



City of Kingston Finance and Audit Committee
Meeting Agenda
Monday, September 9, 2019
6:30 PM

1 OLD BUSINESS

- 1.a. Kingston Roundabout I-587 and Albany Avenue
[20190815144409.pdf](#)
- 1.b. Adopt-A-Highway
[20190815143654.pdf](#)
- 1.c. Emergency Tenant Protection Act
[20190808083941.pdf](#)
- 1.d. Henry Street Grant Application
[20190909142056.pdf](#)

Finance and Audit Committee Agenda Item Report

Meeting Date: September 9, 2019

Submitted by: Dee Sills

Submitting Department: Engineering

Item Type: Proposed Resolution

Agenda Section:

Subject:

Kingston Roundabout I-587 and Albany Avenue

Suggested Action:

Attachments:

[20190815144409.pdf](#)

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

John Schultheis, P.E., City Engineer



Steven T. Noble, Mayor

August 1, 2019

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

Re: PIN 8811.26
Kingston Roundabout at I-587 and Albany Avenue
Utility Work Agreement

Dear President Noble,

Previously the Kingston Common Council authorized bonding totaling \$1,100,656.77 for sewer replacements within the work zone of the above referenced NYSDOT project as a betterment under a Utility Work Agreement. The betterment will improve reliability of the sewer and provide for an extended life.

Since that time, NYSDOT requirements have changed and NYSDOT is now requesting that a new resolution be passed that:

- Approves the cost estimate;
- Resolves that the City will maintain the sewer;
- Resolves that the City will deposit the funds (note, deposit was already completed)
- Resolves that the City will deposit additional funds if there is a deficiency;
- Authorizes the Mayor to enter into a Utility Work Agreement with NYSDOT

I request Council give consideration to this request and authorize the Mayor to sign the associated Utility Work Agreement, attached.

Please forward this communication to the next regularly scheduled meeting of the appropriate committee for further discussion.

Should you have any questions, do not hesitate to contact me.

Respectfully,

John Schultheis, P.E.
City Engineer

Cc: Steven T. Noble, Mayor
Kevin Bryant, Corporation Counsel
Douglas Koop, Chair, Kingston Common Council Finance Committee
John Tuey, Comptroller



**Department of
Transportation**

ANDREW M. CUOMO
Governor

MARIE THERESE DOMINGUEZ
Acting Commissioner

LANCE MacMILLAN, P.E.
Regional Director

June 19th, 2019

Honorable Steven Noble, Mayor
City of Kingston City Hall
420 Broadway
Kingston, New York 12401

RE: PIN 8811.26.121 / D264036
Kingston Roundabout
I-587 at Albany Avenue
City of Kingston
Ulster County

Dear Mayor Noble:

As you are aware, the Department is once again going to bid with the above referenced project. As we have a new contract and standard Department of Transportation documents have changed, enclosed please find the following documents which need to be processed by the City. Recall that the City has a share in the State project for the State contractor to build and upgrade sanitary sewer systems. To date, the City has deposited \$1,100,656.77 with the State Comptroller's office. Enclosed are the following documents for processing:

- Three copies of Utility Work Agreement, Ref. # 8B. Please sign, date and return all copies for final processing. Once executed, we will send the City a fully executed copy.
- "Resolution to Share Costs and Responsibilities of Local Features" – This resolution needs to be adopted by the City. The State needs four (4) certified copies.
- "Betterment Project Agreement" - This document needs to be executed by the City and then approved by the State Attorney General and Office of the State Comptroller. Page 8 of this document references the City resolution discussed above.

Kindly return all approved documents to my unit at your earliest convenience.

If you have any questions, please call Mr. Thomas DeRosa at (845)431-5836.

Sincerely,

Gerhard L. Wetzel, Jr., PE
Regional Utilities Engineer

Enclosures

RESOLUTION TO SHARE COSTS AND RESPONSIBILITIES OF LOCAL FEATURES

RESOLUTION #XXXXXXXX

Resolution of the City of Kingston City Council, of the City of Kingston in Ulster County; Agreeing to pay the costs and responsibilities of local features (sanitary sewer facility betterments) on the Kingston Roundabout I-587 at Albany Avenue project within the geographical jurisdiction of the City of Kingston;

WHEREAS, the New York State Department of Transportation under the project identified as PIN 8811.26.121, Kingston Roundabout I-587 at Albany Avenue reconstruction in the City of Kingston;

WHEREAS, the City of Kingston has developed and/or concurred with the design of the Kingston Roundabout I-587 at Albany Avenue and the plans and specifications have been prepared and are hereby referred to as municipal work;

WHEREAS, the City of Kingston approves the plans of this municipal work and desires to have this work included with the State project; and

WHEREAS, the State of New York has estimated the cost of the municipal work and has agreed to include this municipal work with the State project identified above and described in Schedule A provided the City of Kingston agrees to pay the cost of such Betterment(s);

NOW, THEREFORE the City of Kingston duly convened and does hereby:

1. RESOLVE that the City of Kingston does approve the cost estimate of its project to be performed by the State; and it is hereby
2. RESOLVED that the City of Kingston shall maintain such sanitary sewer utility Betterment(s); and it is hereby further
3. RESOLVED that the City of Kingston will deposit with the State Comptroller in a project escrow account the full amount of the estimate for the cost of the Betterment as described in Schedule A of the Agreement for payments by the State Comptroller for the Municipal work prior to contract letting. The Municipality will also deposit with the State Comptroller in a project escrow account the full amount of the contract bid price for the cost of the Betterment (less any amounts already deposited for purposes thereof) for payments by the Comptroller on account of Project costs within 10 days after the lowest-bidder or best-value proposer eligible for award has been identified; and it is
4. RESOLVED that in the event the cost exceeds the amount of the deposit the City of Kingston shall within 90 days of the receipt of notice from the Commissioner pay

the amount of such deficiency to the State Comptroller; and any excess of the deposit shall be paid to the Municipality on the warrant of the State Comptroller on vouchers approved by the Commissioner after project close out; and

5. RESOLVED that the City of Kingston hereby authorizes the City of Kingston Mayor to enter into an agreement with the State of New York and through the Commissioner of Transportation to commit the City of Kingston to maintain at its own expense the Betterment(s) on the above-identified project; and that such agreement provides that maintenance shall include the repair and replacement of equipments and the operation of such Betterment(s); and
6. BE IT FURTHER RESOLVED that the Clerk of the City of Kingston is hereby directed to transmit four (4) certified copies of the foregoing resolution to the State Department of Transportation addressed through:

Mr. Mark Kruk, Project Manager/Design Group
New York State Department of Transportation
4 Burnett Boulevard
Poughkeepsie, New York 12603

Clerk/Secretary

Date

Finance and Audit Committee Agenda Item Report

Meeting Date: September 9, 2019

Submitted by: Dee Sills

Submitting Department: Common Council

Item Type: Presentation Request

Agenda Section:

Subject:

Adopt-A-Highway

Suggested Action:

Attachments:

[20190815143654.pdf](#)

L + A

Tinti, Elisa

From: Carey, Bill
Sent: Wednesday, July 31, 2019 9:50 AM
To: jnoble39@aol.com; Tinti, Elisa
Subject: August communication

Jim

I would like to discuss proposals to implement Kingston's Adopt-A-Highway, Park or Shoreline Program, which is permitted according to Chapter 3 of the city Code.

Please refer to the appropriate committee for consideration.

Thank you.

Bill Carey
Ward 5

Sent from my iPhone

Finance and Audit Committee Agenda Item Report

Meeting Date: September 9, 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,

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

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.mhvccommunityprofiles.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 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

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Finance and Audit Committee Agenda Item Report

Meeting Date: September 9, 2019

Submitted by: Dee Sills

Submitting Department: Grants Management

Item Type: Proposed Resolution

Agenda Section:

Subject:

Henry Street Grant Application

Suggested Action:

Attachments:

[20190909142056.pdf](#)

Tinti, Elisa

From: Koop, Douglas
Sent: Monday, September 09, 2019 2:31 PM
To: Wilson, Kristen
Cc: Tinti, Elisa
Subject: RE: Henry at Finance Meeting Tonight

Hi Kristin,

I don't see this item on the Agenda for Special finance tonight.

Elise--can you add it on?

Doug
339-9945

From: Wilson, Kristen
Sent: Monday, September 9, 2019 2:12 PM
To: Koop, Douglas
Cc: Tinti, Elisa
Subject: Henry at Finance Meeting Tonight

Hi Doug,

I am checking in with you about the Henry Street request at the Special Finance Meeting tonight. Arold Construction has been out on Henry with the sewer camera for 3 days now, and Engineering still working on the final details for the amount that we will need to request for the WIIA grant application. Alan Adin and I will be at the meeting tonight to give you full details, and I will bring the request and the paperwork (resolutions and committee reports) to the meeting. I'm sorry for the delay, but we haven't been able to figure out the numbers without getting the full sewer camera information from Arold.

Thank you,

Kristen

Kristen Wilson
Director
Office of Grants Management
City of Kingston
420 Broadway
Kingston, NY 12401
845-334-3962
kwilson@kingston-ny.gov