



City of Kingston
2024 Departmental Reports:
Summary of Duties, 2024 Accomplishments, and 2025 Goals

Compiled by the Mayor's Office
January 2025

Message from Mayor Noble

Let's look back on what we have accomplished in 2024: On January 1, 2024, we launched our own emergency response service to provide better and more timely medical care, the men and women of the Kingston Fire Department sprang into action and assembled a stellar ambulance program. In its first year, the Fire Department responded to 4,500 calls for medical emergencies with over a 99% response rate. We made huge strides in infrastructure projects, including the completion of the Wurts Street Bridge project. As part of our street improvement program, the Department of Public Works paved 20 streets throughout the City, while our engineering department managed to have 58 new ADA curb ramps installed.

The massive, multi-million dollar project at Dietz Stadium is now fully completed. The new Dietz Stadium is not just an asset to the City and school district, but to the entire community. In addition to our incredible infrastructure developments, we also implemented ARPA grants to businesses that were impacted by these projects. We have continued to use our American Rescue Plan grant to funnel money directly into the community, with programs like the Accessory Dwelling Unit Design Competition, the new parking lot at the Kingston Point Rail Trail, or the play equipment and bleachers for the Andy Murphy Neighborhood Center, as well as necessary sewer and infrastructure repairs.

Sustainability is a key part of all aspects of City government and in 2024 we built upon our substantial work. Kingston Organics, our free composting program, now has over 1,000 residents enrolled, we diverted over 50 tons – that's 100,000 pounds – of food waste from the landfill last year. In November, the public overwhelmingly passed the Community Preservation Fund, which will protect our open spaces and natural resources with a reliable, ongoing funding source.

In 2024, we proposed a mixed-use development on an under-utilized property Downtown that has sat vacant since Urban Renewal. This project would create density with much-needed housing units, and with space for nonprofit organizations and businesses, this project has the potential to invigorate the Downtown economy. We also launched a study to determine the feasibility of building housing at the Kingston Business Park, which we hope will result in a creative live-work concept.

Looking back at all that we have accomplished over the last 10 years, and looking forward to 2025, I want to acknowledge that none of this could be done without the hard work and dedication of the City of Kingston workforce. Our nearly 300 employees work day in and day out to provide Kingston residents with the services we all enjoy. City staff help improve and move our City forward in big and small ways, and I thank them for their service!



Steven T. Noble
Mayor

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Department of Art and Cultural Affairs

Kitt Potter, Director

2024 Budget: \$119,231

The Department of Art and Cultural Affairs provides the creative community of Kingston with a resource at the local level of government. It works in partnership with the Kingston Arts Commission to protect the rights and needs of artists in the City. It oversees the implementation of the Arts and Culture Master Plan. They represent the arts in City projects and can connect creatives with funding resources. They can also offer assistance in planning for events, festivals, and filming projects related to arts and culture. The Office also researches grant opportunities for the City.

2024 Accomplishments:

- The Department played a lead role in the development of the City's Public Art Policy and Municipal Art Collection Plan, passed unanimously by Common Council in July 2024.
- With SUNY New Paltz, co-coordinated major installation at City Hall – Trina Green's Sojourner Truth: First Step to Freedom. Attendance for the opening reception was 375.
- The Department curated the City Hall ground floor intergenerational FREEDOM! Exhibition with 24 artists participating. Attendance for the opening reception was 280.
- The Department helped coordinate the City's 4th of July Celebration.
- The Department hosted 9 free events for children and families in parks local spaces throughout the city, total attendance – 750.
- With Ulster County, the department co-lead the Burning of Kingston: Voices Lost in the Fire four day event, which was heralded by NYS for including a more diverse array of stories and events.
- The Department participated in an advisory capacity in the development of the Ulster County Arts and Culture Master Plan.

2025 Goals:

- Facilitate Arts and Culture Master Plan Implementation Phase IV.
- Develop the City's first-ever Public Art Committee; facilitate Phase I of the Public Art Policy and Municipal Art Collection Plan.
- Increase city-based opportunities to showcase visual and performing artists year-round throughout the city to include bringing local history to life through the arts.
- Assist organizations and individual artists most in need with grant pitches, proposals, and obtaining needed resources.
- Work to ensure that historically marginalized individuals and groups are given support and equitable access as cultural participants, artists, workers, and audiences.

Office of the Assessor

Daniel Baker, Assessor

Karen Verney, Deputy Assessor

2024 Budget: \$535,393

The Office of the Assessor is responsible for assessing all real and personal property liable to taxation within the corporate limits of the City. This includes 8,643 total parcels with a fair market value of \$3.944 billion. The Office also manages the Assessment Grievance Process, Small Claims Assessment Review, and Tax Certiorari Claims. They also record all property transactions inside the City. Annually, they determine the base proportions and the adjusted base proportions and submit these determinations to the Comptroller, Common Council, and the Mayor. The Office also reviews all permitted and known non-permitted improvements throughout the City.

2024 Accomplishments:

- Completed the 2024 Assessment Roll
- 5th year maintaining the assessment roll without non-reappraisal reassessment.
- Settled Tax Certiorari cases without going to trial.
- Only 8 Small Claims Assessment Review complaint filed in 2022
- Assisted in the negotiations and completing of housing PILOT (Golden Hill)
- Assisted in the passing of legislation (RPTL 421p & RPTL 421*p2)

2025 Goals:

- Continue to Train New Deputy Assessor
- Complete the 2025 Assessment Roll on time
- Settle more tax certiorari cases
- Maintain accurate assessments in this ever-changing market
- Help the City Promote Housing Development



Department of Building Safety and Zoning Enforcement

Stephan Knox, Director

2024 Budget: \$1,542,886

The Department of Building Safety and Zoning Enforcement has three primary responsibilities when it comes to code enforcement: Housing, Building, and Zoning. For housing code enforcement, staff verify health standards related to property maintenance and building construction. They investigate alleged violations and work towards resolutions. Building code enforcement involves protecting the public by reviewing and approving building plans. They also issue building permits and conduct inspections. The final area of code enforcement is zoning. A Zoning Enforcement Officer provides guidance, prepares documents, issues permits and maintains records pertaining to zoning law in the City.

2024 Accomplishments:

- Issued 2648 building, plumbing and electrical permits.
- 1047 rental inspections completed.
- 3180 building construction, plumbing, and electrical inspections completed.
- 632 commercial property fire inspections completed.
- 1627 Certificates of occupancy issued.
- 682 Certificates of compliance reviewed and issued.
- Construction approvals were issued for Golden Hill and the project is moving along with most foundation work completed.
- WMC has completed renovations of their mental health unit, all inspections have been conducted and a C of O issued.
- Phase One of the Barrel Factory project has been completed and a C of O has been issued. Construction documents are being reviewed for phase two to construct a new 4-story, mixed use 100-unit apartment building.
- Construction documents have been reviewed and permits issued for the renovation project at Ole Savannah restaurant.

2025 Goals:

- Implement Muncity software add-ons to increase efficiency of rental and commercial property registrations.
- Further efforts to address vacant and abandoned properties to reduce blight in our community.
- Improve relations and educate property owners and tenants in an effort to increase safety and code compliance.



City Clerk and Registrar's Office

Elisa Tinti, City Clerk

Dee Sills, Deputy City Clerk

2024 Budget, City Clerk: \$319,477

Registrar: \$108,584

The City Clerk and Registrar's Office is responsible for keeping all records, vital statistics, documents, and other papers that belong to the City. The Office acts as the Clerk of the Common Council and attends all its meetings. All legislation, minutes, and communications are recorded and documented by the City Clerk and Registrar. They are also responsible for maintaining the City's fee schedule and insurance policies. The Office also records and maintains marriage licenses, and birth and death certificates. The Office oversees City Hall, its maintenance staff, and its day-to-day functions. The Office also oversees the City Visitor's Center, the Rondout Docks, and the Volunteer Fireman's Museum.

2024 Accomplishments:

- Processed 505 municipal IDs, 203 new Marriage Licenses, and an additional 290 transcripts of a marriage license. The Registrar's Office has processed 2,032 birth certificates, 2,659 death certificates, and has done 66 genealogical searches. A total of 441 dog licenses and renewals have been processed, along with an additional 14 dog redemption and boarding fees.
- The City Clerk's Office has processed 11 Operating License Certificates for transient housing pursuant to Section 277-1 of the Administrative Code.
- In 2024, to date, processed 360 FOIL requests.
- We will be hosting our annual American Red Cross Blood Drive that has been very successful. Last year the American Red Cross set a goal for our Drive to collect 18 pints of blood, and 21 pints were collected.
- Successfully emptied storage unit at Always Moving and eliminated the annual storage fee of over \$5,000
- The Deputy Clerk plans to become a Notary as an additional service for the public



Civil Service Office

Jackie DeCicco, Executive Secretary
Robin Kimble, Principal Account Clerk
Beverly Aldridge, Personnel Clerk

2024 Budget: \$326,566

The function of the Municipal Civil Service Commission is to provide an orderly and uniform system for the administration of civil service in the City of Kingston, on the basis of merit and fitness as provided in the Civil Service Law of the State of New York. In addition, all employee benefits are handled through the Civil Service office as well as time and attendance records for all City of Kingston employees. This department provides support and consultation to all departments. Insurance bills are reconciled and coded according to each employee and the department they work in. Affordable Care Act reporting is completed by the Principal Account Clerk as well as acceptance of all payments for insurance and the processing of such payments.

2024 Accomplishments:

- Administered 25 centralized exams and 7 decentralized examinations.
- Established 28 eligible lists resulting in 26 permanent appointments off eligible lists.
- Held training at City Hall for appointing authorities with ten attendees from the Kingston School District, Kingston Housing Authority and several from Ulster County Personnel. Training was well received and gave the attendees a better understanding of what all is involved in administering Civil Service
- The Executive Secretary and the Personnel Clerk attended the New York State Association of Personnel and Civil Service Officers conference in Saratoga Springs.
- Working with NEOGov to setup software that will allow all Civil Service records to be electronic. Also working to setup a webpage for employment apps and public access to civil service eligible lists and exam announcements.

2025 Goals:

- Complete setup of NEOGOV software and go live.
- Develop new ways of handling new hire paperwork; research onboarding software to eliminate the need for paper and switch to electronic forms only.



Office of Communications and Community Engagement

Summer Smith, Director

2024 Budget: \$104,888

The Office of Communications and Community Engagement works to support the City of Kingston by communicating effectively, professionally, and consistently with all stakeholders. The office ensures that all stakeholders feel respected by and engaged with the local government. It also conveys vital information to residents, business owners, and media, on a regular basis in an accessible format. The Communications Department assists City departments in communicating their achievements, obstacles, and changes in service delivery to the general public.

2024 Accomplishments:

- 2025 State of the City address
- Press releases: ~110
- Newsletters: 47 (subscribers: 2,631)
- Facebook followers: / Instagram followers: 2,003 / YouTube subscribers: 564
- Snow Emergencies: 2
- Assisted in 2025 Budget presentation
- Citywide mailings: 1 (25mph speed limit)
- Weekly roadwork updates
- Supported Listening Tour ward meetings
- Earth Fair planning team

2025 Goals:

- City of Kingston website overhaul
- Expand reach across all communication channels
- More materials available in Spanish, and more live interpretation available at meetings and events



Office of Community Development

Amanda Bruck, Director

2024 Budget: \$228,226

The Office of Community Development is responsible for developing viable urban communities by providing decent housing and a suitable living environment, and to expand economic opportunities, principally for low and moderate income persons. The primary means toward this end are to extend and strengthen partnerships among all levels of government and the private sector, including for- and not-for-profit organizations, and to aid in the production and operation of affordable housing. The Office of Community Development offers guidance, information, and opportunities for residents and organizations of the City of Kingston through the Community Development Block Grant, Housing Rehabilitation, and First Time Homebuyer Programs, along with the Rondout Youth Programs, and the Lead Line Replacement Program.

2024 Accomplishments:

- Development of new Five-Year Consolidated plan (2024-2028), a document that helps local jurisdictions and states assess their community development and affordable housing needs, and make data-driven investment decisions.
- Dispersed more than \$1.5M in CDBG funding, including:
 - Programming \$110K
 - Citywide Sewer Infrastructure \$684K
 - Parks & Recreation Facilities & Infrastructure \$480K
 - First time homebuyer program \$145K
 - Administration & Planning \$140K



Comptroller's Office

John Tuey, Director / Comptroller

2024 Budget: \$478,648

The Comptroller's Office is responsible for the financial administration of the City. The Comptroller's Office oversees tax collection, payroll, accounts payable, purchasing, parking enforcement, budget, and accounting.

2024 Accomplishments:

- Submitted the City's 2024 Annual Financial Report (AFR) to NYS, which reported generally positive results. These results, thereafter audited by the City's independent auditors, show the City in stable financial position. The City also received a score of 3.3 out of 100 (lower number being better) on its most recent NYS fiscal stress monitoring report for NY municipalities.
- The City's debt rating with S&P on existing general obligation debt has been maintained as AA-/Stable.
- In partnership with the Kingston Fire Dept, our office successfully implemented billing and financial practices for ambulance services.
- Completed a seamless migration to a local vendor for property tax billing and implemented efficiencies in the preparation and mailing of tax bills.
- Our office implemented a fraud detection system and protocols in partnership with our lead bank.
- Successfully migrated our retirement system reporting to the NYS Retirement System "Enhanced" reporting module.
- Updated our investment policy to provide for enhanced investment opportunities as permitted under NYS General Municipal Law.

2025 Goals:

- Continued optimization and oversight of ambulance billing.
- Optimization of our office's operational efficiencies with decreased staffing levels.
- Enhance management and elected official awareness of key financial matters and challenges effecting the City.



Department of Engineering

John Schultheis, City Engineer
Keith Phillips, Engineering Technician
Justin Gates, Engineering Technician
Brad Borquist, Engineering Aide

2024 Budget: \$361,382

The Office of the City Engineer is responsible for planning, procuring, and managing capital projects. This includes identifying City needs and the best means of serving those needs, as well as receiving and evaluating bids, and awarding contracts. The department also conducts inspections and observations during construction. They also prepare reports and permit applications for the Wastewater Treatment Plant. They review the CHIPS program annual mileage report. They also advise Public Works and the Common Council on modifications of traffic control devices, such as signs and traffic signals.

2024 Accomplishments:

- DRI Uptown Transportation Projects (Clinton Ave)
- ADA ramps citywide, in-house design (Year 2 locations)
- Pump Station Evaluation (NYSEFC EPG)
- WWTP headworks evaluation (NYSEFC EPG)
- Fire Department Central Station preliminary design
- Wayfinding Signage design and bidding
- Post Office Park construction
- 20 Broadway Office renovation

2025 Goals:

- Court Avenue Sewer
- Hasbrouck Sewer-shed separation design
- Citywide Sewers Phase 2 (Prospect Street)
- Safe and Accessible Flatbush / Foxhall Avenues Project (Federal Aid)
- Flatbush / Foxhall Sewer
- Albany Avenue Sewer
- Fire Department Central Station final design
- RAISE Weaving the Waterfront Transportation Project (advance to design)
- ADA Ramps 2025 / Year 3 design and construction, including Academy Green Sidewalks
- Pike Plan Demolition
- 20 Broadway HVAC
- Levee / DASNY Grant
- Bulkhead Grant / ESD
- EFC Pump Stations (advance to design, Phase 1)
- EFC WWTP Headworks (complete prelim design / EPG)
- Gallo Park Electrical / FEMA

Kingston Fire Department

Chris Rea, Chief

Darren Bondar, Assistant Chief

2024 Budget: \$8,732,899

The Kingston Fire Department (KFD) is responsible for all fire suppression in the City of Kingston. This includes first responder level EMS, gas leaks, rope rescue, fire investigations, fire prevention, extrication, and investigations of hazardous materials incidents. The department also heads the Board of Electrical Examiners, which is responsible for issuing Electrical Licenses.

2024 Accomplishments:

- 2024 introduced fire department paramedic service to the residents. The city purchased 4 reconditioned ambulances and equipment. They hired 7 FF/Medic and 5 FF/EMTs to staff the ambulances.
- Department found time to add a new skill set to the members, water rescue. With the addition of a zodiac boat, personnel spent considerable time training on its capabilities.
- Kingston Fire responded to 6877 calls for service. Of those calls, 4462 were for medical emergencies which our ambulance responded to 99.14%. The average turnout time (time the apparatus heads to the call) is under one minute. Average arrival time is 3 minutes. \
- In conjunction with ACCESS, a mental health service contracted by Ulster County, a Kingston Firefighter/EMT and a clinician responded to 409 calls for professional help and/or follow-up visits to patients that have been released from the hospital in the last 10 months. The program has on average diverted 50% of patients (206) they interact with.
- The Department sent 6 members to technical rope rescue II in the spring. The fire department also sent two personnel to Fire Investigation School.

2025 Goals:

- The department will continue to focus on the ambulance transport to Kingston Health Alliance.
- Personnel will train with Greene County's rope team in the spring 2025.
- The Department will continue to work with City Hall on the acquisition of the hospital's building across from Central Station. Once complete, department will store vehicles and trailers inside until funding can be acquired to renovate the structure into a firehouse/Emergency Operations Center (EOC).
- The department will be out in the community forming relations with the communities and educating on fire prevention throughout the year.
- Department paired up with American Red Cross in creating a program to distribute smoke detectors throughout the city. This will continue through 2025.

Office of Grants Management

Ruth-Ann Devitt-Frank, Director
Natalie Kikel, Grants Manager

2024 Budget: \$432,141

The Office of Grants Management is responsible for researching grant opportunities for municipal projects and writing and submitting grant applications. They oversee the City's grant portfolio and ensure grants projects are advanced and managed properly. This involves supporting other departments in communicating with Common Council and ensuring that reporting and other agency requirements for funded projects are completed. They manage grant finance, including vendor payments and reimbursement requests. They also manage all details of selected projects, including consultant procurement, Project Advisory Committee development/oversight, securing required approvals/permits/resolutions, fulfilling reporting requirements, and project close-out.

2024 Accomplishments:

- Oversaw a portfolio of approximately 66 grants totaling over \$97 million in awards from state and federal agencies and foundations.
- Coordinated across departments to research, prepare, and submit 36 grant applications
- Assisted two community groups with Empire State Development Restore NY applications
- Managed comprehensive ARPA Project/Funding Report for the Common Council and community members
- Implemented and partially completed the DRI Small Grants Façade Programs. Full completion anticipated for June 2025
- Closed out ARPA Small Business, Community Events, Arts Internship, and Non-profit Services Grant Programs, which awarded approximately 300 grants to local businesses and nonprofit organizations.
- Finalized written Grant Lifecycle Guide for project managers

2025 Goals:

- Complete final components of DRI Small Grants/Business Façade and Residential Façade Programs by 06/01/25
- Monitor ARPA grants programs to ensure they remain on track for full completion by 12/31/2026
- Examine, develop, and implement means to assist community groups in maximizing grant opportunities
- Conduct pilot educational grant writing/management webinar for community groups
- Conduct a minimum of three training sessions on City processes for project managers
- Further streamline offline project management processes for standardization and to reduce duplication
- Grant-seeking focus on funding sources for existing projects including sewer infrastructure, bulkhead restoration/replacement, housing, expansion of transportation safety upgrades, and green infrastructure solutions to mitigate the impacts of climate change

Department of Health and Wellness

Emily Flynn, Director

Kristin Kessler, Project Manager

Marsha Sebro, Project Manager

2024 Budget: \$558,099

The Department of Health and Wellness is responsible for coordinating the Live Well Kingston Commission (LWK), implementing the Creating Health School and Communities (CHSC) grant program, being a community liaison, and supporting projects that increase health in the City. In, 2024 we wrapped up year one and began year two of the CHSC grant, which totals \$1.5million for five years. Physical activity and nutrition strategies were implemented in the Kingston City School District. The Department also manages grant projects, expands community connections, and implements many LWK projects.

2024 Accomplishments:

- Launched nutrition policies at the Ulster Immigrant Defense Network (UIDN) food pantry along with City of Kingston Healthy Vending Guidelines for machines in 8 municipal buildings.
- Entered into contract with a new, local vending machine vendor for the City of Kingston, working with them to ensure a product selection that met the Healthy Vending Guidelines.
- Purchased equipment for community partners, including a new stove for the YMCA kitchen and food pantry equipment and staff training at UIDN
- Supported the Earth Fair through the recruitment of food vendors to follow the Earth Fair Food Vending Guidelines.
- Subcontractor Family of Woodstock supported 33 early care programs with physical activity and nutrition education.
- Subcontractor Cornell Cooperative Extension of Ulster County facilitated the Kingston City School District Health & Wellness Committee along with five elementary school wellness committees and worked directly with these schools to implement physical activity and nutrition initiatives.
- In partnership with the Parks and Recreation Department, installed 13 bicycle racks.
- Completed the Kingston Greenline Wayfinding Plan, which has signage designs for the system of rail trails and complete streets.
- Envisioned a “traffic park” project and held a bicycle rodeo on 6/15/24, 10 families received bicycle skills.

2025 Goals:

- Develop a “bicycle traffic garden” at Forsyth Park.
- Re-invigorate the Greenline Leadership Committee.
- Install ten more bicycle racks at various locations.
- Finalize and start to implement the recommendations from the Kingston Food Systems Plan.
- Complete Post Office Park and host a ribbon-cutting.

Department of Housing Initiatives

Bartek Starodaj, Director

2024 Budget: \$102,391

The Department of Housing Initiatives is dedicated to supporting housing planning in the City of Kingston. The Department manages housing-related grants, supports the construction of new market-rate and affordable housing, develops policies to protect existing residents, and addresses the connection between housing and sustainability, health, and mobility. The Department also reviews the disposition of city-owned property suitable for housing development and collaborates with local and regional housing organizations, including the Kingston City Land Bank.

2024 Accomplishments:

- Working collaboratively with the Building Safety Department, managed a new short-term rental compliance software and led the enforcement process to ensure that short-term rental operators complied with newly adopted registration rules.
- Achieved “ProHousing Community” Certification for the City of Kingston from New York State’s Division of Homes and Community Renewal.
- Kicked off a study exploring the redevelopment of the Kingston Business Park into housing and mixed-use development.
- Inspired by Montgomery County’s Housing Opportunities Commission, kicked off a study with the Center for Public Enterprise to determine how the City of Kingston could create a public mixed-income housing development model.
- Led effort for the Common Council to adopt 421-p and 421-p*2, two new property tax exemptions for encouraging new housing development.
- Kicked off and managed a new planning study for midtown called Midtown Thriving to encourage the productive redevelopment of vacant and underutilized sites of a 270-acre area along the Broadway corridor.
- Kicked off the City’s first eminent domain action in modern history to acquire 3.5 acres of vacant land along Garraghan Drive for the purpose of mixed-use development.

2025 Goals:

- Continue to ensure that City-owned properties are used, as applicable, for potential housing development. Continue to manage the redevelopment of 615 Broadway and 25 Field Court.
- Complete the acquisition of 3.5 acres along Garraghan Drive and start predevelopment.
- Lead the City’s effort to restart proceedings under Article 11, the procedure under Real Property Tax Law for foreclosing on real property due to unpaid property taxes.
- Launch a mixed income development model for the City of Kingston and develop a pipeline of 1-2 properties.
- Complete a new rental vacancy study in accordance with the guidelines set forth in the Emergency Tenant Protection Act.
- Continue to support the implementation of Kingston’s new zoning code to ensure that it supports the planning and construction of new market-rate and affordable housing.

Office of Human Rights

Tawana Washington, Director

2024 Budget: \$46,855

The Office of Human Rights is responsible for fostering mutual respect and understanding among all racial, religious, and nationality groups within the workplace and community. They are also responsible for conducting and recommending such educational programs that will increase good-will among inhabitants of the community and open new opportunities in all phases of community life. The Office sees that there is no discrimination in housing because of race, color, creed, national origin, sex, marital status, or any other classes protected under State and/or Federal law. They also organize and provide Anti-Discrimination Harassment training for City Employees.

2024 Accomplishments:

- Worked with the law office of Roemer, Wallens, Gold, & Mineaux for the conduction of Sexual and Anti-Discrimination Harassment and Workplace Violence training for City employees.
- Attended virtual gatherings and connected with other Human Rights Agencies across NYS.
- Collected and submitted information to the WGHQ Happy Christmas Fund to help families in need this holiday season.
- Provided information to both tenants and landlords of their rights and responsibilities under NYS Tenant's Rights Laws.
- Continued to provide a vast amount of publication material for community from NYS Human Rights Office as well as the NYS Office of Attorney General.
- Obtained new/more up to date online trainings for City employees.

2025 Goals:

- Add more Volunteers to the Commission.
- Continue to make the Community more aware of Landlord and Tenant's Rights & Responsibilities.



Department of Information Technology

Kyle McIntosh, Director

2024 Budget: \$728,075

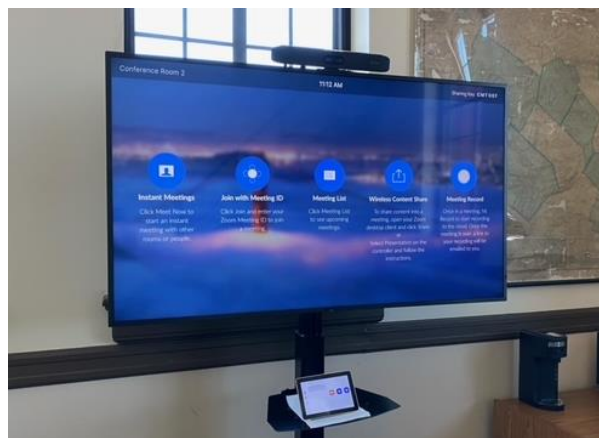
The Information Technology Department is responsible for the daily oversight of a wide variety of technology aspects for all of the City's departments. These duties include coordinating system and network operations and maintenance, researching hardware and software alternatives, recommending purchasing options, evaluating and implementing new technologies, and on-site staff training. The Information Technology Department currently supports over 185+ personal computers, 30+ servers, 180+ desk phones, 60+ cellphones, and other related devices on a 24/7 basis.

2024 Accomplishments:

- Kronos electronic time keeping system project focus on CSEA rules and moving onto Dept of Public Works and WWTP.
- Setup and Install ARPA parks and wifi project, wifi and cameras in several new parks and municipal buildings.
- IT Dept. processed 24 direct FOIL requests for large amounts of emails, files, etc.
- IT Dept. assisted KPD in 53 Records Requests, Discovery Requests and LPR/Pole footage requests for 2024.
- WWTP SCADA project at about 95% completed for IT side of things.
- Transfer station and Wilbur Ave DPW now have internet with cameras and computer access.
- Setup and Install 21 door access hubs for KPD.
- Zero Trust implementation kicked off.
- Operational Technology (Waste Water and Water Dept) monitoring.

2025 Goals

- New website via Catalis in motion, contract sent to Corporation Counsel for review.
- Zero Trust full implementation with micro segmentation.
- KPD Tech Grant for cameras, records management system, license plate readers.
- KFD ambulance mobile setups.
- Windows 10 end of life, replacing 75+ pc's.
- 30 HP printers replacement/swap to Canon printers.



Department of Parks and Recreation

Lynsey Timbrouck, Director of Recreation

2024 Budget: \$3,217,725

The Department of Parks and Recreation is responsible for developing and implementing programs and events for all age groups. This includes renting City parks, pavilions, and facilities to the community and local agencies. Parks staff also operates the Kingston Point Beach and Andretta Pool throughout the summer months. The maintenance staff is responsible for maintaining approximately 150 acres of park land, as well as the community centers, pool, and Dietz stadium year-round. The Department also coordinates with the Kingston City School District's Athletic Department to manage and operate Dietz Stadium.

2024 Accomplishments:

- Registered 323 park, pavilion, and facilities rentals, 87 softball/baseball field rentals, registered 36 basketball court rentals.
- Welcomed approximately 70,000 visitors to the Forsyth Nature Center.
- Provided swim lessons to 60 participants; 7 week Summer Camp, serving 288 children; 7 week NJTL Tennis Clinic, serving 65 children; Junior Naturalist Camp, serving 92 children; the Naturalist Passport Series, serving 150 participants; the John Cook Memorial Basketball Camp, serving 48 participants; Youth Biddy Basketball League (ages 7-18), serving 345 children; Adult Softball League, serving 417 participants; Adult Co-Ed Beach Volleyball League, serving 220 participants; Adult Indoor Volleyball League, serving 174 participants; Over 30 Basketball League, serving 175 participants.
- Offered Environmental Education programming in schools and at afterschool community centers, serving 3,361 students.
- Expanded Phase 1 of 2-Phase City-wide Organics Diversion Program. As of December 1, 2024: 999 Participants, 485 Families, 45.85 tons of food scraps diverted.
- Purchased 70 acres of open space called Kingston Wilderness, the city's largest land conservation purchase to date.
- Adopted the Community Preservation Plan, and the Kingston community passed a referendum to establish a Community Preservation Fund.

2025 Goals:

- Loughran Park Pickleball Courts Re-construction project.
- Rondout Creek Kayak Dock construction and installation.
- Solarize Kingston Phase 2- Solar installation at the Rondout Neighborhood Center, Andretta Pool Complex.
- Launch new Recreation Software Platform: Rec Desk.
- Develop Refrigerant Management Plan.
- Install Rondout Creek Stream Flood Gage and establish flooding forecast model for Kingston.
- Begin planning and design of Rondout Neighborhood Center ADA Compliant Renovations.

Department of Planning

Suzanne Cahill, Planning Director

2024 Budget: \$474,463

The Department of Planning is responsible for overseeing the Planning Board, the Heritage Area Commission (HAC), the Historic Landmarks Preservation Commission (HLPC), the City Historian, the Tree Commission, and the Lighthouse. The Planning Board reviews site plans, subdivisions, new applications for special permits, renewals that come up, curb cut requests, rezoning and zoning text amendments proposals, variance applications by request of the City ZEO, SEQR projects, and special projects of the Common Council. The HAC review a variety of applications for general reviews, costal consistency reviews, and reviews on projects situated within the Broadway Overlay Design District. The HLPC handle a variety of technical reviews for proposals which are located within the historic districts or for which properties are independently designated outside of a district.

2024 Accomplishments:

- In 2024 the Planning Office handled a total of 194 desk reviews, issued 8 Major and 8 Minor Waivers, 21 Minor Site Plan Reviews, and 30 + Sign applications have been processed.
- Under an ARPA funded initiative, the Planning office has engaged with MuniCollab (a local company) to develop Planning Software which will assist with application reviews, allow applications to be filed, processed and reviewed with the applicant.
- Under a 4-year \$500K USDA Grant the City hired the first Urban Forester, which started work in September.
- Working with the Grants Management Office, the city was awarded a Tree Management grant of \$732K+ to cover some administrative costs, but to also plant 350 more trees in our community.
- The City has been provided with a Maritime Heritage Subgrant of \$20,500 to assist with a conditions study of the Rondout Lighthouse and undertake some basic repairs and restoration work needed. We are partnering with HRMM on this undertaking.

2025 Goals:

- Develop an updated Rules and Regulations for the Planning Board, per §96-5 of the Administrative Code.
- Develop specific training programs for our Boards and Commission that are tailored to the City of Kingston and their functions.
- Get new Planning Software up and running to process, track and assist with reviews of all applications submitted.
- Seek additional grant funding to assist with needed improvements or programs which promote the various activities which we are involved with.
- Move Ponckhockie Neighborhood to a Local Historic District level in Kingston and possibly seek funding to further that district advancement to the State and National level.
- Seek funding to replace lead water pipe for Fireman's Museum service.

Kingston Police Department

Egidio Tinti, Chief of Police

2024 Budget: \$13,977,148

The Kingston Police Department is responsible for protecting all persons and property in the City of Kingston. This includes the enforcement of City ordinances, Federal and State laws, maintaining the peace and order of the City, promoting and preserving a feeling of security, recognizing and protecting the constitutional rights of all persons, and assisting persons in urgent situations. The Department consists of three divisions: Patrol, Detectives, and Administration. The primary responsibility of the patrol division is to respond to calls for service and enforce all law, including vehicle and traffic laws. The detective division is responsible for conducting criminal investigations, ranging from mundane crimes to the most severe and violent crimes. The administrative division is responsible for the police department budget, the training and development of all department members, and the creation and implementation of departmental policies and procedures.

2024 Accomplishments:

- Responded to over 20,048 requests for service to date.
- 1009 arrests were made by the Kingston Police during the year 2024.
- Over 1718 traffic tickets were issued by Kingston Police to the motoring public in the City of Kingston during the year 2024 and over 796 crashes were investigated.
- Over the past year, we collected nearly 925 pounds of unwanted drugs, which were then turned over to the DEA for safe destruction.
- Members of the Kingston Police Department were requested to provide support for 46 special events in the city this year.
- In 2024, the Kingston Police were able to deploy officers on Bike Patrol throughout the city.
- Kingston Police closed a total of 244 felony warrants in 2024.
- In addition to 48 hours of in-service training each member attended, twenty-nine members of the department were sent to, or are scheduled to attend, thirty-six outside training courses. These courses were provided by the New York State Division of Criminal Justice Services (DCJS), Department of Homeland Security and Safety (DHSES), New York State Police, National Criminal Justice Training Center, FBI, and NHTSA.

2025 Goals:

- Promote additional training in the areas of Procedural Justice and Unbiased Policing.
- Continue to participate in the Ulster County ORACLE/AVERT program with the Sheriff's Office to enhance our community efforts.
- Further integration with the Crime Analysis Center for all criminal cases and investigations.
- Increase our traffic safety efforts by assigning a dedicated traffic car to problematic areas.
- Develop and implement a recruitment program that encourages individuals to consider joining local law enforcement.

Department of Public Works

Edward Norman, Superintendent

Ryan Coon, Deputy Superintendent

2024 Budget: Public Works \$8,619,334

Sewer \$1,021,714

The Department of Public Works includes a workforce of approximately 60 persons divided into nine primary divisions. The administration ensures the safe and smooth operation of its various divisions and plans/budgets projects. The safety division is responsible for developing safety and health programs, and provides training programs. The street division is responsible for traffic control, street paving and repair, painting, striping, signage, and sidewalk and curb installation. The sewer maintenance division ensures that sewer mains remain in proper working order through routine cleaning of catch basins and sewer mains. Sanitation is responsible for solid waste, yard waste, and recycling services. The waste water treatment division protects public health and ensures a minimal impact on the aquatic environment. Fleet maintenance maintains, repairs, and services all vehicles and equipment owned and operated by the City. The Buildings and Grounds division maintains City owned properties. Lastly, the City Marina division works with the Dock Master to ensure the well-kept working marina.

2024 Accomplishments:

- Over 11,885 tons of blacktop were placed, encompassing 21 streets and covering about 4.6 miles of road.
- Approximately 42 catch basins were repaired/replaced.
- Replaced approximately 117 manholes included the frame and lid.
- Jet-rodded storm and sanitary sewer pipes. Approximately 15 miles of sewer were rodded.
- Cleaned all sewer pump stations multiple times and locations.
- Responded to over 1,250 mark outs to identify and locate City owned utilities in vicinity of excavations in response to Dig Safe NY.
- Sewer system repairs on Bruyn Avenue, Cedar Street, and Clinton Avenue.
- Swept all city streets multiple times, collecting over 2,830 cubic yards of material covering over 4,000 miles.
- Recycled over 1,473 tons.
- Collected over 7,032 tons of refuse City wide.
- The following items were collected roadside: 436 pieces of furniture, 260 mattresses, 103 electronic goods, 97 white goods (stoves, microwave, A/Cs, refrigerators/freezers)
- Responded to five snow events storms.
- 862 tons of salt purchased.
- ADA Ramp Project
- Changed ~50 City speed limit signs to 25 mph

2025 Goals:

- Continue the ADA Ramp Project.
- Repair several sewers at troubled locations.
- Anticipate paving ~15 streets citywide.
- Introduce GPS to DPW vehicles to help with routing and snowplowing needs.

Waste Water Treatment Plant

Allen Winchell, Senior Operator
Robert O'Reilly, Senior Operator

2024 Budget: \$2,868,841

The Waste Water Treatment Plant is responsible for inspecting equipment on a regular basis and monitoring operating conditions, meters, and gauges. They collect and test water and sewage samples, as well as record meter and gauge readings and operational data. The WWTP documents and reports test results to regulatory agencies and follow all US Environmental Protection Agency regulations thereby ensuring safety standards are met. They operate equipment to purify and clarify water and process and dispose of sewage.

2024 Accomplishments:

- Substantial completion of Kingston Wastewater Treatment Plant upgrade project.
- New Breaker installed in MDP panel.
- LTCP sampling.
- Completion of pump station study by MJ engineering.
- SPDES permit requirements met and maintained for the year.

2025 Goals:

- Final completion of Kingston Wastewater Treatment Plant upgrade project including SCADA.
- Completion of Headworks Study by Tighe & Bond and submission for funding.
- Submission and start of pump station rehabilitation.
- Continuation of SPDES permit requirements to be met and maintained.

