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Executive Director



INCORPORATED  
***VILLAGE OF PATCHOGUE***  
COMMUNITY DEVELOPMENT AGENCY

## 2012 PERFORMANCE MEASUREMENT REPORT

### **Name of Public Authority:**

Patchogue Village Community Development Agency

### **Public Authority's Mission Statement:**

The mission of the Village of Patchogue Community Development Agency (CDA) is to provide a suitable living environment and a viable community for all Village residents through the development of community improvement projects and to provide safe, decent and sanitary housing conditions for very low-income families.

Adopted: May 7, 2009

### **Performance Goals:**

Support downtown revitalization and economic development in the central business district through funding of capital projects with Community Development Block Grant Funds; applying for and administering grants; participating in the Village of Patchogue planning; sharing services and resources with the Village of Patchogue and the Patchogue Business District.

**The CDA complete a sidewalk rehabilitation project on Oak Street between Jayne Avenue and North Ocean Avenue. The CDA is completing planning of the Theatre Walkway to commence construction in October of 2012. The CDA Executive Director successfully submitted a grant application to Suffolk County for a grant to install an archway at the southerly entrance to the Roe Walkway. A grant of \$19,000 has been awarded. The Executive Director participated with the Executive Director of the Patchogue Business Improvement District in the largest trade show on Long Island hosted by the Hauppauge Industrial Association. Over 500 people stopped by the booth to speak with the directors about Patchogue and locating their business here. The Executive Director also coordinated several site visits by businesses interested in locating in the Village.**

Assist in recreational upgrades for the Community (Patchogue Village) as well as supplementing Public Arts and art programs as an important part of community revitalization efforts.

**The CDA purchased a free standing swing bay to add two more swings to the playground area. A mural on the bandshell was completed in August of 2011. It was a joint effort with the Patchogue-Medford School District, Patchogue-Medford high school students, and a local artist.**

Adhere to the regulations and requirements of the Community Development Block Grant (CDBG) program of the United States Department of Housing and Urban Development (HUD); whose funds are distributed through the Suffolk County Community Development Department (SCCD).

**The CDA complied with requirements regarding bidding procedures by including in each bidding package the federal guidelines as supplied by the SCCD and following NYS and Village of Patchogue procurement rules. Project selection was done after all board members reviewed requirements for CDBG funded projects and viewing CDBG coding and allowed project examples. Expenditures were made in conformance with project descriptions and were approved by SCCD prior to disbursements. All requests from SCCD for information and appearances were complied with.**

Administer the Section 8 program in compliance with requirements and standards of the U.S. Department of Housing and Urban Development providing rental subsidies to very-low income Section 8 participants residing in the Village of Patchogue.

**Monthly reports were filed through the online HUD system for both PIC and SEMAP. Enterprise Income Verification was done for all new selections and re-certifications. The CDA was found to be a standard performer by HUD and there were no negative comments or remarks regarding Patchogue Village CDA performance.**

Operate in a fiscally conscientious, transparent and responsible manner.

**Project expenditures are approved by the CDA Board at public meetings. The budget is posted on the Authorities webpage. Minutes from each meeting are posted on the website. Meetings complied with the Public Meeting Law and were open to comment and review by Village residents.**

Continuously assess the needs of the Village residents.

**The CDA Board and the Executive Director continuously assess the needs of Village residents through regular tours of the Village, regularly meeting with stakeholders in the community, as well as through meetings with elected representatives and department heads. In response to the needs of the senior citizens in our community, the CDA contracted with Family Services League to provide a Senior Citizen Case Manager for five**

**hours per week. The case manager has successfully assisted over 20 residents with their health and human services needs.**

Strive to apply the Agency's resources in such a manner as to achieve the most benefit for the community.

**The projects undertaken during the last year benefited the entire community either through enhancing and improving the downtown sidewalks and streetscape or improvements to the recreational facilities serving all community residents. The CDA also added the services of a Senior Citizen Case Manager.**

Collaborate with local governmental and non-governmental organizations to bring additional resources and opportunities to the residents of the Village of Patchogue.

**The CDA Executive Director meets regularly with the Mayor of the Village of Patchogue, Commissioner of Public Works, Director of Parks and Recreation. Monthly the Executive Director meets with directors of other organizations within the community to identify grants for projects within the Village.**

Annually review the CDA's Mission Statement in order to ascertain achievement goals.

**The Board Chair and Chair of the Governance Committee met and reviewed both the Mission Statement and Performance Goals to be affirmed at the August 2012 meeting.**

Conduct an annual review of the CDA's membership, committee structure and management effectiveness.

**The Village of Patchogue Board of Trustees reviewed the CDA membership and reappointed all members in April of 2012. The established Audit and Governance Committees were reviewed and remain the same as 2011. Management effectiveness is under ongoing review by the Chair of the Board. A new member has been appointed which substantial financial background and will be appointed as chair of the Finance Committee to be formed within the present fiscal year.**

Operate in compliance with the Public Authorities Law and the Authorities Budget Office.

**All CDA Board Members have completed their training on the Public Authorities Law, except for the Alternate Member appointed in April of 2012. The new member will complete training within 12 months of his**

**appointment. Each board member has the training manual as well as a copy of all documents adopted by the CDA in compliance with the Public Authorities Law. The annual report was filed in August of 2011 and no comments were made by the ABO.**

Adopted: August 2, 2012