



ORGANIZATION MEETING OF THE COMMON COUNCIL

Friday, January 2, 2026

4:00 PM

I. PLEDGE OF ALLEGIANCE:

II. ROLL CALL

III. NOMINATIONS AND ELECTIONS:

IV. RESOLUTIONS:

1. **R-26-01**, Adopting the 2026 Rules of Conduct and Procedure: By- Laws of the Common Council of the City of Poughkeepsie.
2. **R-26-02**, Setting Bonds for Commissioner of Finance and City Chamberlain.
3. **R-26-03**, Authorizing the Commissioner of Finance to Pay Public Debt, Salary and Wages for 2026.
4. **R-26-04**, Approving Designation of Banks for Deposits.
5. **R-26-05**, Approving the Poughkeepsie Journal as the Official Newspaper.
6. **R-26-06**, Appointing the City Chamberlain and Deputy Chamberlain as Marriage Officers for the City of Poughkeepsie.
7. **R-26-07**, Adoption of City's Purchasing Policy.
8. **R-26-08**, Adoption of the Retention and Disposition Schedule for New York Local Government Records.
9. **R-26-09**, Appointing Vice-Chairperson of Common Council

V. ADJOURNMENT:

RESOLUTION
R-26-01

INTRODUCED BY CHAIRMAN WILSON

BE IT RESOLVED, that the Common Council adopts for use during the year 2026 the Rules of Conduct and Procedure of the Common Council of the City of Poughkeepsie, a copy of which is attached hereto and made a part of this Resolution.

SECONDED BY COUNCILMEMBER _____ .

**RESOLUTION
R-26-02**

INTRODUCED BY CHAIRMAN WILSON

BE IT RESOLVED, that the amount of the faithful performance duty bond, to be executed by the Commissioner of Finance as City Treasurer, and filed in the Dutchess County Clerk’s Office, pursuant to Section 2.12 of the Administrative Code of the City of Poughkeepsie, be and the same hereby is fixed at the sum of Five Thousand (\$5,000) Dollars; and be it further

RESOLVED, that the amount of the faithful performance duty bond, to be executed by the City Chamberlain and filed in the Dutchess County Clerk’s Office, pursuant to Section 2.12 of the Administrative Code of the City of Poughkeepsie be and the same hereby is fixed at the sum of Five Thousand (\$5,000) Dollars; and it is further

RESOLVED, that the amount of the faithful performance duty bond to be executed by the Clerk of the City Court and filed in the Dutchess County Clerk’s Office pursuant to Section 5 of the Act Creating a City Court in and for the City of Poughkeepsie, New York, be and the same hereby is fixed at the sum of Five Thousand (\$5,000) Dollars; and be it further

RESOLVED, that the Commissioner of Finance be and s/he hereby is empowered and directed to procure a public employee’s faithful performance blanket position bond in the sum of Five Thousand (\$5,000) Dollars covering every officer and employee of the City, with excess coverage in the amount set opposite the following office and position:

Collection in Department of Finance,
Treasury Division.....\$20,000;

and be it further

RESOLVED, that all the premiums which may become due on said bonds during the year 2026 shall be paid by the City as a proper City expense.

SECONDED BY COUNCILMEMBER _____ .

RESOLUTION
R-26-03

INTRODUCED BY CHAIRMAN WILSON:

BE IT RESOLVED, that the Commissioner of Finance be and he hereby is authorized and directed to draw warrants in favor of Chase Bank, Key Bank of New York, M & T Bank, NBT, Bank of America, TD Bank, Chase Manhattan Bank, New York Cooperative Liquid Assets Securities System (NYCLASS), Depository Trust Co., Rhinebeck Bank and Ulster Savings Bank for principal and interest on the public debt as it becomes due from time to time during the year 2026, and be it further

RESOLVED, the Commissioner of Finance, upon presentation to him of properly approved payrolls, be and s/he hereby is authorized and directed to pay the monthly and bi-weekly salaries and wages to the officers and employee of the City who shall be entitled to receive the same during the year 2026.

SECONDED BY COUNCILMEMBER _____ .

RESOLUTION
R-26-04

INTRODUCED BY CHAIRMAN WILSON

RESOLVED, that Chase Bank, NBT, TD Bank, Rhinebeck Bank and M & T Bank, all of which are located in the City of Poughkeepsie, be and they hereby are designated as the banks in which the Commissioner of Finance is empowered and directed to deposit all monies of the City of Poughkeepsie; subject to such rules and regulations as the Common Council may from time to time prescribe and subject to such laws and regulations as may be prescribed by the State and Federal Governments from time to time hereafter in relation hereto; and be it further

RESOLVED, that the Commissioner of Finance be authorized to invest idle cash balances in her or his custody with any bank or trust company authorized to do business in New York State and to otherwise make investments pursuant to the investment policy, as adopted and amended from time to time by the Common Council and subject to such laws and regulations in relation thereto as may from time to time be prescribed by the State and Federal governments; and be it further

RESOLVED, that the City Chamberlain be and hereby is directed to mail a copy of this resolution to each such depositories.

SECONDED BY COUNCILMEMBER _____ .

RESOLUTION

R-26-05

INTRODUCED BY CHAIRMAN WILSON:

BE IT RESOLVED, that the “Poughkeepsie Journal” a newspaper published in the City of Poughkeepsie, be and is hereby designated as the official newspaper of the City of Poughkeepsie for the year 2026.

SECONDED BY COUNCILMEMBER _____ .

RESOLUTION
R-26-06

INTRODUCED BY CHAIRMAN WILSON:

BE IT RESOLVED, that the Common Council of the City of Poughkeepsie hereby appoints the City Chamberlain and the Deputy City Chamberlain as Marriage Officers in accordance with and subject to the provisions of Domestic Relations Law §11-c; and be it further

RESOLVED, that the Marriage Officers are hereby appointed for a term of one year, subject to the pleasure of the Common Council.

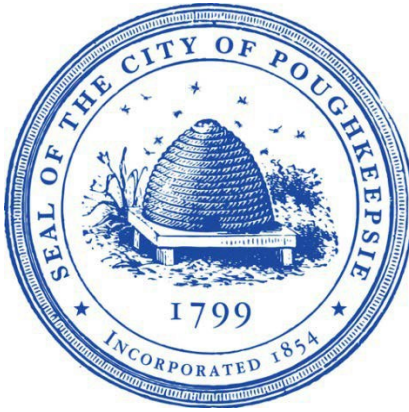
SECONDED BY COUNCILMEMBER_____ .

RESOLUTION
R-26-07

INTRODUCED BY CHAIRMAN WILSON:

BE IT RESOLVED, that the Common Council of the City of Poughkeepsie hereby adopts the purchasing policy of which a copy is attached hereto and made a part of this resolution.

SECONDED BY COUNCILMEMBER _____ .



CITY of POUGHKEEPSIE PROCUREMENT POLICY

REVISED: Effective - January 1, 2026

Hon. Yvonne Flowers
Mayor

Joseph Donat
City Administrator

Joseph Vita
Interim Commissioner of
Finance

This document is intended to outline the framework for procuring goods and services for the City of Poughkeepsie (City) in a timely manner and, at the same time, assuring the prudent and efficient use of public monies.

A. INTRODUCTION

The provisions of the City's Procurement Policy are generally based on the requirements of General Municipal Law, Sections 103 and 104-b and those minimum requirements may be supplemented by more onerous requirements as set forth herein.

In part, GML, Section 103 reads, in part, "Except as otherwise expressly provided by an act of the legislature of the municipality, by a local law adopted prior to September 1, 1953, all contracts for public work involving an expenditure of more than **Thirty Five Thousand Dollars (\$35,000.00)** and all purchase contracts involving an expenditure of more than **Twenty Thousand Dollars (\$20,000.00)**, shall be awarded by the appropriate officer, board or agency of a political subdivision or of any district therein but not limited to a soil conservation district, to the lowest possible bidder furnishing the required security after advertisement for sealed bids in the manner provided by this section..."

GML, Section 104-b, states in part, "Goods and services which are not required by law to be procured by political subdivisions or any districts therein pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public monies in the best interests of the taxpayers of the political subdivision or district, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost, under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption..."

B. BOARD OF CONTRACT AND SUPPLY

There shall be a Board of Contract and Supply (BOCS) who shall be responsible for administering this Procurement Policy. The BOCS shall be comprised of the City Administrator, Corporation Counsel, Commissioner of Finance, Commissioner of Public Works, and the City Engineer. The City Administrator will act as an ad hoc member of the BOCS to break tie votes. The BOCS will annually select an individual to serve as Chair.

In the event of an excused absence, as determined by the Chair, the following individuals may attend and shall have full voting rights as if they were a member of the BOCs for that meeting only:

- a. Corporation Counsel – an Assistant Corporation Counsel as designated by the Corporation Counsel
- b. Commissioner of Finance – Deputy Commissioner of Finance;
- c. Commissioner of Public works – the Deputy Superintendent of Public Works; and
- d. City Engineer – an Assistant City Engineer as designed by the City Engineer.

The BOCS will normally be assisted by the Purchasing Agent acting as the recording secretary at all meetings and awards. The Purchasing Agent will generally be in attendance at bid openings but will have no voting rights and cannot be included in the Quorum.

C. PUBLIC WORKS AND PURCHASE CONTRACTS

Competitive bidding will be utilized whenever required by law or when determined to be in the best interest of the City in accordance with GML, Section 103.

1. Thresholds

The Common Council has enacted the following regarding the purchases below the competitive bidding threshold:

PUBLIC WORKS CONTRACTS	
ESTIMATED COST	REQUIREMENT
\$0.00 TO \$4,999.00	No Requirement to get quotes – No Purchase Order Required
\$5,000.00 to \$ 19,999.00	2 Written or Electronic Quotes – Purchase Order Required
\$20,000.00 to \$34,999.00	3 Written or Electronic Quotes – Purchase Order Required
\$35,000.00 and above	Formal Advertised Bid

PURCHASE CONTRACTS	
ESTIMATED COST	REQUIREMENT
\$0.00 TO \$4,999.00	No Requirement to get quotes – No Purchase Order Required
\$5,000.00 to \$ 19,999.00	2 Written or Electronic Quotes – Purchase Order Required
\$20,000.00 and above	Formal Advertised bid

2. Bid Process

For projects or purchases exceeding the bidding threshold, the requesting department shall submit a completed *Request for Bid* form to the Purchasing Agent in the form attached as Exhibit A. The Purchasing Agent is delegated certain duties on behalf of the Commissioner of Finance, the Purchasing Agent for the City, in accordance with the City of Poughkeepsie Charter, Section 7.03.

The requesting department(s) shall, in conjunction with the Purchasing Agent, prepare bidding specifications. Specifications should be clearly written. They should provide prospective bidders a common standard by which to be measured and provide assurance that bidders will be competing on a fair and equal basis. The specifications should indicate the basis by which bids and offers will be evaluated. Specifications should provide prospective bidders with sufficient information for them to formulate bids.

All bids shall include a Non-Collusion Certificate, an Iran Divestment Certification, Indemnification Agreement, and all other documents required by General Municipal Law.

A Bid Bond, generally 5% of the bid, may be required on certain projects including service contracts. This bond is intended to protect the City in the event that a bidder refuses to enter into a contract after the contract is awarded or the bidder withdraws his bid before the award.

Performance Bonds in the amount of 100% of the bid are required for all construction projects. This bond offers the City protection in the event of the contractor's failure to perform in accordance with the awarded contract terms.

Prevailing wage rates apply to all projects subject to Articles 8 and 9 of the NYS Department of Labor. All bids shall be advertised on the Empire State Purchasing Group website, www.bidnetdirect.com/newyork, and on the City website, www.cityofpoughkeepsie.com. Bids for projects or purchases that are federally, or state funded may be advertised on the New York State Contract Reporter website, www.nyscr.ny.gov.

a. Contractor/Subcontractor Registry

Contractors and subcontractors submitting bids or performing construction work on public work projects or private projects covered by [Article 8 of the Labor Law](#) **need to register with the Department of Labor before submitting any new bids, quotes or commencing new work on a covered project on or after December 30, 2024.** Certificate of Registration must be received prior to commencement of work or submitted with request for quotes or formal bids.

All projects must have a Prevailing wage schedule issued by the Department of Labor

b. "Wicks Law" (GML §101)

Separate specifications for all contracts for the erection, construction, reconstruction, or alteration of buildings when the entire cost exceeds \$500,000.00 be prepared so as to permit separate bidding for:

1. Plumbing and gas fitting
2. Steam heating, hot water heating, ventilation, and air conditioning apparatus; and
3. Electric wiring and standard illumination fixtures.

c. Apprenticeship

Any contractor or subcontractor who bids on a construction project having an anticipated value in excess of \$100,000 must have apprenticeship agreements appropriate for the type and scope of work to be performed. The apprenticeship program must have been registered with the New York State Commissioner of Labor in accordance with Article 23 of the Labor Law.

3. Bid Opening and Award

The Board of Contract and Supply will have the option to reject all bids and re-advertise at its discretion.

All bid openings will be opened publicly and read at the time and place specified in the advertisement for bids unless otherwise specified. Bid openings can be attended by any and all interested parties.

Bids received after the specified bid opening time will not be accepted and will be returned unopened to the prospective bidder.

The following rules will govern:

- a. The Purchasing Agent and the requesting department will designate any person to open and read the bids aloud.
- b. The bids will be recorded and reported at the next regular or special meeting of the BOCS.
- c. Copies of original bids will be provided to the Department Head of the originating department to determine that the bids opened meet the bid specifications.
- d. A tabulation sheet shall be prepared recording all pricing submitted by responding bidders. The Purchasing Agent will assist the requesting department to evaluate bid responses and prepare a bid evaluation. If a Best Value award is to be made, the submittal will be reviewed in accordance with the criteria established in Local Law 2014-2. Local Law 2014-2 excludes purchase contracts required for the completion of a public works contract pursuant to Labor Law Article 8.
- e. The Commissioner of Finance shall determine that sufficient appropriations are contained within the originating department's budget or that other means are available to fund the project or purchase.
- f. The BOCS may reject any and all bids that do not meet the bid specifications.
- g. The originating Department Head will recommend the award and certify in writing (email shall be sufficient) that the prospective awardee has submitted a bid or proposal that meets the intent of the bid specifications.
- h. The BOCS shall determine the responsibility and responsiveness of the prospective awardee. The originating department will notify any low bidder of a rejection based on a determination that the bidder is not responsible or responsive.
- i. A majority of the BOCS must then concur with the award.
- j. If federal funds are to be expended for the project or purchase, the Purchasing Agent shall be responsible to verify, with the assistance of legal counsel and/or other consultants, that the proposed awardee is eligible by all Federal standards.
- k. In the event that two or more responsive/responsible bidders submit identical low bids, the BOCS will determine which is awarded the contract.
- l. The Commissioner of Finance acting as the Procurement Agent of the City will issue a Notice of Award.
- m. The Purchasing Agent shall draft and submit a proposed contract to the Corporation Counsel for approval. Once approved, the Purchasing Agent will forward three (3) copies of the contract along with a signed Notice of Award to the awardee for signature and required documents. After execution by the awardee, the contract will be forwarded to the Mayor for signature. On receipt of all executed contracts, the Purchasing Agent will issue a Notice to Proceed.
- n. The Purchasing Agent will issue the Non-Award Notice(s) and return all bid bonds to the bidder(s) who were not selected.
- o. The BOCS may also request that a notice of Intent to Award be issued in the event that additional time is needed before making an actual award.

4. Bid Errors

In the event that a submitted bid or proposal contains a unilateral error in calculation, the responder may withdraw the bid or proposal after a showing in accordance with GML 103(11)

5. Bid Protest Procedures

a. Contents of Protest:

A Bidder desiring to file a protest may submit a written protest to City's Purchasing Agent. The protest must include:

1. the name and address and telephone number of the Bidder;
2. identification of the contract or bid solicitation being protested;
3. a detailed and factual statement of the grounds for protest;
4. supporting documentation; and
5. the desired relief, action or ruling.

Each protest must be in **writing** and delivered to Purchasing Agent of the City as follows:

Bid Protest

Attention: Purchasing Agent City of Poughkeepsie

62 Civic Center Plaza

Poughkeepsie, NY 12601

b. Time for Filing:

1. Protests alleging restrictive specifications or improprieties in the bid solicitation which are or should be apparent prior to the bid due date must be received by the City not later than three business days prior to the bid due date.
2. All other protests must be received by the City within five business days after the opening of the Bid/RFP.
3. Any additional information relevant to the protest requested by the City from the protestor shall be submitted to the City as expeditiously as possible, but in no case later than three business days after requested by the City.
4. The time limits set forth in this section must be strictly adhered to. The City will not consider a protest or additional documentation which is not received by the Purchasing Agent within the time periods set forth herein.

c. City Action

1. Upon receiving a Protest, the Purchasing Agent shall notify the department responsible for the bid and the Corporation Counsel of the bid protest. The department shall gather the relevant information about the solicitation, evaluation and award of the bid and provide it to the Purchasing Agent within ten (10) calendar days of the Bid Protest.
2. If an award of a contract has already been made at the time that a bid protest is received, the City will notify the contractor of the protest, and will delay the issuance of any notice to proceed until the protest has been disposed of.
3. If an award of a contract has not already been made, but bids have been opened, the City will notify all bidders who appear to have a substantial and reasonable prospect of receiving an award if the protest is denied. A recommendation to BOCS will not be made for contract award until a written response to a bid protest has been approved by the BOCS and such response has been transmitted to the protestor.
4. If a bid protest is filed before the due date for receiving bids, the City will notify all bidders from whom

bids have been received of the filing of a protest and that bids will not be opened until the protest has been resolved.

5. The Purchasing Agent will deliver all relevant information and a recommended determination to the BOCS. The BOCS shall review the information relevant to the bid and shall render a decision on the protest as soon as practical but in no event later than ten (10) business days after the bid protest was received.
6. The decision shall contain the action taken and the rationale for such action, and shall be mailed by certified mail, return receipt requested, to the protestor at the address set forth in the bid protest or transmitted by email if the protestor provides an email address. A copy of the decision shall be maintained by the Corporation Counsel and distributed to the Department, the BOCS, and the Commissioner of Finance with copies to be retained by the Purchasing Agent. The decision of the BOCS shall be final and conclusive.
7. If the relief, action or ruling requested by the protestor is granted, the City will take appropriate actions to amend the bid solicitation or terminate the procurement process.

The City of Poughkeepsie alone will be responsible in accordance with good administrative practice and sound business judgment for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the City of any contractual responsibility under its contracts.

6. Best Value

The Common Council of the City of Poughkeepsie has adopted Local Law No. 2014-2 allowing the City's Finance Commissioner the "authority to accept Best Value" in awarding purchasing contracts subject to the requirements of GML, Section 103. The Local Law excludes any purchase contracts necessary for the completion of a public works contract pursuant to Labor Law Article 8.

A "Best Value" award is defined as a basis for awarding contracts "to the offeror which optimizes quality, cost and efficiency among responsive and responsible offerors." A determination must be made in writing by the Commissioner of Finance detailing why a "Best Value" award will be made before the solicitation of bids can occur. When it has been determined that a "Best Value" award is to be made, the criteria by which the "Best Value" will be evaluated and the process by which the evaluation and selection will be made must also be documented and included in the bid package.

The criteria used to determine Best Value shall be made in advance of the initial receipt of offers and shall be made on an objective and quantifiable analysis of such criteria. The criteria may include, but is not limited to, any or all of the following:

1. Cost of Maintenance,
2. Proximity to the end user if distance and response time is a significant term,
3. Durability,
4. Availability of replacement parts or maintenance contractors,
5. Longer product life,
6. Product performance criteria,
7. Quality of craftsmanship,
8. Price,
9. Local Employment.

7. Exceptions to Competitive Bidding.

- a. Purchases through the NYS Office of General Services
- b. Purchases under county or other municipal contract (Piggybacking). In the interest of increased efficiency, the purchase of goods and services through the NYS Office of General Services contracts or the “Piggybacking” on contracts existing through the Dutchess County Office of Central Services or those of other political subdivisions is strongly encouraged. The use of the competitive bidding process for the purchase of commodities otherwise readily available through these contracts will normally not be necessary except under extenuating circumstances, e.g., immediate need and availability through another vendor.
- c. Professional Services, not subject to GML 103, competitive bidding.
- d. “Sole source supplier” shall mean a manufacturer, software developer, or service provider that sells direct and there are no other sources offering an “or equal.” For consideration of sole source status, the entity must provide the Purchasing Agent with a letter, on official letterhead, detailing their sole source status.
- e. Single source supplier is defined as a distributor/wholesaler/retailer that has a contractual agreement to provide services within a specific geographic territory to the exclusion of all others. For consideration of single source status, the entity must provide the Purchasing Agent a letter, on official letterhead, detailing their single source status.
- f. Emergencies defined as arising out of an accident or other unforeseen occurrence of conditions whereby circumstances affecting public buildings, public property, or the life, health, safety of property of the inhabitants of the City of Poughkeepsie require immediate action which cannot await the competitive bidding process. An Emergency Declaration, signed by the Mayor of the City of Poughkeepsie, is required to be forwarded to the Purchasing Agent. Lack of anticipation or planning cannot be deemed as cause for the Emergency Declaration.
- g. Preferred Source
 - i) Purchases through agencies for the blind and/or severely handicapped.(NYSPSP)
 - ii) Goods made by correctional facilities (Corecraft)
 - iii) Goods or Services provided by the Disabled. (NYSID)
- h. Second-hand goods or surplus from Federal, State, or other political subdivision.
- i. Products offered by the Federal Government, Government Services Administration (GSA) Schedules 70 & 84, 1122 Public Safety Purchasing Program, NJPA, and other cooperative agreements.
- j. Leases defined as true leases, not installment purchases.
- k. Work performed by municipal employees under municipal cooperation agreements.

8. Standardization – GML §103(5)

Bidding for a particular brand or model requires that the Common Council adopt a resolution explaining the reason for standardization by a 3/5 vote.

Guidelines:

- 1. A substantial amount of equipment of the same make is presently being used by the municipality and uniformity of the make is essential to economy of efficiency,
- 2. Service facilities are peculiarly adapted to the handling of a particular make of equipment and cannot be converted economically,

3. The municipality has on hand a substantial supply of spare parts for a particular make of equipment, and they cannot be disposed of except at a substantial loss,
4. The design, plan, or method of construction of an installation is particularly suited to a particular make of equipment and cannot be altered economically,
5. Local geographic or atmospheric conditions require the use of a particular make of equipment to the exclusion of all others,
6. Employees are trained to operate one make of equipment and cannot be trained economically to operate other makes.

The adoption of such a resolution does not eliminate the necessity for conformance to the competitive bidding requirements. Standardization restricts the purchase to a specific model or type of equipment but does not limit the vendors it can be purchased from.

Standardization should be used very sparingly and only after careful consideration of the ramifications to future purchases and maintenance costs as this tends to reduce or, in some way, eliminate competition thus causing the City more than it may save by standardizing.

D. PROFESSIONAL SERVICES

GML §104-b provides that the City must adopt internal policies and procedures governing all procurement of goods and services which are not required to be competitively bid.

Generally, Professional Services involve specialized skill, training, expertise, license or degree and are not subject to Public Works requirements. As such, Architectural, Engineering, and Legal Consultant services are designed as Professional Services.

Professional Services are not subject to competitive bidding requirements. The Common Council has enacted the following standards for retaining Professional Services:

PROFESSIONAL SERVICES	
\$1 - \$19,999	No formal quotation required. The retention shall be at the discretion of the Department Head. Purchase Order Required \$5,000 - \$19,000
\$20,000 - \$39,999	Two (2) Written quotations with Department Head approval. Purchase Order Required
\$40,000 - \$49,999	Three (3) Written quotations with Department Head approval. Purchase Order Required
\$50,000 and above	Formal Request for Proposal as set forth below Purchase Order Required

Professional Services of \$50,000 and above, shall be competitively solicited through the Request for Proposal (RFP) process and evaluated subject to a pre-determined set of weighted criteria. RFP's may be advertised similarly to bid advertisements, or they may be selectively directed and solicited from others.

Requests for deviation from the RFP process are to be documented and approved by the Corporation Counsel or, in the event requested by the Corporation Counsel, the City Administrator.

The pre-determined criteria may include, but not be limited to the following:

1. Cost
2. Responsiveness –availability to meet project guidelines.
3. Qualifications – project understanding and approach.
4. Experience – similar services provided to public or private sector clients.
5. Local Employment Preference – Businesses that employ City of Poughkeepsie residents
6. Any other criteria as determined by the requesting department.

Where appropriate, the solicitation shall identify the relative importance and/or weight of each criterion identified. A criteria evaluation team should be identified before solicitation. The basis for award should be documented in the procurement file in advance of the initial receipt of offers.

RFPs that are solicited under certain funding may not be subject to the quote process and may require a Formal bid. Such funding includes projects under Environmental Facilities Corporation (EFC)

Departments must procure such services in accordance with the procedures above.

a. Local Employment

On March 10, 2016, The Common Council of the City of Poughkeepsie adopted Resolution, R-2016-27, Amending the Purchasing Policy to Encourage Local Employment. The resolution directs the Purchasing Agent to consider as a weighted factor, the percentage of City of Poughkeepsie residents employed by a business when considering an award of a contract, not subject to competitive bidding, if such business is otherwise deemed responsive and responsible. If a business wishes to request this consideration, he\she must make this request specifically in his\her RFP response and provide verifiable documentation of the percentage of his\her employees who are City residents.

b. Multi-Year Agreements

Where a professional services contract provides an option for renewal, all provisions for the same may be fully exhausted before the particular service shall be subject to a subsequent request for proposals. Annual contracts subject to renewal must be reviewed and approved by the Department Head. Professional service agreements shall not be for a total term, including all renewals, of longer than five years.

E. DEPARTMENT RESPONSIBILITY

Department Heads have the responsibility, first and foremost, to manage their respective budgets as adopted by the Common Council. Department Heads must first determine whether the item or service to be acquired is a Purchase or a Public Works contract. Then, based on the estimated cost of that product or service and the charts, requesting Departments will provide any/all documentation required to make purchases. Quotes and Purchase Orders shall be completed by the requesting department and processed by the Finance Department **BEFORE** the purchase is made. Any purchase made that does not conform to these procedures is null and void and the employee responsible for the purchase may be subject to

disciplinary action including written warnings that could lead to personal financial responsibility for unauthorized purchases.

The attached flow chart (Exhibit B) is provided to assist Department Heads in fulfilling their obligations under this Policy

F. PROCUREMENT CARDS

The intent of the Procurement Card (P-Card) Program is to provide a streamlined process for the procurement of goods and services costing less than \$999.00 with a single purchase limit of \$999.00. The single purchase limit may be increased up to \$4,999.00 for certain departments and employees upon approval of the City Administrator, and the Commissioner of Finance or the Deputy Commissioner of Finance.

Department Heads are responsible for annually designating which employees are given P-Cards, distributing a Procurement Card Program Policy to each designated employee, enforcing the Procurement Card Program Policy, and confirming that all purchases made by the card are accounted for on an expense report.

All employees should refer to the separate Procurement Card Program Policy and are responsible for compliance. Failure to comply with reporting requirements will result in the suspension of P-Card privileges at the discretion of the Commissioner of Finance.

All New P-Card requests shall be submitted on the PCard Request form (see attached Exhibit C) and signed by the Department head and submitted to the Purchasing Agent. All employees issued a P-Card shall sign the P-Card Agreement annexed hereto as Exhibit D.

G. STANDARDS OF CONDUCT

City employees are bound by General Municipal Law Article 18 "Conflict of Interest of Municipal Officers and Employees." Any City employee who has, will have, or acquires an interest in, any actual or proposed contract with the City of Poughkeepsie, shall publicly disclose the nature of such interest in writing to the Board of Contract Supply as soon as he/she has knowledge of and actual or prospective interest. This written disclosure will be made a part of the record of the Board of Contract Supply. If an officer or employee of the City of Poughkeepsie has reason to believe that he/she may have a conflict of interest, the office of the Corporation Counsel should be contacted and consulted immediately.

Employees shall not engage in outside employment which is inconsistent with their City responsibilities. For example, furnishing advice or services to a firm bidding on or planning to bid on a contract with the City of Poughkeepsie, or which is presently doing business with the City.

No employee, officer, agent, immediate family member, or Board member of the City of Poughkeepsie shall participate in the selection, award, or administration of a contract with the City if a conflict of interest, real or apparent, is involved.

City of Poughkeepsie employees, officers, agents, or Board members will neither solicit nor accept gifts, gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-

agreements with the City.

Employees occupying positions which are directly involved in the City of Poughkeepsie procurement process are required to disclose any interest in businesses which engage in bid activities with the City.

Failure to abide by these Standards of Conduct will result in disciplinary action, up to and including termination. If said employee is a member of a union and is bound by a collective bargaining agreement with the City of Poughkeepsie, the sanctions undertaken will be addressed within the agreement.

H. PURCHASING RESPONSIBILITY

The following individuals are responsible for purchasing and their respective titles are set forth below:

Joseph Vita – Interim Commissioner of Finance and Purchasing Agent of the City

Karen Sorrell – Deputy Commissioner of Finance

Shirley Davison – Purchasing Agent

Rebecca A. Valk – Corporation Counsel

I. KEY REFERENCES

1. New York State GML § 103- Goods and Services
2. GML 104- Services
3. State Finance Law § 163-Best Value
4. Article 23 of the Labor Law-Apprenticeship
5. Uniform Guidance (2 CFR Part 200, Subparts A through F)- Federal Funded
6. General Municipal Law Article 18

**RESOLUTION
R-26-08**

INTRODUCED BY CHAIRMAN WILSON:

BE IT RESOLVED, by the Common Council of the City of Poughkeepsie that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

(a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein;

(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

SECONDED BY COUNCILMEMBER _____ .

RESOLUTION

R-26-09

INTRODUCED BY COUNCILMEMBER WILSON

WHEREAS, the Common Council is comprised of nine (9) members, one elected at-large citywide and one elected from each of the eight wards in the city (Charter Section 2.01); and

WHEREAS, pursuant to Section 2.03 of the Charter, the Common Council, at the annual organization meeting, shall elect a vice-chairperson who shall serve as chairperson and preside at all common council meetings for which the council chair is absent.

NOW THEREFORE,

BE IT RESOLVED, that Common Council hereby appoints the following individual to serve as the vice-chairperson in accordance with Charter Section 2.03.

Nathan Shook

SECONDED BY COUNCILMEMBER _____ .