



**THE CITY OF POUGHKEEPSIE
NEW YORK**

**COMMON COUNCIL MEETING
MINUTES**

Monday, February 1, 2010 6:30 pm City Hall

A Presentation from City Engineer DuPilka regarding an update on the Hoffman Street Bridge

Hoffman Street Bridge Reconstruction Project

Presentation to Common Council
February 1, 2010

By: Richard L. DuPilka, P.E.
City Engineer

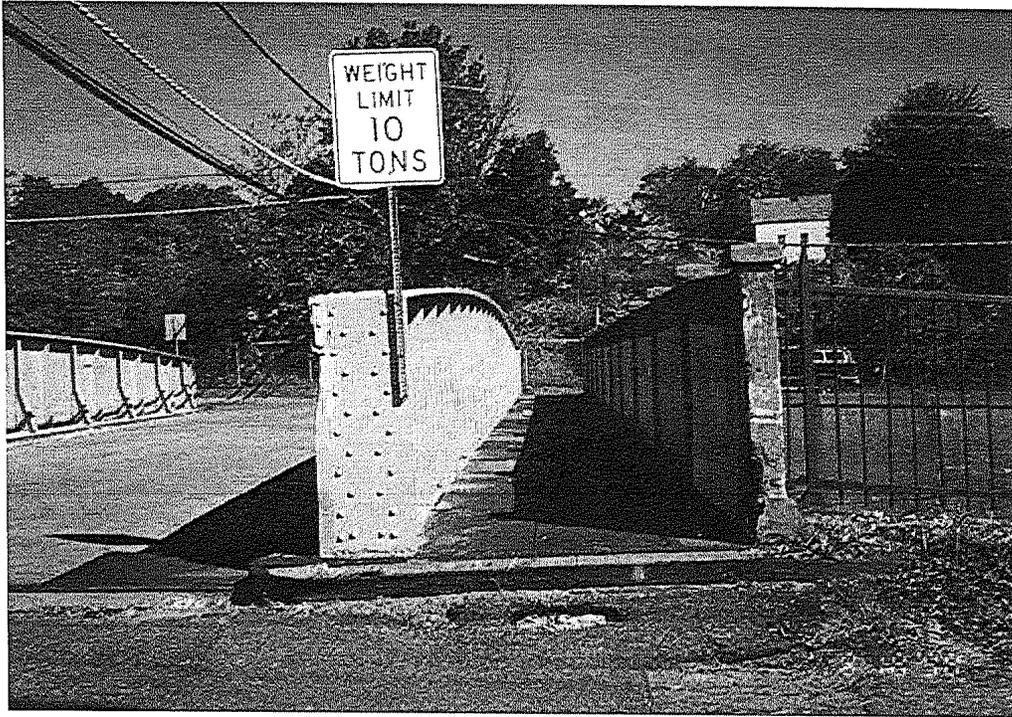
Project Background

- The Hoffman Street Bridge is a through truss type bridge constructed in 1914. The existing bridge structure is owned by Metro North Railroad. The City of Poughkeepsie is responsible for maintenance of the roadway deck and sidewalks.
- The current NYSDOT inspection rating for the bridge is 3 of 6 (Ranking 1=Potentially hazardous, 5 =Minor deterioration). Bridges with this rating are characterized as being seriously deteriorated or not functioning as designed. The existing bridge configuration does not promote safe turning movements of vehicles due to it's geometry and lack of sight distance. This condition also hampers emergency response by various public safety agencies.
- Initial project programming began in late 2002. At that time the city included this project on on the NYSDOT Transportation Improvement Program to address the deteriorated condition of the structural elements.
- The NYSDOT TIP program offers federal and state funding of up to 95% of the project cost, therefore the city applied for the project to be included in the program through the NYSDOT Local Projects Unit.
- In accordance with TIP guidelines, consultant (designer) review was undertaken. Fifteen firm proposals were reviewed and evaluated.
- After evaluating the firms, the city selected Modjeski & Masters of Poughkeepsie, N.Y. as the top ranked engineering firm. A consultant agreement was prepared and executed on 3/25/2004.

Project Background

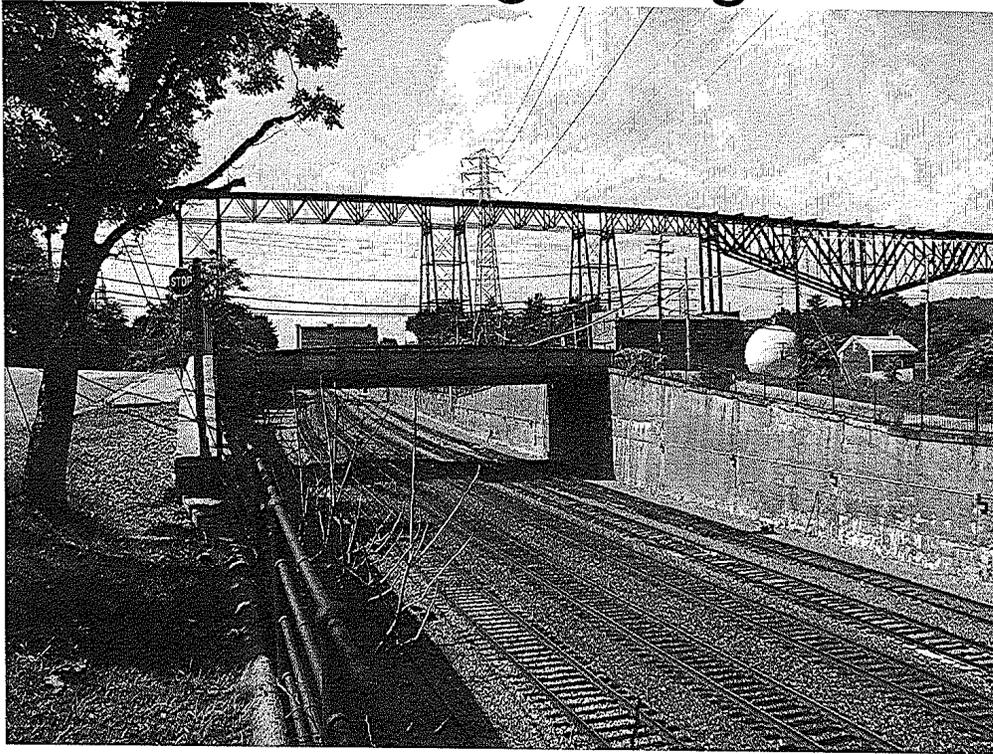
- ◆ The following activities have been completed to date to progress the project:
 - Environmental review (NEPA, SEQR)
 - Preliminary design of structure and utilities
 - Detailed design and utility plans
 - Right of Way plan preparation & documentation to facilitate land acquisitions
 - Preparation of a project design report that was completed and transmitted to NYSDOT in 2008.
 - Final design and bid documents were completed in November 2009.
- ◆ Funding of Project
 - Original program funding was established in 2002 via Resolution 02-127. Amendments to this bond followed as the project evolved through the various phases of design development.
 - ◆ Total bond authorization to date is \$ 884,000.
 - ◆ Total expenditures to date are approximately \$780,000
 - ◆ Total reimbursements to date are approximately \$ 264,208.

Existing Bridge



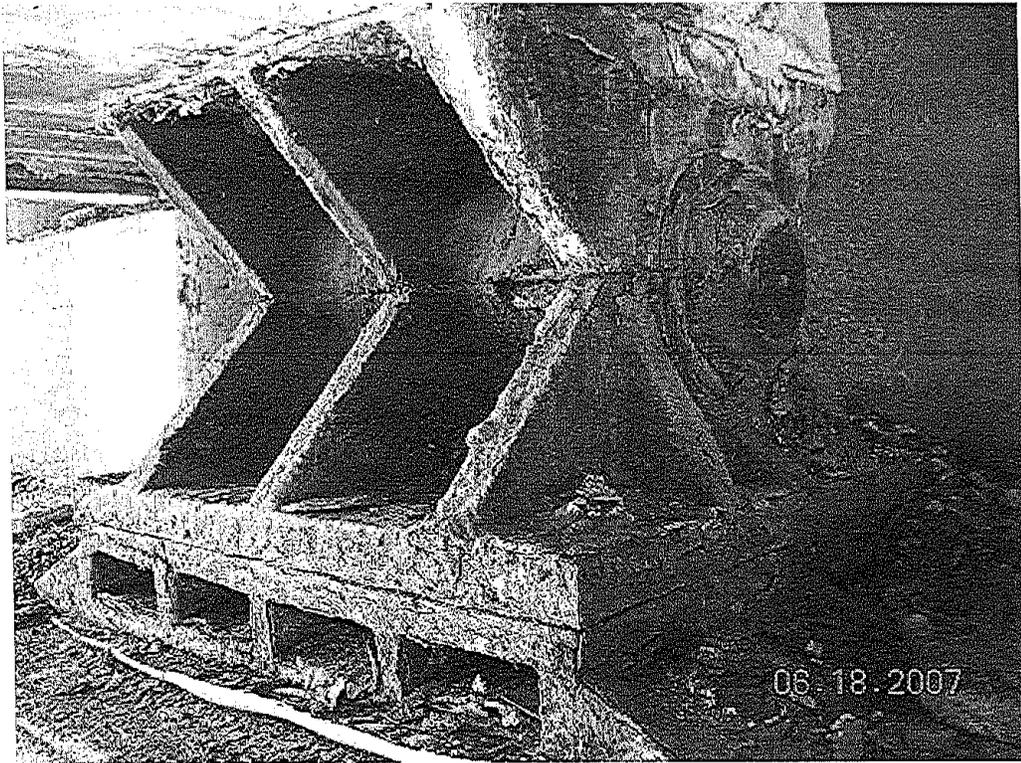
View of bridge from East Approach looking west.
Note how through truss hinders vehicle movements and sight distance. 5

Existing Bridge



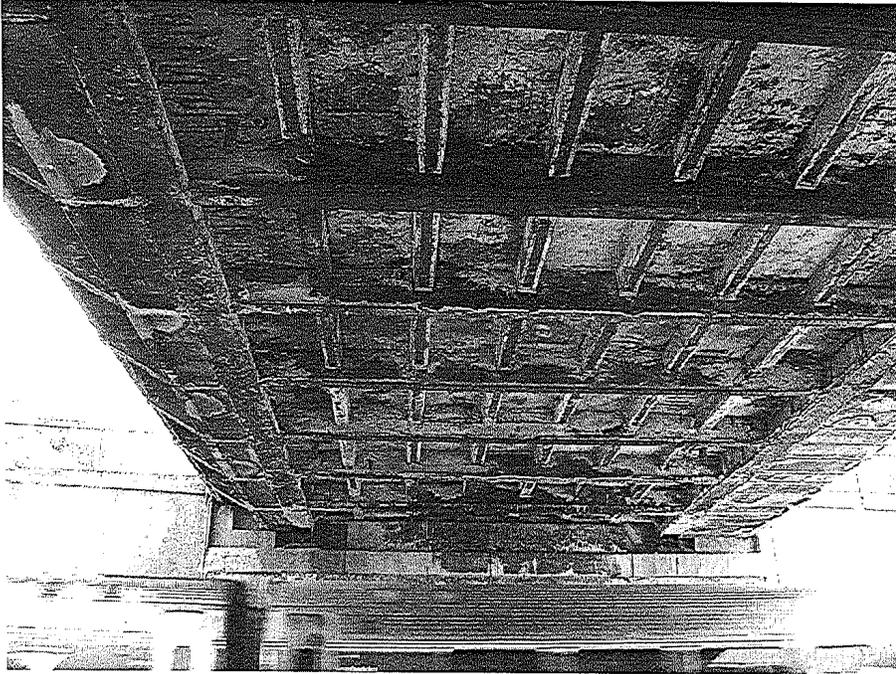
View of existing bridge from Kittredge Place looking south

Existing Bridge



Existing bridge bearing that supports deck as seen from beneath the structure. Note deteriorating steel and concrete

Existing Bridge



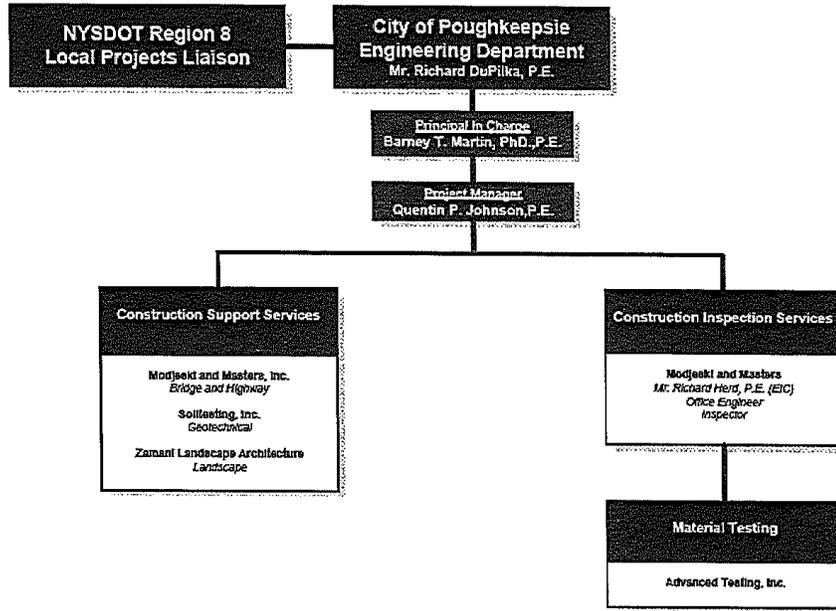
Existing bridge deck as seen from beneath the structure.
Note deteriorating steel and concrete

New Bridge Plan, Section & Elevations

- ◆ The new bridge is designed to be a steel girder and precast concrete deck type structure placed on a new alignment.
- ◆ The new structure is designed to align with Hoffman Street to accommodate emergency vehicular turning movements that the existing bridge cannot provide.
- ◆ The proposed span of the bridge is 122.8'. The width of the structure is 43.56' and includes pedestrian sidewalks and curbing on both sides.
- ◆ Both Kittredge Place and a significant portion of N. Water Street will be repaved under this contract. Curb and sidewalk replacements, crosswalks, landscaping, and street lighting upgrades are included as well.
- ◆ Duration of construction is estimated to be 30 months from date of bid award. A full time project management team will be assigned to this project to certify construction and perform necessary Stimulus construction reporting for the project. Construction inspection costs will be fully reimbursable (100%) under the Stimulus program.
- ◆ A multi-phased Maintenance and Protection of Traffic Plan (Detour Plan) will be utilized so that traffic can access North Water Street and Dutchess Ave. locations during the 2.5-year construction phase.
- ◆ A neighborhood meeting with 1st ward Councilmember Parise, Dutchess Ave.-N. Water Street property owners, residents, and tenants to discuss the project and the specific detour plans will be scheduled prior to construction.₁₀

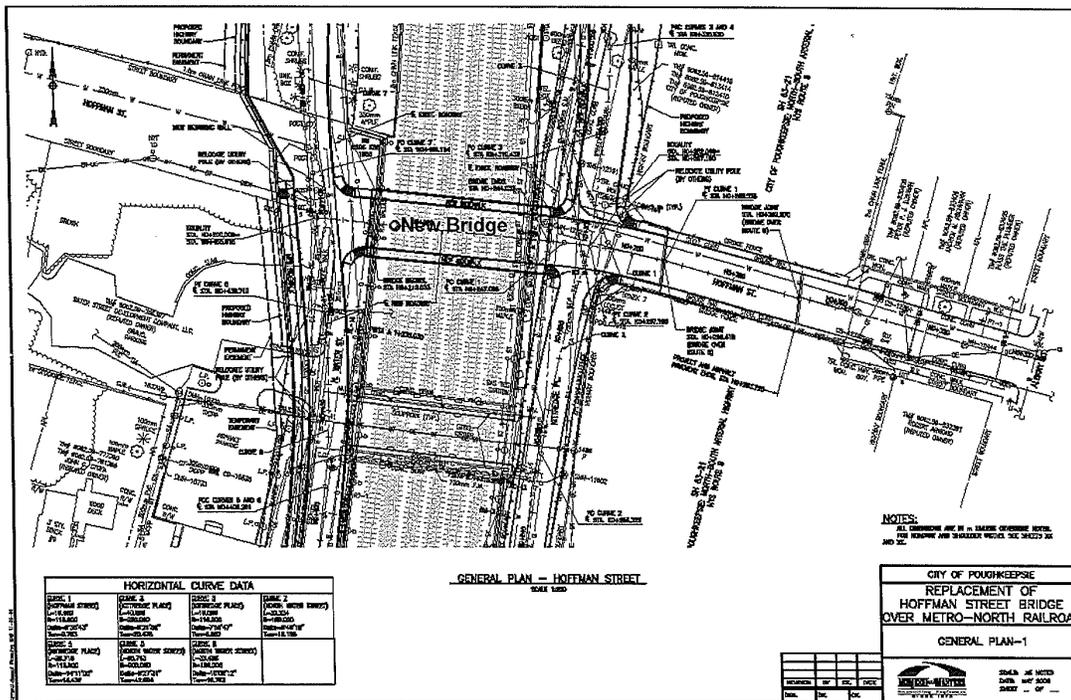
Construction Support & Inspection

Hoffman Street over Metro-North Railroad
PIN 8757.87



Construction Services
Organization Chart

Project Plan



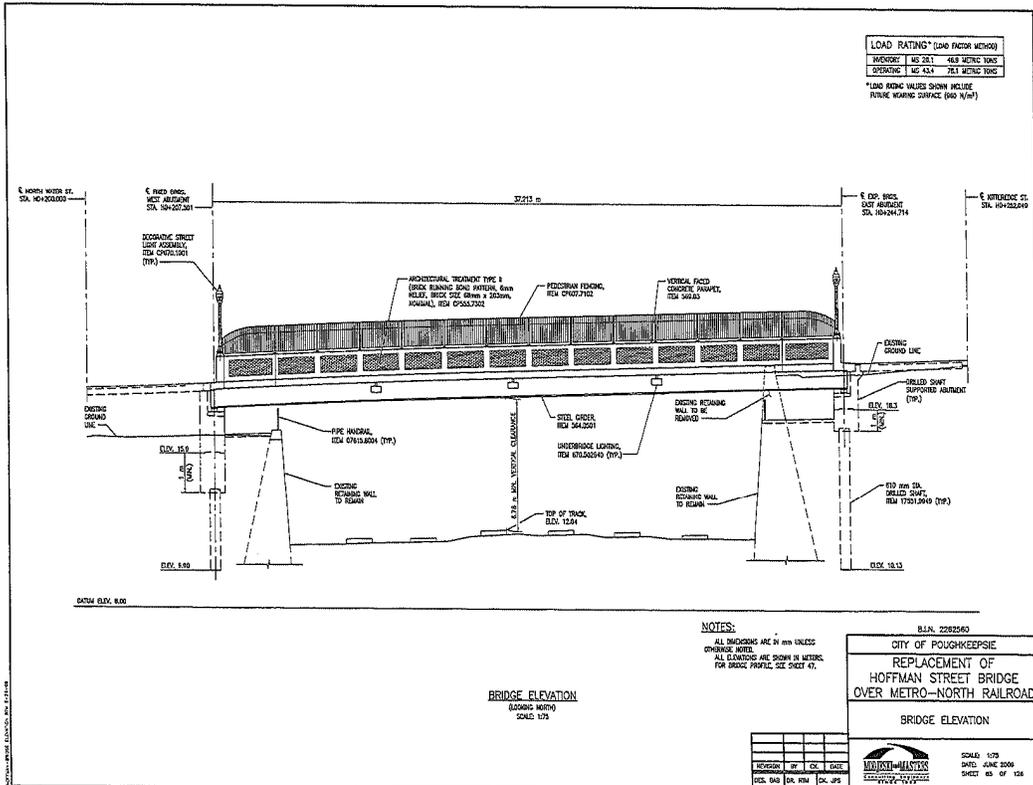
Aerial View of Existing Bridge



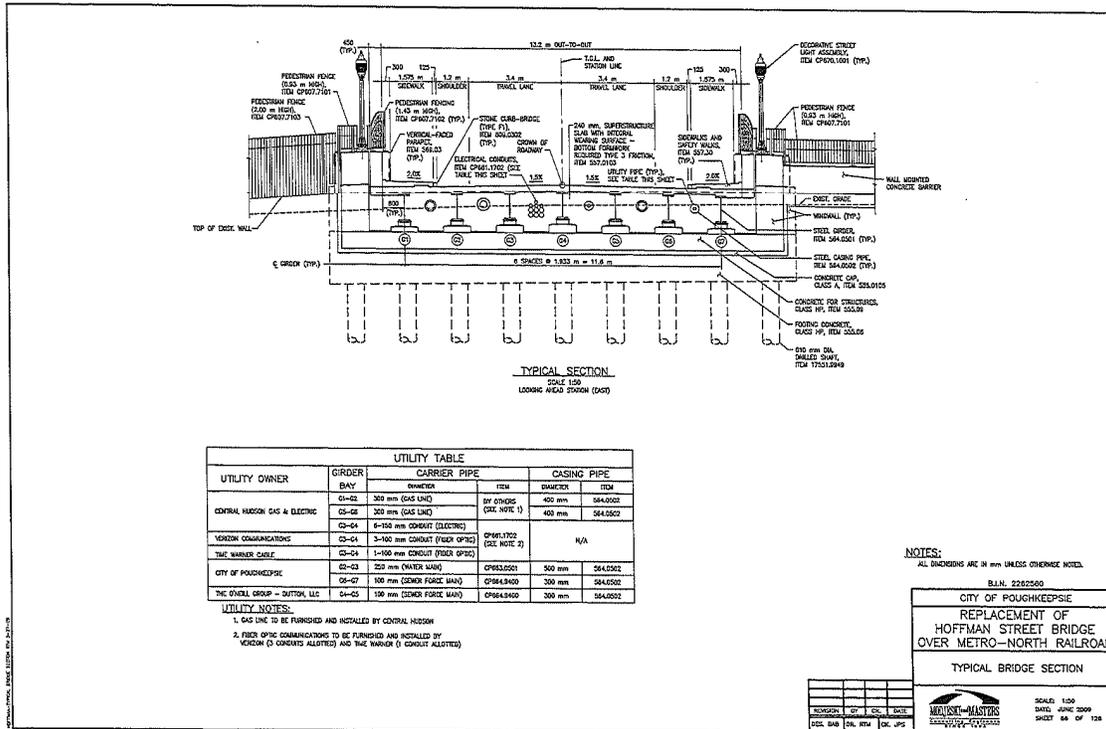
Note offset alignment with Hoffman Street and truss and parapets that hinder vehicular sight distance.

4

New Bridge-Elevation



New Bridge-Typical Section



Bond Resolutions- Project Funding

Current Project Funding

- The project has been carried out via issuance of municipal bonds. The original project bond was issued in 2002 (Res. 02-127).
- Present bond authorization for the project is \$ 884,000, and is comprised of the following CC actions.
 - Orig. Bond Res. 02-127: \$ 310,000
 - Amendment Res. 07-86 \$ 95,000
 - Amendment Res. 08-86 \$ 195,000
 - Amendment Res. 08-132 \$ 222,000
 - Amendment Res. 09-78 \$ 62,000
 - Total Authorized to Date: \$ 884,000

Upcoming Financial Transactions

- In order to award the contract, a future bond anticipation note or bond amendment will need to be approved to support the cash flow of the project. This request will follow later this month with distribution of the NYSDOT/Local Agreement.
- A specific cash flow analysis will be conducted once the project is awarded, so financing can be limited to the extent necessary to cover the cost of construction to reduce interest charges as much as possible.

Betterments & Shares

- Utility agreements will need to be finalized between each of the shareholders prior to construction. The individual shareholders are The City of Poughkeepsie, Dutton Dev., CHGE, and Time Warner Cable.
- While Verizon was invited to participate, they have declined, instead choosing to keep their existing infrastructure in place.

Individual Share Breakdown Betterment Work

SHARE DISTRIBUTION							
BRIDGE	HIGHWAY	CITY OF POK (Betterment Work)	CENTRL HDSN	VERIZON- Declined	TIME WARNER	DUTTON	MNRR
\$3,395,833.64	\$4,022,978.56	\$417,934.30	\$486,380.06	\$82,953.99	\$29,762.20	\$116,084.83	\$8,632.99

Current Project Expenditures & Reimbursements

<u>Expenses</u>		
	Spent to Date	Local Share of Cost Per Phase
Engineering Design- All Phases-	\$856,953.96	\$42,847.70
Right of Way Acquisition	\$114,755.88	\$5,737.79
Total Engineering & ROW Cost as of 1-26-10	\$971,709.84	\$48,585.49
<u>Revenues</u>		
	Received to date	Pending Reimbursement
Less: Reimbursements	<u>\$264,208.81</u>	<u>\$658,915.54</u>
Net City Expense as of 1-26-10	\$707,501.03	\$48,585.49
<small>(expected to be reimbursed at 95% with processing of new Local Agreement)</small>		

NYS DOT Supplemental Agreement Calculation of Local Share for Project

- The costs to complete the project are identified in the Local Agreement with NYS DOT. This agreement must be executed to secure federal and state funding for the project. Federal and State shares are \$12,143,800 and \$ 64,000 respectively.
- The local share is expected to be split equally between MNRR and the City. The total amount of the local share in the agreement is identified at \$701,200.
- Thus, the anticipated City cost can be derived as follows:

Local Share: City	\$ 350,600.00	MNRR	\$ 350,600.00
Add: Betterments:	<u>\$ 417,934.30</u>		<u>8,632.99</u>
Total City Cost:	\$ 768,534.43	MNRR Cost:	\$ 359,232.99

NYS DOT/Local Agreement Structure

State Funding (Marchiselli)	\$ 64,000
Federal Funding (HBRR, etc.)	\$ 3,060,800
ARRA Stimulus	\$ 9,083,000
Local Share	\$ 701,200
Agreement Total	\$12,909,000

Utility Agreements

- In order to support the betterment work for the various utilities and developer, agreements for city reimbursement will need to be finalized with the stakeholders prior to start of work. This process is presently ongoing. The costs for this work appears below.
- In the event one of the utilities chooses not to participate, (i.e., Verizon) they will need to complete the necessary work with their own forces within the allotted construction schedule.

CHGE	Verizon	Time Warner	Dutton	MNRR
\$ 486,380.60	\$82,953.99	\$ 29,762.20	\$ 116,084.83	\$ 8,632.99

Railroad Force Account/Flagging

- In order to support the construction activity, railroad flagging will need to be carried out by MNRR as required.
- The estimate for this work has been calculated at 1,500,000 for a 3-year construction period. The city will be required to pay 15% of this fee (\$225,000) as a deposit and process monthly flagging bills as construction continues.
- A Railroad Force Account Agreement (City MNRR) with MNRR stipulating these terms will need to be finalized before construction starts. This work is in process.
- Private utilities who choose not to participate with us will need to make their own flagging arrangements with the railroad.

29

I. PLEDGE OF ALLEGIANCE:

ROLL CALL

7 Present 1 Absent (Councilmember Coates)

II. REVIEW OF MINUTES:

Common Council Meeting Minutes of November 4, 2009

III. READING OF ITEMS by the City Chamberlain of any resolutions not listed on the printed agenda.

IV. PUBLIC PARTICIPATION: Three (3) minutes per person up to 45 minutes of public comment on any agenda and non-agenda items.

Ken Stickle Catherine Street- He thanked the Mayor for the budget. He stated before the Common Council that during the last snow storm a car almost ran into his house. He stated that he contacted DPW and a city staff responded that they will have to take care of the roads first. That day he also spoke to the Mayor's assistant. He stated that there has been another incident with vehicles almost crashing into his house; Catherine Street is a very bad corner. Mr. Stickle stated that by 9 am on the day of the last storm the salt trucks did not come through by that time. He stated that the city of Poughkeepsie staff was not prepared for that storm. He is concerned with city streets he even witnessed city buses/trucks stuck on the roads. Mr. Stickle recommends that the city listens to the weather.

Gus Kozalias- 47 Noxon Street- He stated before Council that he is concerned with the couple from Columbia Street; he would like for the city to assist them in any way possible with parking issues.

Dorothy Steeber- 42 Columbia Street- She stated before the Common Council that Ralph Coates is the new ward council member. She stated that she has a stressed quality of life. She has issues with parking on her street; there are no handicap parking spots available. The valet parking at Vassar Brothers Medical Center has a great effect on the handicap parking availability on a daily basis. Mrs. Steeber stated before the Common Council that she needs help please!

Andy Irk- 46 Albany Street- he stated before the Common Council that his neighbor put a fence up around his property. Mr. Irk stated that he was told be the building inspector to chain his dog up on his property. Mr. Irk is wondering why he isn't able to put a fence up to keep his dog on his property. He also wanted to state on record that plowing on Albany Street is beautiful. He stated that he strongly feels that plowing is great on that street due to the Mayor. The Mayor's family restaurant is on that particular street. He stated that there also are a lot of parking issues on Albany Street; cars are parked hours and hours at a time. He would like the city to address his issue with the fence on his property.

V. MAYOR'S COMMENTS:

Mayor Tkazyik- Stated that concerning the parking issues on Columbia Street; Corporation Counsel Ackermann, Councilmember Coates, and Captain Pape have been working diligently for handicap measures to be put in place.

VI. CHAIRMAN’S COMMENTS AND PRESENTATIONS :

Council Chairman Klein stated before Council that he takes pride in the city staff in the department of public works. He stated that the storm was spontaneous and not expected; the staff work very hard.

VII. MOTIONS AND RESOLUTIONS:

- 1. A motion was made by Councilmember Herman and seconded by Councilmember Flowers to receive and print.**

Assistant Corporation Counsel Ackermann informed the Common Council of the resolution before them approving the re-appointment of Edwin J. McNiff to the board of assessment review.

The following resolution was not passed.

✓ Vote Record – R- 10- 26						
			Yes/Aye	No/Nay	Abstain	Absent
	Accepted	Councilmember Johnson	Voter		X	
	Accepted as Amended	Councilmember Solomon	Voter		X	
X	Tabled	Councilmember Flowers	Voter	X		
		Councilmember Coates	Voter	X		
		Councilmember Mallory	Voter		X	
		Councilmember Parise	Voter	X		
		Councilmember Herman	Voter	X		
		Councilmember Klein	Voter			X

VIII. ORDINANCES AND LOCAL LAWS:

NONE

IX. PRESENTATION OF PETITIONS AND COMMUNICATIONS:

- 1. FROM CITY ADMINISTRATOR LONG**, a communication regarding broadcasting of meetings over FIOS.

City Administrator Long submitted a memo to the Common Council. He stated that the equipment is all mounted and installed. FIOS will be up and running soon. He wanted to take the time to thank city staff for working so diligently on this particular project.

City Administrator's 2009 Annual Report

14

The department has many Federal programs run by the City to help City residents. They administer a First Time Homebuyer's program as well as a Senior Rehab Program which helps seniors with home repairs. The Section 8 program, overseen by the Development Department, helped over 600 residents this year.

In an effort to update the Zoning Code, there have been internal meetings and those with consultants. Those consultants, River Street Planning and Consulting, presented an overview of the update process to the Common Council and the public in November 2009. The department will be looking closely at the Waterfront and Parker Avenue to give residents and visitors activities and additional recreation in those areas. They expect to unveil a draft code in Spring 2010.

The Development Director has been working with the Dutton/O'Neill Group as they wade through the environmental studies regarding this future project. The group is looking at all aspects of the project and its alternatives in an effort to have the best project for residents of the City.

The department's staff members have composed a proposal for the 2009 Restore New York grant and are very proud to announce that the City will receive \$2.3 million to work on the Academy Street corridor.

Luckey Platt opened for business in 2008 and in 2009, the Social Service Administration became an occupant of the main floor. Many apartment dwellers reside in the building with new residents renting each month.

The website for the department is very active and well maintained with new information posted weekly. Residents can access information about all City departments, Common Council, and other board agendas, trash pick-up days, and activities.

Walkway Over the Hudson opened to the public on October 3, 2009 with parades, fireworks, and festivities. Development worked with Scenic Hudson to develop a Loop Walkway Trail, which is a 3.6 mile loop stretching over the Mid-Hudson Bridge to the Walkway entrance. Visitors have traveled from around the world to be a part of this exciting new, linear park.

The City of Poughkeepsie

New York

Michael H. Long
City Administrator
mlong@cityofpoughkeepsie.com



62 Civic Center Plaza
Poughkeepsie, New York 12601
TEL: (845) 451-4072 FAX: (845) 451-4013

January 25, 2010

Mayor John C. Tkazyik
Members of the City Council
62 Civic Center Plaza
Poughkeepsie, New York 12601

Re: City Administrator's 2009 Annual Report

Dear Mayor, Chairman Klein, and Members of City Council:

The City Administrator is to prepare an annual report of the year's activities as described in Section 3-06 of the City of Poughkeepsie Administrative Code. When Mayor Tkazyik's administration took office in January 2008, several of the department head positions were vacant including: City Administrator, Development Director, City Chamberlain, Commissioner of Finance, and nearly the entire legal department. Although assembling several new key personnel in these positions took several months, the new team took a fresh look at several of the day-to-day operational activities. We have been faced with many challenges, both financial and operational.

The overall fiscal conditions had significantly deteriorated in 2008 as the "unappropriated fund balance" was used to compensate for the tax increases necessary to offset the cost of the budgets as adopted by the previous City councils. The 2008 FY budget of \$70,666,429 included 417 full-time employees. In July 2008, the City faced a mid-year budget deficit estimated by the Commissioner of Finance to be \$-1.85 million. Drastic efforts were undertaken to reduce expenses. A "hiring freeze" was implemented with limited replacements of vacant positions, reduction in travel and training expenses, auditing of previous grants and reimbursements, and other corrective matters, such as reducing staff take-home vehicles. Moody's has also questioned the small amount of "unallocated fund reserve" when evaluating the City's bond rating for borrowings. The City has appropriated approximately \$1 million for 2009 and the 2010 operating budgets from this "rainy day fund".

Earlier in 2008, the City council had adopted approximately \$11,858,275 in bonding for capital projects throughout the City. After the financial conditions were discovered, the City council authorized reducing this amount of borrowing by \$6,661,137, which with several grants such as through the HUD Community Development Block Grant (CDBG) and others, reduced the overall bond authorization amount to \$5,179,863 and has reduced the City's overall long-term debt. This was meant to begin to reduce the amount of outstanding long-term debt and future bond repayments required from the operating budget.

City Administrator's - Annual Report 2009

2

The adopted budget for 2009 further reduced overall spending to \$69,111,211 and reduced the workforce to 403 full-time employees. Vacant positions were eliminated and long-time Recreation Superintendent Robert "Bobby" Martin retired. Staff efforts concentrated on City-supported services for "community events" both in terms of financial contributions and offering staff assistance and overtime support such as Police, Sanitation, Recreation, Fire, etc. to assist with logistics. Each organization was called in to discuss their overall needs and ways to reduce the City's obligations. Over \$250,000 for community events was expended in 2008 and this amount was greatly reduced in 2009 through this effort. A new application process was implemented with enhanced fees to reimburse the City for additional services provided.

The 2010 budget adoption process included an overall spending plan of \$68,596,284 and a proposed workforce of 388 employees. Overall, the spending plan has been decreased by \$2,070,145 and reduced the workforce by 29 employees over the last two years since the change in administration. As noted in the Mayor's "State of the City" address, there were 23 additional retirements last year. A retirement incentive program was offered and 9 Police Officers and 2 City Hall employees took advantage of this opportunity, which resulted in a savings of over \$360,000 as new employees are hired at a much lower rate and contributions to their health insurance and the new Tier V NYS Retirement program are much less. Under the COPS grant (Community Oriented Policing Services), 5 additional Police officers are federally funded for 3 years with the City responsible for the fourth year. We need to replace all of the retired police officers until this program is available and have staggered the years starting with 2 proposed for 2010 to maximize the grant assistance as we replace the retired officers.

All departments assisted with great efficiencies throughout the entire organization. Efforts were concentrated on Personnel measures to identify workers compensation and Section-207 Police and Fire Personnel issues. There were 8 retirements within the Fire Department of regular and long-term disabled employees, which greatly impacted the 2010 FY budget appropriations by reducing 6 unfilled positions. There were also several retirements and positions vacated throughout the organization, such as the Deputy Superintendent of Public Works, many of which were not replaced.

The following is a brief summary of selected items accomplished by several departments and individuals during the 2009 year (in no particular order):

- 2009 was the Quadricentennial of Henry Hudson's Voyage up the Hudson River. With coordination by former Mayor Nancy Cozcan and City historian George Lukacs, there were over 70 events supported by the City.
- Opening of the "Walkway Over the Hudson" with City staff participating in the ceremony and parade and shuttle bus service provided by the City throughout the weekend. It was estimated that 20,000 visitors were on the bridge.
- Negotiations and settlement of Labor Contracts with CSEA, Fire, Police, and Joint Water.
- Settled several lawsuits including the Keenan case and the Menorah / holiday decorations issue.
- "4th of July Fireworks" were reinstated at Waryas Park on the Hudson River, with 15,000 spectators, fireworks were sponsored by private donations.

City Administrator's - Annual Report 2009

3

- Continuation of the DeLaval "Brownfield remediation project" along the Hudson River, funding was provided by grants from the NYS DEC. The Bonura family proposes to begin a \$30m development creating 150 new jobs on the site in the spring of 2010.
- Aggressively marketing vacant and under-utilized City properties for redevelopment. Included is the former Imperial Lounge, which the Palombo Group proposes to use in an effort to relocate their offices to Main Street.
- Ken Kearney purchase agreement for land sale for the Hudson Avenue Development project.
- Hamilton Reproductions site purchase for Taylor Manufacturing Business expansion and several properties to be developed that are currently vacant industrial / residential sites.
- Transferred the PURA 14 site through the City of Poughkeepsie Industrial Development Agency to the Bonura family for the development of a parking facility available for the short-term to Vassar Brothers Hospital and in place for the future hotel site.
- Over 40 community events were held in the City of Poughkeepsie, including those that were co-sponsored such as Kids Expo, the DCRCCOC's Balloon Festival, the Festival of Lights, the Father's Day Parade, and the Kid's Egg Hunt. Several other events took place that were sponsored by the City, including the summer concert series at Waryas Park and several ward events. The administration worked with all community groups to reduce the City's overtime support of these events, while continuing to contribute to these worthwhile community functions.
- Held several "Mayor's Gun Violence Summits" at the Bardavon, the Mid-Hudson Civic Center, and the Poughkeepsie Middle School auditorium. There was large City-wide participation with several groups contributing with ideas to further develop programs.
- Four new Hybrid buses were obtained by the City and were provided through FTA capital grants.
- New fueling station was installed at DPW to allow for the bulk purchase of diesel fuel for City vehicles.
- Utilized the Exxon Mobil gas card system for the City's regular gas purchases
- Grand opening of the \$17 million Luckey Platt Building on Main Street at Academy Street, with the rental of over 100 new upscale apartments. The Social Security Administration relocated their offices on the ground floor of the building. City administration assisted with several tenant meetings in cooperation with Community Policing / NRU efforts which were critical in this important neighborhood.
- Created a "Residential Incentive Parking Program" to encourage new residents to move downtown in buildings such as Luckey Platt, Behrends Court, and the Academy Street Partnership Redevelopment project.
- Police "foot patrols" were increased by 275% in the Central Business District along Main Street, Academy Street, the Cannon St. Deck, and along Hamilton Street.

City Administrator's - Annual Report 2009

4

- 2009 saw a reduction in crime, only 4 homicides and 19 shootings. Police detective bureau has high rate of solved crimes.
- Implemented a new “handheld parking ticket” system with support for revenue collection. Utilized a uniform system for both Police enforcement and Parking enforcement. The system resulted in an increase of fine collection and additional revenues by utilizing an outside agency with collection abilities in other states.
- Adopted a “Scofflaw Amnesty Program” for individuals with 6 or more parking tickets; brought in uncollected revenues, but when used with the hand held units, 10 scofflaws were immediately found, resulting in additional tows and redemption fees.
- Began utilizing an on-line auction for sale of surplus City vehicles, property, and unclaimed scofflaw parking vehicles. Held several throughout the year; cleaned out P-3 parking deck with excess desks, etc.
- Focused on graffiti, establishing a quality of life team which responded to 246 complaints.
- Expanded the available parking at the train station, leasing an additional 71 parking spaces at Rinaldi Boulevard area to Metro-North Railroad, increased revenue from the parking agreement.
- Began to develop, in cooperation with Metro-North Railroad, a “Transit Oriented Development” (TOD) plan surrounding the train station and linking Main Street with developable areas. Proposed a 1 mile radius to be incorporated with the revised Zoning Ordinance, proposed for City council adoption in 2010.
- Continued working on the City’s Comprehensive Zoning Ordinance, which was stalled and a new firm hired to implement.
- Community Development Block Grant (CDBG) annual program allocation and implementation over \$1 million, plus an additional \$275,000 in CDBG-R (ARRA Stimulus Grant) used for economic development initiative; continued funding not-for-profit organizations, community swimming at Pulaski Pool, façade improvement grants, HOME funds, and HOPWA grants.
- “Academy Street Initiative” blocks redevelopment effort supporting private investment in this severely deteriorated neighborhood of vacant and condemned buildings, site of shootings, etc. Received a \$2.395 million Restore New York grant to assist with the redevelopment of 23 Academy Street. Jon Behrends, the developer for 23 Academy St., has also acquired the former Cleveland Building at 17 Academy St. and plans to redevelop the building, as he has done with several other buildings on Main Street.
- Design phase completed for the conversion of Market Street back to two-way traffic and road reconstruction. Project identified and federal highway funding sought to implement. Also need to replace a major section of the main water service in the heart of the Dutchess County Office Building Complex. Budget estimates were developed and presented to solicit Federal funding for construction phase implementation; unsuccessful in 2009 Federal Highway process, but will reapply again in 2010.

City Administrator's - Annual Report 2009

5

- Prepared the preliminary design for a new transit center located off Market Street, across from the Civic Center, Grand Hotel, and adjacent to the Financial Plaza Parking Deck (FPD). Transportation funding secured from Senator Charles Schumer and ARRA Stimulus funding to implement after design approvals. Awaiting the FTA approval for early stage approvals. City Engineering will complete the 30% design.
- Completed the design approvals and Right of Way (ROW) for the Hoffman Street Bridge project over the Metro-North Railroad. This project is the largest ARRA Stimulus project in the Poughkeepsie Dutchess County Transportation Council (PDCTC) Capital Plan and was recently advertised for bids. This \$12.5 million project, with 98.5% grant funded, will allow the former Dutton Lumber Company site to be developed. Proposed at Dutton is a 600 unit residential housing development along the Hudson River and traffic connections to Route 9.
- Received confirmation of \$3.37 million in transit Stimulus ARRA funding to support the Market Street and Bus Hub Transit, and to purchase 2 additional hybrid buses (hopefully one converted to a trolley for downtown / waterfront / Walkway / restaurant service).
- Prepared and adopted the Capital Plan 2009-2014. Recent audit from NYS Comptroller DiNapoli recognized the City of Poughkeepsie CIP commitment to implementation and annual updates. The format was updated for the 2010-2015 fiscal year Capital Plan.
- Glenwood Avenue Water Main Relining Project completed improving water quality.
- Engineering Department completed the MS4 Storm Water Mapping and located new Hydrant improvements.
- \$28,000 spent for a new youth employment program in an effort for Nubian Directions to employ 28 young adults to plant perennials and maintain the flower gardens in City parks during the summer months.
- Formed a partnership with NYSDOT, Metro-North Railroad, and the Dutchess County LOOP Bus system to utilize the City's Cannon Street parking deck to shuttle passengers to the train station due to overcrowding conditions and lack of available parking spaces.
- Began an Energy Conservation Study through the New York Power Authority (NYPA) to evaluate 8 City buildings including City hall, 2 Fire stations, the Water and Wastewater Treatment plants, parking garages, traffic signals, etc. This resulted in a \$5 million project that is under design currently. The City received an \$184,500 ARRA Stimulus Energy grant, which will be combined with NYSERDA and Central Hudson Energy grant programs.
- Purchased a "stump grinder" and removed 44 stumps; Continued as a Tree City for the last 30 years as recognized by NYS DEC.
- Began the implementation and training of the New World – Financial Software Program.

City Administrator's - Annual Report 2009

6

- Developed a "Bus Shelter Advertising Program" with new bus shelters provided by Ad-Ventura LLC, a private company. An additional \$80,000 in revenue is estimated to be generated for signage on buses and shelters.
- Reconfigured several offices on the second floor of City Hall to make space for the Engineering Office. The Development Office has several smaller spaces and the Assessor and CDBG program spaces were reallocated to other City Hall spaces.
- Completed renovations of the third floor of City Hall, including new carpeting, painting of offices, etc.
- Replaced the elevators at City Hall and rehabbed the elevator at Financial Plaza Deck (FPD)
- Negotiated an agreement with Verizon for a PEG (Public Educational Government) channel and capital funding to implement a new system to televise and tape the City Council Meetings, Planning and Zoning Board meetings, and Waterfront Advisory Committee meetings. This includes web-based "streaming real time" broadcast through the City of Poughkeepsie website and also access to previous meetings for replay. Working on a direct channel broadcast on Verizon scheduled for early February 2010.
- Implemented a Health Reimbursement Arrangement (HRA) saving the City approximately \$330,000.
- Created an "Accident Committee" to review all City vehicle / employee accidents. This documentation process also included appropriate drug and alcohol testing measures, insurance reimbursements, and potential disciplinary measures.
- Developed a vehicle inventory of assigned vehicles and looked to reduce purchasing when other suitable vehicles were available within the existing fleet. This included Parks, Finance, Section 8, Building Codes, and Development.
- Opened the "Skate Park" at Waryas with temporary help and insurance issues resolved.
- Worked with Catherine Street Community Center to operate Spratt Park during summer, offering swimming and an activity camp for area youth.
- Dedicated the "Bobby Martin Recreational Complex at Spratt Park" in recognition of his 28 years of service to the City as Superintendent of Recreation. As dedicated the Jimmy Skellan mural at the Little League field.
- Installed a water theme mural by local artists for the Pulaski Pool Building. Also added a new decorative fence around the pool area complex.
- Reconstructed the Pershing Avenue Basketball Court.
- New fencing at the Spratt Park Tennis Courts was installed.
- Grass medians created at Rinaldi Blvd near shadows and near City Hall in place of blacktop / blocks.

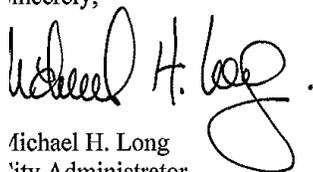
City Administrator's - Annual Report 2009

7

- Received a "Lead Paint" grant cooperative project with Dutchess County Health Dept and the Building Inspector to work with residents and property owners to identify and remediate lead paint issues.
- Decentralized the mail delivery system, canceling the Post Office Box and implementing direct department mail.
- Established the transfer station hours of operation: Tuesday through Saturday – 5 days a week. Office building was rehabilitated for staff.
- Completed a HUD audit regarding Section 8 program; Relocated offices to the Barney Building (One Civic Center Plaza), and separated Accounting and Personnel as required.
- Created the "Safe Neighborhoods Across Poughkeepsie" program where the Nuisance Committee focuses on problem areas. Neighborhood sweeps with Police, DPW, Sanitation, Development, Zoning, Building Codes, Fire, and Dog Warden were completed in the Fox Street / White Street, Hooker Avenue, Church Street, and Winnikee Avenue neighborhoods, writing appearance tickets and violations.
- Reissued the "Policy and Procedure Manual" and circulated to all department heads; created the new "Fire Department Media Contact" policy and "Use of Information Technologies" policy.
- Worked with the Development office and Building Inspector's office to create a more business friendly review and application process. Proposed the transfer of Building and Zoning Enforcement from supervision by the Fire Department to supervision by the Development Office.
- Rose Street properties demolition project completed utilizing CDBG-R ARRA Stimulus grant funds, working with developer to reinvest in this site for future years.

attached, please see a more descriptive section for major City departments, which include additional details and accomplishments. As we have a very active administration, it is difficult to acknowledge all of the accomplishments over the past year.

Sincerely,



Michael H. Long
City Administrator

City Administrator's 2009 Annual Report

1

Presented by: Michael H. Long, City Administrator

Engineering:

In 2009, the Engineering department prepared the 2010 departmental and capital infrastructure budgets, performed the Combined Sewer Overflow inspections, prepared the required Engineering reports to USEPA and NYSDEC, monitored the daily activities of 10 MGD Water Pollution Control Facilities, and prepared and coordinated the NYS Revolving Loan Fund applications for municipal capital projects.

Major projects were undertaken and completed by the department including the \$100,000 Glenwood Avenue Water Main Relining project, the \$125,000 Whittier Boulevard Water Distribution Improvements, the \$300,000 scattered sidewalk and curb replacements, the \$200,000 demolition of City-owned buildings on Rose Street, the \$14 million DeLaval Environmental Remediation project, the \$200,000 DeLaval Tunnel Liner installation, and the \$285,000 installation of Baffles & Weirs WPCP Secondary Clarifiers.

Using Computer Assisted Design and Drafting Applications, the Engineering Department developed a GIS-based Hydrant/Water Distribution map and database. The database is linked to fire hydrant flow test data to provide real-time updating of the hydrant map. A City-wide survey control database to assist in departmental GIS and survey applications was created. Land Development Desktop software (CADD) was utilized to optimize the efficiency of the survey party and project designers.

The City's first computer-based water distribution model to facilitate the design of capital infrastructure planning and implementation was developed. This model provides necessary information relative to the assessment of firefighting capabilities throughout the City. The department is also presently developing storm and sanitary sewer computer models to determine system capabilities to handle present and future growth needs.

In 2010, several major projects are scheduled including the scattered demolition of City-owned properties, the DeLaval Waterfront Walkway Design and Improvements, the Meyer Avenue PS improvements and design, the Hoffman Street Bridge reconstruction, and continued sewer televising to identify structural problems in the City sewer system infrastructure.

Upcoming goals for the department include the continued development of design and implementation of programs for water volume enhancements at various locations in the City; the development, implementation, and coordination of the MS4 Storm Water Management plan to comply with NYSDEC regulations, the preparation of designs and contracts for scattered demolition, major projects from Public Works, and scattered sidewalk improvement contracts. The department also plans to secure regulatory agency permits and complete construction for the DeLaval Environmental Remediation project, bidding and constructing a new span at Hoffman Street to replace the old through a truss bridge structure, and coordinating the planning and design of major development projects throughout the City.

City Administrator's 2009 Annual Report

2

Assessor:

The assessor's office had many accomplishments in 2009, which include establishing and keeping a level of assessment at 100%, filing for State Aid in the amount of approximately \$38,500, and being rewarded for the 100% LOA. The department sent 8,415 disclosure notices showing an estimated tax impact of the 2009 roll. They also coordinated with the Dutchess County Economic Development EDZ application notices, continued monitoring the tax roll for fair and equitable assessments through the use of computer assisted data analysis and hands-on inspections, continued to encourage and promote a taxpayer-friendly understanding of the tax assessment process and tax grievance when necessary. They continued their open door policy for those with questions and/or those wishing to vent their grievances to a real person, inspected, collected, and reviewed data on over 3,000 parcels, made field inspections and took new digital photographs to update the files and the County website, edited, prepared, and signed-off on the tentative and final assessment rolls, administered mandated procedures such as grievance; small claims, reviewed values, prepared appraisals, attended meetings and hearings, tax certiorari, met with attorneys, prepared preliminary appraisals, proposed settlements, and attended all court sessions.

Working with outside counsel and Corporation Counsel, the assessor reviewed the certiorari cases that have been filed for multiple years and actively participated in over 20 property certiorari agreements. The Assessor's office continued to provide support for other departments providing information for Building, DPW, Planning, Law, Fire, Finance, and others. The office also worked with Property Development to provide supporting opinions of value pertaining to the marketing of City-owned properties. Having successfully implemented multiple S.T.A.R. and other exemption programs, the assessor's office had no middle class S.T.A.R. rebate program in 2009. The office successfully implemented EDZ and business-legally eligible exemptions. They also continued to review all property transfers and update their files. Numerous errors found in the files were corrected and adjustments were made where needed.

In 2010, the department has several goals including continuing to promote transparency for all functions in the office, continuing to help all taxpayers with their questions, concerns, and complaints when possible, continuing to track and evaluate exemptions, communicating with the public on new exemption programs when and where possible, conducting a systematic review and collection of ongoing data changes and value fluctuations of all parcels located in the City of Poughkeepsie, and performing a field review when possible. The office also hopes to work with their consulting firm to computerize data and analyze sales from the past three years, which will develop the trends necessary to adjust property values appropriately.

The assessment ratio is planned to be kept at 100%, cross-referencing data sources such as MLS files and building records and newspapers will be continued, all legal exemptions will be reviewed and administered, established neighborhood delineations by grouping similar properties by size, style, use, and are area for valuation purposes will be adjusted, building permits and MLS data will continue to be tracked and pending certiorari cases

City Administrator's 2009 Annual Report

4

Police:

The Police department conducted a youth summit with the Mayor's office. Two summits were conducted at City Hall, a public forum was held at the Middle School, and a juvenile forum was held at the Bardavon. There has been a major upgrade to the department's Computer Aided Dispatch (CAD) system and records software. It was originally expected that the system would "go live" in March 2010, but the date may be delayed due to further computer upgrades that may take place. The department is currently working with the vendor, New World Systems, on this phase of the project. If further upgrades are completed, then the project would delay the "go live" date until June 2010. The funding for a major portion of the \$400,000 project is from a grant obtained in 2008. Fire records are also being updated. The GIS software will be upgraded with Pictometry images for the City.

Deputy Chief Ghee retired at the beginning of 2009; at this time, it was decided that his position would be replaced with that of Captain. Lieutenant Tom Pape was promoted to Captain and the duties of the Deputy Chief were reorganized between the command staff. Sergeant Orlich was assigned to the DCDTF as its new co-coordinator, which was approved as part of the 2009 budget process. He had supervised NRU prior to this assignment. Sergeant Wilson assumed his position in the NRU coming from Community Policing. Sergeant Wilson was not replaced in his former position. Therefore, there is no nighttime supervisor in the Community Policing unit.

Since the 2003 blackout, the department has worked to overhaul its backup plan. Improvements have been made to the old generator, but are limited due to age and lack of availability of parts. Areas were added to a new panel, which is connected to the Police Dispatch Center generator to establish a redundancy to the overall system.

Police worked with Engineering on a capital project to replace the City Hall generator with a new unit, which will run the entire building. Half of the funding is in place with a Capital Plan. The remaining portion will be funded with a new 2010 Capital Project. Engineering has been working with the electrical consultant on the location and bid specs. Overall, this is a very complicated project, but with another power failure, could be a major incident for the City.

As part of the Mayor's summit, the public asked for expansion and improvements to the present City-wide camera project. Several grants were obtained to provide funding for this project. The present system dates back to 1996. Although the system has been expanded and upgraded, it is in need of a major overhaul. Since funding is in place, the next step will be to hire a consultant to design and prepare the system for bidding. This was to occur in Fall 2009, but with recent retirements, the phase had to be put on hold. It is expected that it will continue in early 2010. Should there be no complications; the new system is expected to also be completed in 2010. The project will replace the City Hall infrastructure with new DVRs. It will upgrade and expand the wireless street cameras, add new monitors, not only to the main desk where they now exist, but also to the

City Administrator's 2009 Annual Report

5

dispatch center. The latter will allow monitoring by the dispatchers while units are responding to emergency calls.

The department is currently in negotiations with Dutchess County to continue as a backup center. They currently receive \$78,000 each year for this right, but the contract expired in 2008. The department has agreed to continue this funding until a new contract is signed, but they are currently trying to offset the cost of the 911 phone system in the agreement. At this point, Corporation Counsel is handling the agreement.

Another request that came out of the Mayor's Summit was to increase the number of foot patrols. Although this focus did not begin until after the summits, from January through June, the department increased its foot patrols from 2,287 in 2008 to 6,242 for 2009. For the period of June 4, 2009 through December 4, 2009, the department logged 6,941 foot patrols compared with 3,425 for the same period, 2008. Foot patrols were extended during the day shift in the Central Business District and the initiative is expected to expand into 2010 with the warmer weather.

The PBA contract for 2009 through 2011 was settled in 2009 and approved by both the Common Council and the PBA in November. The department ends the year with five members on completed duty-incurred status and six members on restricted duty. They also experienced nine retirements as of December 31, 2009 due to the incentive. This combined with one vacancy. The department will, therefore, begin 2010 with twenty-one sworn positions not being utilized, although it is expected that the first six vacancies will begin to be filled in February 2010. Due to retirements, there are no CP supervisors at the start of 2010. There is expected to be one supervisor position once hiring is begun. The department will also be working with minimum staffing of detectives until the second wave of hiring. They expect to be back to full strength by the end of Summer 2010. There are currently no civilian vacancies, although a police assistant position that was vacant was deleted from the 2010 budget.

As of December 21, 2009, there were four homicides as compared to six in 2008. In 2009, there were nineteen shootings compared to twenty in 2008. However, it should be noted that half of the shootings that occurred in 2009 happened within the first three months of the year. There appears to be an increase in robberies in 2009, which is suspected to be multiple people robbing a single victim. The department has continued to make arrests for this case and the robberies have decreased for the last month after several arrests were made in November. Robberies and vehicle break-in's account for much of the department's focus. There may be a slight decrease in vehicle break-in's for 2010 if the trend continues.

Fire Department:

In 2001, actions taken by Mayor Lafuente were implemented to incorporate the Building Department under the management and control of the Fire Department. This change became effective in 2002 and additional efforts were made to transition Plumbing into its

City Administrator's 2009 Annual Report

6

own division. During this time, numerous personnel changes occurred, including the appointment of various new building inspectors within the department. These changes were the result of retirements and resignations. Additionally, changes to deputy inspectors occurred as a result of retirements and terminations. Currently, the Building and Plumbing departments are functioning with a full complement of stable personnel. As part of the desire to better improve services and ensure coordination of efforts, Mayor Tkazyik has implemented changes to the Building and Plumbing departments to better provide their functions. The Plumbing division is being incorporated under the direct control and management of the Building inspector, while both departments will now be administered by the Development Director. To this end, the transition has been implemented by the exchange of files and records with numerous meetings and discussions taking place to help ensure a smooth transition. Every effort has been made to ensure daily activities and obligations continue without interruption and that the transition is seamless for the individual employees of the division.

The Fire department completed a thorough fire hydrant testing program, testing all of the almost 1,200 fire hydrants installed throughout the City of Poughkeepsie. This continued testing program resulted in the smallest number of out-of-service hydrants in recent history. Additionally, the communication between the Water department and the Fire department resulted in actual out-of-service time to be measured in days, not weeks. In some instances, out-of-service hydrants were repaired in a matter of hours. This quick response and the ability to maintain a functioning hydrant system increased the safety of the residents and visitors to the City as well as to Firefighters. The current testing records are more accurate than previously available information and this has allowed for more accurate reporting of water pressure and water availability to sprinkler installers and other developers that are dependent on this type of accurate data.

In July 2001, a Civil Service requirement was implemented to mandate all future firefighters to achieve and maintain certification as Emergency Medical Technicians. The recent firefighter's contract removed the obligation for the City to require certification. The impact that this removal will have on operations and performance is yet to be determined. The Fire department responds to over 4,000 emergency requests annually. Of the emergency calls for which the Fire department responds, approximately 55% are for medical emergencies. An assessment will be undertaken to reevaluate the ability to send Fire personnel and equipment in-conjunction with an ambulance response for medical emergencies.

Currently, the City of Poughkeepsie has no contract in place with an ambulance company to provide emergency medical response and transport. Alamo ambulance was recently acquired by Transcare and continues to provide EMS response on a volunteer, non-compensated basis. The City has issued an RFP for emergency services. This is the precursor for entering into a legal contract for providing emergency medical services to the residents and employees of the City.

The Fire department response rate through November 2009 continues to be impressive. The Fire department has been on-scene and operating in five minutes or less in 93.5% of

City Administrator's 2009 Annual Report

7

all calls. The majority of responses have the Fire department on-scene and operating within three minutes or less 74% of the time. These times are consistent with response times seen in both 2007 and 2008.

The Fire department will exceed its operating budget for overtime for 2009, the second consecutive year for this activity. Through twenty-four of twenty-six payrolls, the current deficit is \$43,453.00 or 13% over budget. There are multiple factors that contribute to this. One item is the reduction in staffing by the elimination of six vacant firefighter positions. A second is the settlement of a grievance with the union that increased mandatory overtime an additional \$18,000 to \$36,000 for officers holding the rank of captain. Third, the continuance of duty incurred injuries and firefighters on 207-A. At the present time, there is one lieutenant and four firefighters on duty-incurred leave.

2009 marks the first year since 2006 that the department had a training officer for the complete year. During this time, Captain Johnson has been able to establish a protocol for continuance of EMS certifications and has ensured the department continued efforts to meet, and in most cases, exceed the New York State mandated firefighter training standard of 100 hours per firefighter per year.

In April 2009, the Administrative offices of the Fire department relocated to the newest station at 505 Main Street. The move was completed entirely by the personnel involved and resulted in no cost being incurred by the use of outside contractors. The move was coordinated to ensure continued, uninterrupted workflow.

The Fire department is in the process of upgrading its Fire records software. The department currently maintains its records on New World Systems software based on the AS400 platform. The new software, also by New World Systems, is based upon the Microsoft Server Platform, providing a Windows-based program format. In addition to maintaining the Fire department records such as incidents, personnel, hydrants, and inspections, the software allows for all records to seamlessly blend with information provided by CAD dispatch to ensure timely and accurate receipt of all Fire-related information. Currently, personnel are involved in the process of setting-up the basic data needed in anticipation of providing end-user training and the ability to begin actual use of the program. The Fire department portion of the software upgrade is currently on-schedule, but will be amended and extended as needed in order to coordinate with the upgrade of 911 dispatch, CAD, and Police records.

Department of Public Work (DPW):

Graffiti removal was ensured by Mr. Geoff Weaver of the Department of Public Works. Instead of treating graffiti complaints as routine work to be assigned to the appropriate maintenance shops, all graffiti work was centralized under one person who worked in conjunction with the Sanitation Inspector, Mr. Scott Johnson, in an effort to document and remove graffiti in an expedited manner. In 2009, the Quality of Life unit in the

City Administrator's 2009 Annual Report

8

Sanitation division quickly responded to 246 graffiti complaints. Using ropes and a climbing harness, this unit was also responsible for concealing an age-old graffiti mural on several steep rocks near the entrance to a new parking lot along Parker Avenue just prior to the opening of Walkway Over the Hudson. Street resurfacing was overseen by Mr. Pat Coyle and Mr. Carl Peterson, who supervised the repaving of 1.59 miles of City streets.

The 2009 gardening project was successful due to the Commissioner's construction of a make-shift water truck to irrigate flowers planted throughout the City by youth workers from Nubian Directions. The DPW water truck, operated by a summer employee, also watered plants in the traffic islands along South Grand Avenue. After completing the traffic islands, the initial plantings by the NYSDOT failed because of poor soils. DPW replaced the soil and purchased new flowers for 2009.

The third floor of City Hall, including the Common Council Chambers, received new carpeting. In addition, the hallway and several offices were repainted by DPW personnel in an effort to bring a fresh, new look to the entire floor.

The second floor of City Hall is currently being renovated by Mr. Tim Nevins and Mr. Ek Petty of DPW to accommodate the City's Engineering office move from the leased space at 80 Washington Street. The move will save taxpayers \$49,000 per year.

A New York-based Center of Excellence is an idea being brought forward by IBM to Kingston, Poughkeepsie, and Newburgh, which involves establishing a center of excellence for Combined Sewer Overflows and Storm Water Management (CSO/SWM) on the Hudson River. IBM has successfully set-up Centers of Excellence for Smart Water and Smart Levees in several locations around the world, but to-date, there is no U.S. Center of Excellence. The Commissioner is currently exploring with IBM, as well as Kingston and Newburgh the technical concept of establishing a "Smart Center" in this area of the Hudson Valley. The "Smart Center" would encompass IBM and the three cities, whereby the Cities can monitor, analyze, optimize, and control the Storm Water and Sewer Systems as an integrated whole for betterment of the natural environment. This concept offers a tremendous stage for demonstrating the future of CSO/SWM.

The rapid replacement of tree stumps is coming. The time between when a tree stump is created and when it is ground down and replaced with soil was woefully too long. This situation was finally addressed in 2009 with the purchase of a stump grinder. The machine arrived late in the year, but the tree crew trained with it and used it as much as possible in 2009. Starting in Spring 2010, the tree crew will be able to remove a tree, grind the stump, and replant a new tree in the same location in the same call.

A New York Power Authority (NYPA) energy audit of City facilities was conducted. City Administrator Long is spearheading the initiative with the Commissioner of Public Works, Steve Miko, and City Engineer, Rich DuPilka. They are providing technical assistance and oversight for project plans and specifications on a forthcoming energy

City Administrator's 2009 Annual Report

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City Administrator's 2009 Annual Report

9

conservation contract with the potential, based on current utility costs, of saving the City \$289,000 per year or 20.4% of the City's current energy expense.

The NYSDEC audited the City's MS4 program. Mr. Joe Chenier from the Engineering department is the overall MS4 manager and covers the construction activities in the City. Mr. Steve Miko is responsible for implementing the Storm Water Pollution Prevention Plan for the central garage and good housekeeping practices for DPW facilities owned by the City. The NYSDEC evaluation required Mr. Chenier and Mr. Purcell to produce eight specific documents, including maps, and to answer fifty-four questions. The Department of Public Works had to produce two documents and answer twenty questions. A municipality can receive either a satisfactory or unsatisfactory rating from these audits. Fortunately, with extensive preparation, the City received a satisfactory rating. The NYSDEC evaluator expressed favorable comments, including the fact that the City is far ahead of others in defining the "storm shed" and requested copies of the City's education samples, management plans, and field inspection work.

Joint Water Board:

In late summer, the Joint Water Board began to see signs of nitrification in the distributed systems that water is sold to. This included the City's own distribution system. After conducting workshops with the distribution operators, a decision was made to switch from chloramines to chlorine as the primary disinfectant for a few months. This temporary switch was initiated and the nitrification problem has been alleviated.

Early in Spring 2009, it was discovered that the screens protecting the intake pipes in the Hudson River were damaged. The maintenance department fabricated new screens and a diving company installed them. The work completed by plant employees saved the facility a great sum of money.

The facility continues to shut down the pumping operations every afternoon for approximately six hours. This allows the plant to save money by pumping when the electric rates are the lowest. Additionally, the plant participates in a demand/response program and will receive revenues of approximately \$25,000 for 2009. As a result of negotiating a deal with Hess Energy, the electric cost for 2009 is averaging \$49.14 per megawatt as of November 17, 2009.

Two of the plant operators have recently attended training required to obtain their Class 1A licenses. This is the highest rating available. When these two individuals obtain their 1A licenses, it will bring the total number of 1A licensed operators at the plant to five.

The board is continually striving to keep costs at a minimum and this year, the projected cost of production is \$.95 per 1,000 gallons. This is down from an actual cost of \$1.03 per 1,000 gallons in 2008, which is an 8.42% reduction.

City Administrator's 2009 Annual Report

10

City Chamberlain:

The City Chamberlain's office had a productive year, managing to keep up with the day-to-day demands of the office, along with making many changes that have improved service to the public.

In 2009, the Council adopted a new events ordinance, which put many new requirements on individuals and organizations looking to hold events in the City of Poughkeepsie. The new ordinance came with a new application and process. Although the ordinance brought many questions and concerns from the public, the City Chamberlain's office, in conjunction with Erian Buckley from the Mayor's Office, were able to serve their needs and acclimate themselves to the new rules and requirements of the new ordinance.

The hours were lengthened that marriage licenses were able to be obtained. This resulted in a greater number of licenses sold by the office. The Chamberlain has been keeping their office open later to perform marriage ceremonies, which has resulted in greater revenue to the office.

The Chamberlain's office has successfully purchased, installed, and commenced the webcasting of meetings. This has allowed for meetings to be viewed both live and recorded, granting greater access to the public. In 2010, the PEG channel will be running through the Verizon network. This channel will broadcast all meetings that are taped through the webcasting equipment as well as any pertinent information that the City feels is necessary to make available. This has been a learning experience for my office, as well as for Al Gernhardt in Development/Engineering and Eli Rosenberg in IT.

The goals for 2010 include the tightening of licensing regulations for taxicabs and vendor permits. Since the opening of the Walkway, many issues have arisen from vending issues on private and public property.

Finance:

The Finance department continues to support the City and all City departments in the area of asset oversight and management. The Finance department has three main functions including accounting, auditing, and finance. Accounting provides for the basic bookkeeping functions such as revenue collections and expenditure disbursements. Auditing emphasizing the role of protecting the City's assets through actions such as verification of the use of adopted purchasing procedures and identification of possible monetary management inefficiencies and discrepancies. Finance combines the roles of budgeting, trend analysis, and outlook forecasting. In these financially turbulent times, the role of the Finance department in municipal governance has become paramount.

There are two mandated state reports that help characterize the City's financial health. In February 2009, the City completed the AIM (Aid and Incentives to Municipalities) report. The report is a combination of multi-year financial planning as well as an analysis

City Administrator's 2009 Annual Report

11

of the City's population/economic analysis. The report accurately protected the City's base \$4.25 million in state aid.

In May 2009, the 2008 AUD (Annual Update Document) pointed to the complete turnaround of the 2008 results. The 2008 budget had been adopted with a negative \$1.12 million in unappropriated fund balance. The Finance department has been communicating the warnings from Moody's and Public Financing Associates from 2007 and 2008 that the continued draw-down of the unappropriated fund balance would negatively impact the City's finances and bond ratings. The 2008 AUD reported a turnaround in the fund balance trend. The Finance department is very confident that 2009 will end with continued growth of the fund balance.

The City began 2009 with some of the most challenging revenue receipts. The first quarter sales tax receipt losses were in the low teens and the mortgage tax receipt for the first half was projected at a loss of at least 70%. By June 2009, it was determined that the City was experiencing the effects of the economic downturn. Mortgage taxes were off by about 50% and the sales tax collection was off about 7%. The number of property tax lien sales was 380 compared to 334 in 2008.

The City continued to follow through in 2009 with the cost saving initiatives adopted by the Mayor in July 2008. Actions taken include restrictions on City vehicle use, a 10% reduction in appropriated expenditures, a hiring freeze of non-essential positions, a reworking of the 2009 capital plan budget, and the adoption of a more austere 2010-2013 Capital Plan. The continued implementation of these initiatives had the Finance department actively involved in daily operations.

Two focused actions were undertaken by the Finance department in response to the Mayor's address; a reduction in expenditures and revenue generation. It was important to achieve expense reduction goals and to produce the most current financial reports to identify opportunities. The monthly actual vs. budgeted report taken from the OSC (Office of State Comptrollers) guidance has been produced starting with May 2008 and continued through 2009. This information was shared with department heads to provide them with an overall picture of the City's projected deficit or surplus. The monthly report card was crucial in shifting priorities to help address the financial opportunities.

One of the City's major financial commitments is its debt service payments. The City's debt service payments were growing annually and were headed toward the \$6 million level by 2010. It was important that capital expenses be controlled. In 2009, the City paid back over \$1 million, using money from project reimbursements. The 2010-2013 capital budgets featured a more focused plan, addressing infrastructure upgrades and economic development-related projects supported primarily by ARRA funding. The 2009 capital spending featured a very conservative \$7 million in new borrowing, which was far below the \$10 million average.

The 2010 proposed budget needed to reflect the recognition of the deepening challenges of the economy. The Mayor's 2010 proposed budget reflected savings of over \$1 million

City Administrator's 2009 Annual Report

12

in appropriations from the 2009 adopted budget. The budget also reflected realistic revenue projections revealing substantial decreases in mortgage (\$310,000) and sales tax (\$514,000) collections. On the positive side, the proposed budget reflected the lowest tax levy increase (.44%) of any municipality in the county. Most important, however, the budget reflected no employee layoffs.

In 2009, the Finance department, under the guidance of the City's purchasing agent, Barbara Lynch, entered into two cost savings initiatives that have resulted in significant energy savings. In joining MEGA (Municipal Electricity and Gas Alliance), the City has realized a savings of over \$360,000 from April 2009. In participating with the Mobil Gasoline Cooperative, the City has generated savings of over \$230,000.

Expenditure cutbacks were not enough to bridge a potential budget deficit. Revenues had to be addressed. There were several actions taken to augment the revenues. Among the most important was correcting the overhead charges from the enterprise funds to help support the general fund. With guidance from the OSC, the CPI index was applied to the overhead costs and interfund transfers, benefiting the general fund in 2007, 2008, and continuing into 2009. This increased the general fund revenue by over \$200,000 in 2009. Other steps taken to increase revenue included the tax lien sale that produced \$1.47 million, which is \$130,000 greater than 2008. For the second year, the purchasing agent conducted an auction for old and repossessed vehicles that generated almost \$70,000. The car auction is now a semi-annual event that supports the City's high rate of impoundment. Other departments have participated in increasing revenues. A taxi permit issued from the Chamberlain's office will generate between \$10,000 and \$14,000.

The City will face 2010 with tremendous trepidation. In December, the Governor elected to reduce the Aid Incentive to Municipalities (AIM) by 10% and postpone its payment to an undetermined future date. This cost the City \$424,587 in revenue for 2009. The State Budget Office has indicated that there will be cuts in the 2010 AIM money somewhere in the range of 25% to 50% in cuts. At the end of 2010, the retirement fund has projected an increase of over \$800,000 for the City's contribution. Although the 2010 budget reflected decreases in projected sales and mortgage tax revenues, there is still a very unpredictable economy. The property assessments are estimated to decrease at least 10%. The 2009 tax lien sale properties grew by forty-six properties or 13%. There are many challenges in 2010 that will put a great strain on all the resources of the City.

Over the years, the Finance department has been at a disadvantage, working with two separate computer software programs that created double work and according to the auditors, unreliable financial reports. Considering that the City is a \$70 million operation, it was quite disturbing that no attempt had been made over the last four or five years to follow the auditors' recommendations to upgrade the software system. In 2009, the Common Council provided the initial funding to begin upgrading the Finance department's New World software. The second half of 2009 saw the intensive training for the different modules required for the upgrade. The City "goes live" as of January 25, 2010. This is a major step to obtaining accuracy and efficiency in the City's financial

City Administrator's 2009 Annual Report

13

Several procedural initiatives have begun to provide more efficiency and productivity for the Finance department. First, by going to the alternate vendor/payroll check disbursement system, the department has provided more time for the account clerks to review and ascertain the accuracy of the accounts payable and check disbursements. This has also increased the cash-on-hand available for proper disbursements. The P-card system will begin in 2010 to replace the individual local purchase orders. This system will provide more oversight for spending and will greatly decrease the number of purchase orders and invoices to be processed. The lock box is currently being worked on for partial implementation sometime in 2010. This would reduce the number of property tax transactions at the front desk by as much as 50%. It would also allow cash to be in the accounts much quicker. Other efficiencies such as the check scanning procedure will allow immediate deposits.

Recreation:

Recreation has continued to clean up, doing ice and snow control as needed, continued maintenance of tax-deeded properties, City-owned lots, and bus shelters. Throughout the year, they also installed a new fence at the College Hill ball field and repaired a fence at Beal field and other properties throughout the City. In addition, they converted Stitzel Field from a football field to a baseball/softball field.

The department implemented a background check system for potential seasonal and temporary employees with the assistance of the Police department. Recreation plays a major role in preparing for major community events throughout the year. In 2009, they had to maintain the City pools, prepare for Kids Expo, the Easter Egg Hunt, Kids Fishing Weekend, the Father's Day Parade, the 4th of July celebration, John Flowers' Church Picnic, Little League Opening Day, and many Quad events, not to mention the ward events as well.

Sports programs, including the girls' program at Poughkeepsie High School and the boys' programs both at Poughkeepsie Middle School and Hulme Park, had a very successful year and were enjoyed by all participants. The skatepark was also maintained from June until October and used by many youth around the Hudson Valley.

Development:

The development staff has been very busy in 2009 upgrading planning procedures to eliminate obstacles and welcome development into the City of Poughkeepsie. They are now processing applications for site plans and special use permits by encouraging applicants to meet with the Planning Board at the beginning of the process so that the Board is involved with the project as it develops.

X. UNFINISHED BUSINESS:

Councilmember Solomon- requested a tour of the ground field clean up. She stated that the project was scheduled to be accomplished 2008 and 2009.

City Administrator Long- responded that he is putting a time and date together for the tour. He stated that his administrative assistant will reach out to the Common Council members when it is finalized. He stated that currently the area is a muddy construction site. City Administrator Long stated all Common Council members interested please contact him.

Councilmember Solomon- was concerned with the Vassar Hospital Expansion; she wanted to know if we will be lead in the seqra review. She wanted to know who the lead is.

Assistant Corporation Counsel- stated that prematurely the Common Council passed a resolution to be a lead agency.

City Administrator Long- responded that there will be a meeting tomorrow night with the planning review on 2/2/10.

Councilmember Solomon- asked what about garbage cans for businesses on Main Street. She stated that she received many calls/emails from her constituents. Is it possible that the Common Council make changes to the Ordinance; making exemptions for businesses.

City Administrator Long- also responded that he has also received calls and complaints concerning the garbage can ordinance from commercial property areas.

Councilmember Mallory- asked if contracted services from 2010 carried from 2009. He also requested the information pertaining to the criteria for CDBG. He wanted to take time to Welcome back Lynn Dicerbo; he is looking forward to working with her.

Councilmember Flowers- wanted to take the time to thank Deputy City Chamberlain Wilks for including the affidavit of publication.

Councilmember Johnson- wanted to know the status of the money for cameras in the downtown area.

City Administrator Long- responded that Chief Knapp is the primary contact with that project.

Councilmember Mallory- stated before the Common Council that he is glad that there is documentation; without public notice the city is susceptible to court action. Councilmember Mallory was also concerned with last year's feasibility study for Hoffman House.

Mayor Tkazyik- responded that concerning the Hoffman House there are several things going on in that area. The city submitted a tiger grant in collaboration with Bergmann & Associates.

City Administrator Long- stated that there is interest in the property; an RFP was drafted up for this particular property. The city applied for funds to restore the Hoffman House; possibly not until next October/November.

XI. NEW BUSINESS:

Councilmember Mallory- stated that city police stopped a jumper on the Walkway. He was concerned where the state park police were.

City Administrator Long- stated that he was on the bridge at that time. He stated that every one worked hard and handled the situation. He stated that park police are not always on the Walkway. He stated that the Walkway Over the Hudson now has lights on it.

Assistant Corporation Counsel- responded that the police do not have a 24/7 presence on the Walkway.

Councilmember Solomon- stated that she is glad that there will be police there.

Councilmember Mallory- asked if the Common Council can schedule a time where various boards share with the committee what they do; generate interest. Is that possible?

Mayor Tkazyik- responded that boards are independent bodies; the Common Council can invite them.

Councilmember Mallory- wanted to take the time and thank the city police department for addressing the issue on 82 Garden Street.

Councilmember Coates- asked City Administrator Long regarding the skate park in the annual report. Councilmember Coates requested a report on how many residents use this park.

City Administrator Long- responded that a report was given previously; however he will get some numbers. The skate park was not put in a specific item in the budget.

Councilmember Coates- asked if there is any kind of time line. He stated that Councilmember Coates and he requested to meet with the Board of Education and Dr. Wilson and still has not heard anything; there will be a possible official meeting.

Councilmember Johnson- asked if CDBG support swimming at Pulaski; if so can it possibly cover the skate park. She stated that various organizations are not receiving funding. She strongly feels that the city has to support the children and arts.

Councilmember Coates- wanted to take the time to ditto Councilmember Flowers and thank Deputy City Chamberlain Wilks for providing the affidavit of publication to the Common Council.

XII. ADJOURNMENT:

A motion was made by Chairman Klein and seconded by Councilmember Herman moved to adjourn meeting at 8:20 p. m.

Dated: June 10, 2010

I hereby certify that this true and correct copy of the Minutes of the Common Council Meeting held on Monday, February 1, 2010.

Respectfully submitted,
Arlet C. Wilks
Deputy City Chamberlain

