



**THE CITY OF POUGHKEEPSIE  
NEW YORK**

**COMMON COUNCIL MEETING  
MINUTES**

---

**Tuesday, September 6, 2016 6:30 p.m.**

**City Hall**

---

**Presentation by IDA Chair, Paul Calogerakis regarding the proposed  
Uniformed Tax Exemption Policy**

CITY OF POUGHKEEPSIE INDUSTRIAL DEVELOPMENT AGENCY  
TAX EXEMPTION POLICY

The Uniform Tax Exemption Policy of the City of Poughkeepsie Industrial Development Agency (“Agency”) is to grant qualifying applicants standard real property tax abatements and exemptions from sales, use and mortgage recording taxes as described below. The Agency will determine in its discretion whether a project qualifies for the standard tax abatements and/or exemptions, taking into account the facts described below. The applicant will be required to pay full taxes in connection with any Agency financial assistance unless the Agency has determined to provide for the standard exemptions. The Agency may determine to deviate from the standard exemptions to provide enhanced benefits on a case-by-case basis, as provided below.

1. Abatement and Exemption Consideration Factors

The Agency will consider the following factors in making the determination whether to grant abatements and/or exemptions, no single one of which is determinative:

- The nature of the proposed project (e.g., commercial, industrial, mixed-use, transit oriented development);
- The nature of the property before the project begins (e.g., vacant land, vacant buildings)
- The economic condition of the area at the time of the application;
- The effect of the proposed project has on the environment;
- The likelihood of accomplishing the proposed project in a timely fashion;
- The extent to which a project will create or retain permanent, private sector jobs, and the number of jobs to be created or retained;
- The impact of a proposed project on existing and proposed businesses and economic development projects in the vicinity;
- The extent to which the proposed project will provide a benefit (economic or otherwise) not otherwise available within the locality in which the project is located;
- The extent to which the proposed project will provide additional sources of revenue for municipalities and school districts;
- The extent to which the proposed project will require the provision of additional services including, but not limited to, additional educational, transportation, police or emergency medical or fire services;

Draft Review: 8/25/2016

- The estimated value of any tax exemptions to be provided;
- The amount of private sector investment generated or likely to be generated by the proposed project;
- The demonstrated public support for the proposed project;
- Where the project includes renovation or redevelopment of occupied properties, an appraisal of the value before and after redevelopment;
- Whether affected taxing jurisdictions will be reimbursed by the project occupant if a project does not fulfill the purposes for which exemption is provided, as provided in Section 8 of this policy; and
- the need for the abatements and/or exemptions in order for the project to be financially feasible.

Satisfaction of all criteria will be determined by the Poughkeepsie IDA.

Prior to approval of abatements and/or exemptions, (1) the Agency will assess all material information included in connection with the application for financial assistance, as necessary to afford a reasonable basis for the decision by the Agency to provide financial assistance for the project; (2) the Agency will conduct or cause to be conducted a written cost-benefit analysis that identifies the extent to which a proposed project will create or retain permanent, private sector jobs; the estimated value of any tax exemptions to be provided; the amount of private sector investment generated or likely to be generated by the proposed project; the likelihood of accomplishing the proposed project in a timely fashion; and the extent to which the proposed project will provide additional sources of revenue for municipalities and school districts; and any other public benefits that might occur as a result of the project; (3) the applicants will be required to represent that the project, as of the date of the application, is in substantial compliance with all provisions of Article 18-A of the General Municipal Law including, but not limited to, the provisions of Section 859-a and subdivision one of Section 862; and (4) if the project involves the removal or abandonment of a facility or plant within the state, notification by the agency to the chief executive officer or officers of the municipality or municipalities in which the facility or plant was located.

2. Real Property Taxes

<p>City of Poughkeepsie Property Improvements Exemption Table</p>
---

Draft Review: 8/25/2016

Official Minutes of the Council Meeting of Tuesday, September 6, 2016

(Land valued at 100% of assessed value)				
Year	Type 1	Type 2	Type 3	Type 4
1	50%	75%	75%	100%
2	50%	70%	75%	100%
3	50%	65%	75%	100%
4	50%	60%	75%	100%
5	50%	55%	75%	100%
6	40%	50%	70%	95%
7	30%	45%	65%	90%
8	20%	40%	60%	85%
9	10%	35%	55%	80%
10	0%	30%	50%	75%
11	0%	25%	45%	70%
12	0%	20%	40%	65%
13	0%	15%	35%	60%
14	0%	10%	30%	55%
15	0%	0%	25%	50%
16	0%	0%	20%	40%
17	0%	0%	15%	30%
18	0%	0%	10%	20%
19	0%	0%	5%	10%
20	0%	0%	0%	0%

The exemptions noted above presume no additional subsidies into proposed developments from federal, state or local sources. Projects with other subsidies must document to the IDA that the subsidy provider was provided a budget which clearly showed the IDA property tax exemption. The IDA reserves the right to reduce the exemption if additional subsidies are provided after approval by the IDA or the subsidy provider was not aware of the exemption. The reference to “additional subsidies” in this paragraph does not include income tax credits. Projects wishing to deviate from the exemptions on this table must secure, at their own expense, the approval of each taxing authority (city, county and school district).

**Type 1: Commercial:** Commercial, business or industrial properties constructed, altered, installed or improved in an amount exceeding \$500,000 that are not otherwise eligible for a tax exemption under the City’s local option pursuant to New York State Real Property Tax Law, Section 485-b.

**Type 2: Brownfields, Historic, Abandoned, and Infill:** Commercial, business or industrial properties where rehabilitation or redevelopment is complicated by two or more of the following:

- (1) the presence or potential presence of environmental contamination which qualify under the NYS Brownfield Cleanup Program; or

Draft Review: 8/25/2016

- (2) the presence of multiple abandoned properties as defined by City of Poughkeepsie Code Section 14.48 (h), which may include the subject property, in the immediate vicinity; or
- (3) property is a Local Protected Site by the City of Poughkeepsie Historic District and Landmarks Preservation Commission, as well as property eligible to be listed, or listed individually or as part of a district on the National Register of Historic Places; or
- (4) vacant, undeveloped or underdeveloped land surrounded by developed properties but not located in an R-1, R-2 or R-3 zoning district.

**Type 3: Mixed Use Conversion and/or Transit-Oriented:** Non-residential properties converted to a mix of residential and commercial uses or uses allowed in sections of the Zoning Code that authorize transit-oriented development. Type 3 uses must be located in a transit oriented district as identified by the Agency in the map attached as Appendix "A".

**Type 4: Jobs Plus:** Commercial, business or industrial properties that satisfy all of the following three criteria:

- (1) Investment - A minimum \$15 million investment in new plant, machinery and equipment, or renovation of existing building(s); and
- (2) Jobs - A minimum of 50 new permanent full time jobs or full time equivalent jobs with a written commitment to recruit City of Poughkeepsie residents in accordance with an IDA approved local recruiting plan. Jobs will need to be created within one year of the Final Approving Resolution of the Agency unless extended by majority vote of the Agency; and
- (3) Local Sourcing - The IDA believes that companies benefiting from its incentive programs should source from the local workforce during the construction phase of projects. It is, therefore, the policy of the IDA that firms benefiting from its programs shall employ, to the extent possible, workers in the City of Poughkeepsie and the local labor market during all project phases, including the construction phase. For the purposes of this Policy, the local labor market shall be defined as the region consisting of the City of Poughkeepsie pursuant to Section 230 of the Economic Development Law (the "Region"). Applicants receiving IDA benefits shall utilize 100% local labor from the Region, for their

Draft Review: 8/25/2016

## Official Minutes of the Council Meeting of Tuesday, September 6, 2016

approved projects. For purposes of this provision, an employer whose principal place of business is located in the Region shall be considered to employ local labor. However, the IDA recognizes that the use of local labor may not be possible for the following reasons:

1. Warranty issues related to installation of specialized equipment whereby the manufacturer requires installation by only approved installers;
2. Specialized construction is required and no local contractors or local construction workers have the required skills, certifications or training to perform the work;
3. Significant cost differentials in bid prices whereby the use of local labor significantly increases the cost of the project. A cost differential of 10% is deemed significant. Every effort should be made by the contractor or applicant to get below the 10% cost differential including, but not limited to, meeting with local construction trade organizations and local contractor associations;
4. No local labor is available for the project; and
5. The contractor requires the use of key or core persons such as supervisors, foremen, or construction workers having special skills.

The request to secure an exemption for use of non-local labor must be received in writing from the applicant. The request will be reviewed by the Board of Directors at its monthly meeting.

In addition, applicants receiving IDA benefits and Contractors on the project shall make every effort to utilize vendors, material suppliers, subcontractors and professional services from the City of Poughkeepsie and from within the Region. Applicants and contractors shall be required to keep records of those local vendors, material suppliers, contractors and professional services who they have solicited and with whom they have contracted with or awarded.

Once approved for IDA benefits, all applicants will be required to provide to the IDA's Board of Director's the following information:

1. 1) Contact information for the applicant's representative who will be responsible and accountable for providing information about the bidding and awarding of construction contracts relative to the application and project;
2. 2) Description of the nature of construction jobs created by the project, including in as much detail as possible, the number, type and duration of construction positions;
3. 3) The names, contact information, certificate of authorization to do business in the State of New York and copies of current Certificates of NYS Workers' Compensation Insurance, NYS

Draft Review: 8/25/2016

Disability Insurance, General Liability Insurance and proof of current OSHA training certification for all contractors and their employees performing work on the site; and

4. 4) A Construction Completion Report listing the names and business locations of prime contractors, subcontractors and vendors who have been engaged in the construction phase of the project.

The Construction Manager, acting as agent for the applicant, on the project shall keep a log book on site detailing the number of workers on the job for each trade and the counties in which they reside which shall be subject to periodic inspection by the monitoring entity. The monitor shall issue a report to the Board of Directors relative to compliance with this labor policy. If a violation of the policy has occurred, the Board of Director's shall notify the applicant in writing and give such applicant a warning of such violation. In the event there is a subsequent violation of the policy, the Board of Directors may, in its discretion, take action to revoke IDA benefits as provided in Section 8 (Recapture).

3. Sales and Use Tax Exemptions

The Agency's policy is to permit purchases of construction materials and equipment rentals and purchases of project related Equipment, furnishings and services to be made as agent of the Agency to the fullest extent permitted by New York State Law. Projects approved by the Agency are afforded full exemption from local and New York State Sales and Use Taxes until 1) project completion as determined by issuance of a certificate of occupancy, or 2) a date certain established by the Agency on a project-by-project basis. Operating and maintenance expenses of projects are not incurred as agent of the Agency, and no sales or use tax exemption is provided therefor. Projects eligible for sales and use tax exemptions include industrial projects and non-industrial projects.

All applicants must agree in writing to file with the New York State Department of Taxation and Finance an annual statement of the value of all sales and use tax exemptions claimed in connection with the project on a form and in such a manner as prescribed by §874(8) of the New York General Municipal Law.

4. Mortgage Recording Tax Exemption

Draft Review: 8/25/2016

The Agency's policy is to permit mortgage tax exemptions on all project related tax financing to the fullest extent permitted by New York State law, whether or not the Agency has issued its bonds to finance the project. Projects eligible for mortgage recording tax exemptions include industrial projects and non-industrial projects.

The Agency may, in its sole discretion, permit mortgage recording tax exemptions on all non-project related financings, for example, second mortgages on the project to secure subordinated indebtedness of the project applicant. In determining whether to permit such exemptions on non-project related financing, the Agency shall consider the factors identified in Section 1.

5. Public Improvement Exemption

The Agency may, in its sole discretion, grant an additional exemption from real property taxes for approved voluntary public improvements. An applicant must qualify for financial assistance and the exemption is an addition to an exemption contained in Paragraph 2. Such exemption shall be in the amount set by the Agency, but not greater than the cost of the public improvement. The exemption shall be amortized over a period not to exceed twenty (20) years and in an amount not to exceed \$25,000 per year. A Public Improvement shall be defined as the construction, or contribution to construction, enlargement, extension or repair of a facility available for use by the public at-large including but not limited to curbs, sidewalks, street furniture, fountains, landscaping, land purchase, upgraded architecture, structured parking, pedestrian bridges, parks, plazas, open space, water, sewer and storm water facilities, roads, street lights, traffic signals, trails and other public amenities. In order to be entitled to an exemption under this provision, the Public Improvement must be approved by the Agency, in its sole discretion. Improvements required by the Planning Board as part of a site plan application and or required to mitigate potential impacts which are required pursuant to the State Environmental Quality Review Act ("SEQRA"), do not qualify for public improvement

5. Reporting and Monitoring.

All City of Poughkeepsie IDA projects are subject to local monitoring by the IDA.

The project agreement will include a requirement for annual reporting to the IDA in the form required by the IDA, including at least a certified statement and documentation as to:

1. The total project investment during the annual period and to date;
2. The number of FTE construction and permanent jobs retained and created during the annual period and to date as a result of the financial assistance, by category, including full time equivalent independent contractors or employees of independent contractors that

Draft Review: 8/25/2016

- work at the project location, and indicating that the salary and fringe benefit averages or ranges for categories of jobs retained and jobs created that was provided in the application is still accurate and if it is not still accurate, providing a revised list of salary and fringe benefit averages or ranges for categories of jobs retained and jobs created;
3. The total value of taxes and assessments paid to local taxing jurisdictions including real property tax and PILOT during the annual period and to date;
  4. A copy of the annual sales and use tax exemption report and the total value of sales and use taxes paid during the annual period and to date;
  5. The completion date or expected completion date of the project;
  6. The owner, occupant or operator receiving financial assistance shall certify, under penalty of perjury, that it is in substantial compliance with all local, state and federal tax, worker protection and environmental laws, rules and regulations;
  7. Whether the project is in compliance with the terms and conditions of the IDA project financial assistance agreement; and
  8. All other information required to be reported by the IDA with respect to the project pursuant to applicable law.

6. Financial Assistance Agreements; Payment in Lieu of Taxes

Each project receiving an abatement and/or exemption of real property taxes will be subject to a Payment in Lieu of Tax Agreement ("PILOT Agreement") in a form acceptable to the Agency. The Agency will consider the factors listed in paragraph 1 of this Uniform Tax Exemption Policy, when determining the amounts to be paid under the PILOT Agreement. A copy of the PILOT Agreement will be forwarded to each affected tax jurisdiction within fifteen (15) days of execution. To the extent required by Section 858 (15) of the General Municipal Law, unless otherwise agreed by the affected tax jurisdictions, payment in lieu of taxes shall be allocated among the affected tax jurisdictions in proportion to the amount of real property tax and other taxes which would have been received by each affected tax jurisdiction had the project not been tax exempt due to the status of the Agency involved in the project.

The PILOT Agreement shall include among its terms the amount due annually to each affected tax jurisdiction (or a formula by which the amount due can be calculated), the name and address of the person, office or agency to which payment shall be delivered, the date on which payment shall be

Draft Review: 8/25/2016

made, and the date on which payment shall be considered delinquent if not paid, pursuant to §858 (15) of the New York General Municipal Law.

Projects granted exemptions from sales and use taxes and/or mortgage tax exemption will also be required to execute a financial assistance agreement. A PILOT Agreement or other financial assistance agreement will be in substantially the form of the standard financial assistance agreement approved by the Agency, including provisions for reporting and recapture as described herein.

7. Deviation from General Policy

In addition to or in lieu of the abatements and exemptions described in paragraphs 2, 3 and 4 of this Uniform Tax Exemption Policy, the Agency's Board of Directors may, on a case-by-case basis, deviate from the guidelines described above to provide enhanced benefits for a project expected to have significant impact on the City.

Any deviation from the guidelines set forth above requires the written notification by the Agency to the chief executive officer of each affected tax jurisdiction as to the proposed deviation and the reasons therefor.

The Agency may consider any or all of the factors listed in paragraph 1 of this Uniform Tax Exemption Policy. In particular, the Agency may consider the size of the project, the number of employees, and the project's ability to generate revenue to offset any loss in real property taxes, in making its determination.

8. Recapture of Benefits

The financial assistance agreement will include a provision that the Agency, at its sole discretion and on a case-by-case basis, may determine with respect to a particular project that such project has failed to meet its intended goals and suspend, discontinue or recapture by the Agency the value of any or all exemptions from taxation granted with respect to the project by virtue of the Agency's involvement.

Events that the Agency may determine will trigger recapture may include, but not be limited to:

Draft Review: 8/25/2016

- Sale or closure of the facility;
- Significant employment reduction;
- Significant change in use of facility;
- Significant change in business activities or project applicant operator; or
- Material non-compliance with or breach in terms of Agency transaction documents or of zoning or land use laws or regulations or federal, state or local environmental laws or regulations.

The Agency may consider mitigating factors such as catastrophic events and significant changes affecting the local economy. If the Agency determines to provide for the recapture with respect to a particular project, the Agency shall, in its sole discretion and on a case-by-case basis, determine the timing and percentage of the recapture.

8. Fees

The Agency shall, at its annual meeting establish a fee schedule by separate resolution.

9. Effective Date

Unless otherwise determined by the Agency this Uniform Tax Exemption Policy shall apply to all agreements for the provision of financial assistance entered into on or after June 30, 2016.

10. Amendments

The Agency, by resolution of its members, and upon notice to all affected taxing jurisdictions as may be required by law, may amend or modify the foregoing policy as it may, from time to time to time, in its sole discretion determine. The City's Uniform Exemption Policy shall be reviewed by the IDA board and reaffirmed every two years.

Draft Review: 8/25/2016



**II. REVIEW OF MINUTES:**

None

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

**ADD**

**VII. MOTIONS AND RESOLUTIONS:**

**2. FROM MAYOR ROLISON, Resolution R16-79, approving the appointment Deborah McDonnell as City Administrator.**

**3. FROM MAYOR ROLISON, Resolution R16-80, amending the salary for the City Administrator.**

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

COMMON COUNCIL MEETING

Time: 6:30 p.m.

Date: Tuesday, September 6, 2016

Place: Common Council Chambers, City Hall, City of Poughkeepsie

**Public Comment Sign-up**

Public Comment: Three (3) minutes per person on any agenda item or non-agenda item. Time period not to exceed 45 minutes total.

Please clearly print your name and address below:

1. Laura Forman ✓
  2. Ms. Melba R. Ware ✓
  3. Erin Taylor ✓
  4. EUSONA TYLER ✓
  5. Darrett Roberts ✓
  6. Diane Campbell ✓
  7. Ruby Dell Slater ✓
  8. \_\_\_\_\_
  9. Sheila Drew ✓
  10. Gus KAZOLIAS ✓
  11. Helen Dawson ✓
  12. Louise Van Orkney ✓
  13. Roy Fitzmaurice ✓
  14. Denny Lewis ✓ 128 Harrison Street.
  15. FRANK CLARK 406 Second mile DR ✓
  16. MURNA TRAFFORD 517 Second mile DR.
- Bob Stubb

COMMON COUNCIL MEETING

Time: 6:30 p.m.

Date: Tuesday, September 6, 2016

Place: Common Council Chambers, City Hall, City of Poughkeepsie

**Public Comment Sign-up**

Please clearly print your name and address below:

17. Ken Stickle 118 Catherine St
18. Laura Sandow 201 S. Grand
19. Cassandra Clarke 25 Kousenbake
20. Billy Dykas - 96<sup>S</sup> Hamlin Street

ONCE AGAIN THE POJO, THE LEGAL PAPER FOR CITY OF POUGHKEEPSIE, GOT IT ALL WRONG REGARDING THE BACKGROUND POSITIONS HELD BY THE PROPOSED CANDIDATE FOR CITY ADMINISTRATOR. THE POSITION FOR CITY ADMINISTRATOR BEING TEMPORARY FILLED BY RETIRED POLICE CHIEF KNAPP. ON FACE BOOK, SHE STARTED TO WORK AT SAROTOGA IN THE SCHOOL DISTRICT, THEN ELEVATED HER POSITION TO ECONOMIC DEVELOPMENT PERSON BUT NOT A CITY ADMINISTRATOR, SARATOGA WHICH IS A RETIREMENT ENCLAVE WITH INCOME ABOUT \$29,000. AND A 1% MINORITY. GOING TO INDIANA TO A MIDDLE CLASS COMMUNITY NEAR PENTAGON EAST, WRIGHT PATTERSON, WHERE THE INCOME IS MID-FORTIES AND A MINORITY POPULATION 8%, THE POPULATION IS MIDDLE WORKING CLASS WHERE CITY MANAGER IS WELL SUITED FOR THAT POPULATION. A CITY MANAGER RUNS THE SHOW FROM SOUP TO NUTS AND SERVES AT THE PLEASURE OF THE MAJORITY OF THE COUNCIL. SHE WAS NOT A CITY ADMINISTRATOR AS REPORTED BY THE POJO. SHE GOT IN TO HOT WATER WHEN SHE PROPOSED TO OPEN A RESIDENTIAL SECTION TO A BROADER ROAD/DEVELOPMENT THAT CREATED CITIZEN UPROAR. A CONCERNED HOME OWNER SAID HER PROPERTY VALUE WOULD LOSE \$40,000. SOUNDS FAMILIAR WITH THE CITY'S EAST/WEST ARTERIAL TOOK 157 HOUSES OFF THE TAX ROLLS, CREATING THE GEOGRAPHICAL DEMARCATION LINE NORTH OF WEST LEG OF THE STATE IMPOSED E/W/ WHERE ALL FED/STATE LOW INCOME HOUSING PROJECTS ARE LOCATED. WHAT HAPPENED TO THOSE VALUES NORTH AND ALONG BOTH LEGS OF THE E/W NYS ARTERIAL? THROW IN THE N/S NYS PASS BOTH DESTROYING NEIGHBORHOODS!!!! THE CITY OF POUGHKEEPSIE HAS A DIVERSE POPULATION CLOSE TO 50%. WHEN SHE DISCUSSED ON VIDEO SHE HAD CULTURAL PROBLEM BETWEEN YOUNG AND OLD, WITH 8% MIDDLE CLASS BLACK, QUESTION HOW IS SHE GOING TO DEAL WITH A THE POOREST CITY NYS WITH AN AVERAGE INCOME OF \$23,000, AND A THOUSAND ZOMBIE PROPERTIES, WITH LITTLE OR NO FINANCIAL HELP FROM THE FEDS/STATE? TO ME THIS IS ANOTHER JOBS PROGRAM SO SHE CAN MAX OUT HER NYS PENSION.

*SHE IS COMING FROM A VERY WHITE COMMUNITY  
AND FOR A DIVERSE CITY. DEAR BOB IS GOOD FOR HER, BUT NOT FOR  
CONSTANTINE GUS KAZOLIAS POUGHKEEPSIE*  
*Chris Kazolias*  
47 NOXON STREET, POUGHKEEPSIE, N, Y.12601

SEPTEMBER 05, 2016

Comments of Laurie Sandow at Common Council meeting, Sept. 6, 2016 – Page 1 of 2

Last week I attended two City meetings—a Common Council and a Charter Review Commission meeting.

At the Common Council meeting there was talk of fiduciary duty.

So let's be clear: Fiduciary duty is the highest standard of care, requiring the fiduciary to act in the best interest of the party whose assets they are managing. When Councilmembers receive a report—for example, the Capital Plan—and believe that information is lacking, it's their fiduciary duty to seek missing details as soon as noted. It's contrary to fiduciary duty to sit around waiting for a department head to come before the Council, and then make a big show of investigating details that haven't been sought in advance.

At the May 2nd, 2016, meeting of this Common Council (and I believe on an earlier occasion) I brought this Council's attention to the fact that Charter Review Commission meetings were being held at an hour that was inconvenient for the public to attend, and that the meetings were neither being videotaped nor broadcast. Did the Common Council move to remedy that situation? No, it did not.

When a Charter Review Commission public hearing was advertised in the Poughkeepsie Journal and on the City website for July 11th, what did the Common Council do? Even though a large number of members of the public and the Commission was ready to proceed with a public hearing, the Common Council said, sorry...wrong information, wrong date—just a presentation tonight. Rather than let the public hearing proceed, the Council said if you want to attend a public hearing, come back again on July 25th.

Comments of Laurie Sandow at Common Council meeting, Sept. 6, 2016 – Page 2 of 2

The Charter Review Commission has been meeting since June 2015. In that more than one year, only one Councilmember—Tracy Hermann—attended any of their meetings on a date when he was not called for an interview.

At the Charter Review Commission public hearing this past Tuesday, a certain Councilmember recounted how the Council had fought with Mayor Tkazyik to create the Commission. Because he didn't know himself, this Councilmember asked me whether any minutes had ever been posted to the City website. And when speaking to the Commission, this Councilmember vowed that he would use his Council position to lobby against the proposed Charter revisions. The same Councilmember who for more than one year never read Commission minutes, never attended Commission meetings, never made an effort to have Commission meetings broadcast to the public, never followed the Commission's progress AT ALL; the same Councilmember who has engaged in rushing last-minute Council resolutions and scheduled special Council meetings, took the opportunity at the Charter Review Commission public hearing to grandstand on videotape about how process had been rushed, had not been public, and had not been in the interest of the public.

How on earth does Council disinterest, followed by an attitude like this, serve the interests of this City? Why on earth will the Dyson Foundation fund a future Charter review, or other City projects, after experiencing the current dysfunction? When on earth will this Common Council pull itself together to work in the City's interest, rather than in service to competition over crumbs between Wards and Ward leaders?

**V. MAYOR'S COMMENTS:**

**Mayor Rolison** wanted to thank the six councilmembers who attended and participated in the live Skype sessions that were held with the City Administrator candidate, Deborah McDonnell, last week. Also wanted to say how honored he is, today to attend the City of Poughkeepsie School **Comication** at the Bardavon. School starts Thursday morning, and wanted to publically reaffirm his commitment as the Mayor, and behalf of the City Council for the cities cooperation with the City of Poughkeepsie School District. Tomorrow a meeting will be held with Department of Public Works Commissioner, Chris Gent and the City Administrator. They have identified the key walking areas for the students, to make sure the areas are not only clean, but will be safe for the passage of the students to and from school on a daily basis. Like to encourage Councilmembers who have specific areas that need attention, in your wards, that you think are some of the key walking areas. Also wanted to thank Councilmember Natasha Cherry who has been working with the Assistant Superintendent Tracy Farrell from the school district with his office on some grant opportunities. He also looks forward to utilizing the experience of the new City Administrator candidate, if confirmed, who has extensive grant writing experience that has been spoken about tonight, as far as grants are concerned. Mrs. McDonnell has attended one of the most comprehensive grant writing schools given in the country. Also, as far as the City Finance Commissioner is concerned, he has not started yet, he was here for our first budget session of eight hours the other day. And wanted to thank Councilman Mike Young, who was also present for that meeting.

**VI. CHAIRMAN'S COMMENTS AND PRESENTATIONS:**

**Chairman Petsas** wanted to say that he was, and will continue to be vocally opposed to the idea of merging our city bus system with the county. He stated that he has heard no good of the Loop Bus System, and how it is run, and has only heard negative things, with their prison buses that used to run up and down our streets. He stated that he represents many of you who are in the audience this evening, from InteFaith, Admiral Halsey to Charles Street to Rip Van Winkle to Delafield Street Housing, the housing projects, and all of the streets in between. Again, he was opposed to this idea when he was first elected to the council, and remains committed to his opposition of this idea. As the individual said, we should not be balancing our budget on the backs of the most vulnerable people who need public bussing. Instead of talks about merging with the county, and having the county take over our bus service, we should be talking about how was can improve our bus service for the residents of this city. He stated that he hasn't taken a bus since he was in High School, but that he would not take the bus today, there are no lights in our shelters after 5:00 on a fall day. Who wants to sit in a shelter at 6:00 p.m. with no lights on? No monthly passes are offered to our residents, which we should be encouraging, so that we can get money up front, and quickly into our system. There is, as one speaker said, no signage. If you're new to his neighborhood, and walk down to the Delafield Street bus stop, you will have no idea where the bus is going, what time the bus is coming here. We don't even have a simple sign to tell people, at what time the bus is coming, and a map that says where you can take a bus to. Instead of talking about merging, and uninvesting into our bus system, believes that we should reinvest into our bus system.

**VII. MOTIONS AND RESOLUTIONS:**

- 1. A motion was made by Councilmember Cherry and seconded by Councilmember Johnson to receive and print.**

**FROM CORPORATION COUNSEL ACKERMANN, Resolution R16-73, approving an Inter-Municipal Agreement with Dutchess County regarding the review of certain projects under General Municipal Law 239-M.**

<b>R16-73</b>						
			<b>Yes/Aye</b>	<b>No/Nay</b>	<b>Abstain</b>	<b>Absent</b>
<input type="checkbox"/> Accepted <input checked="" type="checkbox"/> Defeated <input type="checkbox"/> Tabled	Councilmember Young	Voter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Councilmember Perry	Voter	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Councilmember McNamara	Voter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Councilmember Klein	Voter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Councilmember Johnson	Voter	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Councilmember Cherry	Voter	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Councilmember L. Johnson	Voter	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Councilmember Petsas	Voter	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 2. A motion was made by Councilmember Cherry and seconded by Councilmember Johnson to receive and print.**



CITY OF POUGHKEEPSIE  
CITY CHAMBERLAIN  
2016 SEP -2 PM 3:26

**The City of Poughkeepsie  
New York**

**Robert G. Rolison**  
Mayor

September 2, 2016

Deborah McDonnell  
1063 Glenhollow Ct.  
Fairborn, Ohio 45324

Dear Deborah:

Pursuant to § 3.02 (a) of the City of Poughkeepsie Charter ("Charter"), I hereby appoint you to the Office of City Administrator, effective September 2, 2016, subject to confirmation by the Common Council.

Sincerely,

Robert G. Rolison  
Mayor

cc: City Chamberlain  
Corporation Counsel

Memorandum

TO: Robert G. Rolison, Mayor  
FROM: Anne E. Saylor, Transition Team Chair  
DATE: September 2, 2016  
RE: City Administrator

The Transition Team has been working with The Mercer Group, a nationally renowned search group paid for by the Dyson Foundation, to conduct a comprehensive, nationwide search for a new City Administrator. The team met 9 times over the past six months to examine the qualification for this position, review and approve the recruitment brochure, review resumes and background reports, hold interviews with finalists and recommend the most qualified candidate. A total of 35 applications were received with 26 eliminated by Mercer's initial review as not meeting the qualifications. Mercer provided 9 potential candidates to the team. Two (2) candidates withdrew from consideration during our process due to accept another position or other circumstances. The team reviewed the resumes and selected 6 candidates for initial interviews. We then selected 2 finalists for second interviews.

Based on our review, we recommend Deborah McDonnell for the position of City Administration. Based on Ms. McDonnell's resume and background report (attached), guidance from the Mercer Group, an initial Skype interview, and a two-day visit by Ms. McDonnell, we strongly feel Ms. McDonnell is the best candidate for the position. Ms. McDonnell has the experience, knowledge and personality needed to guide the rebuilding of our government and our city.

Ms. McDonnell has been part of the successful rebuilding of two older distressed communities, the Village of Saranac Lake, NY and most recently the City of Fairborn, Ohio. Fairborn Ohio, where Ms. McDonnell is currently City Administrator, is a comparably sized community which has many of the same challenges – an older, lower income city surrounded by wealthier communities. Ms. McDonnell's commitment to and experience in creating a community vision, team building, accountability and transparency will serve Poughkeepsie well. The Fairborn website is an excellent window into Ms. McDonnell's experience and priorities. Ms. McDonnell applied for the Poughkeepsie position because she enjoys the process of helping distressed communities develop their vision and implement the practical steps to achieve that vision. Her references confirmed this is one of her many strengths.

Ms. McDonnell has agreed to accept the City Administrator position for an annual salary of \$140,000. She is looking forward to living in the city. While this salary is higher than the \$125,000 in the budget, it is comparable to the salary in similar cities and reasonable in light of

## Official Minutes of the Council Meeting of Tuesday, September 6, 2016

Ms. McDonnell qualifications, her current salary of \$144,000 in Fairborn, and the salary of our new Commissioner of Finance. We feel strongly the City should make this critical investment to attract the best candidate.

The Transition Team recommends the appointment of Deborah McDonnell as City Administrator as soon as possible.

Attachment

c: Transition Team Members

Official Minutes of the Council Meeting of Tuesday, September 6, 2016

*Deborah A. McDonnell*  
(937) 499-0885

1063 Glenhollow Ct. Fairborn, Ohio 45324  
[debmc20@gmail.com](mailto:debmc20@gmail.com)

April 11, 2016

Jim Mercer, President/CEO  
The Mercer Group, Inc.  
5579B Chamblee Dunwoody, Road, #511  
Atlanta, GA 30338

**Poughkeepsie, New York City Administrator Opportunity**

Dear Mr. Mercer,

Please accept my resume for City Administrator for Poughkeepsie, New York.

I currently serve as the City Manager for Fairborn Ohio, a residential community of 32,000 with a daytime population of over 80,000. This community serves the needs of the largest Air Force installation in the country and a major university. The fiscal challenges for this city resemble those of Poughkeepsie: both have seen reductions in revenues, declining government tax sharing, and rising costs in an unstable economy and both face the need for operational reorganization.

During my nine years with the city, I assembled a team of directors and supervisors capable of creating and implementing a community transformation. We faced internal employee dissatisfaction, community unrest, falling revenues, overspending, and lack of vision. Today, we are fiscally strong, share the Council's Vision, and understand the long range goals; employees are empowered, share resources and enjoy their work. Best of all, the residents are excited about Fairborn's future.

Prior to my work in Ohio, I spent 10 years as the development director for the Village of Saranac Lake, New York, rebuilding a tourist community in the Adirondack Mountains. I secured over \$15 million in grant funds for this small community of 5,200 residents for revitalization projects.

Both positions required state, federal, regional, and local collaborations between private citizens, business, not-for-profits, and the amazing staff of the local government to achieve the success realized in a short period of time.

If, after reading my resume, you believe my skills as a business executive, fiscal officer, and community builder are congruent with the desired attributes of the next administrator for Poughkeepsie, please contact me to further discuss this opportunity.

Respectfully submitted,

*Deborah A. McDonnell*

## Official Minutes of the Council Meeting of Tuesday, September 6, 2016

*Deborah A McDonnell, MBA, ICMA-CMA*

1063 Glenhollow Ct, Fairborn, Ohio 45324  
(937) 499-0885 Cell [debmed20@gmail.com](mailto:debmed20@gmail.com)

**Objective:** to use my business acumen to lead local government teams to strengthen the quality of public service, revitalize our downtowns and neighborhoods, embrace civic engagement, and stimulate economic development to improve the overall quality of life in a community.

### Professional History

2007 to present City of Fairborn, Ohio, **City Manager**  
Full Service City of 32,000 residents, 250 Employees, 5 Unions & ACT  
\$35 M Budget, \$75 M overall  
Also serves Wright Patterson Air Force Base, Wright State University

1997 to 2007 Village of Saranac Lake, New York, **Director, Community Development**  
Historic community of 5,000 residents in the Adirondack Mountains,  
adjacent to Lake Placid where two winter Olympics occurred  
Also serves Paul Smiths College and North Country Community College

1994 to 1996 *Elected Trustee Saranac Lake, New York*  
*Served one term before entering public service*

1993 to 1997 Garrett Hotel Group, New York, **Chief Financial Officer**  
Based in Burlington VT with Luxury Resorts in Paul Smiths NY and  
Lake Placid NY, Relais & Châteaux Hotels  
Created accounting protocols for multiple revenue centers in a new  
facility, worked with software company to install new hotel systems,  
negotiated with vendors on start up cash flow challenges, created an  
employee manual

1988 to 1992 Saranac Lake Central School District, New York, **Business Executive**  
2500 Students, 670 Sq. Mile District. 3 Unions  
Audited payroll for 2 years and negotiated with IRS for relief of penalties  
Implemented new accounting software and business office efficiencies,  
negotiated administrative contracts

1982 to 1987 Adirondack Daily Enterprise, New York, **Bookkeeper**  
A subsidiary of Ogden Newspapers, Wheeling WV  
Only Daily Newspaper in the Adirondack Mountains  
Implemented computer accounting systems to the organization

### Education

- Masters in Business Administration, Walden University
- Bachelor of Science in Business Administration, The Ohio State University
- Graduate: The Grantsmanship Center, Buffalo, NY
- Certified: Change Agent Leadership, Cornell University

# Official Minutes of the Council Meeting of Tuesday, September 6, 2016

## Skills and Accomplishments in Public Service – Highlights Fairborn Ohio

### *Leadership:*

- Facilitated community focus groups to craft an overall revitalization strategy
  - *Results: Created a new economic development office targeting job creation and retention; modified road improvement program in key opportunity areas; hired additional code enforcement officers and strengthened the City's resolve for improving aesthetics and stabilizing commercial property values; leveraged \$87,000 into \$2M for downtown renovations*
- Empowered residents to identify challenges and solutions to community housing issues
  - *Results: modified utility protocols to assist landlords with tenant non-payment issues; trained employees to improve customer service; implemented stronger code enforcement and aggressive blight elimination in neighborhoods; changed utility billing to increase transparency; implemented a nuisance abatement program for drug/crime reduction*
- Created an internal team approach to community service and internal customer service.
  - *Results: established expectation for collaboration and information sharing between all departments to serve our customers faster, more efficiently, and to assure comprehensive project management. Empowered all levels of the organization to make decisions within their area of expertise which reduced unnecessary bureaucracy*
- Led City Council through a strategic planning process
  - *Results: City Council now has a unified vision for the City with deliverables not only for the staff but also for themselves. State of the City addresses to the community now reflect the progress of the City towards reaching that vision*
- Enhanced government transparency and ease of doing business in the community
  - *Results: now using OpenGov, an online system that reports the City's financial picture; reserve park facilities online; ability to pay fees online with credit card, over the phone any time; improve use of social media to reach today's customers on their time*
- Brokered communication between school unions and administration to create an environment of trust and collaboration
  - *Results: Opened communication between the city and schools on economic growth, new schools, and fiscal stability for the entire community*
- Entered into the first Public-Public; Public-Private Partnership agreement with Wright-Patterson Air Force Base for shared services
  - *Fairborn residents permitted to join the Base pool which helped with overhead cost at the Base and filled a void in the community from losing their pool; discussing equipment maintenance, plowing, and road paving shared services in 2016*

### *Financial:*

- During the financial recession of 2009-2011, I laid off 20 employees, restructured/streamlined operations to adjust to lower income. To respond, the City:
  - Created a 5-year budget model to guide today's investments for future growth and to stabilize the reserves

## Official Minutes of the Council Meeting of Tuesday, September 6, 2016

- Changed property tax model to align with citizen desires and passed two property tax levies during economic recession
- Implemented a purpose based budget and eliminated the spend-it-or-lose-it mentality
- Reduced inventories and decentralized purchasing
- Installed work flow accounting system to eliminate paper processing to reduce time for purchasing and vendor payments
- Joined purchasing consortiums resulting in \$ Millions saved in high recurring costs such as road salt, electricity, energy savings
- Renegotiated service and union contracts for \$2M savings in health care cost
- The strategy provided the City the ability to:
  - Raise General Fund reserves target from 12.5% to 17%. (Now at 54%)
  - Rehire the 20 employees, add 6 additional fire fighters/paramedics, 6 additional police officers, 2 code enforcement officers, and an additional engineer
  - Council has the able to appropriate funds for economic incentives benefit without impacting operating funds

### *Economic:*

- Secured the National Center for Medical Readiness (NCMR), a program of Wright State University (WSU) in Fairborn by preparing a successful business case for site use
  - *This included negotiating for the donation of a \$4M - 54 acre abandoned industrial (environmentally contaminated) site from a global corporation; then securing \$2M for (and managing) environmental remediation. NCMR is the first ever research and training facility focusing on the medical aspects of disaster readiness, response, and recovery that will spawn additional economic activity in the future. It is an adaptive reuse of a significant downtown property. (EPA publication # )*
- Developed an Economic Development Strategy (EDS) which includes a Real Estate Assessment and step by step process to focus on business retention and expansion and capitalize on the City's competitive advantage
  - *Result: created or retained over 2000 jobs in three years*
- Developed a strategy for eliminating blight and connecting economic centers that opens the door for new development in the areas identified in the EDS
  - *Results: Eliminated almost 50 dilapidated, abandoned, or foreclosed structures throughout several neighborhoods and four commercial structures along major thoroughfares*
  - *Developing a new industrial park that will support university and Air Force research, development, and manufacturing opportunities*
- With a renewed partnership between the schools and City, joined with the Chamber to create a shared vision for the future economic growth of the City
  - *Results: rebranding the City with complementary logos for the Chamber, City, and Fairborn Development Corporation.*

## Official Minutes of the Council Meeting of Tuesday, September 6, 2016

### *Personnel:*

- Established annual strategic planning sessions between City Council, Manager, and Directors to facilitate discussions regarding Council's vision and staff operational challenges resulting in common goals and expectations
- Merged water and sewer functions into one utility department to provide employee cross training, opportunities for advancement, and equipment sharing resulting in significant operational efficiency and lower cost
- Restructured administrative oversight to reduce supervisory personnel
- Hired Wright State University to develop a leadership course for all directors, supervisors, and key customer service assistants (30 total) that led to better communication between staff, and reinforced a customer service culture
- Work with 5 unions: fire, AFSCME (public works), and 3 police. Established union relationships that changed negotiation patterns which reduced grievances and the need for arbitration. Settled most contracts in record time without arbitration
- Value transparency throughout the organization - Created open access for all employees through shared files including monthly fiscal reports
- Completed a classification and compensation study for Administrative, Clerical, and Technical (ACT) non-union positions to insure employees were being paid properly for the work assigned. Last review was almost 30 years ago

### *Regionalism:*

- Provide Fire/EMS services for Bath Township residents
- Partner with Greene County on road resurfacing projects to save thousands of dollars annually for both governments
- Connect Fairborn bikeways with Greater Dayton Regional Bikeways
- Partnered with Montgomery County and City of Kettering to secure housing grants
- Partnered with City of Beavercreek, Greene County, Ohio Department of Transportation and the State of Ohio on a road expansion to benefit local businesses and Wright-Patterson Air Force Base

### *Special Assignment*

- Selected twice to serve on Congressman Steve Austria's (retired) *Blue Ribbon Commission* to explore economic growth potential related to military spending in Ohio.

### *Community Awards*

2010 "*Jack Huelsman Civic Award*" the most prestigious award given to an individual by the Fairborn Area Chamber of Commerce and recognized by the US Congress, and Ohio Legislators for work towards the National Center for Medical Readiness

### *Volunteerism*

- USO
- Christmas in Action, (one day community effort to improve homes for elderly or disabled)
- Food for Kids, (program through the United Methodist Church that packs weekend lunches for 250 low income K-3 students in the schools)

Professional and Community Involvement

- International City Manager Association (ICMA), Credentialed in 2013
- Ohio City Manager Association (OCMA) Leading Next Generation Project
- Fairborn Area Chamber of Commerce, Board of Director since 2007
- Fairborn Development Corporation, Board of Director since 2007
- Rotarian since 1997. *President* 2001-2002
- Miami Valley Military Affairs Association, Director since 2012
- Wright-Patt Credit Union, Past Director
- Big Brothers Big Sisters of the Miami Valley, Past Director

Saranac Lake New York

*Leadership:*

- Created/implemented a Local Waterfront Revitalization Plan with a 20-member stakeholder group in partnership with the New York State Department of State Coastal Division
  - *Results: installation of public docks, enhancements to waterfront and downtown parks now used for festivals/entertainment, restoration of historic train station*
- Facilitator for the River Corridor Commission, a citizen-based committee focused on the recreational development of the Saranac River
  - *Results: Creation of a 1.5 mile linear park along the Saranac River, installation of two pedestrian bridges connecting parking to downtown*
- Lead the development of a Comprehensive Economic Development Strategy (CEDS) with a 15 member citizen advisory committee
  - *Results: Restored 90% of historic buildings, filled vacant storefronts, repurposed vacant strip center, and attracted new retailers into the community*

*Financial:*

- As grant writer, secured more than \$15 million for projects related to waterfront planning, parks and recreation, water/sewer improvements, housing, road/sidewalks, downtown revitalization, economic development; leveraged millions in additional private investment

*Economic:*

- Facilitated the development of a downtown revitalization plan with local business and community stakeholders
  - *Results: Physically rebuilt downtown facades and capitalized on the Village's competitive advantage in the arts and recreation to create a vibrant community center which attracted new businesses to vacant storefronts*

*Community Awards*

- 2003 *"Waterfront Revitalization Award"* from the New York State Department of State Coastal Division for work on the Local Waterfront Revitalization Plan
- 2002 *"Community Renaissance Award"* from Niagara Mohawk Power Corporation for work on waterfront revitalization
- 1998 *"All America City"* award from the National Civic League and recognized by President Clinton, NY Governor Pataki and Secretary of State Treadwell for outstanding civic infrastructure and collaboration efforts

## Official Minutes of the Council Meeting of Tuesday, September 6, 2016

### References

Hon. Rick Ferales,  
Ohio House of Representatives  
937-604-5637

Dave Seagraves, Mayor,  
City of Brookville, OH  
Business Development, ME\_IBI Engineers  
937-833-3424

Kelly Babcock, Personnel Legal Advisor  
Clemens Nelson Associates  
513-310-9679

Jay Strickler, Col, USAF (Retired) Vice-Commander  
Wright-Patterson Air Force Base  
Senior Director, Business Development, AECOM  
937-219-3826

Pam Strickler, Trustee  
Clark State University  
402-216-6401

DEBORAH MCDONNELL  
CANDIDATE FOR THE POSITION OF  
CITY ADMINISTRATOR  
FOR THE CITY OF POUGHKEEPSIE, NEW YORK

Education and Professional Development

Ms. McDonnell received her Master of Business Administration degree on May 25, 2008 from Walden University, located in Minneapolis, Minnesota, on May 25, 2008. She received her Bachelor of Science degree in Business Administration from Ohio State University, located in Columbus, Ohio, on June 11, 1982. These degrees were verified by [www.studentclearinghouse.org](http://www.studentclearinghouse.org), an online degree verification service.

Experience

The Mercer Group, Inc. has confirmed that Ms. McDonnell currently serves as City Manager for the City of Fairborn, Ohio, and has held this position since 2007. Prior to this Ms. McDonnell served as Director of Community development for the Village of Saranac Lake, New York from 1997 to 2007; as an Elected Trustee for the Village of Saranac Lake, New York; Chief Financial Officer for the Garrett Hotel Group of New York, based in Burlington, Vermont from 1993 to 1997; Business Executive for the Village of Saranac Lake, New York Central School District from 1988 to 1992; and as Bookkeeper for the Adirondack Daily Enterprise in the Adirondack Mountains of New York from 1982 to 1987.

Ms. McDonnell continues her professional development through memberships and affiliations in International City/County Management Association; Ohio City Management Association; Fairborn Area Chamber of Commerce; Fairborn Development Corporation; Rotarian; and in the Miami Valley Military Affairs Association.

Ms. McDonnell was asked to describe the area where she currently works. Fairborn was a city looking for redevelopment and the leadership to set change in motion. They had a defeatist attitude and were fighting change even though they complained about the state of the City. A core group of individuals held the city hostage to change. Today, citizens are encouraged that the

City Council is leading change, they believe change is happening for the best, understand and support Council's actions, and have greater confidence in management. The control group is gone. The fiscal situation went from bleak to strong as council considered income options and improved fiscal spending.

Ms. McDonnell was asked to list six accomplishments in her career of which she is most proud. These accomplishments include:

- Waterfront development, Saranac Lake, NY.
- Revitalized downtown, Saranac Lake, NY.
- Secured donation of \$4M property from a global corporation to partner with Wright State University to create the National Center for Medical Readiness center.
- Created an amazing internal senior leader team, decentralized decision making, streamlined purchasing, reorganized departments, updated policies and procedures.
- Facilitated Council vision and strategy and memorialized it for the public. Suggested several legislative changes that allowed for government to run more efficiently and target resources towards the strategy.
- Restored trust in the community through open government and a willingness to address change recommended by the community.

Knowledge, Style, Skills, and Abilities

Ms. McDonnell was asked to describe her management style and philosophy and responded that she believes in servant leadership. Ms. McDonnell's role is to insure that employees are well trained, in the right position, and feel valued. It is her job to make sure they have the tools they need to perform their jobs to the best of their ability and that they are paid fairly. It is Ms. McDonnell's job to insure that all levels of the organization understand the vision, values, and goals of the organization, and how their work contributes to the results. She trusts the employees to do what is right. Everyone has an opportunity to share new ideas, and all levels of management allow them to try. It is important to have a strong senior leadership team. They are empowered to run their departments without interference. As information is shared and

## Official Minutes of the Council Meeting of Tuesday, September 6, 2016

collaboration on projects (identified as important by Council) occurs, everyone wins.

References were asked how they got to know Ms. McDonnell. References have known Ms. McDonnell in both professional and personal settings including working with her in supervisory and subordinate roles in the City of Fairborn, Ohio.

References were asked how long they had known Ms. McDonnell. References have known Ms. McDonnell from 9 to 11 years in both a professional and personal setting.

References were asked to describe Ms. McDonnell's strengths. According to her references, Ms. McDonnell is a mover and shaker, a game changer, the complete package, and a true professional that excels in turning communities around. Her strengths include her expertise, knowledge, and experience in running a city, and her vision, strategic thinking, and ability to solve problems with creative and innovative solutions. Ms. McDonnell has exceptional people skills and is a great assessor of individual personality and character. She reaches out, interacts well and easily, and creates long lasting relationships and contacts with everyone within and around her community. Ms. McDonnell is further described as honest, ethical, and the type of person who always does the right thing.

References were asked to describe Ms. McDonnell's weaknesses. References all agree that they feel Ms. McDonnell has no real weakness that would prevent her from doing an exceptional job. Several references state that Ms. McDonnell is very straightforward and tells it like it is. Some people may not appreciate her directness, but references feel it is refreshing. They always know where they stand and feel this trait is a real asset. Ms. McDonnell is loyal, an excellent representative, and she will always protect her employees and her community.

References were asked if they were aware of any personal or professional problems in Ms. McDonnell's background. References were unaware of any problems in her background that would cause any issue or concern. References state Ms. McDonnell is genuine, compassionate, fair, and she has a big heart. That being said, she is also a serious and driven professional, but she is positive, supportive, and truly wants everyone to do well.

## Official Minutes of the Council Meeting of Tuesday, September 6, 2016

References were asked how Ms. McDonnell presents herself. References say Ms. McDonnell makes a great first impression. She comes across as extremely professional, direct, straightforward, and forthright. At the same time, references state Ms. McDonnell is friendly, outgoing, engaging, open, personable, and the type of person who lights up a room.

When references were asked about Ms. McDonnell's communication ability, references replied that Ms. McDonnell is an outstanding communicator. She has a natural way of relating to people and can communicate effectively at any level, to any audience. Ms. McDonnell has a direct, concise, clear, on point, and confident speaking and writing style. She is intelligent, articulate, knowledgeable, and prepared.

References were asked to describe Ms. McDonnell's abilities in building consensus or facilitating groups or other public gatherings. References all believe Ms. McDonnell has a true gift when it comes to reaching out and connecting with others, and she has an innately collaborative attitude and approach. She is direct, reasonable, respectful, and listens to others. References agree Ms. McDonnell is exceptional in improving and increasing community relations, involvement, and opinion. She has successful union negotiation experience and excels in getting Council and community support.

When references were asked to describe Ms. McDonnell's skills as a team player, references state that Ms. McDonnell is without question a team player and, on a scale from 1 to 10, would rate her abilities in this area between 9 and 10. She is a natural team player, builder, and leader. Ms. McDonnell has a strong and dynamic personality, and brings her opinions to the table. At the same time, she respects the opinions of others and the value their experience and knowledge brings. Ms. McDonnell is patient, takes the time to listen to others, and regardless of her opinion, implements a decision or course of action once it is agreed upon.

References were asked to describe Ms. McDonnell's skills as a leader. References state that Ms. McDonnell has a direct, fair, consistent, hands-on yet collaborative leadership style. She leads by example, has clear expectations, and excels in recognizing people's talents and where they would fit in best. Ms. McDonnell builds strong teams and departments and is not afraid to delegate, to

## Official Minutes of the Council Meeting of Tuesday, September 6, 2016

let people do their jobs and what they have been trained for. Ms. McDonnell is open, supportive and available, but will not hesitate to jump in if she needs to. According to her references, Ms. McDonnell's staff loves working for her; she is well-liked, respected, and held in high regard. She is open to input, and is always respectful. Ms. McDonnell understands her role and place, and will implement the direction and vision that she is tasked to follow.

References were asked to give examples of where Ms. McDonnell exhibited a vision for the organization she manages. Several references state one of Ms. McDonnell's visions and true passions is revitalizing, beautifying, and turning communities around. She has a proven and successful track record in reinvigorating downtown areas, not only to encourage more tourist and outside interest, but also to make it a safe, productive, and beautiful place that people can be proud of. Ms. McDonnell has a knack for recognizing the strengths and attributes of a community and the vision to see what more it can become. She finds the funding for and implements capital improvement projects while maintaining the budget and continuing to provide all necessary services. While in Fairborn, Ms. McDonnell spearheaded the development of the first economic development department. She also had the vision of finding an adaptive reuse for an old industrial site/cement plant into what is now Wright State University's Calamityville (a civilian and military medical training facility for disaster responders) helping to stimulate growth and eliminate a blight from the downtown area. Another vision and passion of Ms. McDonnell's is building trust, respect, and strong support and relationships within the community. She excels in reaching out, giving everyone her undivided and individualized attention, and building strong relationships among and between different organizations in a community. Through her efforts, references state that community trust, opinion, and involvement has vastly improved on every level.

References were asked to give examples of where Ms. McDonnell handled a crisis situation and what happened. References state that Ms. McDonnell has backbone, gives as good as she gets, and is not the type of person to give in easily, or shy away from a challenge. Several references state that for 3 years the Council in Fairborn was divided, with one half completely supporting Ms. McDonnell, and the other half opposing her every move and attacking her on every level. During this time, Ms. McDonnell maintained her professionalism, faced her opposition in stride,

## Official Minutes of the Council Meeting of Tuesday, September 6, 2016

and kept everything in perspective and factually based. According to her references, Ms. McDonnell is unflappable, tackles problems head on, and can handle any amount of pressure. She stands strong regardless of what is happening around her.

References were asked what makes them feel Ms. McDonnell is uniquely qualified to become City Administrator for the City of Poughkeepsie, New York, or if there are other things that they would like to share in regard to her capabilities or attributes that would be beneficial to a new employer. References feel Ms. McDonnell's background, experience, knowledge, ability, character, and personality really set her apart. She has extraordinary interpersonal skill, builds strong, lasting relationships, and fosters an environment of support, trust, and mutual respect. Ms. McDonnell truly cares for and loves serving her community, and is committed, driven, honest, and ethical.

References were asked if they would hire Ms. McDonnell. Yes, in a minute, most definitely, without question or hesitation, and in a heartbeat, were the types of answers received from her references. References state they would recommend Ms. McDonnell without reservation. She is a true, professional game changer that thrives on a challenge and in turning a community around. According to her references, Ms. McDonnell's actions and accomplishments speak volumes; the picture of a community where she has served is black and white. According to her references, Ms. McDonnell has a great presence and personality, and a big heart. She would be an asset wherever she went, and a huge loss to her current community. Ms. McDonnell is also originally from New York, has family in the area, and would be a great fit.

When asked why she is interested in the position of City Administrator for the City of Poughkeepsie, New York, Ms. McDonnell responded that Poughkeepsie is in the same position Fairborn was nine years ago. She has endured the pressures and wrath that comes with change, so Ms. McDonnell is appropriately trained. The City of Poughkeepsie lies between the state capital and New York City along the Hudson with an active rail line and incredible waterfront. What an opportunity for growth for a city looking for rebirth! It is exciting to lead a city through the change process, watching City Council/Mayor challenge their current thinking/realities and coming to consensus on a long-range target. Poughkeepsie has a deficit and needs a fiscal

## Official Minutes of the Council Meeting of Tuesday, September 6, 2016

strategist to lead them out of the situation. It is doable, and it is what Ms. McDonnell does best. Finally, she, too, wants to be in the right position at the right time as Ms. McDonnell's purpose is to use the skills God gave her to help communities.

When asked why she is interested in leaving her current position, Ms. McDonnell states she believes that God has a plan for her life and it is important to pay attention to the signs of where she is needed. Ms. McDonnell felt a strong calling to move to Fairborn when her work was done in Saranac Lake. She believes she has served Fairborn to the best of her abilities. Ms. McDonnell stayed in the community through the controversies of change, which no other manager has done, and it changed the culture. They have a strong leadership team, empowered to make decisions, with a succession plan that will help the community maintain stability. Ms. McDonnell's fiscal skills stabilized the budget and it should continue to be strong, allowing City Council to make the necessary investment for redevelopment into the future. Quite frankly, Ms. McDonnell feels her work there is done. This community will continue to be successful if they follow the plan. Ms. McDonnell likes the change process and is good at it, but when it is complete, she is not one to sit back and coast. Now, change is in the air for Ms. McDonnell.

When asked if she had ever been terminated or asked to resign from any position, Ms. McDonnell states she has not.

Ms. McDonnell was asked if we were to do a thorough background check, would we find anything that might embarrass a future employer. Ms. McDonnell states there is not.

When asked if there is anything else in her background that we should be aware of relative to this position, Ms. McDonnell responded that there was not.

We performed an Internet check and discovered an article in *My Dayton Daily News* published August 21, 2013, where accusations were made that Ms. McDonnell made inappropriate remarks against a resident, an accusation she strongly denied, and the Council ultimately took no action on and cleared her of. In the same article one Council member stated that they recommend that she search the Internet for a new position, contact a realtor and prepare a resignation letter, while

## Official Minutes of the Council Meeting of Tuesday, September 6, 2016

another stated they had confidence in Ms. McDonnell, she had done an admirable job as manager, and had played a major role in the financial soundness of the city.

When asked about key strengths for this position, Ms. McDonnell states her strongest skill lies in her ability to see a bigger picture, find opportunity where others do not, and the instincts to know what to do to achieve success. Other strengths are articulated in other areas of this report.

When asked about potential weaknesses for this position, Ms. McDonnell responded that she is an ENTJ on the Meyers-Briggs scale and does not always articulate the details that others need to understand her directions or requests. Fairborn staff knows to ask for details, but Ms. McDonnell would need to help Poughkeepsie staff understand this as well.

Ms. McDonnell was given the following words and asked how other people would use them to describe her: Leader, Administrator, Doer, Project Manager, Facilitator, and Negotiator. She responded in the following way:

- Leader: No one shares the vision of this community better. Invokes trust. Easy to talk to.
- Administrator: Allows others to do their jobs. Created an action plan to follow.
- Doer: Driven by goals and holds staff accountable.
- Project Manager: Tenacious, shares knowledge, gives encouragement.
- Facilitator: Can draw out ideas and reach consensus among diverse groups.
- Negotiator: Tough but fair.

Ms. McDonnell was given the same six words and asked to describe herself. She responded in the following way:

- Leader: Servant leader. Serve others for the betterment of all.
- Administrator: Trust employees to do what is right and bring ideas for change forward.
- Doer: Always seeking opportunity and bringing new ideas to the team.
- Project Manager: Success proves that Ms. McDonnell knows how to plan and implement projects.
- Facilitator: Lead discussions and consolidate various thoughts into one plan.

Negotiator: Tough. See both sides, and try to reach win/win strategy.

Ms. McDonnell was asked the number of total years of experience she has in the public administration field. Ms. McDonnell has 18 years experience in city/village administration and 5 years administration experience in schools.

Ms. McDonnell was asked what her interests and professional goals were. Ms. McDonnell's interest is in redevelopment and professional goal is to find the next city that needs help with this process.

Ms. McDonnell was asked what her current compensation package was and what her compensation expectations were. Ms. McDonnell's current salary is in the mid \$144,000 with a \$6,000 automobile allowance. Additional benefits include \$4,000 educational allowance, fully paid; ICMA/OCMA membership and conference attendance, Rotary dues/fees, etc. She states there wasn't a salary listed in the brochure.

We conducted a background check including an Internet search, motor vehicle records, credit reports, and criminal records. There are no bankruptcy or collection items on Ms. McDonnell's credit record. The supplier also indicates that all credit payments have been made on time. Ms. McDonnell's criminal and motor vehicle records are clear.

At this point in our background investigation we can find no problems of a personal or professional nature that would prevent Ms. McDonnell from performing the duties of City Administrator for the City of Poughkeepsie, New York. At this point we recommend that Ms. McDonnell be interviewed for this position.

**RESOLUTION  
(R-16-79)**

**INTRODUCED BY COUNCILMEMBER CHERRY**

**WHEREAS**, the office of city administrator is appointed by the mayor pursuant to the City Charter §3.02(a); and

**WHEREAS**, the appointment of a city administrator by the Mayor is subject to confirmation by the Common Council; and

**WHEREAS**, the Mayor has determined to appoint Deborah McDonnell to the office of city administrator and has submitted such appointment to the Council for confirmation; and

**WHEREAS**, the Common Council finds that it is in the best interest of the City of Poughkeepsie for the Mayor’s appointment to be confirmed; and

**NOW, THEREFORE,**

**BE IT RESOLVED**, that the Mayor’s appointment of Deborah McDonnell to the office of city administrator be, and the same hereby is confirmed.

**SECONDED BY COUNCILMEMBER JOHNSON**

R16-79			Yes/Aye	No/Nay	Abstain	Absent
<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Defeated <input type="checkbox"/> Tabled	Councilmember Young	Voter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Councilmember Perry	Voter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Councilmember McNamara	Voter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Councilmember Klein	Voter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Councilmember Johnson	Voter	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Councilmember Cherry	Voter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Councilmember L. Johnson	Voter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Councilmember Petsas	Voter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**3. A motion was made by Councilmember Cherry and seconded by Councilmember Johnson to receive and print.**

**FROM MAYOR ROLISON**, Resolution R16-80, amending the salary for the City Administrator.

R16-80			Yes/Aye	No/Nay	Abstain	Absent
<input type="checkbox"/> Accepted <input checked="" type="checkbox"/> Defeated <input type="checkbox"/> Tabled	Councilmember Young	Voter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Councilmember Perry	Voter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Councilmember McNamara	Voter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Councilmember Klein	Voter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Councilmember Johnson	Voter	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Councilmember Cherry	Voter	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Councilmember L. Johnson	Voter	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Councilmember Petsas	Voter	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**VIII. ORDINANCES AND LOCAL LAWS:**

**IX. PRESENTATION OF PETITIONS AND COMMUNICATIONS:**

- 1. FROM COUNCILMEMBER LORRAINE JOHNSON**, a communication regarding the proposed sale of a portion the Smith Street parking lot. **Removed**
  
- 2. FROM CITY ADMINISTRATOR KNAPP**, a communication amending § 13-177 of the Code of Ordinance entitled “Motor Vehicle and Traffic” provide a no left turn from Smith Street to North Clinton Street.

**ORDINANCE AMENDING §13-177(b) OF THE  
CITY OF POUGHKEEPSIE CODE OF ORDINANCES  
ENTITLED "LEFT TURNS PROHIBITED FOR ALL VEHICLES"  
(O-16-XX)**

INTRODUCED BY COUNCILMEMBER \_\_\_\_\_ :

BE IT ORDAINED, by the Common Council of the City of Poughkeepsie, as follows:

**SECTION 1:** Section 13-177(b) of the City of Poughkeepsie Code of Ordinances entitled "**Left turns prohibited at all times**" is amended by the following **addition**:

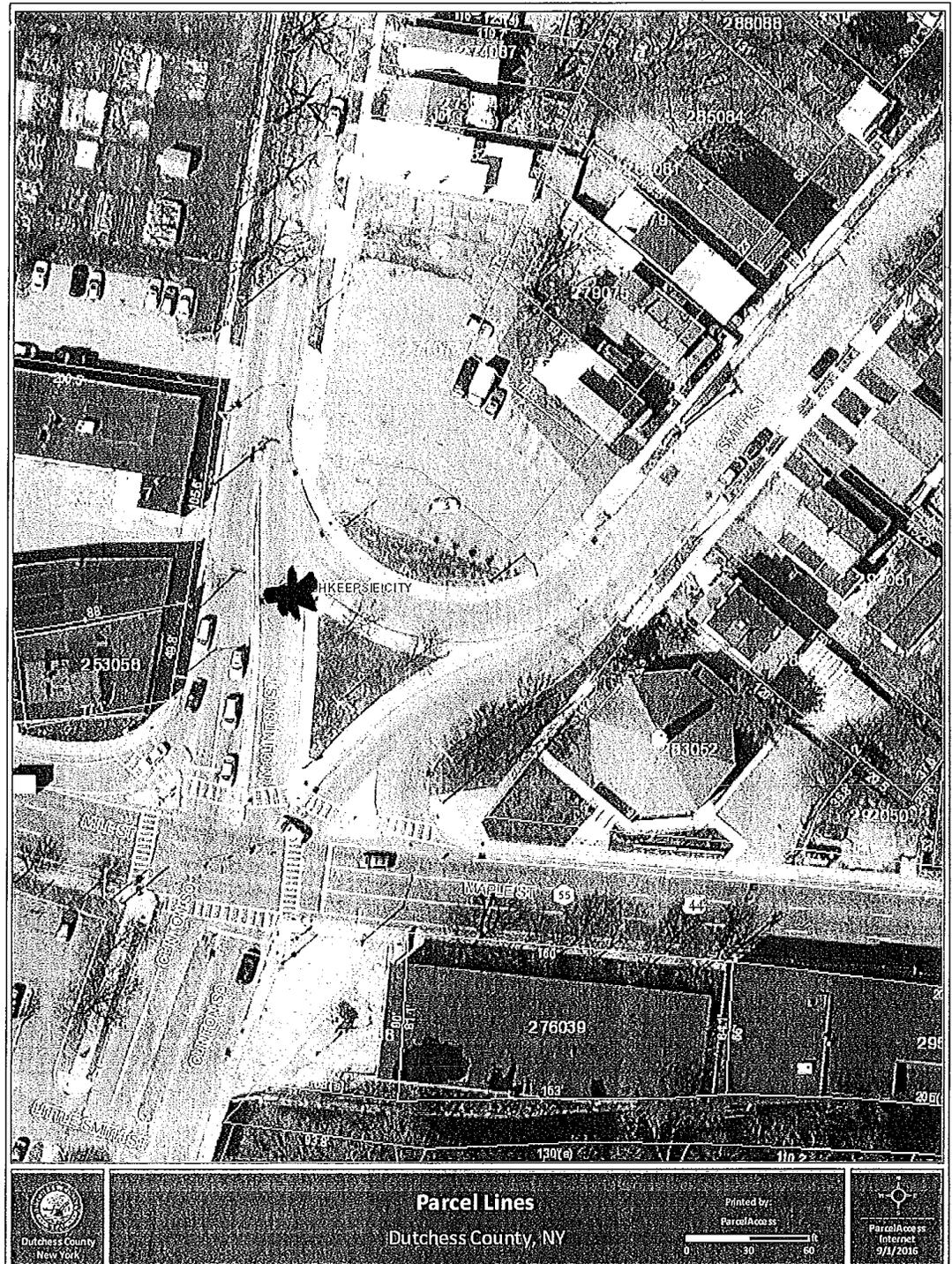
When appropriate signs giving notice thereof are erected, left turns shall be prohibited at the following locations at all times:

**From Smith Street to the south on North Clinton Street**

**SECTION 2:** This Ordinance shall take effect immediately upon adoption.

SECONDED BY COUNCILMEMBER \_\_\_\_\_ .

**BOLD and UNDERLINING** INDICATE ADDITION  
[~~BRACKET AND STRIKETHROUGH~~] INDICATE DELETION



3. FROM CHAIRMAN PETSAS AND COUNCILMEMBER CHERRY, a communication regarding a proposed Resolution requesting Mayor Rolison and County Executive Molinaro renegotiate the County's sales tax formula.

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF POUGHKEEPSIE  
REQUESTING THE MAYOR AND COUNTY RENEGOTIATE THE SALES TAX  
AGREEMENT

(R-16-XX)

COUNCILMEMBER \_\_\_\_\_

WHEREAS, by Resolution R-13-51 the City of Poughkeepsie approved an agreement with Dutchess County and the City of Beacon for the distribution of sales and use tax receipts pursuant to Section 1262 (a) of the Tax Law of the State of New York; and

WHEREAS, such agreement reduced the amount of sales and use tax allocated to the City of Poughkeepsie and capped the total distribution of sales and use taxes to the county's cities, towns and villages; and

WHEREAS, the loss of sales tax from the agreement approved in 2013 has significantly impacted the ability of the city perform basic services and has contributed to the city's negative fund balance which amounts to approximately \$11,000,000; and

WHEREAS, over these same 3 years it is believed that the County's fund surplus has now grown to nearly \$57,000,000 million of which a substantial portion is attributable to sales and use tax receipts; and

WHEREAS, the County should be obligated to return a portion of the fund balance which consists of accumulated fund balance to the cities, towns and villages including to the City of Poughkeepsie who's ability to operate has been substantially diminished by the re-negotiated Sales and Use Tax Agreement; and

THEREFORE, BE IT,

RESOLVED, that this Council request that the Mayor and County Executive re-negotiate our Sales and Use Tax Agreement to provide the City with an increase in sales tax monies immediately upon passage of this resolution; and be it further

RESOLVED, that a copy of this resolution be brought to the floor of the Legislature by members of the City of Poughkeepsie delegation of Legislators; and be it further

RESOLVED, that the City Chamberlain shall and hereby is directed to send a copy of this resolution to the legislators representing the City of Poughkeepsie and to the County Executive.

SECONDED BY \_\_\_\_\_

- 4. FROM CITY ADMINISTRATOR KNAPP**, a communication regarding a DEC order relevant to the City's compost pile at College Hill Park.

- 5. FROM DENISE CALLAGHAN, a notice of personal injury sustained on July 6, 2016. Referred to Corporation Counsel**

**X. OLD BUSINESS:**

**XI. NEW BUSINESS:**

**XII. ADJOURNMENT:**

A motion was made by Councilmember Cherry and Councilmember Johnson to adjourn the meeting at 9:48 p.m.

**Dated: September 27, 2016**

I hereby certify that this true and correct copy of the Minutes of the Common Council Meeting held on Tuesday, September 6, 2016, 2016

**Respectfully submitted,**

**Deanne L. Flynn  
City Chamberlain**

