



Watertown City Council
February 13, 2012

Adjourned Council Meeting Agenda

- Resolution 1. Amendment to Management and Management Confidential Benefits Policy
- Resolution 2. Amendment No. 83 to Management/ Management Confidential Pay Plan
- Resolution 3. Retaining the Professional Services of John C. Krol to Assist in the Recruitment of Viable Candidates for the Position of Watertown City Manager

Work Session Agenda

Discussion Items:

- 1. Outdoor Pool Facilities Study, August 2011, W-M Engineers, P.C.

Thomas Compoli, Project Engineer for C&S and Co-author of the W-M pool study; Superintendent of Parks and Recreation John Van Brocklin ; and Superintendent of Public Works Eugene P. Hayes

This report was provided to the City Council on August 15, 2011 and is also posted on the City's website.

- 2. Alcohol Sales on City Owned Property:
 - a. City of Watertown Alcohol Sales Policy, City Owned Property
 - b. Issues to Consider when reviewing Alcohol Permit Applications.
 - c. ABC Law Rules and Guidelines
- 3. City Council review of Accomplishments for Fiscal Year 2011-2012 and discussion of Fiscal Year 2012-2013 Goals and Objectives

Copies of submissions received from Members of the City Council are attached for review and discussion.

February 8, 2012

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

Subject: Approving Amendments to the City of Watertown Benefits Policy
For Management and Management Confidential Employees

At the request of the City Council, an amendment to the City's Benefits Policy for Management and Management Confidential Employees was developed that increased the contribution made by new hires covered by the policy to 25% of the annual health insurance premium expense. In reviewing this action with POMCO, the City's Third Party Administrator for Health Insurance, it was determined that this action would cause the City to lose grandfathering status of its Health Insurance Plan, based on the provisions of the Health Care Reform Act of 2010.

As we've discussed, POMCO indicates that to preserve the plan's grandfathering status, the amendment to the Management and Management Confidential Benefits Plan needs to be amended to read as follows:

Active and Retiree Health Insurance

2. Health Insurance premium co-pays are as follows:
 - ii. Effective 1/1/12 – All employees initially appointed to Upper Level Management, Mid-Level and Management Confidential positions will pay 25% of the health insurance premium for individual coverage and 19% of the health insurance premium for family coverage.

February 13, 2012

RESOLUTION

Page 1 of 1

Approving City of Watertown Benefits Policy for Management and Management Confidential Employees

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

YEA	NAY

Introduced by

Total

WHEREAS the City Council of the City of Watertown has established Benefit policies to provide for the health and welfare of its employees, and

WHEREAS all Management and Management Confidential employees receive benefits from the City of Watertown, and

WHEREAS some of those benefits are the same for all employees, some are accrued based on years of service, some are based on original hire date and some are based on the position held, and

WHEREAS it is the City Council's desire to change the percentage contribution made by newly hired Management and Management Confidential employees,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that effective February 13, 2012 the City of Watertown Benefits Policy for Management and Management Confidential Employees is hereby amended, a copy of said Benefits Policy is attached and made a part of this resolution.

Seconded by



CITY OF WATERTOWN BENEFITS POLICY MANAGEMENT AND MANAGEMENT CONFIDENTIAL EMPLOYEES

1869

A. Benefits Policies

1. Benefits policies are established for the health and welfare of City employees. All management and management confidential employees receive benefits. Some benefits are the same for all employees. Some are accrued based on years of service and some are based on original hire date with the City of Watertown.

2. In support of the overall wellness of the City's Management and Management Confidential Employees, the City will implement a wellness program. It is anticipated that this program will benefit both the City of Watertown and its employees by increasing employee productivity and moral, while at the same time reducing health insurance costs and sick leave utilization.

B. Health Insurance

1. The City provides medical insurance plans to eligible employees and their dependents. The City is self insured for Health Insurance. A copy of the benefits coverage has been supplied to individuals covered by this policy.

Active and Retiree Health Insurance

2. Health Insurance premium co-pays are as follows:

i. Effective 1/1/03

1. Single coverage, Employee pays \$25 less than family coverage, bi-weekly.
2. Family coverage, Employee pays 25% of difference between individual and family coverage, biweekly.

ii. Effective 1/1/12 – All employees initially appointed to Upper Level Management, Mid-Level and Management Confidential positions will pay 25% of the health insurance premium for individual coverage and 19% of the health insurance premium for family coverage.

iii. Employees hired on or after July 1, 1983, will be required to continue their health insurance premium co-pays, as listed above, into retirement.

3. Upon the death of an active or retired employee, the surviving spouse is responsible for all premium expenses. Should the surviving spouse remarry, coverage is no longer available under this plan, except as provided under COBRA.

Retiree Health Insurance

4. Notwithstanding the date of hire, employees promoted to Mid Level and Management Confidential Positions, the City's obligation to pay its share of insurance premium for a retired employee shall cease when the employee dies.
5. For employees initially hired after January 1, 1996, the City's obligation to pay its share of insurance premium on behalf of the retired employee shall cease when the employee attains Medicare eligible age, or dies, whichever comes first.
6. For employees hired on or after July 1, 1983 who are promoted to Upper level on or after August 12, 2000, once the retired employee attains Medicare eligible age, the City is obligated to pay 80% of the insurance premium for the retired employee and the retired employee is responsible for paying 20% of the insurance premium. This requirement applies to both individual and family coverage.
7. For employees initially hired or employees promoted to Upper Level, Mid Level and Management Confidential positions after January 1, 1996, post - retirement medical insurance paid for by the City to age 65 shall not be available if an employee or his/her spouse has available comparable paid health insurance from any source other than the City (excepting Medicare). The retired employee shall have the duty to demonstrate to the City, in written form, that comparable coverage is not available. Any dispute as to what constitutes "comparable" coverage shall be referred to a mutually acceptable impartial arbitrator for determination or adjustments, as the case may be.

C. Retirement Plan

1. The City of Watertown participates in the New York State Employees' Retirement System and is required for all full-time employees.

D. Holidays

1. The City of Watertown observes the following holidays:

New Year's Day	Martin Luther King's Birthday	President's Day
Memorial Day	Independence Day	Labor Day
Columbus Day	Veteran's Day	Thanksgiving Day
Day After Thanksgiving	Christmas Day	

2. When holidays fall on Saturday, employees shall be given time off on the preceding Friday. When holidays fall on Sunday, employees shall be given time off on the following Monday.

E. Vacations

1. The City provides annual paid vacation and vacations are administered and scheduled to meet the requirements of the City and whenever possible, the convenience of the employee.
2. Vacations shall be scheduled with consideration of other employees' requests.
3. Vacation accrual is based on hire date and years of service; accrual begins on the hire date.
4. Employees accrue vacation at the following rates:

Employees Hired Prior to January 1, 1996

- a. 1 through 3 years inclusive - accrual rate 18 days per year
- b. 4 through 6 years inclusive - accrual rate 21 days per year
- c. 7 through 11 years inclusive - accrual rate 24 days per year
- d. 12 through 17 years inclusive - accrual rate 27 days per year
- e. 18 or more years - accrual rate 30 days per year

Employees Hired or Promoted to Upper Level Management After January 1, 1996

- a. 1 through 5 years inclusive - accrual rate 10 days per year
- b. 6 through 10 years inclusive - accrual rate 15 days per year
- c. 11 or more - accrual rate 20 days per year

5. Employees may carry over from one fiscal year to the next a maximum of ten (10) days.
6. Employees no longer in the employ of the City of Watertown will be paid for any unused vacation accrued.
7. Employees may convert up to three (3) vacation days per year into deferred compensation.

F. Sick Leave

1. Employees accrue sick leave at the rate of one (1) day per month. Maximum accrual cannot exceed 180 days.

2. Sick leave will not be paid out in cash for employees no longer in the employ of the City.

3. In the case of an illness which may extend beyond the sick leave time earned by and available to an employee, the City Manager may grant an extension at half pay not exceeding 180 days after approval by the City Council and upon determining it to be in the best interest of the City.

G. Bereavement Leave

1. The City agrees to provide up to three (3) days of bereavement leave per death in the immediate family. Immediate family is defined as follows; Husband, Wife, Mother, Father, Son, Daughter, Brother, Sister, Grandfather, Grandmother, Grandson, Granddaughter, son-in-law, daughter-in-law, mother or father-in-law, brother or sister-in-law, stepson, stepdaughter.

H. Maternity Leave

1. Employees who become pregnant may continue to work as long as their physician certifies that they can perform the duties of their position.

2. Maternity leave may be granted for a period not to exceed six months at no pay.

3. Employees who take maternity leave shall have the right to be reinstated to the position they held prior to taking the maternity leave.

4. The same allowance for leave shall be applied to an employee who adopts a child of five years of age or less.

I. City Manager

The City Manager may, with City Council approval, make adjustments to the aforementioned benefits in unusual circumstances and in the best interest of the City and the employee.

J. Section 457 Plan Deferred Compensation Plan - The City of Watertown will offer a deferred compensation plan for all of its employees, including Management and Management Confidential employees. Effective July 1, 1998, Management and Management Confidential employees have the option of converting up to three (3) sick days, per fiscal year, into dollars to be contributed to the employee's Section 457 deferred compensation plan.

K. Section 125K Plan - A Section 125 Plan shall be offered to employees to provide for employee health care expenses.

L. Employees in the following positions are covered under this policy:

UPPER LEVEL MANAGEMENT POSITIONS

Assessor
City Clerk
City Comptroller
City Engineer
Fire Chief
Information Technology Manager
Library Director III
Planning and Community Development Coordinator
Purchasing Manager
Police Chief
Superintendent of Parks and Recreation
Superintendent of Public Works
Superintendent of Water

MID - LEVEL MANAGEMENT AND MANAGEMENT CONFIDENTIAL POSITIONS

Accountant
Accounting Supervisor
Assistant Superintendent Public Works
Chief Waste Water Treatment Plant Operator
Chief Water Treatment Plant Operator
Civil Engineer I
Civil Engineer II
Code Enforcement Supervisor
Confidential Assistant to the City Manager
Confidential Secretary to the City Manager
Deputy City Clerk
Deputy Fire Chief
Executive Secretary to the Civil Service Commission
Librarian III
Parks and Recreation Program Manager
Planner
Police Captain
Street & Sewer Maintenance Supervisor
Supervisor of Maintenance and Distribution (Water)

February 10, 2012

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

Subject: Amendment No. 83 to Management and Management
Confidential Pay Plan

At the request of the City Council the job description for the Superintendent of Water has been amended to include the responsibilities associated with operational and administrative oversight of the Water Treatment Plant and Water Distribution systems, Waste Water Treatment Plant, and the City's Hydro Electric Plant. This position will remain a Department Head position and report directly to the City Manager.

The attached resolution establishes the salary for the position of Water Superintendent at \$82,000 effective February 15, 2012. If approved, it is my intention to appoint Michael J. Sligar to this position. Mr. Sligar currently serves as the City's Chief Waste Water Treatment Plant Operator, and has more than thirty (30) years of service with the City of Watertown. I look forward to having Mr. Sligar as a member of the City's Management Team.

With the appointment of Mr. Sligar to the Superintendent of Water position, a vacancy will be created at the Waste Water Treatment Plant. It is my recommendation that R. Mark Crandall be appointed to the Chief Operator position on February 15, 2012, with a salary of \$65,000. Mr. Crandall has worked at the City's Waste Water Treatment facility since July 2, 1984 and currently holds the position of Waste Water Treatment Plant Process Worker III. In addition to his service with the City, Mr. Crandall currently holds the rank of E-7 in the Navy Reserves.

RESOLUTION

February 13, 2011

Page 1 of 1

Amendment No. 83 to the Management and Management Confidential Pay Plan

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

YEA	NAY

Introduced by

Total

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves Amendment No. 83 to the Management and Management Confidential Pay Plan, effective February 15, 2012, as follows:

Position	Salary
Water Superintendent	\$82,000
Chief Waste Water Treatment Plant Operator	\$65,000

Seconded by

February 10, 2012

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

Subject: Retaining the Professional Services of John C. Krol to Assist in the
Recruitment of Viable Candidates for the Position of Watertown
City Manager

At the request of the Mayor, the attached Resolution is presented for City Council consideration.

Resolution No.

February 13, 2012

RESOLUTION

Page 1 of 1

Retaining the Professional Services of John C. Krol to Assist in the Recruitment of Viable Candidates for the Position of Watertown City Manager

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

Total

YEA	NAY

Introduced by

WHEREAS the Watertown City Council has determined not to renew the Employment Agreement of the Watertown City Manager beyond its expiration on April 30, 2012, and

WHEREAS the City Manager has submitted a letter announcing her intention to retire as City Manager prior to the date of expiration of her contract term, and

WHEREAS the City Council of the City of Watertown is the appointing authority for the position of City Manager and desires to expeditiously commence a search for a person to serve as City Manager on a full-time basis pursuant to contract, and

WHEREAS the City Council of the City of Watertown desires to retain the professional services of a person qualified to assist the City Council in its recruitment efforts,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that the City shall retain the services of John C. Krol of Waddington, New York, to facilitate the recruitment of City Manager candidates, all in accordance with the Professional Services Agreement attached to, and made a part of, this Resolution, and

BE IT FURTHER RESOLVED that the Mayor shall sign the Professional Services Agreement on behalf of the City and ask Mr. Krol to commence his recruiting efforts as soon as practicable.

Seconded by

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement dated this ____ day of February, 2012 by and between John C. Krol, 41 St. Lawrence Avenue, Waddington, New York 13694 (“Krol”) and the City of Watertown, New York, a municipal corporation with principal offices located at 245 Washington Street, Watertown, New York 13601 (the “City”).

WITNESSETH

WHEREAS, the City has a need for assistance in the solicitation, review, and selection of qualified candidates for the position of Watertown City Manager; and

WHEREAS, it is the City Council’s responsibility to hire a City Manager and the Council desires professional assistance in the selection process; and

WHEREAS, recruiting and candidate review services are professional services within the meaning of the New York General Municipal Law; and

WHEREAS, Krol has the professional background and training to qualify him to perform those professional services and has offered to perform recruiting or candidate review services for the City in connection with its search for a City Manager,

Now therefore the parties agree as follows:

AGREEMENT

1. Scope of Services.

The scope of services to be performed by Krol for the City is attached and made a part of this Agreement as Exhibit “A.”

2. Fees for Services.

For performance of the services identified in Exhibit “A,” the City agrees to pay Krol a fixed fee of \$10,000.00, payable as follows:

a. 10% (or \$1,000.00) upon the signing of a Professional Services Agreement for the above services;

b. 30% (or \$3,000.00) upon Krol's submission of all resumes received by the deadline date to the City Council, along with a summary spread sheet of the applicants' primary education and experience qualifications; and

c. 60% (\$6,000.00) at the time that the City's offer of employment is accepted by that candidate.

If, for any reason, the City Council requires that the position offering be re-advertised and/or re-initiates the recruitment process, Krol shall continue to facilitate said recruitment for an additional fixed fee of \$3,000.00, payable at the time that said recruitment is re-initiated.

3. Reimbursable Expenses.

The City will reimburse Krol for expenses directly attributable to performing the professional services required by this Agreement upon presentation of paid invoices or billings.

4. No Other Fees.

Krol acknowledges that he shall seek no fee, of any kind whatsoever, from any potential candidate for the position of City Manager.

5. Term of Agreement.

This Agreement shall commence on signing of this Agreement and shall continue until the City's offer of employment to a City Manager candidate is accepted, in writing, or sooner if earlier terminated by either party upon thirty (30) days' notice. If the City terminates Krol's services for any reason whatsoever, Krol shall be entitled to reimbursement of

all expenses to the effective date of termination, together with a fee at the hourly rate of \$100.00, calculated from the time of this Agreement to the effective date of termination, in an amount not less than \$5,000.00.

6. Entire Agreement.

This Agreement represents the entire Agreement of the parties, and the parties acknowledge that there are no other agreements, verbal or otherwise, which form a part of the parties' Agreement.

WHEREFORE, the parties have entered into this Agreement this ___ day of February, 2012.

John C. Krol

City of Watertown
By: Jeffrey E. Graham, Mayor

Proposal to Facilitate the Recruitment of a City Manager for the City of Watertown

John C. Krol hereby proposes to assist the Watertown City Council with its recruitment of a City Manager by providing the following professional services.

1. Krol will assist the City Council by drafting a long-form as well as a short-form City Manager recruitment announcement for publication in both professional position recruitment publications and for newspaper publication. Said draft announcement will be compiled after consultation with each City Councilor relative to the background and primary professional experience being sought in the preferred candidate. Such consultation shall also seek a Council consensus to identify the priority issues that a new City Manager will be tasked to address. Draft announcements will be presented to Council for approval no later than 14 days after the execution of a professional services agreement between John C. Krol and the City of Watertown. At that time, a list of recommended publication sites, quoted publication costs, and publication dates will also be presented to Council for approval. Publication would be anticipated to occur within the first two weeks of March, given a timely contract execution and Council approval of advertisement copy. As applicants would be provided a minimum of 30 days to submit their resume and cover letter, the deadline for the receipt of applications should be no later than April 15.
2. During February and March, Krol will utilize his contacts and relationships with municipal administrators within New York State and Vermont to seek out and encourage qualified applicants to consider the professional opportunity being offered by the City of Watertown. A confidential verbal report on such networking efforts will be provided to the City Council, if requested.
3. If directed by Council, Krol would serve as an information contact for applicants and potential applicants who are seeking additional information on the professional opportunity in Watertown, the recruitment process, and/or the community in general.
4. Krol will provide a Post Office box for the receipt of applications, and will keep all applicant names confidential, providing them (along with copies of all applications received) only to the City Council in executive session. Krol will provide the Council with a spreadsheet that summarizes each of the applicants' key education and experience elements, for ease of comparison. Given an orderly progression of actions, the City Council should be in a position to evaluate the full universe of applicants' resumes, no later than May 1. At that time, the Council would be in a position to identify the candidates that it chooses to bring in for an interview.
5. Krol will perform a thorough evaluation to confirm the accuracy of the stated education and experience on finalists' resumes.
6. Krol would provide the Council with an initial list of potential interview questions, if requested. The Council could conduct its initial interviews in the latter half of May or

early June. If requested, Krol would assist in the logistics of setting up interview dates, lodging arrangements for finalists (and potentially spouses), etc.

7. Krol will be available to support the Council's evaluation of its primary candidate(s) by researching that candidate's history and experience with previous municipal employers through news accounts and discussions with individuals that don't necessarily appear as resume references. The City Council should consider whether to seek a police background check and credit report on its preferred candidate prior to the finalization of a job offer.
8. Krol will notify all unsuccessful candidates of their status in a timely manner.
9. If requested, Krol will be available to assist the City Council in negotiating the details of a salary and benefits package with its preferred candidate.

Expenses related to the recruitment of the City Manager for printing and advertising, and reimbursement of finalists' travel expenses, will be identified to Council in advance of their encumbrance, and will be encumbered by the City of Watertown, unless otherwise agreed to by both parties.

For performance of the above noted services, the City of Watertown agrees to pay a fixed fee of \$10,000.00 payable as follows:

- a. 10% (or \$1000.00) upon the signing of a professional services agreement for the above services;
- b. 30% (or \$3000.00) upon Krol's submission of all resumes received by the deadline date to the City Council, along with a summary spreadsheet of the applicants' primary education and experience qualifications;
- c. 60% (or \$6000.00) at the time that the City's offer of employment is accepted by that candidate.

If, for whatever reason, the City Council requires that the position offering be re-advertised and/or re-initiates the recruitment process, Krol will continue to facilitate said recruitment for an additional fixed fee of \$3000.00, payable at the time that said recruitment is re-initiated.

February 10, 2012

To: The Honorable Mayor and City Council
From: Mary M. Corriveau, City Manager
Subject: Alcohol Sales on City-Owned Property

At the direction of the City Council, Staff has developed an Alcohol Sales Policy for the City of Watertown. This policy defines how sales are to be licensed or permitted at the Alex T. Duffy Fairgrounds, the Zoo at Thompson Park and the Flower Memorial Library.

Additionally, a document titled “Issues to Consider When Reviewing Alcohol Permit Applications” has been formulated to provide the individual reviewing the permit applications with some guidelines on the types of matters that should be considered during the review process.

The third document titled “ABC Law Rules and Guidelines” is a document that will be provided to any individual, group or organization that obtains a license or permit to sell alcohol on City-owned property.

These documents have been reviewed by Mr. Anthony Casale, and he has indicated they are in compliance with the current rules and regulations established by the State Liquor Authority.

**CITY OF WATERTOWN
ALCOHOL SALES POLICY
CITY OWNED PROPERTY**

INTRODUCTION

The City of Watertown owns recreational facilities utilized for sporting events, concerts and/or performances, and public assemblies where the sponsor of an event may wish to lawfully sell alcohol to attendees. Because the sale of alcohol is unlawful unless it is pursuant to a valid permit or license, and such permits and licenses for sales on City property cannot be issued without City approval, this document is designed to outline the City of Watertown's policy concerning the sale of alcohol on City-owned recreational property. The City will adopt specific rules for alcohol sales at each venue, which rules shall become part of the conditions of any permit or license under which alcohol is to be sold.

I. Alex T. Duffy Fairgrounds

A. County Fair Week

During the Jefferson County Fair, the Jefferson County Agricultural Society will be permitted to sell beer and wine for consumption within specified areas. The application for the permit must comply in all respects with the requirements of the State Liquor Authority, and must contain, at a minimum, a plan identifying areas which are to be cordoned off to prohibit minors from entering the service and consumption area. All persons or entities which stand to profit from the sale of alcohol under the Agricultural Society's permit must be identified on the permit application.

B. Jefferson County Agricultural Society Building

The Jefferson County Agricultural Society owns a building located on land leased from the City. The Jefferson County Agricultural Society is prohibited from permitting a for-profit person or entity from sharing in any profits from the sale of alcohol within its building. The sale of alcohol may be by permit for each event or by catering hall license.

Any other not-for-profit sharing the profits from sales must be identified on the license or on each permit.

C. Fairgrounds Ice Arena

Due to the limited number of events utilizing this venue where alcohol would be desired to be sold, the lessee of the facility for such an event must either be the permit holder or, if a licensee with a catering permit is to be utilized for the sale of alcohol, the lessee must be shown on the permit application. Any person or entity sharing in the proceeds of the sale of alcohol must be fully disclosed on any permit. A not-for-profit may not share profits with a for-profit entity.

D. Other Fields Utilized for Concerts/Performances

These one-time events may sell alcohol only pursuant to a date-specific catering permit by a licensee, or by a not-for-profit entity holding a permit limited to the event. No proceeds of the sale of alcohol may be divided by or among any persons or entities unless fully disclosed on the permit. The lessee of the venue must be identified on the permit application.

E. Baseball Stadium/Field

The leaseholder for the season of the baseball stadium/field must obtain a seasonal license for the sale of beer/wine. Alternatively, the license may exceed one season and become a year-round license to be consistent with any negotiated lease of the facility. If the lessee thereafter allows a concert, performance, or other special event to be sponsored at the facility by others during the term of the lease, only the licensee may sell alcohol under its license.

II. Zoo at Thompson Park

The lessee of the Zoo at Thompson Park may sell or otherwise serve alcohol at special events on the leased property only by permit issued to the lessee or by a licensee holding a catering permit for the specific event, which permit must also name the lessee on the permit. No sales of alcohol outside of the leased premises will be permitted.

III. Flower Memorial Library

The Flower Memorial Library's not-for-profit arm may sponsor a special event, or co-sponsor a special event where alcohol may be sold or otherwise served, if both the sponsor of the special event and the licensee with a catering permit are shown on the permit. By way of example only, if a special reception of some kind is to be held, (e.g. a private wedding), or if the Flower Memorial Library's not-for-profit arm chooses to sponsor a fundraising event, alcohol may be served by a licensee holding a permit for that special event. In every circumstance, the not-for-profit entity must be shown on the permit application. If the special event is hosted by another person or entity, such as a wedding, the sponsor must also be shown on the permit application.

Issues to Consider when Reviewing Alcohol Permit Applications

1. Should the event be one where alcohol is to be served in the first instance? In other words, is it an event primarily directed at children where alcohol should not be served?
2. Any sale of alcohol for a special event on any City facility, whether by permit or licensee with catering permit, must prove, by means satisfactory to the City, the existence of liquor liability coverage (dram shop coverage) for the event, naming all persons or entities identified on the permit and the City of Watertown as insureds.
3. Not-for-profit organizations applying for permits shall be limited to the sale of beer and wine.
4. Ensure that every not-for-profit which intends to serve as a sponsor or vendor is provided with a copy of the guidelines attached to these considerations.
5. A catering permit to be issued to a licensee seeking to serve alcohol other than beer and wine will be considered on a case-by-case basis.
6. What is the security plan for the event?
7. Should the permit be limited in duration? For example, a permit involving a concert or performance should not allow the sale of alcohol more than one hour prior to the event and within a certain period of time before its conclusion.
8. If relevant, what precautions are being taken in connection with the ability of minors to be in the area where alcohol is purchased and/or consumed?
9. How is the sponsor or permittee ensuring that alcohol is not brought to the event by attendees?
10. What training will be conducted concerning the service of alcohol, and how should that training be proven, and when, for any event?
11. What “triggers” will require a shut-down of alcohol service?
12. Will the event sponsor and permittee(s) acknowledge, in writing, the authority of the Watertown Police Department to shut down alcohol sales at their event?
13. How does the event sponsor plan to limit the ability of persons to leave the event and return?
14. Have all persons and entities sharing in the profits been disclosed on the permit application?
15. Does every involved not-for-profit understand that it is prohibited from sharing its profits with a for-profit entity or person?

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.

<p>College ID OR Sheriff's ID Cards are <i>NOT</i> acceptable Proof of Age.</p>
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- 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

February 10, 2012

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

Subject: City Council Members, Accomplishments for Fiscal Year 2011-12 and Goals and Objectives for Fiscal Year 2012-13

Attached for discussion during Monday night's Work Session, are copies of the Accomplishments for Fiscal Year 2011-2012 and Goals and Objectives for Fiscal Year 2012-2013 submitted by the members of the City Council. My hope is that we can discuss the ideas submitted by each member and reach consensus on the significant Goals and Objectives the City Council wants to focus on for Fiscal Year 2012-2013.

2011-12 Accomplishments – CouncilMember Burns

1. Led the charge for an outside audit of the Parks & Recreation Department which educated the Council on the severity of the problems and used as a baseline for corrective procedures.
2. Developed plan for outdoor skating opportunity.
3. Passed ordinance restricting dogs on City owned property during specified events.
4. Developed concept for a multi use learning facility at Thompson Park.

2012-13 Goals and Objectives

1. Monitor and evaluate newly created Parks & Recreation positions.
2. Continue to work with Thompson Park Conservancy to see completion of the multi use learning facility at Thompson Park.
3. On line payment of taxes and bills.
4. Continue and research ways to enhance promotions featuring Watertown as a Canadian shopping destination.

2011-2012 Accomplishments, 2012-13 Goals and Objectives

Accomplishments

- Successfully enforced the new city noise ordinance which was subsequently upheld in City Court. This was a major accomplishment that in turn will provide the impetus to move aggressively at reducing excessive noise in the City.
- Another successful year working in collaboration with Tree Watertown.
- Lowered property tax levy 2.5%
- Received an upgrade from Moody's on City's debt rating from A1 to Aa3. Paid down taxable debt in the amount of \$1.1 million, saving taxpayers a substantial sum of money over the next decade. This action was one of the reasons highlighted in the analyst's explanation for Moody's raising the bond rating to Aa3.
- Finally acquired the intersection in the Gaffney Drive area after years of frustration.

Goals and Objectives for 2012-13:

Parks and Recreation Department

- Work to fill vacancies in the Parks and Recreation department, particularly the Superintendent and Program manager. Evaluate to determine if Mr. Van Brocklin's position should be filled upon his pending retirement.
- Continue to implement the changes recommended in the audit by Lori Podvin to ensure that the errors of the past are not repeated. It is my understanding some of the outstanding and troublesome issues were addressed in the "corrective action plan." We should fully implement the use of the city's scheduling software thus eliminating the use of paper calendars and allowing the public to request the use of city facilities on-line.
- Adopt Electronic Collections System to reduce the manual processing of checks and cash received for payment. We need to have "customer friendly" financial systems in place to allow for various methods of paying accounts receivable. These would include ACH withdrawals, electronic banking, credit and debit card transactions. This initiative has been supported by the City Council and Mayor since taking office in 2008. Let's make this a priority and implement such a system by year end.

- Amend City Code to add and clarify certain fees currently being charged by Parks and Recreation Department such as pool fees for non-city users. Other fees to consider as listed in the “draft corrective plan” include the following: Ice time overage, rental fee for using baseball field for a concert, late fees on invoices not paid in a timely manner similar to those assessed on water and sewer bills.

- Finalize a policy on alcohol sales at the Fairgrounds facilities. Establish a policy where we bid out the contract for the sale of alcohol or charge a flat fee.

Other Goals and Objectives

- Continue the city’s sidewalk program to address those areas of the city where the sidewalks are in disrepair and pose dangers for pedestrians, senior citizens and children riding their bikes up and down the walkways.

- Take a more aggressive position on the blight in the city. Work with absentee property owners to address the dilapidated and vacant properties that have been idle for years. Examples would be the two residential structures on Waltham St. Work with Neighbors of Watertown on vacant lots as a result of a demolished property and look at building playgrounds on properties where a rebuild is not possible. Example: Vacant stone lot on the corner of Academy St. and Gotham St.

- Continue to support a tree initiative that will enhance the natural beauty of our city and exemplify our responsibility as a good steward. We have an excellent reputation for supporting this endeavor and I believe we should build on that legacy to ensure our future city residents will have an abundance of trees.

- Continue to support the curbside bulk waste program established a few years ago. This is tremendous benefit to the residents who take advantage of this program and can be done at a very reasonable cost to the city.

- Revisit the addition of another uniformed officer in the Watertown City School district if supported by the Watertown Board of Education (listed in 2011-2012).

- Continue to look at alternative energy programs that can provide savings for our taxpayers over the long term and position our city as an attractive place to locate a business and raise a family (listed in 2011-2012)

- Eliminate salary increases in the coming budget for the city council and mayor; remove travel expenses as these are rarely used.

- From a broad perspective we need to invest money where we can make Watertown an attractive place to work, play and raise a family. Spending money for future economic development will help our revenue in the long term, expand our tax base and bring people and businesses to our city. It has been and remains my goal to avoid wasteful spending that generates little return to the city in the long run. It is important we continue to weigh the balance

between borrowing money to finance projects and paying for the project with cash on hand. We must be mindful of our long-term perspective with how we invest our taxpayer money. While I recognize the importance of having a healthy fund balance that is liquid and available, I also know that committing all of our resources to short-term obligations as we have in the past can be costly, especially in prolonged periods where short-term rates are paying paltry rates of return (listed in 2011-2012)

- Enforce the noise ordinance with emphasis on vehicles in the city that refuse to use common sense and are insensitive to the residents they impact when playing excessively loud music.
- Work aggressively with state and local elected officials to develop a strategy with regard to Mercy Hospital that does not lead to a precarious and dangerous fiscal position for the taxpayers of Watertown. (not accomplished but listed for 2011-2012).
- Maintain the tax levy and hold property taxes down. Consider eliminating pay raises if necessary.
- Continue to promote the economic benefits of shopping and staying in Watertown, especially while the Canadian dollar is strong (also listed for 2011-2012).
- Complete the Aviary design and begin construction in 2012.

Teresa R. Macaluso
Watertown City Council

Accomplishments

- Worked with the Mayor and City Council members to interview and successfully hire a new city clerk.
- Reduced water and sewer rates.
- Worked with City of Watertown staff, zoo staff and Bernier and Carr on the revitalization of the Aviary at Thompson Park.
- Continued improvements were made to the infrastructure in the city.
- Established an outside skating rink in the city.
- Worked with other City Council members to promote a dog ban at public events to promote the safety and welfare of the community.
- Assisted the Mayor with interviewing and subsequently appointing a part-time city court judge.
- Worked with City Council, Mayor Graham, and the city attorney to approve a noise ordinance.

Goals and Objectives **2012-2013 Fiscal Year**

- Will continue to examine alternatives for the future of Mercy Hospital.
- Will remain accessible to city staff and constituents.
- Will continue to support sidewalk replacement program and infrastructure improvements within the City of Watertown.
- Will continue to establish policies regarding the sale of alcohol at the Watertown Fair Grounds
- Will continue to strive for improved communication with other members of City Council, city staff and constituents to promote a cohesive, united legislative body.

Goals and objectives 2011-12

1. Initiate the goal listed in 2006-07 and 2008-09 budgets, “focus on rehabilitation and expansion of existing recreational programs, facilities and amenities at the Alex T. Duffy Fairgrounds and Thompson Park.
2. Complete the City Managers goal for 2007-08, 08-09 regarding “...employee classification and compensation review and strategic plan development.”
3. Complete 2009-10 and 2010 – 11 legislative Board goal and objective in complete phase 1 of the Ice arena improvements and progress further to complete the initiatives the City Council unanimously support in the grant application for improvement at Fairgrounds Arena.
4. Work with Council, Mayor, City Manager and local development agencies for a planned approach to dealing with Masonic Temple, Mercy and Woolworth Bldg. These are buildings not owned by the City or any Public agency but will have a great impact on the local community. These buildings have been listed in multiple previous budgets as goals and objectives.
5. Continue efforts to “pay as you go” and limit debt.
6. Outdoor Movie night at Thompson Park
7. Micro-hydro evaluation for water and sewer treatment plants, reducing cost.
8. Commence the City Manager’s 2009-10 goals to “...work with state and federal agencies to find ways to enhance the City’s use of alternative energy sources that will provide long term savings or revenues to taxpayers.” Additionally the 2010 -11 legislative board had passed a goal for “alternative energy focus on grant applications and capital improvements.
 - a. Examples of this can be found in Clayton, where they just completed installing a 50kw solar system on the ice arena roof, installed another solar system on the fire station and installed a solar water heating system to help heat their municipal pool.
 - b. Ogdensburg has installed a large solar system on the roof of their second sheet of ice
 - c. Alexandria Bay has installed a solar system on their arena roof.

Each of these municipalities has utilized Federal Grant dollars to save on upfront cost and they will reap the benefits of solar produced electricity for their ice arenas.

Jeffrey M. Smith