

# AUSTIN TYLEC

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THE CITY OF NORTH TONAWANDA  
ALDERMAN AT LARGE

January 7, 2019

North Tonawanda Common Council  
216 Payne Avenue  
North Tonawanda, New York 14120

**RE: Attendance & Absenteeism**

Dear Honorable Body:

Please find enclosed a resolution seeking to define attendance and absenteeism within our City's appointed bodies following this letter of intent:

Appointment in our great City is a coveted and desired feat, and with such honor comes responsibility. Appointed members are held accountable for their actions under Sec. 3.004 of the City Charter:

***Sec. 3.004 Suspension and removal of officers.***

**(b)** "The city clerk-treasurer and all appointed city officers may be removed from office for incompetency, misconduct in office or neglect of duty..."

With appointed City officers receiving pay by means of taxpayer dollars, accountability must be enforced. With the City Charter's ambiguous definition of "neglect of duty," I am seeking to clarify and codify. I believe that in order to fulfill one's duties, one must tend to one's duties.

***Sec. 3.055 Duties***

"Except as otherwise provided in this charter or state law, the duties of all appointed officers shall be as provided by state law, local law, ordinance, resolution and the appointing authority."

With great appreciation for those members who are appointed of whom serve with absolute dedication to their City, this resolution seeks to promote their excellence and advocacy, using their compassion and hard work as the guidelines for all appointed City Officers.

When taxpayer dollars are being spent, this Honorable body is responsible for ensuring that the residents of North Tonawanda get results. We are committing injustice in making such simple fiscal follies, and I believe it is in the best interest of the City to curtail the issue of absenteeism.

Sincerely,

Austin J. Tylec  
Alderman-at-Large

January 7, 2019

**General Fund - 2019 - Salary Schedule**

<u>Number of Employees</u>	<u>Department/ Job Classification</u>	<u>Budget</u>
<b><u>1010 - Common Council</u></b>		
1	Council President	8,500
4	Council Members	<u>32,000</u>
	Total Common Council	<u>40,500</u>
<b><u>1210 - Mayor's Office</u></b>		
1	Mayor	50,000
1	Administrative Assistant	45,000
1	Confidential Secretary to Mayor	38,000
½	Part-time City Historian	<u>2,500</u>
	Total Mayor's Office	<u>135,500</u>
<b><u>1315 - Accounting Department</u></b>		
1	City Accountant	85,451
1	Payroll/Personnel Specialist	61,605
1	Junior Accountant	53,654
	Budget Officer	1,100
	Overtime & Parity Pay	4,000
	Longevity	<u>1,950</u>
	Total Accounting Department	<u>207,760</u>
<b><u>1325 - Treasurer's Office</u></b>		
1	City Clerk-Treasurer (50%)	27,000
1	Assistant City Treasurer	54,837
1	Account Clerk-Typist	41,851
1	Typist	39,220
	Overtime & Parity Pay	5,000
	Longevity	<u>2,650</u>
	Total Treasurer's Office	<u>170,558</u>
<b><u>1355 - Assessor's Office</u></b>		
1	City Assessor	86,920
1	Assessor Information Clerk	37,008
1	Real Property Appraiser Technician	50,955
½	Part-time Clerk	10,100
	Board of Assessment Review Director (1)	550
	Board of Assessment Review Chairman (1)	290
	Board of Assessment Review Members (4)	1,200
	Board of Assessment Review Clerk (1)	200
	Overtime & Parity Pay	1,000
	Longevity	<u>1,400</u>
	Total Assesor's Office	<u>189,623</u>

<u>Number of Employees</u>	<u>Department/ Job Classification</u>	<u>Budget</u>
	<b><u>3120 - Police Department</u></b>	
1	Police Chief	120,258
3	Police Captains	295,656
8	Police Lieutenants	679,554
4	Police Detectives	319,028
1	Police Officer - Range Officer	79,758
32	Police Officers	2,341,756
1	Automotive Mechanic	60,737
1	Senior Account Clerk	43,453
3	Account Clerk-Typists	123,096
	Police Detention Aides (4)	30,000
	Chief School Crossing Guard (1)	6,280
	School Crossing Guards (8)	41,000
	Bingo Inspector (1)	1,200
	Overtime	185,000
	Overtime (Stop DWI)	26,000
	In Lieu of Holiday Pay (8%)	292,084
	Education Benefit	10,000
	Briefing Time	145,000
	Longevity	79,000
	Court-Time Pay	200,000
	Special Duty Pay	6,000
	Senior Desk Officer	26,000
	Field Training Officers	1,575
	Unused Sick Time at Retirement	-
	Uniform Maintenance	24,000
	Specialty Patrols (bicycle & foot patrol)	35,000
	Total Police Department	<u>5,171,435</u>
	<b><u>3310 - Traffic Control</u></b>	
1	Traffic Maintenance Supervisor	72,890
1	Traffic Maintenance Technician	67,535
1	Traffic Maintenance Worker	56,125
2	Traffic Laborers	89,562
½ (3)	Seasonal Laborers	26,400
	Traffic Safety Committee Members (5)	930
	Overtime & Parity Pay	12,062
	Longevity	1,400
	Total Traffic Control	<u>326,904</u>

Number of Employees	Department/ Job Classification	Budget
<b>3410 - Fire Department</b>		
1	Fire Chief	105,119
6	Assistant Fire Chiefs	518,250
4	Fire Captains	308,480
28	Fire Fighter/Drivers	1,914,276
1	Fire Equipment Mechanic	88,387
1	Senior Account Clerk-Typist	53,654
	Disability Retirements (3)	43,453
	Overtime	100,000
	Parity Pay	11,000
	Critical Care Technician Pay (CCT)	76,000
	Holiday Pay	211,000
	Education Benefit	4,200
	Deferred Overtime	215,000
	Longevity	60,000
	Special Duty Pay	25,000
	Unused Sick Time at Retirement	-
	Total Fire Department	<u>3,733,819</u>
<b>3510 - Animal Control</b>		
	Animal Control Officer	<u>18,000</u>
	Total Animal Control	<u>18,000</u>
<b>3620 - Building Inspector</b>		
1	City Building Inspector	86,920
1	Assistant Building Inspector	60,737
1	Code Enforcement Officer	47,901
1	Full-time Clerk	35,784
½	Part-time Clerk	11,000
½	Plumbing Inspector	20,000
½	Part-time Electrical Inspector	9,060
½	Seasonal Ordinance Officer	8,000
	Plumbing Board Advisor (1)	550
	Plumbing Board Members (3)	1,200
	Overtime	10,000
	Longevity	2,800
	Total Building Inspector	<u>293,952</u>
<b>3640 - Department of Emergency Management</b>		
	Assistant Directors (2)	12,000
	Deputy Assistant Director (1)	1,000
	Part-time Clerk (1)	1,000
	Total Department of Emergency Management	<u>14,000</u>
<b>510 - Public Works - Street Maintenance</b>		
1	Heavy Equipment Supervisor	70,262
6	Heavy Equipment Mechanics	326,085
2	Tree Trimmers	113,462
6	Heavy Equipment Operators	340,386
1	Road Maintenance Mechanic	55,202
2	Tree Trimmer Helpers	107,073
3	Watchmen	155,100
1	Building Maintenance Mechanic	49,090
12	Motor Equipment Operators	614,259
1	Cleaner	46,124
10	Laborers	459,634
½ (7)	Seasonal Laborers	27,000
	Shift Differential	2,215
	Overtime & Parity Pay	347,200
	Longevity	23,650
	Total Public Works - Street Maintenance	<u>2,736,742</u>

Number of Employees	Department/ Job Classification	Budget
	<b><u>7310 - Recreation - Youth Center &amp; Activities</u></b>	
1	Youth Center Director	41,878
½ (20)	Seasonal Employees	59,000
	Overtime & Parity Pay	1,500
	Longevity	800
	Total Recreation - Youth Center & Activities	<u>103,178</u>
	<b><u>7510 - Historian</u></b>	
	Secretary Stipend	500
	Total Historian	<u>500</u>
	<b><u>7989 - Recreation - Waterfront</u></b>	
½ (11)	Seasonal Employees	36,500
	Total Recreation - Gateway Harbor	<u>36,500</u>
	<b><u>8010 - Zoning Board of Appeals</u></b>	
	Chairman (1)	840
	Board Members (4)	2,880
	Director (1)	825
	Clerk (1)	750
	Total Zoning Board of Appeals	<u>5,295</u>
	<b><u>8020 - Planning Commission/Grants</u></b>	
1	Community Development Director	85,974
	Chairman - Planning (1)	840
	Board Members - Planning (6)	4,320
	Director (1)	825
	Clerk (1)	750
	Total Planning Commission/Grants	<u>92,709</u>
	<b><u>8160 - Garbage &amp; Refuse Collection</u></b>	
9	Motor Equipment Operators	455,481
3	Sanitation Workers	116,632
½ (6)	Part Time Sanitation Laborers	126,160
	Overtime	17,500
	Parity Pay & Shift Differential	141
	Longevity	9,300
		<u>725,214</u>
	<b><u>Total General Fund - Personal Services</u></b>	
	General Government Support	2,035,313
	Public Safety	9,558,110
	Transportation	2,764,742
	Economic Assistance and Opportunity	38,400
	Culture and Recreation	1,443,396
	Home and Community Services	823,218
	Total General Fund Personal Services	<u>16,663,179</u>

A RESOLUTION SUBMITTED BY:  
ALDERMAN-AT-LARGE AUSTIN TYLEC

RE: Attendance & Absenteeism

**WHEREAS**, appointed officers are expected to render full service and devote time and attention to the performance of their official duties; and

**WHEREAS**, attendance of appointed officers is essential for the successful performance of perfunctory tasks and actions of local government; and

**WHEREAS**, attendance is vital in ensuring that actions, both laborious and legislative, meet crucial deadlines; and

**WHEREAS**, there is a significantly negative impact on legislative proceedings and actions in adherence to the City's legal standards guided by the City Charter and City Bylaws; and

**WHEREAS**, taxpayer dollars fund the salaries/income of many appointed officers, thus, City employees shall too adhere to attendance policies in assurance that taxpayer funds are used appropriately; and

**WHEREAS**, absenteeism of appointed local government officers is in the prejudice of their constituents and is not in compliance with their vow to public service.

**NOW, THEREFORE, BE IT**

**RESOLVED**, that attendance of all City officers, whose powers and titles are bestowed upon him/her by appointment, at any and all functions under their purview regarding official City business be mandatory; and be it further

**RESOLVED**, that the Chairperson of any City body, or Vice-Chairperson in the absence of the chair's presence, shall note the absence of any of their members for reasons relating to City business, established illness, death and/or bereavement in the family or a close associate, and such absence shall be carried in the minutes as an excused absence; and be it further

**RESOLVED**, that the Chairperson of any City body, or Vice-Chairperson in the absence of the chair's presence, shall report such absences to this Honorable Body prior to the first Common Council meeting subsequent to the absence; and be it further

**RESOLVED**, that all City officers, whose powers and titles are bestowed upon him/her by appointment, shall provide in writing, a reason for absence of any and all functions regarding official City business to be submitted to the Common Council to be received, filed, and printed in the minutes of the Council at the following meeting subsequent to the absence; and be it further

**RESOLVED**, that in the event that an occasion regarding official City business is deemed mandatory by the Chairperson of said City body, the Chairperson possesses, and may use, their authority to reject an excused absence; and be it further

**RESOLVED**, that the Chairperson of any City body possesses the power to define a time frame for excused absences, and may use such power to request said advanced notice for any anticipated absences; and be it further

**RESOLVED**, that three (3) excused absences of any and all City officers, whose powers and titles are bestowed upon him/her by appointment, in one calendar year, shall be considered negligence of duty, thus resulting in grounds for removal by the Common Council in the form of a written resolution to be voted on by the Common Council at a regular meeting of the Common Council, subsequent to the third and final excused absence, and passed with a simple majority vote; and be it further

**RESOLVED**, that one (1) unexcused absence of any and all City officers, whose powers and titles are bestowed upon him/her by appointment, shall result in consideration of removal by the Common Council, in which this Honorable Body shall determine the proper course of action – excuse said absence or remove the officer from their appointed position; and be it further

**RESOLVED**, that in the case that the Common Council deems removal or suspension of any appointed City officer necessary, the officer is subject to due process, and the removal process shall be carried out in accordance with Sec. 3.004 of the City Charter; and be it further

**RESOLVED**, that a certified copy of this resolution be sent to any entity made-up by members appointed by the Mayor, including, but not limited to, the Board of Assessment, City Cemetery Board, Historic Preservation Commission, Planning Commission, Plumbing Board, Traffic Safety Committee, Waterfront Commission, and Zoning Board of Appeals.