit and (b) proportionately based on increases in square footage for the commercial and civic components of the Project, consistent with the terms of this Agreement. See **Schedule A**, a copy of which is attached hereto.

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 Partnership own and operate the Property and the Project in conformance with Article XI of the PHFL; or (ii) the HDFC assumes sole legal and beneficial ownership of the Property and the Project and operates the Project in

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 Partnership own and operate the Property and the Project in conformance with Article XI of the PHFL; or (ii) the HDFC assumes sole legal and beneficial ownership of the Property and the Project and operates 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, and such successor in interest operates 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 HDFC and the Partnership and their respective successors and assigns, including the successors in interest of the HDFC and the Partnership. There shall be no assignment of this Agreement by the HDFC or the Partnership except with prior written consent of the City, which consent shall not be unreasonably withheld, conditioned or delayed.

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. No waiver or modification of this Agreement or any covenant, condition or limitation therein shall be valid unless in writing and duly executed by the individual party to be charged therewith; and no evidence of any waiver or modification shall be offered or received in evidence in any proceeding, arbitration, or litigation between the parties hereto arising out of or affecting this Agreement, or the rights or obligations of any party hereunder, unless such waiver or modification is in writing, duly executed as aforesaid. The provisions of this Section may be waived as herein set forth.

10. This Agreement and the performance hereunder, and all actions and special proceedings relating thereto shall be construed in accordance with, under, and pursuant to the laws of the State of New York.

11. 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.

12. 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.

13. 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.

Remainder of page intentionally left blank.

IN WITNESS WHEREOF, the City, the HDFC and the Partnership 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

DATED: _____, 2018

By: _____
Name: Steve Noble
Title: Mayor

**LANDMARK PLACE HOUSING
DEVELOPMENT FUND COMPANY, INC.**

DATED: _____, 2018

By: _____
Name: Kevin O'Connor
Title: President

ROUNDOUT AND KINGSTON L.P.

By: Landmark Place Housing Development
Fund Company, Inc., its general partner

DATED: _____, 2018

By: _____
Name: Kevin O'Connor
Title: President

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

On the ____ day of August in the year 2018, before me personally appeared Steve Noble, 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 he executed the same in his capacity, and that by his signature on the instrument, the individual, or person upon behalf of which the individual acted, executed the instrument.

NOTARY PUBLIC

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

On the ____ day of August in the year 2018, before me personally appeared Kevin O'Connor 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 he executed the same in his capacities, and that by his signatures on the instrument, the individual, or persons upon behalf of which the individual acted, executed the instrument.

NOTARY PUBLIC

EXHIBIT A

LEGAL DESCRIPTION OF THE PROPERTY

SCHEDULE A

SCHEDULE OF PILOT PAYMENTS

DEVELOPMENT BUDGET
Landmark Place

Input to Shaded Cells Only!

Current Proforma Template Revision:

6/11/2019

Input to Shaded Cells Only!

ITEM	TOTAL PROJECT COST	Per Unit	% of Total	Residential - Rehab Const	Residential - New Const	Residential Total	CSF/Civic	Commercial	Depreciable Basis	NC/Rehab Eligible	Acquisition Eligible	Non-Depreciable	Amortized	Expensed
ACQUISITION														
1 Land	300,000	4,478	1.13%	84,764	193,808	278,571	21,429		0			300,000		
2 Structure(s)	650,000	9,701	2.45%	650,000		650,000			650,000		650,000	0		
3. Total Acquisition Cost	950,000	14,179	3.59%	734,764	193,808	928,571	21,429	0	650,000	0	650,000	300,000	0	0
SOFT COSTS														
4 Appraisal(s)	3,000	45	0.01%	848	1,938	2,786	214		3,000	3,000		0		
5 Housing Consultant	75,000	1,119	0.28%	21,181	48,452	69,643	5,357		75,000	75,000		0		
6 Survey	10,000	149	0.04%	2,825	6,480	9,286	714		10,000	10,000		0		
7 Soil Borings	20,000	\$299	0.08%	5,651	12,921	18,571	1,429		20,000	20,000		0		
8 Asbestos/Lead-Based Paint Testing	100,000	\$1,493	0.36%	28,255	64,803	92,857	7,143		100,000	100,000		0		
9 Architecture/Engineering Fee	825,000	12,313	3.11%	233,100	532,971	766,071	58,929		825,000	825,000		0		
10 Construction Manager Fee	0.00%		0.00%		0	0	0		0	0		0		
11 Legal Fees	0.96%		0.96%		0	0	0		0	0		0		
Construction	250,000	3,731	0.94%	70,637	181,506	232,143	17,657		200,000	200,000		0	50,000	
Permanent	50,000													
12 Non-Profit Developer's Allowance			0.00%		0	0	0		0	0		0		
13 Cost Certification Audit	30,000	443	0.11%	8,476	19,381	27,857	2,143		0	0		0		
14 Insurance	170,000	2,537	0.64%	48,033	109,824	157,857	12,143		170,000	170,000		0		30,000
15 Taxes	187,000	2,791	0.71%	52,836	120,807	173,643	13,357		157,833	157,833		0		29,167
16 Interim Interest	1,025,404	\$15,305	3.87%	289,724	682,437	952,161	73,243		800,404	800,404		0		225,000
17. CLOSING COSTS														
Due Diligence			0.00%		0	0	0		0	0		0		
Market Study	3,500	52	0.01%	989	2,261	3,250	250		3,500	3,500		0		
HFA Origination Fee	\$137,732	275,463	1.04%	77,831	177,956	255,787	19,676		275,463	275,463		0		
HFA Financial Advisory Fee		0	0.00%		0	0	0		0	0		0		
HFA Underwriting Fee		0	0.00%		0	0	0		0	0		0		
LC Fees	484,665	\$7,234	1.83%	136,940	313,106	450,046	34,619		484,665	484,665		0		
Lender Closing Expenses	104,911	1,566	0.40%	29,642	67,775	97,417	7,494		0	0		0		104,911
Permanent Loan Origination Fee / 1-Month P&I	\$8,700	9,989	1.49%	2,822	6,453	9,275	714		0	0		0	9,989	
18 Title and Recording Fee	131,611	1,964	0.50%	37,186	85,024	122,210	9,401		131,611	131,611		0		
19 Relocation Expenses			0.00%		0	0	0		0	0		0		
20 LIHC/SUHC Application Fee	\$3,000	3,000	0.00%		0	0	0		0	0		0		0
21 LIHC/SUHC Allocation Fee	79,016		0.00%		0	0	0		0	0		0		0
22 Other DHCR/HTFC Fees / Bond Issuance	\$1,000	0	0.00%		0	0	0		0	0		0		0
23. OTHER SOFT COSTS													115,695	
Construction Permits and Fees	210,000	3,134	0.79%	59,335	135,665	195,000	15,000		210,000	210,000		0		
Other application fees	25,440	380	0.10%	7,188	16,435	23,623	1,817		15,000	15,000		0		10,440
Lenders Construction Oversight	50,000	746	0.19%	14,127	32,301	46,429	3,571		50,000	50,000		0		
Other Construction Soft Costs		0	0.00%		0	0	0		0	0		0		
Utility - Gas & Electric	20,000	299	0.08%	5,651	12,921	18,571	1,429		20,000	20,000		0		
Utility - Sewer & Water	10,000	149	0.04%	2,825	6,480	9,286	714		10,000	10,000		0		
Utility - Phone & Cable			0.00%		0	0	0		0	0		0		
Lease-Up and Marketing Costs	13,425	200	0.05%	3,793	8,673	12,466	959		0	0		0		13,425
Legal Fees Predevelopment	195,000	2,910	0.74%	55,096	125,975	181,071	13,929		195,000	195,000		0		
24. Total Soft Costs	4,345,103	64,852	16.40%	1,227,692	2,807,047	4,034,739	310,365	0	3,756,476	3,756,476	0	0	189,109	399,518
CONSTRUCTION / REHABILITATION														
25 Site Work	1,050,000	15,672	3.96%	525,000	467,250	992,250	57,750		798,000	798,000		252,000		
Demolition / Land Clearing / Grading	252,000													
Landscaping / Sidewalks / etc.	728,000													
Utility & Sewer Lines	70,000													
26 Off-Site Work	170,000	2,537	0.64%	85,000	75,650	160,650	9,350		170,000	170,000		0		
27 Demolition	0		0.00%		0	0	0		0	0		0		
28 Environmental Remediation	100,000	1,493	0.36%	100,000	0	100,000	0		100,000	100,000		0		
29. OTHER CONSTRUCTION COSTS														
Solar Installation	200,000	2,985	0.76%	100,000	89,000	189,000	11,000		170,000	170,000		30,000		0
Solar Installation Costs														
Additional Installation Costs (Soft)														
Developer Fee	0%													
Org. Costs, Syndication, etc. (Ineligible for ITC)														
Other Construction Costs	80,000	1,194	0.30%	40,000	35,600	75,600	4,400		80,000	80,000		0		
30. Subtotal Site Preparation	1,600,000	23,881	6.04%	850,000	667,500	1,517,500	82,500	0	1,318,000	1,318,000	0	282,000	0	0
Structures	11,750,877	12,761,312	190,467	3,575,581	8,175,316	11,750,877	1,010,435	0	12,761,312	12,761,312		0		
31 Residential														
32 Community Service Facility or Civic Space	1,010,435													
33 Commercial														
34 Contractor Insurance	280,000	4,179	1.05%	79,113	180,867	260,000	20,000		280,000	280,000		0		
35 Payment and Performance Bond	235,000	3,507	0.89%	66,398	151,816	218,214	16,786		235,000	235,000		0		
36. Subtotal Contractor's Costs	14,876,312	222,035	56.16%	4,571,072	9,175,519	13,746,591	1,129,721	0	14,594,312	14,594,312	0	282,000	0	0
37 General Requirements (%)	4.35%	646,645	9.651	2.44%	198,896	398,842	597,538	49,107	0	646,645	646,645	0		

ITEM	TOTAL PROJECT COST	Per Unit	% of Total	Residential - Rehab Const	Residential - New Const	Residential Total	CSF/Civic	Commercial	Depreciable Basis	NC/Rehab Eligible	Acquisition Eligible	Non-Depreciable	Amortized	Expensed
38. Contractor Overhead (%)	1.93%	287,215	4.287	1.08%	88,253	177,151	265,404	21,811	0	287,215	287,215	0	0	0
39. Contractor Profit (%)	5.79%	861,645	12,860	3.25%	264,759	531,452	796,211	65,434	0	861,645	861,645	0	0	0
40. Total Construction		16,871,817	248,833	62.94%	5,122,780	10,282,964	15,405,744	1,266,073	0	16,389,817	16,389,817	0	282,000	0
41. Project Contingency New 5% / Rehab 10%	6.54%	1,089,730	16,265	4.11%	512,278	514,148	1,026,426	63,304	0	1,089,730	1,089,730	0	0	0
Total Const. / Rehab. Costs		17,761,547	265,098	67.06%	5,635,058	10,797,112	16,432,171	1,329,376	0	17,479,547	17,479,547	0	282,000	0
42. LIHC/SLHC Developer's Fee - Construction Weighted Avg	13.99%	2,940,251	43,884	11.10%	957,369	1,982,682	2,940,251	0	0	2,940,251	2,940,251	0	0	0
42. LIHC/SLHC Developer's Fee - Acquisition	0.00%	0	0	0.00%	0	0	0	0	0	0	0	0	0	0
43. Total Development Cost		25,996,901	388,013	98.15%	8,554,882	15,780,849	24,335,731	1,661,169	0	24,826,274	24,176,274	650,000	582,000	189,109
44. Initial Operating Deficit 94,117		100,000	1,493	0.38%	30,428	69,572	100,000	0	0	0	0	100,000	0	0
45. Supplemental Management Fee & Marketing		50,000	746	0.19%	14,127	32,301	46,429	3,571	0	0	0	50,000	0	0
46. Purchase of Maintenance & Other Equipment		95,000	1,418	0.36%	26,842	61,372	88,214	6,786	0	0	0	0	0	95,000
47. Other Working Capital - See (D) Detail Below		0	0	0.00%	0	0	0	0	0	0	0	0	0	0
48. Total Working Capital 2%	0.942%	245,000	3,657	0.92%	71,397	163,246	234,643	10,357	0	0	0	150,000	0	95,000
49. Capitalization of Operating Reserve FALSE		245,000	3,657	0.92%	74,549	170,451	245,000	0	0	0	0	245,000	0	0
50. Capitalization of Replacement Reserve FALSE		0	0	0.00%	0	0	0	0	0	0	0	0	0	0
51. Reserve for Adapting Units		0	0	0.00%	0	0	0	0	0	0	0	0	0	0
52. Other Project Reserves		0	0	0.00%	0	0	0	0	0	0	0	0	0	0
53. Total Project Reserves		245,000	3,657	0.92%	74,549	170,451	245,000	0	0	0	0	245,000	0	0
54. TOTAL PROJECT COST		26,486,901	395,327	100.00%	8,700,828	16,114,546	24,815,374	1,671,527	0	24,826,274	24,176,274	650,000	977,000	494,518

Exhibit 5 - Project Income and Operating Budget

Project Name **Landmark Place**
 SHARS # (if assigned) **0**
 Date: **06/13/19**

Input to Shaded Cells Only!

Table 2 - Basis for Projection of Operating Budget for Years 1 – 15

A. Expense	Year 1 Cost	Type	% Increase	MONTHLY	Rationale for Estimate and Source
Total Effective Income	589,426	Variable	2.00%	49,119	
ADMINISTRATIVE					
Manager	17,752	Variable	3.00%	1,479	Residential Mgr less \$53,258 paid by ESSHI
Management Fee	41,260	Variable	2.00%	3,438	7%
Accounting & Audit	7,500	Variable	3.00%	625	
Legal	1,500	Variable	3.00%	125	\$1,500 for evictions
Advertising	500	Variable	3.00%	42	First year trend for lease up ads
Office Supplies & Equipment	4,000	Variable	3.00%	333	
LIHTC Monitoring Fee	0	Variable	2.00%	0	From NYSHCR Exhibit 4 Rents'D109
<i>Other Admin.</i>					
Concessions to Residents		Variable	3.00%	0	
Credit Reports	125	Variable	3.00%	10	
Other Renting Expenses		Variable	3.00%	0	
Office Rent		Variable	3.00%	0	
Bank Charges		Variable	3.00%	0	
Postage		Variable	3.00%	0	
Copier rental/Copying costs	1,254	Variable	3.00%	105	Copier lease
Books/Dues/Subscriptions		Variable	3.00%	0	
Computer Support/Software	1,200	Variable	3.00%	100	4 computers
Manager Rent		Variable	3.00%	0	
Travel	1,400	Variable	3.00%	117	\$1,400 Staff Travel
Meetings		Variable	3.00%	0	
Consulting		Variable	3.00%	0	
Data Processing		Variable	3.00%	0	
Telephone, Answ. Service, Fax & Computer Lines	4,000	Variable	3.00%	333	Verizon \$147/mo, Internet \$180/mo. Costs at Lace Mill for internet and phone for office and both elevators for emergencies
Radios / Pagers		Variable	3.00%	0	
Staff Development/Training/Conferences	1,250	Variable	3.00%	104	
Misc. Administrative Expenses (specify)		Variable	3.00%	0	
Total Other Admin.	9,229	Variable	3.00%	769	
TOTAL ADMINISTRATIVE EXPENSES	81,741			6,812	
MAINTENANCE & OPERATIONS					
Janitor and Cleaning Payroll	7,200	Variable	3.00%	600	\$600/month avg at Lace Mill
Janitor and Cleaning Supplies	500	Variable	3.00%	42	
Exterminating Contract	9,500	Variable	3.00%	792	
Garbage/Rubbish Removal	6,000	Variable	3.00%	500	\$6,000 Per County Waste
Security	3,000	Variable	3.00%	250	\$3,000 Figured Stuy x2
Grounds Expense	5,000	Variable	3.00%	417	Woodstock costs with Superintendent
Maintenance and Repair Payroll	46,182	Variable	3.00%	3,849	Superintendent Salary+fringe less \$15909 from ESSHI
Maintenance and Repair Materials	2,244	Variable	3.00%	187	\$34/unit
Maintenance and Repair Contracts	18,900	Variable	3.00%	1,575	286/unit
Elevator Maintenance & Contracts	7,650	Variable	3.00%	638	7650 Lace Mill 2 elevators
Snow & Ice Removal	1,500	Variable	3.00%	125	Salting / Sanding supplies, Budgeting a vehicle
Painting & Decorating	3,000	Variable	3.00%	250	Park Heights / Stuyvesant average + turnover assumption
<i>Other M&O:</i>					
Fire Protection	0	Variable	3.00%	0	
HVAC Repairs & Contract		Variable	3.00%	0	
Pool Maintenance		Variable	3.00%	0	
Maint. Equip. & Tools-Purch. & Repair	2,000	Variable	3.00%	167	Miscellaneous tools (leave blowers, weed whacker) AED
Vehicles/Tractors Maint. & Repair, Gasoline	1,400	Variable	3.00%	117	Truck maintenance
Storage Rental		Variable	3.00%	0	
Other Miscellaneous		Variable	3.00%	0	
Total Other M&O	3,400	Variable	3.00%	283	
TOTAL OPERATING & MAINT. EXPENSES	114,076			9,506	
UTILITIES EXPENSES					
Fuel Oil		Variable	3.00%	0	
Lighting/Electricity	15,000	Variable	3.00%	1,250	In line with Woodstock
Water and Sewer	23,115	Variable	3.00%	1,926	Based on usage at Lace
Gas	17,754	Variable	3.00%	1,480	\$269/unit Stuyvesant, \$269*66 units
Other Utilities		Variable	3.00%	0	
TOTAL UTILITIES EXPENSES	55,869			4,656	
TAXES & INSURANCE					
Real Estate Taxes	66,000	Variable	3.00%	5,500	66K PILOT
Payroll Taxes		Variable	3.00%	0	
Other Taxes		Variable	3.00%	0	
Property and Liability Insurance	39,000	Variable	3.00%	3,250	Pay Plan A Option from Erie Insurance
Fidelity Bond Insurance		Variable	3.00%	0	
Other Insurance		Variable	3.00%	0	
TOTAL TAXES & INSURANCE	105,000			8,750	
SUBTOTAL EXPENSES	356,686			29,724	

Exhibit 5 - Project Income and Operating Budget

Project Name Landmark Place
 SHARS # (if assigned) 0
 Date: 06/13/19

Input to Shaded Cells Only!

Table 2 - Basis for Projection of Operating Budget for Years 1 – 15

A. Expense	Year 1 Cost	Type	% Increase	MONTHLY	Rationale for Estimate and Source
RESERVES					
Operating Reserves		Variable	2.00%	0	
Replacement Reserves	16,750	Fixed	0.00%	1,396	250/unit
TOTAL RESERVES	16,750			31,120	
TOTAL EXPENSES	373,436			31,120	
PUPA	5,574				

Net Operating Income	215,990			17,999	
Total Debt Service	(172,868)			(14,406)	
CASH FLOW	43,122			3,594	

Finance and Audit Committee Agenda Item Report

Meeting Date: August 14, 2019

Submitted by: Dee Sills

Submitting Department: Building Safety

Item Type: Proposed Resolution

Agenda Section:

Subject:

Full Time Clerk Position

Suggested Action:

Attachments:

[20190808093037.pdf](#)

F.E.D

Steven T. Noble
Mayor

Stephan Knox
Director

Thomas Murray
Assistant Director

CITY OF KINGSTON
Building Safety & Zoning Enforcement

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



August 1, 2019

Jim Noble, Common Council President
City of Kingston
420 Broadway
Kingston, NY 12401

Dear Sir,

Following recent conversations with Mayor Noble regarding the increased workload at our office, I submit this request for consideration to increase staffing at Building Safety.

In early 2018 staffing changes reduced the number of clerks providing administrative support for our office from two clerks to one. Following my appoint as Director of Building Safety, I quickly realized that the volume of clerical work could not be done by one individual and a request to add part time help was granted but is insufficient to meet department needs going forward. In 2018 a total of 750 building permits were issued by our office, one of the highest years on record. At the time of this request Building Safety had issued a total of 747 building permits with 5 months remaining in the calendar year. Our office has also received a significant increase in number of FOIL request submitted weekly. Depending on the type and volume of information required, FOIL requests can consume a considerable amount of time to fulfill which prevents our staff from completing more important daily tasks. As a result of these additional demands being placed on our office clerks, they have fallen behind with scheduling of required rental inspections and are finding it difficult to prepare and mail out the large volume of documents needed each day.

My request is to restore the current part time clerk's position to full time allowing for more efficient scheduling of required work, complete coverage of office time during lunch periods, vacations and other time off requests and to reduce the undue strain being placed on other staff.

I have met with City comptroller, John Tuey to review the additional funds required to cover the cost of the position change for the remainder of 2019. Attached you will find a breakdown of said costs. I have previously indicated that a budgetary revenue increase to cover the costs of the position change was not reasonably expected at this time but I will work with the comptroller to find ways to defray the costs. The total amount of funds requested to restore the clerk's position to full time status is approximately \$15,000.00.

Thank you in advance for your thoughtful consideration of this request. I look forward to further discussion of this matter after you have had time to review the attached supporting document.

Respectfully,

Stephan Knox
Director of Building Safety & Zoning Enforcement

2019
City of Kingston
Building Safety & Zoning Enforcement

Employee: Annie Malofy (currently part time)

Position: Clerk
Grade: 2
Step: 2

Salary (full time): \$35,407.00

Required for remainder of 2019: \$14,938.77 (11 bi-weekly payments @\$1,358.07) Effective August 5, 2019

Position: Clerk Grade: 2 Step: 2

EXPENSES

PERSONAL SERVICES

101 Regular Pay	14,939
102 Longevity Pay	0
103 Overtime	0

SUBTOTAL : PERSONAL SERVICES	14,939
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EMPLOYEE BENEFITS

811 Social Security	
812 NYS Retirement	
821 Hospital & Medical	12,505
822 Dental Insurance	338
826 Optical Insurance	103

SUBTOTAL : EMPLOYEE BENEFITS	12,946
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TOTAL EXPENSES	27,885
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BUDGET TRANSFERS

112 Part Time	8,000
103 Overtime	5,000

BUDGET TRANSFERS - apply to full time salary	13,000
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TOTAL FUNDS REQUIRED	14,885
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Finance and Audit Committee Agenda Item Report

Meeting Date: August 14, 2019

Submitted by: Dee Sills

Submitting Department: Kingston Water Department

Item Type: Proposed Resolution

Agenda Section:

Subject:

Bond Approval for Cooper Lake

Suggested Action:

Attachments:

[20190808093218.pdf](#)

FED

Commissioners

Dennis Croswell
President
Robert Niedzielski
Secretary
Margaret Gruner
Joanne V. Seche
Harold Goldman



Steven Noble
Mayor

Judith A. Hansen
Superintendent

Kingston Water Department

PO Box 1537
Kingston, N.Y. 12402

August 2, 2019

Hon. James Noble, Jr.
Common Council of the City of Kingston
420 Broadway
Kingston, NY 12401

Re: Request for Approval for Bond for Phase 1 and Phase 2 of Cooper Lake Dam and Intake Remediation

Dear President Noble:

Since the promulgation of the new Dam Safety regulations in 2009, the Board of Water Commissioners and the staff of the Department has been working with our consultants to bring the dam and west dike at Cooper Lake Reservoir into compliance with these regulations. We anticipate that designs will be completed and necessary permits will be obtained by the end of 2019 and that construction will begin in early 2020. This project will be divided into three phases as follows:

- Phase 1: Construction of Temporary Interconnection with the Ashokan Reservoir
- Phase 2: Construction of a new Water Supply Intake
- Phase 3: Dam Remediation

At present, we anticipate that this project will cost approximately \$12 million and take 2 years to complete.

While there is presently no federal or NYS subsidized funding available for the dam remediation, Phase 1 and Phase 2 should be eligible for funding through NYS EFC's Drinking Water Revolving Loan Fund (DWSRF) and the Governor has just announced the latest round of infrastructure grants via the Water Infrastructure Investment Act (WIIA). This program would provide up to the lesser of \$3 million dollars or 60 percent of a projects funding as a grant. This is a competitive grant and the deadline for application submission is September 13, 2019. For the application to be considered complete, it must include bonding authorization. Therefore, on behalf of the Board of Water Commissioners, I respectfully request that the Common Council consider authorizing bonding in an amount not to exceed \$7 million for the construction of Phase 1 and Phase 2 of the referenced project. If we are successful in our application, the Department would receive a grant of \$3 million dollars for Phase 1 and Phase 2 work with the balance of the costs for these Phases being financed in the form of a reduced interest loan through the DWSRF. To finance Phase 3, the Department will submit an additional request for bonding to the Council later in 2019.

In advance, I thank you for your kind consideration and I am available to meet with the Council to answer questions and provide additional information.

Sincerely,

Judith A. Hansen, Superintendent

Office: 111 Jansen Avenue (845) 331-0175 FAX (845) 340- 92091
E-MAIL: water@kingston-ny.gov

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 <u> X </u>
CLAIMS _____	ZONING _____	OTHER _____

DEPARTMENT <u>Water Department</u>	DATE <u>8/2/2019</u>
Description: <u>Request for bonding authorization in the amount of \$7,000,000 to fund a portion of the Cooper Lake Dam and Intake Remediation. Specifically, Phase I -- construction of a temporary interconnection with the Ashokan Reservoir and Phase II -- construction of a new water supply intake. An application is being submitted to NYSEFC for a Water Infrastructure Improvement Act grant and DWSRF loan.</u>	
Estimated Financial Impact <u>\$7,000,000</u>	Signature

Motion by _____

Seconded by _____

Action Required: _____

SEQRA Decision:

Type I Action _____

Type II Action _____

Unlisted Action _____

Negative Declaration of Environmental Significance: _____

Conditioned Negative Declaration: _____

Seek Lead Agency Status: _____

Positive Declaration of Environmental Significance: _____

<u>Committee Vote</u>	<u>YES</u>	<u>NO</u>
Douglas Koop, Chairman	☐	☐
Reynolds Scott-Childress Ward 3	☐	☐
Anthony Davis, Ward 6	☐	☐
Patrick O'Reilly, Ward 7	☐	☐
Steven Schabot, Ward 8	☐	☐

Finance and Audit Committee Agenda Item Report

Meeting Date: August 14, 2019

Submitted by: Dee Sills

Submitting Department: Comptroller

Item Type: Budget Modification

Agenda Section:

Subject:

Budget Modifications

Suggested Action:

Attachments:

[20190812113913.pdf](#)

THE CITY OF KINGSTON COMMON COUNCIL

**FINANCE AND AUDIT
COMMITTEE REPORT**

<u>REQUEST DESCRIPTION</u>		
INTERNAL TRANSFER _____ AUTHORIZATION _____ CLAIMS _____	CONTINGENCY TRANSFER _____ BUDGET MODIFICATION <u> x </u> ZONING _____	TRANSFER _____ BONDING REQUEST _____ OTHER _____
DEPARTMENT <u>Comptroller</u> DATE <u>7/18/19</u> Description: <u>Please see attached for 2019 budgetary transfer request totaling \$14,000 to</u> <u>adjust accounts mid-year. There is no financial impact of this transfer.</u> 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>
Douglas Koop, Chairman	☐	☐
Reynolds Scott-Childress Ward 3	☐	☐
Anthony Davis, Ward 6	☐	☐
Patrick O'Reilly, Ward 7	☐	☐
Steven Schabot, Ward 8	☐	☐

2019 Budgetary Transfer

<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSFER FROM</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>TRANSFER TO</u>
A1-1315-11-5101	REGULAR PAY	\$ 4,500	A1-1130-11-5111	SEASONAL EMPLOYEES	\$ 1,000
A1-3320-11-5112	PART TIME	\$ 7,000	A1-1315-11-5109	TEMPORARY STATUS CHANGE	\$ 3,500
A1-3320-12-5211	OTHER EQUIPMENT	\$ 500	A1-3320-11-5103	OVERTIME	\$ 2,000
A1-3320-14-5487	CONSTRUCTION MATERIALS	\$ 1,500	A1-3320-14-5441	EQUIPMENT MAINTENANCE	\$ 7,500
A1-3320-18-5834	UNIFORM ALLOWANCE	\$ 500			
		<u>\$ 14,000</u>			<u>\$ 14,000</u>