



Steven T. Noble  
Mayor

# **City of Kingston**

## **2022 Departmental Reports:**

*Summary of Duties, 2022 Accomplishments, and 2023 Goals*

Compiled by the Mayor's Office  
January 2023

## Message from Mayor Noble

*As Mayor of Kingston, I am proud to report that our City Departments achieved an incredible amount of accomplishments in 2022. After dedicating a great deal of resources to building and retaining a well-qualified workforce in previous years, we are reaping the benefits of those major investments. In just 2022, we saw the completion of the Broadway Streetscape, Grand St. intersection, Franklin St., and Midtown Parking lot projects among others. Our Department of Public Works laid down nearly 16,000 tons of blacktop in 2022, encompassing twenty-five streets and nine miles of road. Our Grants Department and all of our Project Managers managed a record-breaking portfolio of approximately fifty-two projects, funded by \$56 million in awards, while also preparing and submitting twenty new applications, many of which were successful. My Office, in conjunction with the Housing Department and Common Council, helped to put new tenants rights in place in 2022, through Good Cause Eviction Legislation and the Emergency Tenant Protection Act.*

*City services are going strong: our Fire Department responded to over 5,180 calls for service, including well over 2,000 medical emergencies. The Kingston Police Department responded to over 18,600 requests for service. The programs of our Parks Department hosted hundreds of adults and children in athletic leagues and afterschool programs, and educated thousands more through our Environmental Education partnerships with the KCSD. Despite all these improvements, my administration has not raise tax rates for the seventh year running.*

*In May, we celebrated the City's 150<sup>th</sup> Anniversary, and, as a life-long resident, I can honestly say that Kingston has never been in a better position and our future is bright. In 2023, we will see more infrastructure advancements and modernization. We will see a huge acceleration in grant opportunities thanks to the American Rescue Plan. Moreover, we will see the completion of Kingston's Re-zoning Project, something that the City has needed since the 1960s. Thanks to the dedication of our City departments, we are able to continue to deliver results for our residents, and I hope each year everyone is happier to call Kingston home.*



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## **Department of Art and Cultural Affairs**

Kitt Potter, Director

2022 Budget: \$113,051

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.

### *2022 Accomplishments:*

- The Common Council passed the Arts and Culture Master Plan unanimously on March 1<sup>st</sup>, 2022.
- The Department successfully facilitated six key priorities for Implementation Phase I of the Arts and Culture Master Plan.
- Assisted with four new organizations moving to Kingston, and advised six new collaborations.
- Assisted, supported, or organized over three-hundred gallery openings, performances, events, and festivals.
- Co-coordinated two major art exhibitions at City Hall and in Ulster County.

### *2023 Goals:*

- Work as Project Manager for the City's ARPA Arts Plan Funding Initiatives.
- Serve on the City's Website Enhancement Committee.
- Increase City-based opportunities to highlight visual and performing artists year-round throughout the City.
- Working with local arts organizations, pursue means to establish a city-wide community arts calendar for planning an information sharing.
- Coordinate with corporations/organizations to develop ongoing affordable artist housing and workspaces, and to integrate arts and cultural planning in housing and zoning policies.
- Work to ensure that historically marginalized individual and groups receive support and equitable access as cultural participants, artists, and workers.



## **Office of the Assessor**

Daniel Baker, Assessor

Vanessa Kelder, Deputy Assessor

2022 Budget: \$430,228

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 8,651 total parcels with a fair market value of \$3.197 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.

### *2022 Accomplishments:*

- Completed the 2022 Assessment Roll
- Third year maintain the assessment roll without non-reappraisal reassessment.
- Settled Tax Certiorari cases without going to trial.
- Only eight small claims assessment review complaints filed in 2022.

### *2023 Goals:*

- Complete the 2023 Assessment Roll on time
- Settle more tax certiorari cases.
- Maintain accurate assessment in this ever-changing market.



## **Department of Building Safety and Zoning Enforcement**

Stephan Knox, Director

2022 Budget: \$1,173,648

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.

### *2022 Accomplishments:*

- 1,011 Rental unit inspections completed
- 2,281 Building construction, plumbing, and electrical inspections completed, a 23% increase.
- 163 Commercial Fire inspections
- 712 Complaints responded to
- 1270 Certificates of occupancy issued
- 825 Certificates of compliance issued
- 405 Operating permits issued

### *2023 Goals:*

- Continue refining the commercial properties fire inspection program, and educating property owners working to bring their building into code compliance.
- Fully implement the 100% online permitting program by the end of 2023
- Continue cross training staff to promote job responsibility flexibility
- Work with the grants management team to apply for funding to digitize current and historical Building Safety records.





## **City Clerk and Registrar's Office**

Elisa Tinti, City Clerk

Dee Sills, Deputy City Clerk

2022 Budget, City Clerk: \$279,241

Registrar: \$97,996

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 Rondout Docks and the Volunteer Fireman's Museum.

### *2022 Accomplishments:*

- Continue to implement Local Law #10 of 2019, the Municipal ID Program. 203 Kingston IDs were issued in 2022.
- Processed 286 FOIL requests and successfully streamlined the FOIL request process.
- Along with the IT Department, worked with Common Council to implement hybrid meetings.
- Continue archiving birth and marriage records into Muncity.
- Continue to audit birth and death records for accuracy of indexing.
- The City of Kingston celebrated its 150<sup>th</sup> anniversary with a very successful reception held in Council Chambers. Created and placed a time capsule.
- Resumed celebrations of Halloween Door Wars, Ornament contest, and Santa Paws Donations. We also hosted our first American Red Cross Blood Drive.
- Staff received Active Shooter and De-Escalation training, as well as scheduled CPR/AED and First Aid training.

### *2023 Goals:*

- The City Clerk plans to become a Notary as an additional service for the public.
- The City Clerk will continue to prepare a Safety Policy and Procedure Handbook for City Hall.
- The exterior windows of City Hall cleaned in spring 2023.



## **Civil Service Office**

Jackie DeCicco, Executive Secretary

2022 Budget: \$317,000

The City of Kingston Civil Service Office is responsible for administering New York State Civil Service Law for employees of the City of Kingston, Kingston City School District, Kingston Housing Authority, and Kingston Library from the application through the appointment process for all positions in the classified service. In addition, it services as the Personnel Office for the City of Kingston and is responsible for employee recruitment, administering benefits for City employees and retirees, as well as various personnel functions.

### *2022 Accomplishments:*

- Managed 756 City employees
- Held 14 State Examinations for 99 candidates, and 3 decentralized for 88 candidates.

### *2023 Goals:*

- Complete the Summary of Annual Reports for 2022 by March.





## **Office of Communications and Community Engagement**

Summer Smith, Director

2022 Budget: \$81,784

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.

### *2022 Accomplishments:*

- Press releases: over 100
- Newsletters: 46, with 2421 subscribers
- Snow Emergencies: 3 / State of Emergencies: 4
- YouTube videos processed 283, channel subscribers 355. Now also managing the City of Kingston Instagram.
- Radio Shows: 32+
- Worked with IT and Clerk's Office on process as hybrid meetings and equipment evolved.
- Worked closely with the ARPA consultants, Zoning consultants, and Re-districting sub-committee to facilitate the public engagement process.
- Worked on the Traffic Safety Education campaign, and served on the Pedestrian Bike Master Plan PAC.

### *2023 Goals:*

- City of Kingston website overhaul.
- Continue collaborating and building stronger relationships with local organizations.
- Start business roundtable meetings up again.
- Support each department in sharing their news and accomplishments across all channels.
- Have more materials available in Spanish, and more live interpretation available at meetings and events.



## **Office of Community Development**

Amanda Bruck, Director

2022 Budget: \$294,990

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.

### *2022 Accomplishments:*

- Reallocated previous years' unspent allocations by redirecting CDBG dollars to other activities related to previous action plans.
- Consolidated Annual Evaluation Reports are up-to-date and submitted to HUD for review and approval.

### *2023 Goals:*

- There will be a substantial amendment to reallocate unspent funds from CARES Act subrecipients who were unable to spend all of the funding they were awarded.
- Keep the CDBG program in compliance with HUD, so the City does not lose any of the previous years' funding and ward off jeopardizing future funding.



## **Comptroller's Office**

John Tuey, Director / Comptroller

2022 Budget: \$438,125

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.

### *2022 Accomplishments:*

- Compiled and submitted the City's Annual Financial Report. The City received a score of 1.7 out of 100 (lower number being preferable) for the second consecutive year on its most recent NYS fiscal stress report.
- The City affirmed its rating with S&P on existing general obligation debt as AA-/Stable.
- Participated in the successful development and adoption of a 2023 City budget that included a \$50,000 tax decrease from the prior year. The tax levy in the 2023 budget is at its lowest level since 2015.
- Successfully implemented a new electronic parking permit system that provides for even greater customer convenience.
- Began implementation of a new online digital budget book.

### *2023 Goals:*

- Continued implementation of the payment policy introduced in 2022.
- Implementation of the digital budget book.
- Provide continued compliance support to the Grants Management Office related to the City's \$17.3 million American Rescue Plan grant allocation.



## **Office of Corporation Counsel**

Barbara Graves-Poller, Esq., Supervisor

2022 Budget: \$749,835

The Office of Corporation Counsel mitigates and responds to all litigation risks, either through in-house services or outside counsel oversight. It offers legal counsel to the Mayor and provides legislative assistance to the Common Council. Corporation Counsel will draft and/or review municipal contracts, and assist all departments with compliance issues and policy implementation, as needed.

### *2022 Accomplishments:*

- Secured favorable court rulings in 10 lawsuits, including three from the Appellate Division, Third Department and one from the New York Court of Appeals.
- Obtained \$1.4 million settlement in Washington Avenue Tunnel litigation
- Introduced litigation risk reduction provisions into City contracts.
- Established legal internship program.
- Collaborated with Director of Housing and City Court to launch landlord-tenant mediation program.
- Worked with Common Council to align outdated Administrative Code provisions with Comprehensive Plan and current case law.
- Streamlined and enhanced Freedom of Information Law response procedures.

### *2023 Goals:*

- Help finalize city-wide rezoning process.
- Facilitate adoption of local law establishing new ward boundaries.
- Create compliance manuals for the Mayor and Common Council.
- Draft formal procedures for in-rem work and claims review.
- Provide Ethics training to Ethics Board and Common Council members.





## **Department of Engineering**

John Schultheis, City Engineer  
Keith Phillips, Engineering Technician  
Justin Gates, Engineering Technician

2022 Budget: \$360,809

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.

### *2022 Accomplishments:*

- Completed Broadway Streetscape Project.
- Completed Broadway at Grand St Intersection re-alignment.
- Completed Franklin Street Complete Street Implementation.
- Completed Midtown Parking Lots Green Infrastructure.
- Roof replaced on Volunteer Fireman's Museum and 20 Broadway.
- Completed Elmendorf St. bridge replacement.
- Completed City Hall Tower and Interior rehabilitation.
- Completed Wilbur Avenue Paving.

### *2023 Goals:*

- Continue with design and construction of several large and mid-sized capital projects.
- Look for ways to streamline routine tasks, such as vendor procurement and vendor payment, so that staff time can be freed up to work on projects requiring higher level judgment and creative thinking.
- Look for opportunities for staff to advance their knowledge and skills while promoting retention.
- Maintain staff morale and work to avoid turnover.





## **Kingston Fire Department**

Chris Rea, Chief

Darren Bondar, Assistant Chief

2022 Budget: \$8,138,023

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. The KFD is comprised of 52 sworn career personnel and 8 volunteers.

### *2022 Accomplishments:*

- KFD responded to 5556 calls for service. Of those calls, 2917 were for medical emergencies.
- The average turnout time was under one minute. Average arrival time is three minutes.
- A new 2022 Emergency One fire engine was ordered.
- First year that the department has an ambulance in service for transport targeting the Mental Health crisis.
- The department received an All-Terrain Vehicle and will receive a 14-foot Zodiac boat and trailer in 2023, allowing members to respond to emergencies on bike trails or on the water.
- The Department received a Smith Detection device for use in identifying unknown liquids or solids.

### *2023 Goals:*

- Focus on training with the new rescue boat.
- Bring the new Emergency One fire engine into service at Company 3.
- Put a 2022 Utility pick-up truck into service.
- Personnel will train with Greene County's rope team in spring 2023.
- Construction of a new building behind Company 3, alleviating over-crowding of equipment.
- Paired with American Red Cross to distribute smoke detectors throughout the city.



## **Office of Grants Management**

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

2022 Budget: \$304,470

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.

### *2022 Accomplishments:*

- Oversaw a portfolio of approximately 52 grant projects, funded by \$56 million in awards.
- Researched, prepared, and submitted 20 new grant applications, and assisted two community groups in Restore NY applications.
- Coordinated with Ulster County Economic Development to advance DRI Small Grants Program.
- Established a grants database to track awards, funding agencies, reporting requirements, and other details.
- Assisted in production of ARPA Economic Recovery Plan and ARPA procurement checklists. Researched and developed ARPA Small Business Grant Program application and guidelines.

### *2023 Goals:*

- Complete the DRI Small Grants/ Business Façade and Residential Façade Programs.
- Launch ARPA Small Business Grants Program and distribute awards.
- Assist ARPA Director in developing additional Economic Recovery Plan grant programs-manage additional programs as needed.
- Streamline offline project management processes across departments.
- Create a standardized process for regularly producing Capital Projects Forecasting Report.
- Finalize the Grant Policy and Procedure Manual for Common Council approval.
- Continue to research and identify funding sources for existing and new municipal projects and programs.

## **Department of Health and Wellness**

Emily Flynn, Director

Kristin Kessler, Project Manager

Marsha Sebro, Project Manager

2022 Budget: \$524,856

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 2022, 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 LWK is split into six subcommittees: Age Well, Eat Well, Grow Well, Heal Well, Travel Well, and Play Well. Along with coordination, the Department is tasked with communicating about health, community projects, and LWK initiatives through social media, the LWK website, meeting notes, press releases, interviews, and networking. The Department also manages grant projects, expands community connections, and implements many LWK projects.

### *2022 Accomplishments:*

- Launched nutrition policies at People's Place, the YMCA, and the Midtown Neighborhood Center.
- Hired and managed a contractor to develop a landscape plan for Broadway and Prince Street greenspaces.
- Installed a bicycle shelter at Kingston Point Beach.
- Started managing the Mobile Mental Health grant project and the Pedestrian and Bicycle Master Plan.
- Coordinated the Be A Road Hero transportation education campaign.
- Supported the Complete Streets Advisory Council and Live Well Kingston Commission.

### *2023 Goals:*

- Continue to manage the CHSC grant project.
- Complete the Pedestrian and Bicycle Master Plan
- Implement a "Parks in Healthcare" project, creating Greenline maps and posters for health providers' waiting rooms.
- Apply to the Hudson River Valley Greenway for funding for new trail counters.
- Manage an ARPA project-- City of Kingston Emergency Food Plan
- Create a bicycle rack installation program.



## **Department of Housing Initiatives**

Bartek Starodaj, Director

2022 Budget: \$83,201

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.

### *2022 Accomplishments:*

- Reviewed city-owned properties to determine potential for housing development or other uses that meet community needs.
- Proposed a comprehensive disposition policy for the sale of surplus City-owned properties that prioritized affordable housing.
- Restarted a grant-funded initiative to restore three vacant city-owned homes: 33 Franklin, 44 Franklin, and 54 Van Deusen.
- Completed a rental vacancy study that allowed the City of Kingston to declare a housing emergency and opt into the Emergency Tenant Protection Act, thus allowing for rent stabilization in Kingston.
- Working closely with the community, completed three drafts of a comprehensive rezoning plan for the City of Kingston, the first since the 1960s.
- Launched a free landlord-tenant housing mediation program with the Dispute Resolution Center.

### *2023 Goals:*

- Resolve remaining title issues on city-owned properties.
- Pass and implement a disposition policy for the sale of surplus City properties.
- Complete the comprehensive rezoning process. Once implemented, ensure that code supports the planning and construction of new market-rate and affordable housing throughout the City.
- Continue to liaison with the Division of Home and Community Development on the implementation and enforcement of the Emergency Tenant Protection Act.
- Complete planning for the \$4.3 million allocated for housing in the City's ARPA funding.

## **Office of Human Rights**

Tawana Washington, Director

2022 Budget: \$38,578

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 goodwill 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.

### *2022 Accomplishments:*

- Conducted Sexual and Anti-Discrimination Harassment and Workplace Violence training for City employees.
- Attended virtual gatherings and connected with other Humans 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 NY's Human Rights Office as well as the NYS Office of Attorney General.

### *2023 Goals:*

- Obtain access to additional online trainings for City employees.
- Add more volunteers to the Human Rights Commission.
- Participate in more community festivities.
- Continue to make the community more aware of Landlord and Tenant's Rights and Responsibilities.





## **Department of Information Technology**

Kyle McIntosh, Director

2022 Budget: \$678,871

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 175+ personal computers, 20+ servers, 180+ desk phones, 60+ cellphones, and other related devices on a 24/7 basis.

### *2022 Accomplishments:*

- Kronos electronic time keeping system project is about 90% complete. General focus on CSEA rules and moving on to Building Department now.
- Municipality 5 and online permitting fully live.
- Microsoft Exchange/365 had begun moving to the cloud with 285 accounts.
- Managed Detection and Response setup (Taegis XDR).
- Handled all of KPD's video and discovery related records request for half the year, then trained KPD staff for the other half of the year. Over 700 requests processed.
- Moved phone service from legacy PRI on Windstream to Spectrum Fiber for both KPD and City Hall.

### *2023 Goals:*

- Kronos implementation and finalization in DPW, WWTP, Parks and Recreation, and Building Dept.
- New website re-skin with Catalis
- Chamber Zoom Room is 90% complete and should be live very soon.
- Move remaining old telephone lines throughout city to a new carrier (off Windstream)
- Depending on ARPA funding, Implementation of Zero Trust technology to harden our security.



## **Mayor's Office**

Steve Noble, Mayor

2022 Budget: 291,746

In the City of Kingston, the Mayor serves as Chief Executive Officer. The mayor's term is four years. As the top elected official, the Mayor oversees all City operations. This includes regular meetings with all department heads to review departmental specifics. The Mayor is responsible for helping to create the City's annual budget, which is presented to the Common Council at the end of the year. The Mayor also appoints commissioners and board members to serve the City. The Mayor can submit proposed legislation to the Common Council; it is then referred to the appropriate Committee for their consideration. The Mayor's Office also helps to organize and permit the City's Special Events, as well as filming projects.

### *2022: Accomplishments:*

- Crafted and passed the 2023 Budget in conjunction with the Comptroller's Office, not raising taxes for Kingston residents for the seventh year in a row.
- 63 appointments or re-appointments to Boards and Commissions.
- 213 Executive Orders issued.
- Helped to organize and permit 57 Special Events in the City, including the Hooley, Italian Festival, and O+ Festival among many others.
- Helped to organize and permit a dozen film or photography shoots in the City, including high-budget productions.
- Conducted 48 marriage ceremonies.

### *2023 Goals:*

- Continue to support constituents that interact with our Office.
- Assist in implementation of the Special Event Grant Program
- Support the Communications Department in various functions.



## **Department of Parks and Recreation**

Lynsey Timbrouck, Director of Recreation

2022 Budget: \$2,699,419

The Department of Parks and Recreation is responsible for developing and implementing programs and events for all age groups. The City's Office of Sustainability is also located within the Parks and Recreation Department. The Parks and Recreation Department is also responsible 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.

### *2022 Accomplishments:*

- Registered 275 parks, pavilion, and facilities rentals, along with 68 Dietz Stadium rentals.
- Registered 121 softball/baseball field rentals, and 38 basketball court rentals.
- Events included Black History Month Celebration, Earth Fair, Children's Day Parade, Movies Under the Stars and Music in the Parks, Touch-A-Truck, and Boo at the Zoo.
- Served 125 children at the Rondout Neighborhood Center Afterschool Program.
- Provided swim lessons to 52 participants. Provided 7-week Summer Camp, serving 279 children; 7-week NJTL Tennis Clinic, serving 53 children; Junior Naturalist Camp, serving 81 children.
- Hosted several youth and adult sports leagues.
- Offered Environmental Education programming in schools, serving 3,287 students.
- Completed the Van Buren shade structure, Kingston Point Park playground installation, installed solar rooftop at AMNC, and installed electric vehicle charging station at Prince Street.
- Hired a project manager, and three new skilled laborers.

### *2023 Goals:*

- Create and implement new and diverse programs and events.
- Complete construction and installation of the AMNC kitchen renovation project.
- Design and complete the AMNC interior renovation plan.
- Begin Loughran Park Pickleball Courts reconstruction project.
- Begin Phase 2 Parks Cameras and Wi-Fi at Hutton Park, Rondout Center, Andretta Pool, lower Hasbrouck Park, and Van Buren Park.
- Implementation of a City-wide Bike Share Program.
- Solarize Kingston Phase 2- solar installation at the Kingston Point Beach, Rondout Neighborhood Center, Andretta Pool, and Wilbur Avenue Complex.
- Launch Phase 1 of 3-phase City-wide Organics Diversion Program.

## **Department of Planning**

Suzanne Cahill, Planning Director

2022 Budget: \$563,908

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 that are located within the historic districts or for which properties are independently designated outside of a district.

### *2022 Accomplishments:*

- Planning Board approved multiple large projects, including Bluestone Commons, Golden Hill, the Kingstonian Housing Project, the rehabilitation and re-use at 79 Hurley Ave, re-adapting 582 Broadway as three new business storefronts, and the construction of the Commercial Infill Building at 381/385 Washington Ave, among others.
- The Comprehensive Zoning re-write project kicked off in 2021 and continued to evolve through 2022 to the final draft.
- Regular dialogue with representatives of the Building Safety Division on applications and inquires for new projects.

### *2023 Goals:*

- Comprehensive re-write of Zoning city-wide adopted and employed.
- Looking forward to working with NYS to develop the Sojourner Truth State Park as a premium state park facility.
- Anticipated new reviews include the 104 Smith Avenue Barrel Factory, 25 Dederick Street, 9 Prince Street, 2-16 Montrepose Ave, and 65-85 East Strand.
- The old Visitor's Center on lower Broadway and the Old King's Inn site are also being re-developed.



## **Kingston Police Department**

Egidio Tinti, Chief of Police

Michael Bonse, Deputy Chief

2022 Budget: \$12,346,854

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.

### *2022 Accomplishments:*

- KPD responded to over 18,658 requests for service.
- Over 890 arrests made during 2022.
- Over 1,144 traffic tickets issued, and over 789 accidents investigated.
- Collected nearly 940 pounds of unwanted drugs as part of the DEA's National Prescription Drug Takeback effort.
- Used the Crime Prevention through Environmental Design (CPTED) principle to promote positive relationships with the community.
- Eleven officers completed the Bike Patrol School. Over 380 hours of bike patrols logged this year.
- Officers participated in the Counter Terrorism Zone-14 Red team activity matrix.
- The IPV Task Force investigated over 250 incidents of Intimate Partner Violence.
- In 2022, the Detective division investigated 103 missing persons, 48 unattended deaths, 26 burglaries, 57 grand larcenies, 25 assaults, 9 robberies, as well as many other serious crimes. No gun violence related deaths occurred in 2022.

### *2023 Goals:*

- Train and participate in the Ulster County Critical Incident Stress Management Team by assigning several officers.
- Continue to participate in the Ulster County AVERT//ORACLE program with the Sheriff's Office.
- Continue to use evidence-based policing through use of city-wide camera systems and LPRs. Expand our use of the Hudson Valley Crime Analysis center by hiring a full-time crime analyst.
- Increase community-policing efforts through regularly held community meetings and attendance of all city-wide events.
- Focus on traffic safety, specifically cyclist and pedestrian safety.
- Increase and enhance supervisory/management training for duty supervisors as well as expand investigative training to detectives.



## **Department of Public Works**

Edward Norman, Superintendent  
Ryan Coon, Deputy Superintendent

2022 Budget: Public Works \$7,114,603  
Sewer \$5,126,857

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 Wastewater 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.

### *2022 Accomplishments:*

- Nearly 16,000 tons of blacktop were placed, encompassing 25 streets and about 9 miles of road.
- Approximately 81 catch basins repaired and/or replaced. Approximately 128 manholes replaced.
- 22 miles of sewer were jet-rodged for routine maintenance. All sewer pump stations cleaned multiple times.
- Responded to over 1,300 utility mark outs.
- Sewer system repaired on Highland Avenue and Clifton Avenue.
- Streets swept multiple times, collected nearly 3,000 cubic yards of material over 3,000 miles.
- Manage the Feb 3/4<sup>th</sup> ice storm as well as the July 13<sup>th</sup> tornado/macroburst.
- Collected over 7,728 tons of refuse city-wide. Recycled over 1,706 tons of material.
- DPW responded to eight snow events and storms.

### *2023 Goals:*

- We aim to pave 16 streets and install 9,000 tons of blacktop.
- Put out to bid 160 ADA-compliant corner improvements.
- Sidewalk improvements at Uptown Parking Lots on North Front Street.
- Move forward with the Midtown sewer projects repair and replacement.
- Work with Engineering Dept. to survey conditions of sewers prior to paving.

## **Waste Water Treatment Plant**

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

2022 Budget: Plant \$1,714,399  
Pump Stations \$299,254

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.

### *2022 Accomplishments:*

- Meeting all NYS permit requirements
- Average removal rates in excess of 95%
- Replaced Flights and Chain on secondary tank 2
- Upgraded Belt press polymer system
- Ammonia removal upgrades underway
- Outfall project underway
- Upgraded plant for new nitrogen limits.

### *2023 Goals:*

- Completion of Ammonia removal upgrades
- Completion of Outfall project
- Maintaining SPDES compliance

