

**CITY OF WATERTOWN, NEW YORK  
AGENDA**

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, January 6, 2014, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

**MOMENT OF SILENCE**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**ADOPTION OF MINUTES**

**COMMUNICATIONS**

**PRIVILEGE OF THE FLOOR**

**RESOLUTIONS**

- Resolution No. 1 - Designating Depositories of City Funds for 2014
- Resolution No. 2 - Establishing 2014 County Tax Rate
- Resolution No. 3 - Amendment No. 93 to the Management And Management Confidential Pay Plan
- Resolution No. 4 - Approving Lease Agreement, Watertown Rams, Inc.
- Resolution No. 5 - Approving Salary Structure, and Annual Pay Increase for Watertown Housing Authority Employees

**ORDINANCES**

**LOCAL LAW**

**PUBLIC HEARING**

**OLD BUSINESS**

## **STAFF REPORTS**

1. Ice Storm Cleanup
2. Elected and Appointed Officials, NYS Retirement System, New Regulation Reporting Requirements
3. Parking on Clinton Street
4. Sales Tax Revenue – November 2013
5. City of Watertown – Second Full Time Judge and Court Requirements

## **NEW BUSINESS**

### **EXECUTIVE SESSION**

Collective Bargaining

### **WORK SESSION**

Next Work Session is scheduled for Monday, January 13, 2014, at 7:00 p.m.

### **ADJOURNMENT**

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS TUESDAY,  
JANUARY 21, 2014.**

Res No. 1

December 20, 2013

To: The Honorable Mayor and City Council  
From: James E. Mills, City Comptroller  
Subject: Annual Designation of Bank Depositories

In accordance with City Charter section 30 City Council shall designate at its first meeting in each year the banks located in the City for the deposit of all City funds. Accordingly a resolution has been prepared for City Council consideration which establishes the depositories for City funds for the period January 1, 2014 through December 31, 2014.

January 6, 2014

# RESOLUTION

Page 1 of 1

Designating Depositories of  
City Funds for 2014

Council Member BURNS, Roxanne M.  
 Council Member BUTLER, Joseph M. Jr.  
 Council Member JENNINGS, Stephen A.  
 Council Member MACALUSO, Teresa R.  
 Mayor GRAHAM, Jeffrey E.  
 Total .....

| YEA | NAY |
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### *Introduced by*

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WHEREAS Section 30 of the City Charter requires the City Council to designate each year at its first meeting some incorporated bank or banks or trust company located in the City of Watertown for the deposit of all moneys belonging to the City,

NOW THEREFORE BE IT RESOLVED that the following banks be and they are hereby designated as depositories of the City of Watertown, New York for the year beginning January 1, 2014 and ending December 31, 2014:

Community Bank, N.A.  
 Key Bank  
 WSB Municipal Bank

And,

BE IT RESOLVED that Community Bank, N.A., Key Bank and WSB Municipal Bank each be required to either execute a bond, deliver to the City of Watertown, New York approved collateral or to deposit at a mutually agreed upon depository approved collateral of a value up to TWENTY MILLION DOLLARS (\$20,000,000).

### **Seconded by**

December 20, 2013

To: The Honorable Mayor and City Council  
 From: James E. Mills, City Comptroller  
 Subject: Proposed County Tax Rate for 2014

By resolution adopted November 12, 2013, the Jefferson County Board of Legislators apportioned the share of the 2014 County tax to be levied on the real property within the City. The City's share of the 2014 County tax is \$7,721,782. A comparison of the amount required for County tax purposes for the years 2010 through 2014 is shown below:

|      | <u>City Share of<br/>County Tax<br/>Levy</u> | <u>Increase / (Decrease)</u> |                   | <u>Tax Rate<br/>Per \$1,000</u> | <u>Increase / (Decrease)</u> |                   |
|------|--|------------------------------|-------------------|---------------------------------|------------------------------|-------------------|
|      |  | <u>Amount</u>                | <u>Percentage</u> |                                 | <u>Amount</u>                | <u>Percentage</u> |
| 2014 | \$ 7,721,782                                 | \$ 309,658                   | 4.18%             | \$7.461923                      | \$ 0.25                      | 3.41%             |
| 2013 | \$ 7,412,123                                 | \$ 603,170                   | 8.86%             | \$7.215725                      | \$ 0.51                      | 7.66%             |
| 2012 | \$ 6,808,953                                 | \$ 66,614                    | 0.99%             | \$6.702289                      | \$(0.00)                     | -0.04%            |
| 2011 | \$ 6,742,339                                 | \$(302,320)                  | -4.43%            | \$6.704962                      | \$(0.34)                     | -4.86%            |
| 2010 | \$ 7,044,659                                 | \$ 220,507                   | 3.23%             | \$7.047448                      | \$ 0.32                      | 4.70%             |

The 2014 County tax rate calculates to \$7.461923 per \$1,000 of assessed valuation which represents a 4.18% increase compared to the 2013 County tax rate of \$7.215725. The 2013 County taxable assessed values total \$1,032,382,466 compared to \$1,024,124,593 from the 2012 assessment roll. A resolution has been prepared for City Council consideration to approve the 2014 County tax rate.

Pursuant to New York State Environmental Conservation Law Section 15-2123 subdivision 6, the County has also directed the City to levy and collect the unpaid Hudson River Black River Regulating District Annual Assessment for the period ending June 30, 2014 for parcel 01-14-121.00 (591 Rear West Main Street) owned by Watertown River Properties in the amount of \$3,771.34. This amount will become part of the parcel's 2014 County tax bill similar to a re-levied water bill on a City tax bill.

# RESOLUTION

Page 1 of 1

Establishing 2014 County Tax Rate

Council Member BURNS, Roxanne M.  
 Council Member BUTLER, Joseph M. Jr.  
 Council Member JENNINGS, Stephen A.  
 Council Member MACALUSO, Teresa R.  
 Mayor GRAHAM, Jeffrey E.  
 Total .....

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***Introduced by***

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WHEREAS the Board of Legislators of the County of Jefferson, by resolution dated November 12, 2013, and in accordance with New York State Real Property Tax Law Article 9 Section 904 has certified to the City that the contribution of the City of Watertown to the taxes of the County of Jefferson for the Fiscal Year beginning January 1, 2014 is \$7,721,781.53, and

WHEREAS the Board of Legislators of the County of Jefferson, by resolution dated December 10, 2013, and in accordance with New York State Environmental Conservation Law Section 15-2123 subdivision 6, has directed the City to levy and collect the unpaid Hudson River Black River Regulating District Annual Assessment for the period ending June 30, 2014 for parcel 01-14-121.00 owned by Watertown River Properties in the amount of \$3,771.34,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby does levy the said unpaid Hudson River Black River Regulating District Annual Assessment for the period ending June 30, 2014 for parcel 01-14-121.00 owned by Watertown River Properties in the amount of \$3,771.34, so ascertained and directed and to be certified to the City and to be extended on the Assessment Rolls by the City Assessor, as provided by Section 115 of the City Charter, and

BE IT FURTHER RESOLVED that this Council shall and hereby does levy the said aggregate amount of taxes of \$7,721,781.53 and unpaid Hudson River Black River Regulating District Annual Assessment for the period ending June 30, 2014 for parcel 01-14-121.00 owned by Watertown River Properties in the amount of \$3,771.34, so ascertained and directed and to be certified to the City and to be extended on the Assessment Rolls by the City Assessor, as provided by Section 115 of the City Charter, and

BE IT FURTHER RESOLVED that the City does hereby levy a total fee of \$7,725,552.87 to be collected at a rate of \$7.461923 per \$1,000 of assessed valuation, of which County tax levy is \$7,703,557.72 and includes \$18,223.81 in omitted taxes.

**Seconded by**

Res No. 3

December 30, 2013

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Amendment No. 93 to the Management and  
Management Confidential Pay Plan

The attached resolution provides for Amendment No. 93 to the Management and Management Confidential Pay Plan adjusting the salary for the position of Librarian III to \$58,000 effective December 21, 2013.

# RESOLUTION

Page 1 of 1

Amendment No. 93 to the Management  
And Management Confidential Pay Plan

Council Member BURNS, Roxanne M.  
 Council Member BUTLER, Joseph M. Jr.  
 Council Member JENNINGS, Stephen A.  
 Council Member MACALUSO, Teresa R.  
 Mayor GRAHAM, Jeffrey E.  
 Total .....

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***Introduced by***

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NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown, New York, hereby approves Amendment No. 93 to the Management and Management Confidential Pay Plan, effective December 21, 2013 for the position listed below, as follows:

| <u>Position</u> | <u>Salary</u> |
|-----------------|---------------|
| Librarian III   | \$58,000      |

**Seconded by**

Res No. 4

December 20, 2013

To: The Honorable Mayor and City Council  
From: Sharon Addison  
Subject: Watertown Rams Lease Agreement

Attached for Council's consideration and approval is a Lease Agreement with the Watertown Rams for the 2014-2016 baseball seasons at the Fairgrounds Grandstands.

As detailed in Superintendent of Parks and Recreation Erin Gardner's attached report, the Watertown Rams have requested a three-year lease with the City. There is a 2% increase in fees for years 2015 and 2016. Staff from the Parks and Recreation Department will be available to answer any questions regarding this Agreement.

January 6, 2014

RESOLUTION

Page 1 of 1

Approving Lease Agreement,  
Watertown Rams, Inc.

Council Member BURNS, Roxanne M.  
Council Member BUTLER, Joseph M. Jr.  
Council Member JENNINGS, Stephen A.  
Council Member MACALUSO, Teresa R.  
Mayor GRAHAM, Jeffrey E.

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Total .....

**Introduced by**

WHEREAS the City of Watertown owns a facility known as the Alex T. Duffy Fairgrounds and the Fairgrounds are a community recreational facility, and

WHEREAS the City desires to promote future recreational activities at the Fairgrounds for the valid public purpose of the benefit, recreation, entertainment, amusement, convenience and welfare of the people of the City, and

WHEREAS in pursuit of that public purpose, the City desires to contract for the use, operation, management and maintenance of the Fairgrounds baseball facilities and all baseball-related activities, and

WHEREAS Watertown Rams, Inc., owns and operates a summer collegiate baseball team, as a member and franchise of the Perfect Game Collegiate Baseball League, and

WHEREAS Watertown Rams, Inc., desires to have its team play baseball games within the confines of the Fairgrounds baseball fields and is in a unique position to contract to use, operate, manage and maintain the Fairgrounds baseball facilities, and

WHEREAS the City has undertaken a substantial capital improvement project for the Fairgrounds in furtherance of the public purpose of keeping baseball in the City for the recreation, entertainment, and welfare of the people of the City, including the economic benefit such a team can bring,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Lease Agreement with the Watertown Rams, Inc., a copy of which is attached and made a part of this resolution, and

BE IT FURTHER RESOLVED that City Manager Sharon Addison is hereby authorized and directed to execute the Lease Agreement on behalf of the City of Watertown.

**Seconded by**

## LEASE AGREEMENT

### **THE CITY OF WATERTOWN, NEW YORK AND WATERTOWN RAMS, INC.**

This Lease is being made and is intended to be effective as of May 15, 2014, between the City of Watertown, New York, with its principal offices located at 245 Washington Street, Watertown, New York 13601 (“City”) and Watertown Rams, Inc., with its principal offices located at 1030 Bronson Street, Watertown, New York 13601, (“Baseball”).

### **INTRODUCTION**

WHEREAS, the City is a municipal corporation organized under the laws of the State of New York and, as such, owns a facility known as the Alex T. Duffy Fairgrounds (the “Fairgrounds”) within the City of Watertown, and the Fairgrounds are a community recreational facility; and

WHEREAS, the City desires to promote future recreational activities at the Fairgrounds for the valid public purpose of the benefit, recreation, entertainment, amusement, convenience and welfare of the people of the City; and

WHEREAS, in pursuit of that public purpose, the City desires to contract for the use, operation, management and maintenance of the Fairgrounds baseball facilities and all baseball-related activities; and

WHEREAS, Baseball owns and operates a summer collegiate baseball team as a member and franchisee of the Perfect Game Collegiate Baseball League (“PG Collegiate League”); and

WHEREAS, Baseball desires to have its team, the Watertown Rams (the “Team”), play collegiate baseball games within the confines of the Fairgrounds baseball field and is in a unique position to contract to use, operate, manage and maintain the Fairgrounds baseball facilities; and

WHEREAS, the City has undertaken a substantial capital improvement project for the Fairgrounds in furtherance of the public purpose of keeping baseball in the City for the recreation, entertainment and welfare of the people of the City, including the economic benefit such a team can bring.

NOW, THEREFORE, in consideration of mutual covenants and agreements as stated herein, the City and Baseball agree as follows:

## AGREEMENT

### Section I – Term of Lease

The term of this Lease Agreement shall be for the period, from May 15, 2014 through August 15, 2016.

### Section II – Premises Leased

**The City agrees to lease to Baseball the premises generally known as the Alex T. Duffy Fairgrounds baseball field and all incidents thereto, including the grandstands, concession facilities and certain locker rooms as highlighted in yellow on the attached map, all of which consisting of essentially that area bounded by the baseball field fence separating the baseball field from the remainder of the Fairgrounds, together with the immediately adjacent parking area (the “Premises”).**

**Baseball acknowledges that the Leased Premises do not meet applicable building codes for occupation as a residence, and therefore are to be used solely for the purpose of the conduct of games and authorized ancillary activities, and are not to be used as overnight accommodations for any of Baseball's employees, agents, contractors or other persons.**

### Section III – Non-Assignability and Non-Exclusivity

a. The City and Baseball agree that it is the purpose of this Agreement to contract for the use, operation, management and maintenance of the Premises, and that this is an agreement for the privilege of Baseball to use the Premises only for the purpose of collegiate baseball. This Lease Agreement may not be assigned by Baseball to any person or entity, and Baseball agrees that the City’s consent to any assignment may be withheld for any reason, and in its sole discretion.

b. The City agrees not to enter into a lease for the Premises with any other minor league, professional or collegiate league team during the term of this lease, without the written consent of Baseball.

c. It is further understood that this Lease Agreement is non-exclusive, meaning that, at those times when the Premises are not being used for Baseball’s purposes, the City retains the right to make the Premises available for other uses to the extent that the use will not interfere with those purposes. It is expressly understood that it will not be interference for the City to allow the playing field to be used by college, high school, little league or other local baseball teams, or to permit others to host outdoor concerts on the Premises. At such times, it shall be the City’s responsibility to maintain the Premises in good repair. Baseball agrees it will cooperate with the City in making the Premises

available to others. The City will notify Baseball when a non-baseball event is scheduled for the Premises.

Section IV – Compensation (Rent)

a. As compensation for the use of the Premises, and during the term of this Lease, Baseball shall pay to the City fees as follow:

|                |                                       |
|----------------|---------------------------------------|
| Day Game       | \$125.00 per game                     |
| Night Game     | \$150.00 per game                     |
| Double-Header  | \$250.00 per occurrence               |
| Day Practice   | \$ 75.00 per practice (up to 3 hours) |
| Night Practice | \$100.00 per practice                 |
| Day Camp       | \$ 75.00 per day                      |

Day game means any game that ends before 6:00 p.m.

Night game means any game that begins at or extends beyond 6:00 p.m.

Day practice means any practice that ends before 6:00 p.m.

Night practice means any practice that starts after 6:00 p.m.

b. Baseball will provide the City Department of Parks and Recreation and the City Comptroller’s Office with a season schedule detailing all planned field use for games, practices and camps no later than April 1<sup>st</sup> of each year of the lease

c. Payment must be made to the City Comptroller by the first day of the month for that month’s scheduled events at the Premises. If full payment is not made by the Rams by the first day of the month for that month’s scheduled events, or any other unpaid invoice is over 30 days outstanding, the Rams will not be authorized to use the Premises, for any purpose, until full payment is made. An invoice will be generated at month’s end for any additional time used above and beyond scheduled time by the Rams and must be paid within 30 days. The Rams shall not receive credit for any unused, but scheduled, field time, unless in the event of inclement weather.

Section V – Non-Alcohol Concessions and Advertising

a. It is the purpose of this Section to provide an incentive to Baseball or sub franchisee to operate concessions during the term of the lease for all Fairgrounds activities, for the benefit of both Baseball and the City. The City and Baseball agree that during the term of this lease, and for all events at the Premises, whether for Baseball purposes or otherwise, concession rights for the sale of food and non-alcoholic drinks, as well for baseball souvenir items sold on the Premises, shall be exclusive to Baseball. The City shall not permit nor allow mobile units or other vendors or concessions upon the Premises during events or activities being conducted by Baseball or others during the term of this lease. Prior to opening the concessions for sale of food and drink, Baseball will provide the City with all applicable licenses, including but not limited, required NYS Department of Health.

b. All expenses other than normal wear and tear, including repairs to appliances including a walk-in cooler, freezer, griddle, and beverage dispensers due to negligence or abuse incurred in providing concessions shall be at the sole expense of Baseball.

c. The City authorizes Baseball to install soda vending machines on the Premises. The City, in its sole discretion, can ask to have the vending machines removed if vandalism occurs.

d. Baseball shall be responsible for causing the non-alcohol concessions to be open and operated for all Watertown Rams events. Additionally, Baseball shall be responsible for causing such concessions to be open and operated during the hours of Fair Week if an event is held in the grandstand area. In the event that non-Rams events are held at the Leased Premises during Baseball's regular season, Baseball shall be responsible for causing the concession to be opened and operated for those events.

e. Baseball will be allowed to sell Advertising to be placed within the Premises. The Parks and Recreation Crew Chief must approve all advertising prior to installation. It will be the responsibility of Baseball to install and remove the Advertising, including the removal of all hardware. In the event that all signage and/or hardware is not removed by August 31<sup>st</sup> of each year Baseball will be responsible for reimbursing the City for the costs of removing said signage and/or hardware. An annual fee for advertising rights of \$3,000.00 shall be paid to the City Comptroller's Office no later than May 15 of each year. Signs can be up only between May 15<sup>th</sup> and August 31<sup>st</sup>.

#### Section VI – Franchise for Sale of Alcoholic Beverages

a. The Rams desire to provide for the sale of beer at the collegiate games to be held pursuant to this Agreement, and the City grants such franchise upon the terms outlined in this section. Baseball may provide such sales itself or enter into a sub-franchise agreement with a person or entity who or which shall obtain a SLA license for beer sales for the Watertown Municipal Fairgrounds Main Baseball Field limited to the term of this Agreement.

Baseball's promises, and any sub-franchise agreement shall provide that, together with Baseball, sub-franchisee shall be bound by the terms of the City's "ABC Law, Rules and Guidelines," as the same may, from time to time, be amended. A copy of the City's current "ABC Law, Rules and Guidelines" is attached to this Agreement as Exhibit "A." Baseball's Sub-franchisee shall also be specifically bound by the terms and conditions of any license issued by the State Liquor Authority.

Baseball's sub-franchisee shall provide the City with a copy of any application for the license, and shall, at a minimum as part of the application, show the locations of all points of sale; indicate the manner in which control of the sale of alcoholic beverages will be maintained; contain an acknowledgement that it will discontinue the service of alcohol at any time when directed to do so by the shift supervisor of the Watertown City Police; provide proof of the sub-franchisee's liquor liability insurance coverage in the amount of \$1,000,000.00 individual/\$2,000,000.00 aggregate; and represent that the times of alcohol service must be no earlier than one-half hour prior to the commencement of any game and that all service will be discontinued at the end of the 7<sup>th</sup> inning stretch.

Baseball acknowledges that, as the party responsible for the sub-franchisee, it is obligated not to permit the sale of alcoholic beverages in violation of the New York Alcoholic Beverage and Control Law, the New York Penal Law, and/or the New York General Obligations Law. If it is determined that the sub-franchisee has sold beverages in violation of any of the applicable rules and regulations, including any term of this franchise, Baseball's right to contract with a sub-franchisee for the sale of alcohol on the premises will be immediately revoked.

Baseball acknowledges that the City of Watertown is not involved in the sale of alcoholic beverages, and agrees to defend and indemnify the City, including reimbursement of the City's reasonable attorneys' fees, from any and all claims, civil or criminal, arising from any claimed violations of law pertaining to, or statutory duty arising from, the sale of alcoholic beverages.

(1) Baseball Games: At no time shall alcohol sales begin more than one hour prior to the start of the game, and all alcohol sales will cease at the end of the 7<sup>th</sup> inning stretch. If a double header is being played, sales shall end following the completion of the 5<sup>th</sup> inning of the second game.

(2) Other events: The sale of alcohol shall not be allowed more than one hour prior to the commencement of the event and shall stop at least one half hour prior to the scheduled conclusion of the event. "Other events" are defined as only the events taking place during the week of the Jefferson County Fair, or as approved by the City Manager.

## Section VII – Adequacy of Leased Premises

a. Baseball represents that the Premises satisfy the requirements of the Perfect Game Collegiate Baseball League and that the City shall not be obligated to make any changes to the Premises and the office space during the term of this Lease to satisfy any requirements of Baseball or the Perfect Game Collegiate Baseball League.

b. Baseball shall certify in writing to the City that it has accepted, in good order and repair, the Premises. This certification by Baseball shall include a statement that Baseball has examined and knows the condition of the Premises and has received the same in good repair and working order. Any exceptions by Baseball to the condition of the Premises at the time of their receipt shall be provided to the City in writing.

### Section VIII – Maintenance

a. The City agrees that it will keep the Premises, including any structural or capital repairs and improvements, in good repair during the term of this Lease, and at its own expense. The City further agrees that it shall bear the cost of electric facilities and electric service to the Premises.

b. Baseball agrees to provide custodial maintenance of the Premises during the term of the Lease. Baseball is responsible for cleaning the Leased Premises after every game or practice. Baseball shall keep the Premises secure and keep unauthorized persons off of the roof in the grandstand area. Baseball agrees to be further responsible for maintenance of the Premises for all non-baseball activities that Baseball permits to take place on the Premises while the facilities are in the possession of Baseball. If Baseball has the concessions open for a non-Baseball event, Baseball will still be responsible for custodial maintenance and cleanup of the Premises. Baseball must complete all custodial and maintenance clean-up within one hour of game or event completion. A minimum charge of \$25.00 per hour will be invoiced to Baseball for failure to complete clean-up within one hour of game or event completion and will be due within 30 days of receipt.

c. The City agrees that it will maintain the baseball field. Baseball acknowledges, however, that the City's employees are not responsible for the laying and removal of the main field tarp prior to, during, or after any particular baseball game. The City agrees to provide up to four bags of Turface drying agent per game. Any Turface used above and beyond four bags will be charged back to the Rams at the City's cost.

d. If all or any part of the Premises are damaged or destroyed by Baseball, or by any of its agents or employees, or by any of Baseball's patrons, or during any event for which Baseball is responsible, (for example, damage or destruction to the outfield fence), Baseball agrees that it will immediately cause repairs or, if the City repairs the damage, that it will reimburse the City for such damage or destruction.

### Section IX – Parking Fees

Baseball acknowledges that the City reserves the right to assess a parking charge, per car, at each home game for the Team. This amount may increase at the City's sole discretion. The parties agree that the City shall be responsible for collecting the fee, and that all proceeds from parking shall inure to the City.

#### Section X – Office Space

As part of the Fairgrounds Capital Improvement Project, the City constructed office space. A portion of that office space has been requested for use by Baseball from May 15<sup>th</sup> through August 15<sup>th</sup> of each year of this lease. The City agrees to lease a portion of the office space to Baseball for Six Hundred Dollars (\$600.00 for the term of each year, which amount shall be paid in the same manner as detailed in Section IV c, above. In the event Baseball no longer desires to occupy the office space, Baseball may vacate the office upon thirty (30) days' written notice to the City, and the lease payment due will be prorated. This office space shall be considered part of the Premises for purposes of Section XVI.

The City will provide 35 folding chairs for Baseball's locker room. Baseball will be responsible for compensating the City for any lost or damaged chairs.

#### Section XI--Annual increase in all fees

Baseball agrees that each of the fees set forth in this Agreement, for whatever purpose, shall increase by 2% in year 2 of the Lease, and by an additional 2% in year 3 of the Lease.

#### Section XII – Concession Space

a. As part of the Fairgrounds Capital Improvement Project, the City constructed concession space. Baseball has requested exclusive use of the concession space during the term of this Lease. The City agrees to lease concession space highlighted in yellow on the attached map, to Baseball for twenty eight hundred dollars (\$2,800) each year, which amount shall be paid in the same manner as detailed in Section IV c, above.

b. In the event that a non-Rams event requiring paid admission is held within the Leased Premises during the term of the lease that has attendance which exceeds 1,000 people, Baseball will pay the City an additional \$500 for lease of the concession space for that event. If the attendance at such an event exceeds 2,000 people, Baseball will pay the City an additional \$1,000 for lease of the concession space for that event.

#### **Section XIII-COMPLIANCE WITH PROVISIONS/DEFAULT**

Baseball shall comply with the terms and conditions of this agreement in all respects. Any failure by Baseball to comply with the terms of this agreement in connection with alcohol sales, failure to maintain Premises, failure to provide non-alcohol concessions, or booking non-baseball events without permission shall constitute grounds for the City's termination of the franchise mid-season. If this is a multiple year or renewable lease/franchise, such failure to comply may be grounds for the City's refusal to permit Baseball's possession of the premises for the remainder of the lease term.

#### Section XIV– Insurance

a. Baseball agrees to name the City as an additional named insured for its liability coverage, and to provide proof of general liability insurance in the amount of \$500,000 per person and \$1,000,000 per occurrence, and property damage coverage in the amount of \$100,000. Baseball shall provide the City with copies of its declarations pages for the policy or policies during the duration of the Lease Agreement. Baseball's policies of insurance may not limit the City's coverage as an additional insured to vicarious liability issues only.

b. The City will insure the Premises to cover only the City's interest in the event of damage due to fire or other hazard. Baseball agrees that, if the Premises are materially damaged by fire or other casualty, the City is not obligated to restore the Premises, and Baseball will have no claim under this lease against the City for not restoring the Premises.

c. Baseball shall procure and maintain workers' compensation insurance and disability insurance in accordance with the laws of the State of New York. This insurance shall cover all persons who are employees of Baseball under the laws of the State of New York. Proof of said insurance shall be provided to the City of Watertown upon signing of this Agreement.

#### Section XV– Hold Harmless

Baseball shall indemnify and hold the City harmless, including reimbursement for reasonable attorneys' fees, from any and all loss, costs or expense arising out of any liability or claim of liability for injury or damages to persons or to property sustained by any person or entity by reason of Baseball's operation, use, or occupation of the Premises, or by or resulting from any act or omission of Baseball or any of its officers, agents, employees, guests, patrons or invitees. The liability insurance in the type and amounts identified at Section XII, naming the City as an additional named insured, shall be sufficient for purposes of meeting Baseball's obligations under this paragraph.

Section XVI – Venue and Applicable Law

a. The City and Baseball agree that the venue of any legal action arising from a claimed breach of this Lease is in the Supreme Court, State of New York, in and for the County of Jefferson.

b. This Agreement shall be construed in accordance with the laws of the State of New York.

Section XVII – Right of Access

The City reserves the right to enter the Premises by its duly authorized representatives at any reasonable time which does not interfere or conflict with the conduct of the business of Baseball, for the purposes of inspecting the Premises, performing any work necessary to required on the part of the City, exhibiting the Premises, or in the performance of its police powers.

Section XVIII – Return of Premises

Baseball agrees to return the Premises to the City, upon the expiration of this Lease, in as good condition as when Baseball received possession of the Premises, reasonable wear and tear excepted, and excepting damage to the Premises caused by others when the Premises were not under the control of Baseball. The City and Baseball will conduct an initial walk through of the Premises at the beginning of the lease term. Upon expiration of the lease, The City and Baseball will conduct a final walk through of the Premises

Section XIX– Notice

All notices required to be given under this Lease shall be in writing and shall be deemed to have been duly given on the date mailed if sent by certified mail, return receipt requested, to:

To City: Sharon Addison, City Manager  
City of Watertown  
245 Washington Street  
Watertown, New York 13601

To Baseball: Don Terpstra, CFO  
Watertown Rams, Inc.

1030 Bronson Street  
Watertown, New York 13601

A party may change the address to which notices are to be sent by written notice actually received by the other party.

IN WITNESS WHEREOF, the City and Baseball will have caused this Lease to be executed by authorized agents to be effective as of May 15, 2014.

THE CITY OF WATERTOWN, NEW YORK

By: \_\_\_\_\_  
Sharon Addison, City Manager

WATERTOWN RAMS INC.

By: \_\_\_\_\_  
Don Terpstra, CFO

STATE OF NEW YORK     )  
COUNTY OF JEFFERSON ) ss.:

On \_\_\_\_\_, 2014, before me, the undersigned, a Notary Public, in and for said State, personally appeared Sharon Addison, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me he executed the same in his capacity and that by his signature on the instrument, the individual or the person upon whose behalf the individual acted, executed the instrument.

\_\_\_\_\_  
NOTARY PUBLIC

STATE OF NEW YORK     )  
COUNTY OF JEFFERSON ) ss.:

On \_\_\_\_\_, 2014, before me, the undersigned, a Notary Public, in and for said State, personally appeared Don Terpstra, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me he executed the same in his capacity and that by his signature on the instrument, the individual or the person upon whose behalf the individual acted, executed the instrument.

\_\_\_\_\_  
NOTARY PUBLIC

ABC Law Rules and Guidelines

- You must provide the City of Watertown with a copy of your license certificate at least 24 hours before the start of your event.
- You as the licensee are responsible for the activities of employees and patrons in all parts of the licensed premises, even if you are not always physically present, to ensure that the business is operating in accordance with the ABC Law.
- Your license certificate must be displayed so that it is in a conspicuous place inside the premises near the point of sale. Copies of the certificate for posting purposes are not acceptable.
- If you wish to make any changes in the structure of your corporation, or if you wish to change the individuals on the license, you must file the appropriate application and obtain approval from the Authority before making these changes.
- Appropriate books and records detailing purchases with invoices and the amount of each sale must be maintained at the premises and made available for inspection by SLA investigators.
- Bartenders, waitresses, waiters, hostesses and/or any persons who handle and receive payment for alcoholic beverages must be at least 18 years old.
- Bus persons and dishwashers who handle containers which have held alcoholic beverages must be at least 16 years old and must be directly supervised by someone at least 21 years old.
- According to Section 260.21 of the Penal Law, persons under the age of 16 must be accompanied by a parent or guardian to enter an on premises establishment.
- Alcoholic beverages must be consumed on the premises.
- Hours of sale are determined by the closing hours in the county where your establishment is located and your license/permit. Be sure you know the proper hours.
- You must have a valid bond in effect at all times.
- Purchases of alcoholic beverages must be made from duly licensed manufacturers and wholesalers. Purchases from retail stores or from any other retail licensee for resale are not permitted.
- Gambling of any type, either professional or social, is not permitted on any licensed premises. Exceptions are the sale of lottery tickets when licensed by the

Division of the Lottery and bingo or games of chance when authorized by the State Racing and Wagering Board.

- Refilling or tampering with the contents of any container containing alcoholic beverages is not permitted.
- An alcoholic beverage must be dispensed from the container in which it was received from the wholesaler.
- Any plans to make major physical changes or to substantially alter the licensed premises in any way may require permission from the authority prior to construction.
- Patrons may consume drinks purchased before closing hours up until one-half hour after the legal closing hours.
- To prevent sales to minors, ask for proof. It is a crime to give or sell alcoholic beverages to anyone under the age of 21. You should instruct your employees to check for proof of age before selling any alcoholic beverages. Acceptable documents for identification:
  - Valid New York State driver's license or a valid driver's license from any other state or Canada.
  - Valid identification issued by the New York Department of Motor Vehicles (non-Driver ID card).
  - Valid United States military identification.
  - Valid passport or visa from the United States government or any other country.

**College ID OR Sheriff's ID Cards  
are *NOT* acceptable Proof of Age.**

- Have a written policy on what you expect from employees when making alcoholic beverage sales and post the policy for all employees to see.
- Post a "Date Born After" sign in close proximity to all cash registers.
- Establish an ongoing training and education program for all employees.
- Be sure your bartenders, wait staff and clerks understand that they can be arrested for selling alcoholic beverages to minors and/or intoxicated people.
- Support your employees when they refuse to make a sale.
- Encourage responsible drinking when advertising your establishment. Do not use advertising and/or promotions which are designed as inducements for teenagers to drink.

## Recognize the signs of intoxication

Slurred speech

Mood swings

The smell of alcohol

Loud, abusive, profane language

Staggering or falling

December 18, 2013

To: Sharon Addison, City Manager  
From: Erin E. Gardner, Superintendent of Parks and Recreation  
Subject: Lease Agreement; Watertown Rams

Attached is the lease agreement for the Watertown Rams 2014-2016 seasons. This year the Rams have requested a 3 year lease with the City of Watertown. The City will impose a 2% increase in fees in years 2015 and 2016. No other substantial changes were made from the previous lease.

Please contact Superintendent Gardner with questions or concerns.

Res No. 5

December 26, 2013

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Approving Salary Structure and Annual Increase for  
Watertown Housing Authority Employees

In conformity with the requirements of the New York State Housing Law and the United States Housing Act, the City Council of the City of Watertown is being asked to approve salary increases for the employees of the Watertown Housing Authority (WHA). By correspondence dated December 23, 2013, the City was notified that the Watertown Housing Authority Board adopted a resolution establishing the cost of living increase for all employees at two percent (2%) for calendar year 2014.

A resolution approving the recommended two percent (2%) cost of living increase for all employees of the Watertown Housing Authority is attached for City Council consideration. A copy of the 2014 salary schedules for the WHA is attached for your review. Mr. Robare will be present at Monday's City Council meeting should the Council have any further questions regarding the WHA's recommendations.

# RESOLUTION

Page 1 of 1

Approving Salary Structure, and Annual  
Pay Increase for Watertown Housing  
Authority Employees

Council Member BURNS, Roxanne M.  
Council Member BUTLER, Joseph M. Jr.  
Council Member JENNINGS, Stephen A.  
Council Member MACALUSO, Teresa R.  
Mayor GRAHAM, Jeffrey E.

| YEA | NAY |
|-----|-----|
|     |     |
|     |     |
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|     |     |

***Introduced by***

Total .....

WHEREAS in conformity with the requirements of the New York State Public Housing Law § Section 32, Sub Division 1, compensation for Watertown Housing Authority employees can be fixed only upon the approval of the local legislative body, which is the City Council of the City of Watertown, and

WHEREAS the Watertown Housing Authority has reported that based on a comparability review of salaries for their employees with prevailing local government salaries, it is the desire of the Watertown Housing Authority Board to authorize a two percent (2%) cost of living increase for all employees effective January 1, 2014, and

WHEREAS by resolution adopted on December 19, 2013, the Watertown Housing Authority Board approved a two percent (2%) cost of living increase for all employees, effective January 1, 2014, by modification to its existing Administrative and Maintenance salary structures,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the 2014 salary structure for all employees of the Watertown Housing Authority which contains a two percent (2%) cost of living increase, effective January 1, 2014, salary structures are attached and made part of this resolution and

BE IT FURTHER RESOLVED that the City Manager, Sharon Addison, is hereby authorized and directed to forward certified copies of the resolution to the Watertown Housing Authority.

**Seconded by**

**Step System (Administration) that will become effective January 1, 2014**  
**Watertown Housing Authority**

Each year the steps will be adjusted accordingly with the cost of living adjustment (COLA) approved by the WHA Board, then by the City Council.

**2014 COLA = 2.0%**

| <b>POSITION</b>                                | <b>Step 1</b> | <b>Step 2</b> | <b>Step 3</b> | <b>Step 4</b> | <b>Step 5</b> | <b>Step 6</b> | <b>Step 7</b> | <b>Step 8</b> |
|--|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| <b>MANAGEMENT EMPLOYEES</b>                    |               |               |               |               |               |               |               |               |
| <b><u>Executive Assistant</u></b>              |               |               |               |               |               |               |               |               |
| Executive Assistant (Salary)                   | \$40,396      | \$41,810      | \$43,274      | \$44,788      | \$46,356      | \$47,978      | \$49,658      | \$51,396      |
| Executive Assistant (Hourly)                   | \$22.20       | \$22.97       | \$23.78       | \$24.61       | \$25.47       | \$26.36       | \$27.28       | \$28.24       |
| <b><u>MOD &amp; Maintenance Manager</u></b>    |               |               |               |               |               |               |               |               |
| Mod. & Maint. Manager (Salary)                 | \$49,097      | \$50,815      | \$52,594      | \$54,435      | \$56,340      | \$58,312      | \$60,353      | \$62,465      |
| Mod. & Maint. Manager (Hourly)                 | \$26.98       | \$27.92       | \$28.90       | \$29.91       | \$30.96       | \$32.04       | \$33.16       | \$34.32       |
| <b><u>Occupancy Supervisor</u></b>             |               |               |               |               |               |               |               |               |
| Occ. Supervisor (Salary)                       | \$41,152      | \$42,593      | \$44,084      | \$45,626      | \$47,223      | \$48,876      | \$50,587      | \$52,357      |
| Occ. Supervisor (Hourly)                       | \$22.61       | \$23.40       | \$24.22       | \$25.07       | \$25.95       | \$26.86       | \$27.80       | \$28.77       |
| <b><u>Accounting Supervisor</u></b>            |               |               |               |               |               |               |               |               |
| Accounting Supervisor (Salary)                 | \$51,900      | \$53,717      | \$55,597      | \$57,543      | \$59,557      | \$61,641      | \$63,798      | \$66,031      |
| Accounting Supervisor (Hourly)                 | \$28.52       | \$29.51       | \$30.55       | \$31.62       | \$32.72       | \$33.87       | \$35.05       | \$36.28       |
| <b>NON - MANAGEMENT EMPLOYEES</b>              |               |               |               |               |               |               |               |               |
| <b><u>Public Housing Specialist</u></b>        |               |               |               |               |               |               |               |               |
| Public Housing Specialist (Salary)             | \$24,646      | \$25,509      | \$26,401      | \$27,326      | \$28,282      | \$29,272      | \$30,296      | \$31,357      |
| Public Housing Specialist (Hourly)             | \$13.54       | \$14.02       | \$14.51       | \$15.01       | \$15.54       | \$16.08       | \$16.65       | \$17.23       |
| <b><u>Senior Public Housing Specialist</u></b> |               |               |               |               |               |               |               |               |
| Sr. Public Housing Specialist (Salary)         | \$27,263      | \$28,218      | \$29,205      | \$30,228      | \$31,285      | \$32,380      | \$33,514      | \$34,687      |
| Sr Public Housing Specialist (Hourly)          | \$14.98       | \$15.50       | \$16.05       | \$16.61       | \$17.19       | \$17.79       | \$18.41       | \$19.06       |
| <b><u>Account Clerk</u></b>                    |               |               |               |               |               |               |               |               |
| Acct. Clerk (Salary)                           | \$28,019      | \$29,000      | \$30,015      | \$31,065      | \$32,153      | \$33,278      | \$34,443      | \$35,648      |
| Acct. Clerk (Hourly)                           | \$15.40       | \$15.93       | \$16.49       | \$17.07       | \$17.67       | \$18.28       | \$18.92       | \$19.59       |
| <b><u>Senior Account Clerk</u></b>             |               |               |               |               |               |               |               |               |
| Senior Account Clerk ( Salary )                | \$32,471      | \$33,607      | \$34,784      | \$36,001      | \$37,261      | \$38,565      | \$39,915      | \$41,312      |
| Senior Account Clerk ( Hourly )                | \$17.84       | \$18.47       | \$19.11       | \$19.78       | \$20.47       | \$21.19       | \$21.93       | \$22.70       |
| <b><u>Tenant Relations Coord.</u></b>          |               |               |               |               |               |               |               |               |
| Ten. Rel. Coord. (Salary)                      | \$29,745      | \$30,786      | \$31,863      | \$32,979      | \$34,133      | \$35,328      | \$36,564      | \$37,844      |
| Ten. Rel. Coord. (Hourly)                      | \$16.34       | \$16.92       | \$17.51       | \$18.12       | \$18.75       | \$19.41       | \$20.09       | \$20.79       |
| <b><u>Administrative Assistant</u></b>         |               |               |               |               |               |               |               |               |
| Administrative Assistant (Salary)              | \$30,350      | \$31,413      | \$32,512      | \$33,650      | \$34,828      | \$36,047      | \$37,308      | \$38,614      |
| Administrative Assistant (Hourly)              | \$16.68       | \$17.26       | \$17.86       | \$18.49       | \$19.14       | \$19.81       | \$20.50       | \$21.22       |
| <b><u>Information Tech. Specialist</u></b>     |               |               |               |               |               |               |               |               |
| Info. Tech. Specialist (Salary)                | \$37,539      | \$38,853      | \$40,213      | \$41,620      | \$43,077      | \$44,585      | \$46,145      | \$47,760      |
| Info. Tech. Specialist (Hourly)                | \$20.63       | \$21.35       | \$22.10       | \$22.87       | \$23.67       | \$24.50       | \$25.35       | \$26.24       |
| <b><u>Stock Attendant</u></b>                  |               |               |               |               |               |               |               |               |
| Stock Attendant (Salary)                       | \$29,569      | \$30,604      | \$31,675      | \$32,783      | \$33,931      | \$35,118      | \$36,347      | \$37,620      |
| Stock Attendant (Hourly)                       | \$14.22       | \$14.71       | \$15.23       | \$15.76       | \$16.31       | \$16.88       | \$17.47       | \$18.09       |
| <b><u>Building Inspector</u></b>               |               |               |               |               |               |               |               |               |
| Building Inspector (Salary)                    | \$39,186      | \$40,558      | \$41,977      | \$43,447      | \$44,967      | \$46,541      | \$48,170      | \$49,856      |
| Building Inspector (Hourly)                    | \$18.84       | \$19.50       | \$20.18       | \$20.89       | \$21.62       | \$22.38       | \$23.16       | \$23.97       |

**Step System (Maintenance) that will become effective January 1, 2014**

**Watertown Housing Authority**

Each year the steps will be adjusted accordingly with the cost of living adjustment (COLA) approved by the WHA Board, then by the City Council.

**2014 COLA = 2.0%**

| <b>POSITION</b>                      | <b>Step 1</b> | <b>Step 2</b> | <b>Step 3</b> | <b>Step 4</b> | <b>Step 5</b> | <b>Step 6</b> | <b>Step 7</b> | <b>Step 8</b> | <b>Step 9</b> | <b>Step 10</b> |
|--------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|
| <b>Maintenance Workers</b>           |               |               |               |               |               |               |               |               |               |                |
| Maintenance Workers (Salary)         | \$25,266      | \$26,150      | \$27,065      | \$28,013      | \$28,993      | \$30,008      | \$31,058      | \$32,145      | \$33,270      | \$34,435       |
| Maintenance Workers (Hourly)         | \$12.15       | \$12.57       | \$13.01       | \$13.47       | \$13.94       | \$14.43       | \$14.93       | \$15.45       | \$16.00       | \$16.56        |
| <b>Facility Maintenance Workers</b>  |               |               |               |               |               |               |               |               |               |                |
| Facility Maintenance Worker (Salary) | \$27,770      | \$28,742      | \$29,748      | \$30,789      | \$31,866      | \$32,982      | \$34,136      | \$35,331      | \$36,567      | \$37,847       |
| Facility Maintenance Worker (Hourly) | \$13.35       | \$13.82       | \$14.30       | \$14.80       | \$15.32       | \$15.86       | \$16.41       | \$16.99       | \$17.58       | \$18.20        |
| <b>Crew Chief</b>                    |               |               |               |               |               |               |               |               |               |                |
| Crew Chief (Salary)                  | \$35,505      | \$36,748      | \$38,034      | \$39,365      | \$40,743      | \$42,169      | \$43,645      | \$45,172      | \$46,753      | \$48,389       |
| Crew Chief (Hourly)                  | \$17.07       | \$17.67       | \$18.29       | \$18.93       | \$19.59       | \$20.27       | \$20.98       | \$21.72       | \$22.48       | \$23.26        |

# Watertown Housing A U T H O R I T Y



December 23, 2013

East Hills

Maywood  
Terrace

Skyline  
Apartments

Hilltop  
Towers

Midtown  
Towers

LeRay St.  
Apartments

Meadowbrook  
Apartments

Ms. Sharon Addison  
City Manager  
Watertown Municipal Building  
245 Washington Street  
Watertown, New York 13601

Re: Annual Salary Comparability Approval by City Council

Dear Ms. Addison:

As required by the New York State Public Housing Law and the New York State Housing Act, the City Council of the City of Watertown needs to approve any salary changes for the Watertown Housing Authority (WHA) employees based on the comparability with prevailing local government wages. Recently at its regular meeting that was held at Midtown Towers, 142 Mechanic Street, Watertown, New York on Thursday, December 19, 2013, the WHA Board of Commissioners approved a 2% cost of living adjustment effective January 1, 2014. In addition, they also approved a change in the salary range for our accounting supervisor.

The WHA Board is requesting a resolution by the City Council of Watertown approving the 2% cost of living adjustment along with the new salary range for the accounting supervisor effective January 1, 2014. A copy of the WHA's Board resolution and salary structure are enclosed for your review.

If you have any questions, you can contact me at the address or number below.

Sincerely,

Michael Robare  
Executive Director

Cc: Jeffrey Graham, City Mayor



*Providing Decent, Safe and Affordable Housing*

142 Mechanic St. • Watertown, NY 13601 • 315-782-1251  
FAX: 315-782-9394 • www.WHANY.org

**WATERTOWN HOUSING AUTHORITY**

Administrative Office  
142 Mechanic Street  
Watertown, NY 13601

**Resolution #2013-33**

The following Resolution was moved by John McKnight, seconded by Carol LaValley and unanimously carried:

BE IT RESOLVED that the Board of Commissioners of the Watertown Housing Authority hereby approve a change in the salary range for the Accounting Supervisor position along with a 2% Cost of Living increase for all Watertown Housing Authority employees effective January 1, 2014.

I hereby certify that the foregoing is a true copy and the whole of said Resolution adopted by the Watertown Housing Authority of December 19, 2013, and that said meeting was regularly called and duly constituted.

Witness my hand and seal of the Watertown Housing Authority this 19<sup>th</sup> day of December, 2013.

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Michael Robare, Executive Director

|   |  |                |
|---|--|----------------|
|  | <b>MEMORANDUM</b><br><b>Dept. Public Works</b> | E.P. Hayes     |
|   |  | Superintendent |
|   |  | Date: 12-31-13 |
|   |  | Ref: PW 039-13 |
| To:   | Sharon Addison, City Manager                   |                |
| Subject:  | Ice Storm Cleanup                              |                |

The purpose of this memorandum is to provide a basic update and cost estimate on the Department's proposed approach to the city-wide ice storm debris cleanup.

The ice storm that struck the City of Watertown on December 21<sup>st</sup> and 22<sup>nd</sup> is of a lesser magnitude than those experienced in 1991 and 1998. Nevertheless, we require a different response to this storm given the current weather conditions. Specifically, the previous two ice storm events were followed by weather conditions and timings much more favorable to a rapid response in terms of debris cleanup. Our current weather conditions are considerably less favorable.

Currently, while all of the streets are passable, the large ice buildup and plummeting temperatures have created obstacles to homeowner cleanup activity. Residents are limited in their ability to clear damages and safely place the debris in a location from which the city can collect and remove it. City collection forces are encumbered both by exceedingly slippery and treacherous conditions from the ice pack and also the physical challenge of separating and collecting the tangled debris now frozen into the snow banks.

Given that the storm came on the first day of winter, we can anticipate additional snowfall accumulation between now and late March to be in the neighborhood of 4 to 6 feet. Hence, the department's primary task remains that of winter (snow) storm response consisting of salting, plowing and snow removal operations on our streets and public parking lots. With that in mind, we are now faced with the immediate challenge of clearing the debris placed in the snow banks by property owners. While a Public Service Announcement was issued on the 23rd, requesting debris not be placed in the snow banks, this request has not been fully met.

I propose the immediate clearing of this ill-placed debris by securing the necessary equipment resources which, combined with our existing service and rental agreements, will be utilized by city work crews. We will commence a city-wide, single pass clearing of that debris currently located within the street margins which is close enough to the roadway and which could constitute a potential hazard. We anticipate this effort to take approximately two to three weeks given the latest surveys conducted. Once

this pass is completed we will discontinue further cleanup until spring at which time we will again perform debris removal from all streets. Assuming that this cleanup follows past events we should expect to be thus engaged 10 to 12 weeks requiring us to make several passes of each street so as to allow the residents ample opportunity to safely and cost affectively address their individual cleanup requirements.

For the duration, Department personnel will remain actively engaged in the trimming and removal of the storm damage from our own trees and facilities. Solid waste collection, winter storm response, sewer maintenance, transit operations will all continue on their normal schedules.

Equipment and hauling costs are expected to run approximately \$15,000 per week per crew. It will also be necessary to secure one-to-two additional brush chipping units that will be operated by City personnel at an estimated rental cost of \$1,250 per week per unit. While operations are very weather dependent, the cost for collection and removal cost is estimated to be \$250,000. This cost does not consider final processing and disposal costs nor does it include personnel overtime, which, while not expected to be excessive could grow considerably depending upon the political scope and urgency deemed necessary.

Depending upon the success of this cleanup operation and the cooperation from the residents to complete their own property cleanup, we may find ourselves engaged in this campaign well into the 2014 construction season. Should this be the case then we must recognize the inevitable impact that this will have on those projects currently planned.

Should you have any questions concerning this recommendation, please do not hesitate to contact me at your convenience.



cc: James Mills, City comptroller  
Beth Morris, Assistant to the City Manager  
Amy Pastuf, Purchasing Manager  
Peter Monaco, Superintendent of Public Works  
DPW files:  
Ice Strom 2013

January 2, 2014

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Elected and Appointed Officials, NYS Retirement System,  
New Regulation Reporting Requirements

In August 2009, the New York State Retirement System adopted new regulations for the establishment of a standard work day and the reporting of days worked for elected and appointed officials, who are elected or appointed to a new term. This year, this requirement will affect the City Council Members who are sworn into a new term of office, and are also members of the NYS Retirement System.

I have attached for your review a summary of the reporting requirements, a description of the standard work day and reporting resolution, a write-up on keeping a record of activities, and a list of questions and answers prepared by the State Retirement System.

Based on the new regulations, by July 7, 2014, the City Council will need to adopt a resolution that includes the title and the standard work day for each of its members. The resolution must also:

- Identify the term of office and expiration for each elected official;
- Attest that each official has submitted a sample three-month log or time sheets of actual time worked; and
- Specify the number of days per month to be reported for each official based on his or her log.

In order to have the information needed to draft this resolution, members of the City Council who are members of the Retirement System must prepare a record of work-related activities (log) for three consecutive months within 150 days of the start of a new term or appointment. For 2014 the logs must be completed by May 30, 2014.

These records must be submitted to the City Clerk, who must retain the record of activities for a period of at least 10 years. The required resolution must be adopted at the first regular meeting held after 180 days of term's beginning. Therefore the records of activities must be submitted to the City Clerk no later than June 29, 2014.

I have attached an example of one month of an Elected Official's Record of Activities for your review, along with calendars for the months of January through May 2014. Please review the guidelines for activities that are / are not considered work-related to determine which of your activities should be reported.

Once adopted, the resolution must be posted on our website for at least 30 days, and an affidavit of the posting and a copy of the resolution must be filed by the City Clerk with the Office of the State Comptroller within 45 days of adoption.

## A Step-by-Step Guide for Appointed/Elected Officials

Regulation 315.4 outlines additional reporting requirements for elected or appointed officials and more clearly defines the process for reporting time worked by those officials. The regulation became effective August 12, 2009.

Whether you are an elected or appointed official, member of a governing board or secretary or clerk, we think you'll find this step-by-step guide a helpful resource.

| Responsible Party              | Responsibility   | Deadlines & Details  |
|--------------------------------|--|--|
| Elected or Appointed Official* | Keeps three-month record of work activities.   | Starts record when term or appointment begins. Record must be complete within 150 days of taking office. |
| Elected or Appointed Official* | Submits record to secretary or clerk of the governing board.   | Record must be submitted within 180 days of taking office.   |
| Governing Board                | Adopts the Standard Work Day and Reporting Resolution.**   | At first regular meeting held after 180 days of term's beginning.  |
| Governing Board                | Posts resolution on the employer's website or, if no website is available to the public, on the official sign-board or at the main entrance to the clerk's office or similar office. | Resolution must be posted for a minimum of 30 days.  |
| Secretary or Clerk             | Files a certified copy of the resolution and affidavit of posting with the Office of the State Comptroller.  | Certified copy and affidavit of posting must be filed within 45 days of resolution's adoption.           |
| Secretary or Clerk             | Retains records of work activities for 10 years.   |  |
| Secretary or Clerk             | Provides complete copies to the Comptroller upon his or her request.   |  |

\* Elected and appointed officials are required to keep a record of work activities if:

- They are members of the Retirement System and
- They do not participate in an employer's time keeping system that shows hours worked. (This includes systems that keep track of accruals used and attest that, other than time charged to accruals, full hours were worked.)

Officials who are not Retirement System members do not need to prepare a record.

\*\* The Standard Work Day and Reporting Resolution ensures days worked reported to the Retirement System are correct. It establishes the number of hours in a standard work day for each elected or appointed office and must also state:

- The term expiration;
- That the employer maintains daily records of time worked or the official has submitted a record of work activities to the clerk or secretary;
- The total number of days per month to be reported for each official.

If the governing board does not adopt a resolution, the official's service credit and membership benefits are suspended until the resolution is adopted, posted and filed.

# Understanding Your Responsibilities

## Decision Tree — Due Dates for Your Log

### Decision Tree

| <b>DAY 1</b>  | <b>DAY 150</b>                         | <b>DAY 180</b>                     |
|---|--|------------------------------------|
| <b>If Your Term of Office or Appointment To Office Begins On...</b> | <b>Your Log Should Be Completed By</b> | <b>Submit Your Log To Clerk By</b> |
| January 1, 2013*  | May 30, 2013                           | June 29, 2013                      |
| April 1, 2013   | August 28, 2013                        | September 27, 2013                 |
| July 1, 2013  | November 27, 2013                      | December 27, 2013                  |
| January 1, 2014   | May 30, 2014                           | June 29, 2014                      |
| April 1, 2014   | August 28, 2014                        | September 27, 2014                 |
| July 1, 2014  | November 27, 2014                      | December 27, 2014                  |

\*As an example, a County Sheriff who is elected on Tuesday, November 6, 2012 would begin his/her new four-year term on January 1, 2013.

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# Understanding Your Responsibilities

## Frequently Asked Questions

1. I've never been asked to keep a record of activities before. Was I supposed to?

Since 1976, every elected or appointed official who is a member of the Retirement System has been required to keep a record of work activities and submit it to his/her governing board if you do not participate in your employer's time keeping system which shows hours worked. (This includes systems that keep track of accruals used and attest that, other than time charged to accruals, full hours were worked.)

2. When do I have to submit my record of activities to the clerk of the governing board?

Effective August 12, 2009, you have to prepare your log within 150 days of the start of a new term or appointment, and you have to submit it to the clerk no later than 180 days of taking office. See our [decision tree](#) for help determining what to do and when to do it.

3. My term of office began before August 12, 2009. What does this regulation mean to me? How do I comply with it?

For elected or appointed officials whose terms began before August 12, 2009, the expanded requirements of Regulation 315.4 applied at the start of the term after their next election/appointment to office.

4. Do I have to submit a record of my work activities if my term of office began before August 12, 2009?

You still have to keep a log and submit to your governing board. Since your term began prior to August 12, 2009, you are only required to keep a log for one month. We encourage everyone to keep a three-month log, but the regulation doesn't require this until the start of the term after your next election/appointment to office.

5. I was appointed to my position prior to August 12, 2009 and serve continuously. Does Regulation 315.4 apply to me?

Yes. Your term is considered to be coterminous with your appointer's term of office. You will need to comply with the requirements of Regulation 315.4 at the beginning of your appointer's term after his or her next election or appointment to office.

6. What should I do if I take a two week vacation during the three-month time period when I'm keeping a record of my work activities?

You should extend your record by two weeks.

7. I already submit time sheets. Do I also need to keep a log?

Not if your time sheets track the actual hours you've worked. Regulation 315.4 does not require officials who already submit records of the time they've worked to keep a log.

8. Could you give me examples of activities that are, and are not, considered work-related?

Work-related activities can include attending an employer-sponsored event, addressing constituent matters and responding to an emergency. Activities that should be excluded from your log are hours spent attending electoral and campaign events, attending a candidates forum, on call time and time spent socializing after board meetings.

9. I know that I cannot receive service credit for electoral fundraisers, but how about other events like attending testimonial dinners or fundraising events for not-for-profit organizations?

An event can be included on your record of activities (log) , if you attended in your capacity as an elected or appointed official — not as a private citizen. For example, a testimonial dinner at which you presented a formal proclamation would be considered work-related and could be included in your log. However, a fundraising dinner for a not-for-profit organization on whose board you sit as a private citizen cannot be included.

10. What should I do if, after preparing a record of work activities for three consecutive months, I decide that the log isn't a good representation of the time I actually work?

You can submit a new record of work activities for a different three-month period.

11. Do I need to keep a log each time I begin a new term?

If you feel a previously submitted three-month log is still representative of the time you actually work, you can certify in writing that your duties, responsibilities and hours have not changed substantially. You would submit your written certification to the governing board no later than 180 days of taking office. A record of work activities can be valid for up to eight years.

12. Who can I contact if I have questions about following the regulation?

You can always [email our Member & Employer Services Bureau](#) if you are unsure about how to correctly comply with this regulation.

(Rev. 4/13)

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## Elected and Appointed Officials

### Keeping a Record of Activities (Log)

Since elected and appointed officials do not usually work a fixed schedule or have pre-set work hours, they must keep a record of their work-related activities so you can accurately determine the number of days worked to report.

Effective August 12, 2009, each elected or appointed official must prepare a record of work-related activities (log) for three consecutive months within 150 days of the start of a new term or appointment if:

- They are members of the Retirement System and
- Do not use your time keeping system that shows hours worked. (This includes systems that keep track of accruals and attest that, other than time charged to accruals, full hours were worked.)

Advise your elected and appointed officials to consult this [decision tree](#) if they need help figuring out what to do and when to do it.

The log must contain a daily detail of hours worked and duties performed that are directly related to the elected or appointed position, including official duties performed outside normal business hours. Activities can include attending an employer-sponsored event, addressing constituent concerns and responding to an emergency. Activities that would not be considered work-related include time attending electoral and campaign events, time spent socializing after town board meetings, attendance at a candidates forum and on call time.

By certifying that a previously submitted three-month log is still representative of time worked, officials elected or appointed to new terms will not have to keep a new log for up to eight years. If an official who believes their initial three-month log is not representative of the average number of hours worked, he or she may submit a new record of activities for an alternative three-month period.

A new record of activities should be kept periodically to ensure the accuracy of the days worked being reported or

- If the number of hours worked changes or
- When a new person is elected or appointed to the position.

Please note: the legislative clerk or secretary must retain each record of activities for a period of at least ten years and provide full and complete copies to the Office of the State Comptroller upon request.

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# Elected and Appointed Officials

## Calculating Days Worked

Before you can properly determine the number of days worked to report, you must know:

- The standard work day for that member's position,
- The total hours that member worked from the three-month record of activities and
- The member's payroll frequency.

Once you know this information, use the formulas below to calculate the days to report on the Standard Work Day & Reporting Resolution and the monthly report. You use these formulas regardless of your payroll frequency or whether your elected and appointed officials work full-time or part-time.

Follow these steps to calculate the number of days to report for the Standard Work Day & Reporting Resolution:

1. Divide the total number of hours worked on the three-month record of activities by three to get a one-month average number of hours worked.
2. Next, take the average number of hours worked for one month and divide that number by the standard work day to get the average days worked per month.
3. The average days worked per month should be recorded in the Days/Month column of the Standard Work Day and Reporting Resolution.

Next, determine the days worked that should be reported on the monthly report

1. Take the number in the Days/Month column and multiply it by 12 to get the total number of days the official works in a year.
2. Then divide the total number of days worked per year by the number of pay periods in the year to arrive at the days worked per pay period.
3. Use this number for each pay period on the monthly report you submit to the Retirement System.

If the total number of days to report for the month exceeds the maximum number of days reportable, then report the maximum number of days. [Read our Employer Reporting Basics presentation to learn how to report the maximum number of days worked.](#)

## Examples

### Example #1

A Town Supervisor works 390 hours during a three-month period. The standard work day for the position is six hours. The Town Supervisor is paid bi-weekly.

Days to report for the Standard Work Day & Reporting Resolution

1.  $390 \div 3 = 130$ , which is the average number of hours per month
2.  $130 \div 6$  hour standard work day = 21.67 (rounded to 2 places after the decimal)

3. Record 21.67 in the Days/Month column of the Standard Work Day & Reporting Resolution

Days to report on the monthly report

1.  $21.67 \text{ days worked per month} \times 12 \text{ months} = 260.04 \text{ days per year}$
2.  $260.04 \text{ days per year} \div 26 \text{ bi-weekly payrolls per year} = 10 \text{ days}$
3. 10 days should be reported for each pay period on the monthly report\*

\*For a two pay period month, 20 days should be reported. For a month with three pay periods, 30 days should be reported.

#### **Example #2**

A Town Board Member works 186 hours during a three-month period. The standard work day for the position is six hours. The Town Board Member is paid weekly.

Days to report on the Standard Work Day and Reporting Resolution

1.  $186 \div 3 = 62$ , which is the average number of hours per month
2.  $62 \div 6 \text{ hour standard work day} = 10.34$  (rounded to 2 places after the decimal)
3. Record 10.34 in the Days/ Month column of the Standard Work Day & Reporting Resolution

Days to be reported on the monthly report

1.  $10.34 \text{ days worked per month} \times 12 \text{ months} = 124.08 \text{ days per year}$
2.  $124.08 \text{ days per year} \div 52 \text{ weekly payrolls per year} = 2.39 \text{ days (rounded)}$
3. 2.39 days should be reported for each pay period on the monthly report\*

\*For a four pay period month, 9.56 days should be reported. For a month with five pay periods, 11.95 days should be reported.

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Example of One Month of an Elected/Appointed Official's Record of Activities

**APRIL**

| SUNDAY | MONDAY  | TUESDAY   | WEDNESDAY   | THURSDAY   | FRIDAY   | SATURDAY   |   |
|--------|---|---|---|--|--|--|---|
|        | <b><i>DO NOT INCLUDE ON CALL HOURS</i></b>  |   |   |  |  | 1  | 2 |
| 3      | 1:00 – 2:00:<br>taxpayer mtg.<br>2:00 – 3:00:<br>return phone calls<br>12:00 mid – 1:00:<br>emergency call re: dog warden<br><br>3 hrs.   | 4<br>12:00 – 3:00:<br>prepare speech for 4/6 luncheon<br>3:00 – 4:00:<br>return phone calls<br><br>4 hrs.                                     | 5<br>9:00 – 11:00:<br>routine correspondence<br>1:00 – 3:00:<br>guest speaker — luncheon mtg.<br>6:00 – 7:00:<br>return phone calls<br><br>5 hrs.   | 6<br>9:00 – 9:30:<br>conference call with East and North Anytowns<br>9:30 – 12:00:<br>prepare for mtg. on 4/13<br>1:00 – 2:00:<br>return phone calls<br><br>4 hrs. | 7<br>9:00 – 11:00:<br>prepare speech and materials for 4/11 mtg.<br>11:00 – 12:00:<br>routine correspondence<br>4:00 – 5:00:<br>return phone calls<br><br>4 hrs. | 8<br>9:00 – 12:00:<br>committee mtg. on zoning<br><br>3 hrs. |   |
| 10     | 8:00 – 10:00:<br>guest speaker breakfast mtg. Rotary Club<br>1:00 – 2:00:<br>routine correspondence<br>2:00 – 3:00:<br>return phone calls<br><br>4 hrs.   | 11<br>9:00 – 11:00:<br>mtg. with attorney – board issues<br>11:00 – 12:00:<br>return phone calls<br>7:00 – 10:00:<br>Board mtg.<br><br>6 hrs. | 12<br>9:00 – 10:00:<br>travel to Anytown<br>10:00 – 1:00:<br>mtg. with East and North Anytowns<br>1:00 – 2:00:<br>return travel<br>3:00 – 4:00:<br>return phone calls<br><br>6 hrs.       | 13<br>9:00 – 11:00:<br>finalize minutes of mtg. 4/13 and distribute<br>1:00 – 3:00:<br>routine correspondence<br>3:00 – 4:00:<br>return phone calls<br><br>5 hrs.  | 14<br>9:00 – 12:00:<br>budget preparation<br>12:00 – 1:00:<br>return phone calls<br><br>4 hrs.   | 15   |   |
| 17     | 12:00 – 4:00:<br>mtg. with attorney — preparation for 4/25 mtg.<br>6:00 – 7:00:<br>return phone calls<br><br>5 hrs.   | 18<br>9:00 – 12:00:<br>budget preparation<br>1:00 – 3:00:<br>preparation for mtg. 4/21<br>3:00 – 4:00:<br>return phone calls<br><br>6 hrs.    | 19<br>10:00 – 12:00:<br>routine correspondence<br>1:00 – 2:00:<br>finalize arrangements for mtg. 4/21<br>3:00 – 4:00:<br>return phone calls<br>11:00 – 2:00:<br>crisis mtg.<br><br>7 hrs. | 20<br>1:00 – 3:00:<br>luncheon mtg. with West Anytown<br>5:00 – 6:00:<br>return phone calls<br><br>3 hrs.  | 21<br>11:00 – 12:00:<br>finalize preparation for mtg. 4/25<br>1:00 – 2:00:<br>return phone calls<br><br>2 hrs.   | 22   |   |
| 24     | 5:00 – 7:00:<br>travel to mtg. site<br><br>9:00 – 12:00:<br>mtg. session 1 — Solid Waste Mgmt. with muni. assn.<br>1:00 – 3:00:<br>session 2<br>5:00 – 8:00:<br>dinner session and discussion<br><br>2 hrs. | 25<br>10:00 – 12:00:<br>return travel<br>1:00 – 3:00:<br>finalize mtg. notes<br>3:00 – 4:00:<br>return phone calls<br><br>8 hrs.              | 26<br>11:00 – 12:00:<br>budget preparation<br>12:00 – 2:00:<br>opening day ceremony Little League<br>3:00 – 4:00:<br>return phone calls<br><br>5 hrs.                                     | 27<br>9:00 – 11:00:<br>prepare for budget mtg. tonight<br>12:00 – 1:00:<br>return phone calls<br>7:00 – 10:00:<br>budget mtg.<br><br>4 hrs.                        | 28<br>12:00 – 2:00:<br>routine correspondence<br>2:00 – 3:00:<br>return phone calls<br><br>6 hrs.  | 29   |   |
| 24     | 5:00 – 7:00:<br>travel to mtg. site<br><br>9:00 – 12:00:<br>mtg. session 1 — Solid Waste Mgmt. with muni. assn.<br>1:00 – 3:00:<br>session 2<br>5:00 – 8:00:<br>dinner session and discussion<br><br>2 hrs. | 25<br>10:00 – 12:00:<br>return travel<br>1:00 – 3:00:<br>finalize mtg. notes<br>3:00 – 4:00:<br>return phone calls<br><br>8 hrs.              | 26<br>11:00 – 12:00:<br>budget preparation<br>12:00 – 2:00:<br>opening day ceremony Little League<br>3:00 – 4:00:<br>return phone calls<br><br>5 hrs.                                     | 27<br>9:00 – 11:00:<br>prepare for budget mtg. tonight<br>12:00 – 1:00:<br>return phone calls<br>7:00 – 10:00:<br>budget mtg.<br><br>4 hrs.                        | 28<br>12:00 – 2:00:<br>routine correspondence<br>2:00 – 3:00:<br>return phone calls<br><br>6 hrs.  | 30   |   |

*Officials should extend their calendars beyond three months to make up for any time they were absent during the three-month period.*

### **Appropriate Time**

- Answering constituent phone calls or letters
- Attending town-sponsored forum
- Discussing issues with constituents while at market
- Town board and committee meetings
- Preparing for town board meetings

### **Inappropriate Time**

- Time attending campaign events
- Attendance at political party rally/candidates forum
- On call time
- Board and committee meetings for private organizations
- Socializing after town board meeting

| ~ January 2014 ~ |     |     |     |     |     |               |     |            |
|------------------|-----|-----|-----|-----|-----|---------------|-----|------------|
| ◀ Dec 2013       | Sun | Mon | Tue | Wed | Thu | Fri           | Sat | Feb 2014 ▶ |
|                  |     |     |     | 1   | 2   | 3             | 4   |            |
| 5                | 6   | 7   | 8   | 9   | 10  | 11            |     |            |
| 12               | 13  | 14  | 15  | 16  | 17  | 18            |     |            |
| 19               | 20  | 21  | 22  | 23  | 24  | 25            |     |            |
| 26               | 27  | 28  | 29  | 30  | 31  | <b>Notes:</b> |     |            |



| ~ March 2014 ~ |     |        |     |     |     |     |  |
|----------------|-----|--------|-----|-----|-----|-----|--|
| Sun            | Mon | Tue    | Wed | Thu | Fri | Sat |  |
|                |     |        |     |     |     | 1   |  |
| 2              | 3   | 4      | 5   | 6   | 7   | 8   |  |
| 9              | 10  | 11     | 12  | 13  | 14  | 15  |  |
| 16             | 17  | 18     | 19  | 20  | 21  | 22  |  |
| 23             | 24  | 25     | 26  | 27  | 28  | 29  |  |
| 30             | 31  | Notes: |     |     |     |     |  |

Feb 2014

Apr 2014

| ~ April 2014 ~ |     |     |     |        |     |     |
|----------------|-----|-----|-----|--------|-----|-----|
| Sun            | Mon | Tue | Wed | Thu    | Fri | Sat |
|                |     | 1   | 2   | 3      | 4   | 5   |
| 6              | 7   | 8   | 9   | 10     | 11  | 12  |
| 13             | 14  | 15  | 16  | 17     | 18  | 19  |
| 20             | 21  | 22  | 23  | 24     | 25  | 26  |
| 27             | 28  | 29  | 30  | Notes: |     |     |

May 2014 ▶

◀ Mar 2014

| ~ May 2014 ~ |     |     |     |     |     |     | Jun 2014 ▶ |
|--------------|-----|-----|-----|-----|-----|-----|------------|
| Sun          | Mon | Tue | Wed | Thu | Fri | Sat |            |
|              |     |     | 1   | 2   | 3   |     |            |
| 4            | 5   | 6   | 7   | 8   | 9   | 10  |            |
| 11           | 12  | 13  | 14  | 15  | 16  | 17  |            |
| 18           | 19  | 20  | 21  | 22  | 23  | 24  |            |
| 25           | 26  | 27  | 28  | 29  | 30  | 31  |            |

August 2, 2012

To: The Honorable Mayor and City Council  
From: Sharon Addison, City Manager  
Subject: Parking on Clinton Street

We received the attached letter from the Chiropractic Wellness Center and have asked both the Police Department and the Department of Public Works to provide input.

It has been suggested that parking on the south side of Clinton Street be extended from 15 minute parking to two hour parking in order to accommodate their request. If Council wishes to change the parking, an Ordinance will be drafted for the next Council Meeting.

# Chiropractic Wellness Center

of Northern New York

Sharon Addison, City Manager  
245 Washington Street  
Watertown, NY 13601



cc: Ken Mix  
Kent Hawk  
Capt. Clark

Dear Ms. Addison;

I moved my chiropractic practice to 156 Clinton Street in August, 2011. This location has been outstanding for my business, the only problem is parking. Along with my office, the building also has three apartments attached to it. There are six parking spots total on the property. If each apartment uses two parking spots, there is no parking left for my patients. Since day one, my staff and patients have relied on street parking.

There were not any "No Parking" signs anywhere near my office on the same side of the street since we opened the doors in 2011. On November 7, 2013 we noticed that "No Parking" signs were put up all along Clinton Street on both sides of the street and tickets were being issued to violators. This has become a serious problem for my business and the tenants that live in the building.

We have looked at every avenue that we could think of to remedy the situation without requesting street parking. There are about three 15 minute parking spaces across the street. Unfortunately, chiropractic treatments usually run 30-60 minutes and massage therapy sessions can run as long as two hours. Both staff and patients have tried parking across the street in the Medical Arts Building parking lot. Their landlord has verbally reprimanded and even chased patients to my front door, requesting they move their vehicles or they would be towed. A lot of my patients are in a lot of pain and can't handle a long walk from municipal parking or Watertown Savings Bank lots. Street parking is our only option.

I am writing to request a site plan change for six street parking spaces on the same side of the street as my office to accommodate my patients and staff.

Thank you for your consideration of this important matter.

Sincerely,

*Danielle L. Lundy DC*

Danielle L. Lundy, DC

156 Clinton Street, Watertown, New York 13601

Phone: (315) 681-4422 • Fax: (315) 681-4719 • Email: [info@nnywellness.com](mailto:info@nnywellness.com)

[www.nnywellness.com](http://www.nnywellness.com)

December 17, 2013

To: The Honorable Mayor and City Council  
From: James E. Mills, City Comptroller  
Subject: Sales Tax Revenue – November 2013

The City has received the monthly sales tax revenue amount from Jefferson County. In comparison to November 2013, the November 2013 sales tax revenue on an actual to actual basis is down \$157,805 or 12.38%. In comparison to the original budget projection for the month of November, sales tax is down \$220,782 or 16.51%.

The year-to-date actual receipts are up \$51,176 or 0.69% while the year-to-date receipts on a budget basis are down \$312,796 or 4.05%. Year-to-date sales tax revenue is at \$7,417,668.

The attached spreadsheet shows the detail collections for this year and last year along with the budgeted amounts. Collections for the Fiscal Years' 2009-10, 2010-11, 2011-12 and 2012-13 have been included for historical perspective.

Please note that this payment represents an estimated payment made by the State to the County and will be trued up by the State with the January payment.

|           | <u>Actual 2009-10</u> | <u>Actual 2010-11</u> | <u>Actual 2011-12</u> | <u>Actual 2012-13</u> | <u>Actual 2013-14</u> | <u>Variance</u>  | <u>% Inc/(Dec)to<br/>Prior Year</u> | <u>Quarterly<br/>Variance</u> | <u>% Inc/(Dec) to<br/>Prior Quarter</u> |
|-----------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|------------------|-------------------------------------|-------------------------------|---|
| July      | \$ 1,054,235          | \$ 1,294,030          | \$ 1,359,433          | \$ 1,361,364          | \$ 1,492,579          | \$ 131,215       | 9.64%                               |                               |   |
| August    | \$ 1,111,868          | \$ 1,250,127          | \$ 1,319,714          | \$ 1,357,130          | \$ 1,463,877          | \$ 106,747       | 7.87%                               |                               |   |
| September | \$ 1,805,736          | \$ 1,777,374          | \$ 1,886,899          | \$ 2,071,785          | \$ 1,760,254          | \$ (311,531)     | -15.04%                             | (73,569)                      | -1.54%                                  |
| October   | \$ 1,081,394          | \$ 1,147,531          | \$ 1,215,879          | \$ 1,301,624          | \$ 1,584,174          | \$ 282,550       | 21.71%                              |                               |   |
| November  | \$ 1,056,203          | \$ 1,203,035          | \$ 1,207,881          | \$ 1,274,589          | \$ 1,116,784          | \$ (157,805)     | -12.38%                             |                               |   |
| December  | \$ 1,606,018          | \$ 1,681,408          | \$ 1,897,409          | \$ 1,714,672          | \$ -                  |                  |                                     | 124,745                       | 2.91%                                   |
| January   | \$ 1,103,884          | \$ 1,213,795          | \$ 1,195,675          | \$ 1,276,483          | \$ -                  |                  |                                     |                               |   |
| February  | \$ 921,272            | \$ 984,089            | \$ 1,036,230          | \$ 1,160,663          | \$ -                  |                  |                                     |                               |   |
| March     | \$ 1,572,098          | \$ 1,445,902          | \$ 1,624,451          | \$ 1,453,454          | \$ -                  |                  |                                     |                               |   |
| April     | \$ 1,121,188          | \$ 1,190,708          | \$ 1,217,913          | \$ 1,293,493          | \$ -                  |                  |                                     | -                             | 0.00%                                   |
| May       | \$ 1,079,512          | \$ 1,164,270          | \$ 1,224,057          | \$ 1,373,513          | \$ -                  |                  |                                     |                               |   |
| June      | \$ 1,709,687          | \$ 1,654,800          | \$ 2,029,525          | \$ 1,609,032          | \$ -                  |                  |                                     |                               |   |
| YTD       | <u>\$ 15,223,095</u>  | <u>16,007,070</u>     | <u>\$ 17,215,066</u>  | <u>\$ 17,247,801</u>  | <u>\$ 7,417,668</u>   | <u>\$ 51,176</u> | <u>0.69%</u>                        |                               |   |

|              | <u>Original Budget</u> |                       |                     |               |           |  |  |        |
|--------------|------------------------|-----------------------|---------------------|---------------|-----------|--|--|--------|
|              | <u>2013-14</u>         | <u>Actual 2013-14</u> | <u>Variance</u>     | <u>%</u>      |           |  |  |        |
| July         | \$ 1,428,628           | \$ 1,492,579          | \$ 63,952           | 4.48%         |           |  |  |        |
| August       | \$ 1,424,184           | \$ 1,463,877          | \$ 39,692           | 2.79%         |           |  |  |        |
| September    | \$ 2,174,150           | \$ 1,760,254          | \$ (413,896)        | -19.04%       | (310,253) |  |  | -6.17% |
| October      | \$ 1,365,936           | \$ 1,584,174          | \$ 218,238          | 15.98%        |           |  |  |        |
| November     | \$ 1,337,565           | \$ 1,116,784          | \$ (220,782)        | -16.51%       |           |  |  |        |
| December     | \$ 1,799,393           | \$ -                  |                     |               | (2,544)   |  |  | -0.06% |
| January      | \$ 1,339,552           | \$ -                  |                     |               |           |  |  |        |
| February     | \$ 1,218,010           | \$ -                  |                     |               |           |  |  |        |
| March        | \$ 1,525,268           | \$ -                  |                     |               |           |  |  |        |
| April        | \$ 1,357,403           | \$ -                  |                     |               |           |  |  |        |
| May          | \$ 1,441,377           | \$ -                  |                     |               |           |  |  |        |
| June         | \$ 1,688,534           | \$ -                  |                     |               |           |  |  |        |
| YTD          | <u>\$ 18,100,000</u>   | <u>\$ 7,417,668</u>   | <u>\$ (312,796)</u> | <u>-4.05%</u> |           |  |  |        |
| Total Budget | <u>\$ 18,100,000</u>   |                       |                     |               |           |  |  |        |

December 31, 2013

To: The Honorable Mayor and City Council  
From: Sharon Addison  
Subject: City of Watertown – Second Full Time Judge and Court Requirements

On Thursday, December 19, 2013, I received notification from Mr. Gerard Neri, NYS 5<sup>th</sup> Judicial District's facilitator for Judge Tormey, that Governor Cuomo had signed a bill that legislated a second, full-time judge for the City of Watertown, effective April 1, 2014.

On Thursday, December 26, 2013, Mayor Graham, Judges Renzi and Palermo and City Staff teleconferenced with 5<sup>th</sup> Judicial District administration to discuss the requirements of constructing a second City Court within the municipal building. District representatives presented that the City would be responsible for any construction costs. As a follow up to the meeting, Mr. Neri provided the City with requirements for New York State Court Facilities.

City Staff will be meeting with 5<sup>th</sup> District administrators Messrs. Neri and Shanahan on Tuesday, January 7 to review and further discuss the City Court facilities and requirements. Staff will continue to keep Council apprised of matters related to this topic.