

Donald R. Wachsmuth
Chairperson

Lizbeth Carrillo
Toni Dean
Susan Henke-Brinkman
Elizabeth Marino
Jason R. Volini, CPA*
**Alternate*
Marian H. Russo, Esq.
Executive Director



INCORPORATED
VILLAGE OF PATCHOGUE
COMMUNITY DEVELOPMENT AGENCY

2016 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 Improvement District.

To support downtown revitalization the Patchogue CDA contracted to have 11 ADA compliant ramps installed on West Main Street at four intersections improving and providing accessibility for the residents on West Main Street. In collaboration with the Greater Patchogue Chamber of Commerce a grant application was submitted and approved for the improvements to the parking lot at 225 East Main Street. The concept design for the East Main Street Parking lot was completed in 2015. The contracts should be received in June of 2016 and the project completed in the fall of 2016. The Executive Director was project manager for the renovation of the Patchogue Theatre.

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 mural for Furman Square was completed and a ribbon cutting ceremony held in October. The CDA assisted with a grant for the Artists at

Artspace for another mural in the Roe Walkway. In a collaborative project, the Greater Patchogue Foundation raised funds for a custom steel decorative arch with a sign for Staudinger Archway. The CDA provided funding, engineering, and project management for the installation of the footings and the arch. The CDA purchased two benches for the Tennis Courts. The Executive Director is on the Park Planning Committee.

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.

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. There has been some difficulty having the minutes posted on the website. However, the website is being updated to allow the CDA office to upload Agendas and Minutes directly. 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. The Executive Director is collaborating with Latino leaders in the community to plan a preparedness event. The Executive Director leads the Greater Patchogue Community Organization Active in Disaster and the COAD has done trainings over the last year for the community.

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 through enhancing and improving the downtown sidewalks and streetscape or improvements.

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, Executive Director of the Business Improvement District, Chamber of Commerce representatives and members of the Patchogue Arts Council.

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

The Board Chair and Chair of the Governance Committee reviewed both the Mission Statement and Performance Goals and confirmed it represents the board's goals.

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 appointed two new members in April of 2016 and reappointed the three remaining members and the alternate. A new Chair was appointed from among the remaining board members. The established Audit and Governance Committees were reviewed and changes were made to reflect the changes on the board. Management effectiveness is under ongoing review by the Chair of the Board. The Audit Committee Chair is a Certified Public Accountant and has

undertaken a review of the processes and procedures in the office and has advised the Executive Director on best practices and recommended changes. As our agency does not issue debt, the formation of a Finance Committee is not required.

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

The two new members of the board will be completing the required Board Member Training on Public Authority Law within 12 months. All current members have filed their financial disclosure statements to the Suffolk County Ethics Board. The Executive Director provided individual training to the two new board members. 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.

Adopted: June 2, 2016