



City Manager's Update
January 2012

ASSESSMENT DEPARTMENT:

Litigation – The Supreme Court has dismissed 3 years worth of assessment challenges brought by Walgreen's concerning its property on Arsenal Street. The dismissal was made on the merits of the case following our motion, which pointed out that the property had sold twice for amounts in excess of the current assessment.

We were less fortunate with a decision from the appellate division. We lost our appeal to have the Stateway Plaza challenges dismissed due to prior challenges being defeated at trial. This leaves them open to continue their challenges for the 2009, 2010 and 2011 roll years.

Preparation of 2012 Assessment Roll – The department is busy making all the necessary changes in order to file our 2012 tentative roll by the January 15th deadline. In addition to the many new exemptions, ownership changes, subdivisions, etc. we have also inspected over 380 individual properties for changes due to construction or demolition. We have also done a number of more thorough inspections at the behest of individual property owners.

Level of Assessment - Each year on the tentative roll we must declare the City's "Level of Assessment." This number represents the relationship of assessments to full market value. The number is arrived at using analysis and a "Pre-Decisional Collaboration" between the assessor and New York State. If the State and the assessor agree on an LOA it will become the equalization rate. Due to a change in the way NYS has calculated the full value of our commercial properties this year we will be seeing a substantially lower equalization rate.

While the increase to the equalization rate does not affect City tax rates it will increase the apportionment of School and County taxes. On the upside the analysis shows that the residential and commercial sectors are assessed at nearly identical levels.

City of Watertown Real Estate Market Snapshot - Sales volume and prices continue to lag historic averages. Still no increases in the 2 & 3 family home market despite record rental occupancy rates.

	Current Period Oct-Nov 2011	Prior 2 Months Aug-Sep 2011	One Year ago Oct-Nov 2010	2 month averages for last 2 years Oct 09 –Nov 11
Single-family homes				
Number of valid sales	25	29	31	30
Average sale price	\$132,228	\$130,616	\$143,303	\$135,010

2 & 3 family homes				
Number of valid sales	5	3	5	4
Average sale price	\$66,000	\$87,667	\$116,540	\$84,829
Commercial				
Number of valid sales	2	2	1	2
Average sale price	\$165,000	\$2,310,938	\$105,000	\$401,536

BUREAU OF CODE ENFORCEMENT:

Building Permits – Note: Permits are either approved & under construction or approved for certain phases of the project upon review of sections of plans and each site is monitored by on-site inspection: 238 Arsenal St., No. Country Children’s Clinic, Conversion; 150 Court St., Abbey Apartments, Level III - 10 Apartments located on the 2nd, 3rd and 4th floors; 101 Public Sq., Apartments Over Rent-A-Center; 1398 Gotham St., Hospice; The Lodge at Ives Hill, New Construction on 1201 Jewell Dr. to include: 18 assisted living apartments, nurses station, great room, kitchen, laundry and beauty salon; 950 & 980 Mill St., Creekwood I, 96 Apartments; 821 Arsenal, Conversion to a Diner; 1190 Arsenal St., The Inn, Alteration to restaurant interior; 901 Rail Dr., Renzi Brothers Freezer Expansion; Samaritan Medical Expansion Phase I-Connector, Phase II thru VI Interior Renovation; 250 Commerce Park Dr., Fairfield Inn & Suites-Marriott, New 4 Story Hotel; 14-16 Public Sq., Cahill Building, Renovation; 923 Emmett St., New Single Family Home; 123 Lynde St. W., Habitat for Humanity Single Family Home.

Since August 22, 2011, we have issued: 63 Building Permits for new construction and demolitions, and 137 Maintenance & Repair Permits.

New Plans received and under review: No new plans as of December 23, 2011. All building permits have been issued and projects under construction.

Complaints – This office received and investigated a total of 227 complaints, with 27 cases being referred to DPW for compliance and 6 cases being referred to City Attorney.

Education – Training requirements have been met by all Code Personnel for the past year. For the upcoming 2012 year staff has been registered for Educational Conferences that will be held in Rochester, Saranac Lake and Syracuse.

Personnel – Code Enforcement Inspectors carry on numerous inspections required on above related approved permits and plan reviews they are assigned to as well as various residential construction permits. Commercial sites require daily inspections due to the rigorous schedule and time frames contractors must meet.

Code Enforcement office and field personnel ensure that all complaints are addressed, with pictures taken to validate NYS Property Maintenance Code(PMC), Fire Code and City Code violations are brought into compliance via letters that are mailed to property owners and tenants notifying owners of the City Municipal Codes and NYS PMC & Fire Code Regulations. As well, office personnel assist with preparing and issuing appearance tickets, warrants, condemnation letters and postings, court budgets, requisitions, and other front office and field duties.

Certificates of Occupancy/Compliance: 1290 Arsenal St., Five Guys Burgers and Fries; 181 Cedar St., Re-location of Manufactured Single Family Home; 1255 Arsenal St., Atlantic Refining & Marketing Corporation; 825 Holcomb St., Jim Cavellier, Single Family Home; 1290 Arsenal St., Hilton Garden Inn; 1225 Jewell Dr (from 1200 subdivision) five (5) duplexes on Elmore Lane; 192 Bellew Ave, Italian American Club, Kitchen Addition.

Other Requirements: To ensure safety and health to the public three (3) deteriorated structures have been slated for demolition, pending asbestos abatement surveys prior to demo: 522 Mohawk St., 1 Boyd Place and 111 Orchard St. South. Referrals on several other properties have been referred to City attorneys for assistance in contacting absentee property owners. The Code Enforcement Office cannot proceed with other options until all legalities are pursued and completed. Note: Violation notices have been forwarded to owners of record per Assessment to rectify the property voluntarily.

Appearance Tickets – This office issued 10 Appearance Tickets to owners of City properties for a range of violations from trash and debris to New York State Property Maintenance Code violations, which will be handled by City Court.

Buildings and Grounds: It is our intent to start an upgrade to the heating and air conditioning next year at the Flower Memorial Library and air conditioning at City Hall. Both projects are still under review. Marvin Nasworthy continues installation of the heat pumps at the Library and upkeep of City Hall. The interior painting on the 2nd floor is nearing completion.

Maintenance staff has prepared the buildings and grounds and snow removal equipment for the upcoming winter conditions.

CITY CLERK'S OFFICE:

Transition – On December 19, 2011, the City of Watertown celebrated Donna M. Dutton Day in honor of her years of service with the City. Mrs. Dutton retired December 31st after being employed by the City of Watertown for 29 years of which she served as the City Clerk for 21 years. Mrs. Dutton's presence in the office will surely be missed throughout City Hall but especially by the staff and customers of the City Clerk's Office. We all wish her the very best in her new adventures in life. We have been preparing in the past few months for a smooth transition and will continue to provide the same quality service.

Marriage Licenses – Throughout 2011, our office issued over 1,050 marriage licenses and performed 580 wedding ceremonies. These numbers which are usually influenced by

deployments are slightly lower than last year. As the seasons have changed, we have moved our ceremonies from our gazebo in front of City Hall to inside to our office and the wedding room.

Dog Licenses – 2011 marked a change in the way dog licenses were issued. The City of Watertown instead of the State of New York is now responsible for this process. The changeover was very smooth and the procedures put in place proved to be successful. By the end of December, our office has issued over 1,640 dog licenses.

CITY COMPTROLLER’S DEPARTMENT:

Annual Audit – The City’s annual independent audit being performed by Poulsen & Podvin is nearing completion with the report expected to be released by the end of January.

Delinquent School Taxes – In accordance with Section 1332 of the Real Property Tax Law, the School District has turned over to the City Comptroller’s Office the 2011-12 delinquent school taxes for collection. The City Comptroller is the tax enforcing officer for unpaid taxes levied within the City limits. The City will earn 5% of the amount of principal and interest collected.

Watertown City School District:

<u>Fiscal Year</u>	<u>Number of Accounts</u>	<u>Amount Outstanding</u>
2011-12	650	\$ 456,035
2010-11	787	\$ 574,726
2009-10	697	\$480,694
2008-09	722	\$493,551
2007-08	683	\$476,346

General Brown School District:

<u>Fiscal Year</u>	<u>Number of Accounts</u>	<u>Amount Outstanding</u>
2011-12	0	\$ - 0 -
2010-11	1	\$ 306
2009-10	1	\$ 295
2008-09	0	\$ - 0 -
2007-08	1	\$ 301

Parcels with outstanding 2011-12 Watertown school taxes over \$5,000 are:

<u>Owner</u>	<u>Parcel Location</u>	<u>Amount Owed</u>
200 Washington St. Assoc. LLC	120 Washington Street	\$ 25,126
Prime LLC	1068 Arsenal Street	\$ 16,418
Dealmaker Dodge LLC	137 Main Avenue	\$ 15,109
White, David c/o Kazi Food of NY	1004 Arsenal Street	\$ 8,539
Dealmaker Dodge LLC	235 Main Avenue	\$ 7,915
Spurs LLC	957 Arsenal Street	\$ 7,862

LKR Enterprises Inc.	650 State Street	\$ 7,420
Alteri Bakery Inc.	981 Waterman Drive	\$ 6,620
Thousand Island Hospitality LLC	250 Commerce Park Dr	\$ 5,244
Michael G. Kost Sr.	1219 Arsenal Street	<u>\$ 5,224</u>
		<u>\$ 105,477</u>

CITY MANAGER’S OFFICE:

Consolidated Funding Applications – Over the past several weeks the City Manager’s office has submitted several Consolidated Funding Applications for various NYSERDA energy efficiency programs. The application for an Energy Audit of the Thompson Park maintenance building has been approved and the building audit was conducted on Friday, December 16. In the next few weeks the City will receive a report detailing how best to increase the energy efficiency of that facility. Similarly, an application to NYSERDA’s Flex Tech program is currently being processed and a scope of work is being developed in conjunction with the City’s Engineering Department. This program offers cost-sharing for energy audit services for buildings that do not pay the Systems Benefit Charge. More information will be forthcoming after the full scope of the project has been developed.

In late October the City Manager’s office submitted a Consolidated Funding Application for consideration by the North Country Regional Economic Development Council for large-scale improvements to the Watertown Municipal Arena. The application was based on a 2009 engineering study that provided a comprehensive ten year improvement plan for the structure, including a new roof, a bathroom addition, a lobby addition, a locker room addition, a stage addition, upgrades to the fire suppression system, bleacher replacement, and lighting upgrades. The total amount of the grant application was \$5,695,750. City leadership felt that this project fit the regional council’s criteria of providing a “regionally transformative” service to the North Country, as well as being “shovel ready.” This project scored a 14.5 out of a possible 20 points. Unfortunately, the application was not selected by the Regional Council for funding.

Training – The City Manager’s Office has been in the process of coordinating anti-harassment/non-discrimination and workplace violence training sessions for all City employees. Ronald J. Blassengame an Employee Assistance professional, has provided numerous training sessions throughout all City facilities. In the coming weeks the final groups of City employees will attend a training session and 100% of permanent City employees will have received this state and federally mandated training.

Crow Hazing – The City has contracted with Loomacres Wildlife Management, Warnerville, NY, to move the crow flock out of the City during the 2011-12 winter season. Loomacres began their initial week long crow hazing effort on December 19 and concluded on December 23. The estimated size of the crow flock at the outset of hazing efforts was 33,000 birds. Using a combination of harassment tools including low-yield pyrotechnics, amplified crow distress sounds, lasers, and a remote controlled helicopter, the wildlife biologists succeeded in breaking up the flock and pushing them out of town.

If necessary, Loomacres Wildlife Management will return in January and February to make sure the flock does not reestablish itself within the City. City residents are still encouraged to provide information related to crow population numbers and locations to Loomacres Wildlife Management at 1-800-243-1462 or online at www.airportwildlife.com/crows.php.

New York State Property Tax Cap – Last summer the state of New York imposed a 2% property tax cap on all local units of government. Since that time staff from the City Manager's office as well as the Comptroller's office has attended training seminars in order to learn how this legislation will affect the City of Watertown. Now that staff has a better understanding of the ins and outs of this new law, a presentation will be made to City Council on January 9th, 2012 at the regularly scheduled work session. Staff intends to fully brief the council on the nuances of the legislation and how it will affect the City in the coming fiscal year.

CIVIL SERVICE:

Examinations -- The Parks and Recreation Program Manager and Firefighter exams have been announced and are scheduled for February 4th and March 3rd respectively. Results from the NYS Department of Civil Service are typically received approximately two months after examination.

Superintendent of Parks and Recreation – By request of the City Manager, the search for this position has been re-opened. Ads have been placed in the classified sections of the Albany Times Union, Buffalo News, Democrat & Chronicle (Rochester), Post Standard (Syracuse) and Watertown Daily Times to be run January 1, 8 and 15 with a response date of January 20th set for receipt of applications.

Year End Reports – This office has begun the process of information gathering for year end reports required to be sent to the NYS Department of Civil Service. Some of the information required to be reported are: number of examinations offered, numbers and classifications of employees in all four agencies, appointments, terminations (resignations and retirements) along with goals achieved and objectives for the next calendar year.

Fox Lawson and Associates - Commissioners have completed review of draft job specifications and will begin the process of final approval once the year end reports have been completed.

ENGINEERING DEPARTMENT:

Gaffney Drive Sewer Upgrade – The Engineering Department has designed the upgrade of the gravity sewer north of the pump station, and prepared plans for acquiring the gravity sewer across the Stateway Plaza property, and is evaluating the pump station for upgrade. The gravity sewer was replaced by DPW crews, and the easement is pending completion of the eminent domain process.

WOTS Upgrade: Chestnut to Ives –The scope of work is being developed to upgrade the section of trunk sewer from Chestnut Street to Ives Street. The goal of this project is to resolve the last portion of the trunk sewer that surcharges in heavy rain/melt events. This project may entail

an upgrade or the construction of a parallel system. An RFP will be sent out to consultants based on the scope of work.

Bicentennial and Marble Street Parks – The Engineering Department is working with the Planning Department and DPW. Engineering and construction inspection support is being provided during the in-house construction of the parks. The bids for the prefabricated restroom received only one bidder and it was above the budgeted amount. The Engineering Department is conducting a re-design of the restrooms for a site built solution and a re-bid in the next few weeks.

J.B. Wise Parking Lot Reconstruction - The Design Services Agreement with Lu Engineers was approved by the Council in June 2007. The project was given approval to proceed by the Council at the June 14, 2010 meeting. As a result of this authorization being published in the Watertown Times, detailed testing information was provided to the Engineering Department for the former MGP site in the area. A portion of the utility work will cross the defined area from the initial investigation done by National Grid.

In order to mitigate the MGP material, the contractor provided 29 CFR 1910.120 certified workers and continuous monitoring when they were operating in the defined MGP area. A cost sharing agreement with National Grid was entered into to facilitate the reimbursement of costs incurred by the City to monitor for, handle and dispose of MGP material. A Community Air Monitoring Plan and a Health and Safety Plan was prepared by the contractor and approved by the NYSDEC prior to starting work. National Grid has reimbursed the City for the MGP work performed by the City's contractor

The project is nearing completion. The remaining work: flexi-pave, pavilion cladding, and punch list items will be completed in the spring of 2012. A final change order is anticipated at that time to zero out all of the items in the contract.

Learning Center Project- The design consultant was approved by the Council at the June 20, 2011 meeting. A kickoff meeting was held with the consultant, Engineering, and reps from the Zoo on July 7, 2011, and a progress meeting was held on August 29th. The scope and cost of the project was presented and discussed at October 7th and October 24th Council Meetings. The desired changes were incorporated into the project and the scope approved by Council in November 2011. Detailed design is underway with a bid for construction anticipated in the spring.

Elevator RFP- Engineering proposals were received for the design of a prisoner elevator in City Hall and a replacement freight elevator for the DPW Newell Street building. B&C & Assoc. was selected from four proposals. The design work has started with preliminary design well underway. Work on the Newell Street elevator is proceeding; however, the work on the City Hall elevator will remain on hold until a meeting can be held with the new judge to provide input to the project.

Geothermal Study- Sack & Assoc was selected to perform a geothermal feasibility study of City Hall, Flower Library, the Ice Arena, the WWTP and the WTP. Design work has started and a preliminary report on City Hall and Flower Library was presented to the Council. The consultant has developed equipment specs to perform the HVAC upgrades to those buildings. Bids were

received for the equipment for both buildings. Bid recommendations will go to Council in January.

WWTP Disinfection System Design- The new SPDES permit for the City effective February 1, 2011 requires the city to install a disinfection system for the WWTP outfalls. It gives the city eight months from the effective date of the permit to submit a basis of design for approval. Staff has developed a scope of work for a professional services agreement to perform the basis of design with the consultant Stearns and Wheeler GHD. It was approved at the March 7th Council Meeting. The basis of design was submitted to the NYSDEC and EPA for their review in August and approved in November 2011. A professional services agreement is being prepared for the detailed design for Council to approve in January/February timeframe.

DPW Snow Dump Repair- Soil borings and site survey have been completed and preliminary in-house design is underway. The project is scheduled to be bid in the spring/summer of 2012.

Clinton Street Reconstruction- This project is being designed in house. Detailed design is underway for the street reconstruction from Washington Street to Holcomb Street. Two meetings with private utility companies were held to discuss possible relocations. Test pits were performed by both National Grid and Verizon to determine the extent of any utility conflicts, and a series of meetings held to determine their disposition. This should be finalized in the next few weeks. The project is scheduled for the spring of 2012.

Factory Street Reconstruction – The Council approved the agreement for the design of the reconstruction of Factory Street from Mill Street to Huntington Street. This project will be a Locally Administered Federal Aid (LAFA) project. The federal share is 80% and the State share is 15%. An RFP has been prepared and sent for engineering consultant selection. The design consultant was selected from the City of Watertown Locally Driven Selection Arrangement (LDSA) short list. The preliminary design scope and fee have been negotiated and the agreement documents were presented to the Council for approval in September 2011. However, subsequent to that the NYSDOT requested changes to the agreement and scope. Those changes have been incorporated into the revised agreement and were approved by Council in November 2011. Construction is programmed to start in the spring of 2013.

Web Based Dig Safely New York- The Engineering Department is spearheading this project in conjunction with IT, Water, and DPW. It involves conversion of the processing requests for utility mark-outs for City underground utilities from a paper and fax driven process to a web based management system. This will provide greater efficiency, improved ability to track requests and search ticket files. A user manual and protocols is being developed. This system should be fully implemented within the next month.

Sidewalk Program (District 8) - Program information and estimates have been sent to property owners. The public hearing is scheduled for January 3, 2012 and the meeting has been advertised in the newspaper. Once the Council sets the rate for the district, processing of the district will begin in earnest.

Water Department Projects-The Engineering Department is assisting the Water Department with the following projects that will be discussed in greater detail in the Water Department Section:

- Filter Media Replacement: Consultant is selected and design is underway.
- Fluoridation System Replacement: Developing a professional services agreement for Council approval.
- Parallel Water Main Design: RFP's sent to consultants for response in January.

N. Michigan-Bronson St. –The project is currently being designed in-house by department staff. The project is scheduled for reconstruction in FY 14-15.

Barben Avenue Reconstruction- Design is underway for the street reconstruction from Washington Street to Holcomb Street. The project is scheduled for FY 15-16.

CSO Long Term Control Plan (LTCP) – The LTCP has been approved by the NYSDEC. We are waiting for the reporting and progress update procedures to be sent from the NYSDEC.

FIRE DEPARTMENT:

Calls For Service - As of the date of this report, the department has responded to 3214 calls for assistance in 2011. Two of those incidents had fire department personnel responding to Clinton County, for the aftermath of Hurricane Irene and to Broome County for Tropical Storm Lee. The department also rendered mutual aid to three structure fires in the neighboring towns of Pamela, LeRay and Watertown.



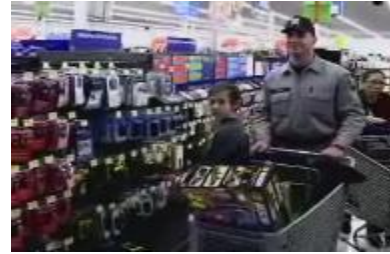
There were 91 fire incidents that the department responded to, and fortunately there were no civilian fire fatalities for the second year in a row.



There were three structure fires in the last two months. On November 22, a fire was started at 512 Cooper Street, when a male teen was using a lighter and caught the bed in his room on fire. The fire caused heat damage on the neighbors home, 514 Cooper Street, and the duplex owned by J. Ward sustained water and fire damage to the 512 side.

On December 13, a small fire was discovered in the attic of 341 Keyes Avenue. Charred remains of an electrical fire were removed from the four unit apartment building and damage was minimal. Tragedy was averted on December 22, when the owner of 710 Morrison Street noticed a haze in his upstairs bedroom. He discovered smoke coming from a couch in his first floor living room. The home did not have any smoke detectors and there was no fire damage to the residence. The partnership with Papa John's Pizza made certain that sixteen homes in the City had working smoke detectors and over two dozen detectors were given away to families who did not have any.

Community Support - With the Holiday Season coming to an end, members of the department helped make Christmas a little more enjoyable for those less fortunate in the community. Four department members participated with the Jefferson County Sheriff's office Shop with a Cop program. There were more children than chaperone this year and our personnel were glad to help those in need. Also, two boxes of toys were given to the Marine Corp League for their annual toy drive as well.



Personnel - Captain DeMar was recognized for completing the four year Executive Fire Officer (EFO) program. Battalion Chief Lachenauer completed his fourth class in that program and Chief D. Herman completed his first class. Firefighter Narrow was recognized by American Legion Post 61 as Firefighter of the Year for his actions in rescuing an occupant from an apartment fire in October of 2010.

Firefighters Clemons and Fitzgerald and Captain W. Best all retired from the department during 2011. Their combined years of service to the citizens of Watertown totaled 84. We welcomed four new firefighters to the department, Crosby, Daugherty, Johannessen and Flynn. All have received their initial training and are awaiting their results from the emergency medical technician test they took in November of this year. Firefighter Little was promoted to the rank of Fire Captain in November as well.

With current vacancies and the upcoming retirements of Firefighter Barden, and Battalion Chief Fitzgerald, the department will be conducting interviews for potential recruits so that they may attend an Academy that begins in March of 2012.

Equipment - There were no new vehicle acquisitions this past year; however, Engine 2 needed nearly \$7,000 in repairs after being run into by the driver of a pick-up truck, and vehicle 8-17 is awaiting repairs due to an accident it was involved in on Public Square in October of this year. The rescue truck (8-7) was down for over three months awaiting parts for its coolant system. A hardy thank you goes out to Pete Monaco and his mechanics at the DPW garage for keeping the rest of our fleet on the road.



Communications - Deputy Chief Randall worked with our IT department and the support people from Firehouse, the department's software vendor, and Spillman, the county dispatch vendor, to have the comment section entered by the dispatcher automatically attached to our fire incident reports. This process was started over a year ago and for Christmas, we must have been good, because it was installed and currently is working as planned.

Street Addressing - Elmore Lane was added to Ives Hill Community and although not a dedicated City street, it does have buildings that have addresses that both the Police and Fire Department have to respond to in an emergency. This issue of developers naming and addressing buildings is being review by the City's planning, assessment, engineering, police and fire

departments to work with project developers to have a plan for future addressing of buildings not located on dedicated city streets.

Training - Department members received training from NYS Office of Fire Prevention and Control instructors on void search, one of the classes in the structural collapse series. Members also did annual training in confined space, as well as in trench utilizing the department's concrete trench box.

Inspections - The fire department has divided the City into twenty inspection districts and each year companies are assigned a specific district and go out and conduct fire and safety inspections in all building that are not classified as a one or two family residence (6276 total for the city). There were a total of 8059 inspections generating 371 notices of non-compliance issues with the NYS Fire Code. For 1725 business, places of assembly, mercantile, and apartment buildings, a long form was filled out detailing the inspection procedure for that particular occupancy type. The data from the long form will be used to update the department occupancy data base.

Inter-Operable Communications Grant - At the submittal of this report, there are 185 days until June 30th. To some that date may indicate the end of the fiscal year or the start of summer, but that is the date for the completion of the installation, testing and payment of the radio system for the City and Jefferson County using PSIC grant monies. To date, 60% of the total project (\$1,127,000) funds have either been utilized for equipment and services already provided or as purchase orders for items not yet completed. The next step in the project is to acquire mobile and portable radio equipment for both City Police and Fire response vehicles as well as their personnel. Also near completion is the USAR grant for \$37,000 to acquire equipment and training for technical rescue services. We have already been reimbursed for 25% of the project and have acquired additional equipment to bring us to the 75% completion mark. The fire prevention grant submitted to FEMA for carbon monoxide detectors was not approved and we are still awaiting word with regards to a grant submittal for fire equipment through the assistance to firefighters grant program.

New Year Focus - As we look into 2012, we hope to complete both the PSIC and USAR grant projects and continue to seek other funding streams to aid in acquisition of training and equipment to meet current and future community needs.

Captain Holland, our new fire prevention officer, will be working with Papa John's and other community organizations to ensure that all homes have working smoke detectors.

Jefferson County Emergency Management Director, J. Plummer had submitted a grant for hazardous material response equipment to be shared by Jefferson, Lewis Counties and the City of Watertown. That grant has been awarded and work meetings are being scheduled to prepare a list of needed equipment for the three entities for 2012.

We will continue to strive to provide the best service to the citizens and visitors of our fair community and provide for a safe working environment for our employees in the upcoming New Year.

FLOWER MEMORIAL LIBRARY:

First Annual Trick or Treat at the Library – The Library had over 100 parents and children come to the library on Halloween evening to participate in our trick or treat event. The children were able gather treats on all three floors and take a prepackaged craft home with them. The library staff received many positive comments about the event from parents and so we definitely plan on doing it again next year. This event generated quite a lot of publicity prior to the event—a story on Newzjunkie, an interview for the Watertown Daily Times, an interview for Channel 7 news, and even a mention on the Mayor’s blog!

Author Reading – The author event sponsored by Jefferson Community College, the North Country Arts Council, and the Library, took place on October 24th and was very well attended! Brock Clarke read from his new book, *Exley*, which happens to take place in Watertown and has a tie-in with the locally well-known book, *A Fan’s Notes* by Fred Exley. His reading generated lots of questions and comments. Mr. Clarke was quite entertaining and his presentation was enhanced by the presence of several of Mr. Exley’s family members in the audience.

Teen Reads Tourney – Flower Library hosted the annual Teen Reads Tourney for the third year in a row. Seven libraries within the North Country Library System were represented. The team from Hopkinton Reading Center—*The Rockin’ Readers*—came in first and *Pepperspray* from Carthage came in second. Teams enjoyed pizza and snacks while competing in the double elimination tournament on November 11th. Planning will begin soon for next year’s competition.

Elf Workshop – On Saturday, December 3rd, our first ever “Elf Workshop” took place in the children’s room of the library. Children up to age eleven dropped by with parents, grandparents or an older sibling to make gifts for the special people in their lives. Everyone who attended left with one or two handmade items that were also gift wrapped as a bonus. We had an excellent turnout for this first-time venture—175 people! Since there were only two staff people and three volunteers working the two hours—they were kept very busy by lines that, at times, wound all around the bookshelves in the children’s room. As an added bonus, Ashley checked the circulation figures for the two hour workshop and discovered that 425 items were checked out during that time period.



INFORMATION TECHNOLOGY DEPARTMENT:

Circuit conversions - Three copper based circuits located in the two secondary Fire stations and in the DPW Newell street complex have been upgraded to fiber based circuits. All City office locations with the exception of the Thompson Park Maintenance facility are now served by fiber. The availability of the secondary fiber in the DPW location provides a diverse route for internal data and voice in case of an internal fiber outage between City Hall and all City office locations west of Washington Street. A second internet provider is also being researched to ensure constant external connectivity.

Fire Department Interface update- Application programmers from the software vendor completed modification to the City CAD interface program to permit additional fields to be automatically extracted from the County Public Safety Dispatch system and inserted into the City Fire Record system. The modifications were installed and tested and are working successfully.

Work Order/Asset Management security update- Staff completed implementation of database security groups in the work order and asset management application. The update improves security and stability by isolating users into roles and by defining permitted actions based on those roles on the data within the application. Logins are still based on system ID and no additional effort is required from the user's perspective. As additional modules and various departments users come onboard with the system the security changes do make unintended data alterations less likely to occur. Conversion and testing of the new security setup was completed successfully.

UFPO Web Application - IT Staff are attempting to link the City GIS system directly to the UFPO web based software which currently uses a different, less accurate based map. Dig Safely electronically forwards location coordinates in a reference format which must be converted to accurately locate those locations in the City GIS reference system. Engineering Dept. staff are completing an internal guide to document the protocols for new system.

Fire Department Mobile update- Staff completed software updates to City Fire Department apparatus preliminary to a system wide update of the dispatch software requested by Jefferson County Public Safety.

Handheld based GIS access- IT staff are researching solutions for improving access to City GIS data on handheld tablet OS devices . Technology has changed and current hand held access devices cannot presently access City GIS data efficiently.

Field Location services- IT Staff conducted field work for Public Works, Planning, Assessment and Water Departments. Signs, monuments and sewer infrastructure were located and added to the GIS system. Staff also marked previously located sewers and underground conduit as part of ongoing construction projects, saving valuable resources and removing the burden from field crews.

Mapping Services - Map production included creation of maps for the Fire Department, Assessment and the Engineering Dept. (illustrating sewer easements no longer utilized by the City). Production included a map of the trails near the Fairgrounds to fulfill requirements for a New York State Office of Parks Recreation and Historic Preservation grant and the annual revisions to the tax maps bringing them up to date for the current tax roll. Over sixty edits were made consisting of subdivisions, parcel merges and corrections based on updated deed descriptions. Staff also collaborated with a local college on creation of an interactive map highlighting points of interest along bicycle routes in the city along with CitiBus routes.

Staff Training - GIS Technician Mr. M. Hoyt attended a course for tax mapping with the latest version of GIS software in Schenectady, NY. Staff members currently are converting from CAD to GIS based maps and the training is directly applicable to that task.

PARKS AND RECREATION DEPARTMENT:

Winter Season - The Parks and Recreation Department has been busy with the winter season. The Arena has been opened for public skating 7 days a week along with the Figure Skating and Minor Hockey programs. In addition the Arena has hosted the Blair Harff Memorial Youth Hockey Tournament, several private parties, as well as the IHC/WHS/IRC Varsity Hockey Games.

Broomball - The interest in the sport of broomball in the past prompted the City to purchase “official” balls and sticks. Within a week of taking delivery multiple groups have already put the equipment to good use. We have several groups who have already put the equipment to good use. The Alpha (Blue Jersey) and Bravo (Grey Jersey) Batteries, 2-15 Field Artillery of Fort Drum recently scrimmaged each other. A good time was had by all with a promise to return in February for a rematch.



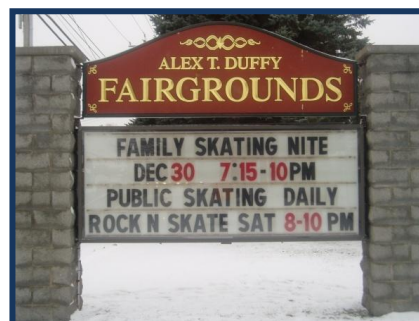
In addition to the Fort Drum groups that have used the ice for broomball, we have a youth group organized by a local businessman. This group has also taken advantage of the broomball equipment during multiple ice rental sessions.



Slip Slide & Skate 2011 - Session 1 – This session has also proved to be a successful. We had 32 participants including children and adults of all skill levels. There were 10 lessons offered ending in an award ceremony for the participants. Session 2 will start on January 5th.



Family Skate Night - The Parks and Recreation Department offered our first “Family Skate Night” on December 30th. We are encouraging the families to come out and enjoy the Arena skating to special lighting and music by a local DJ. Our new “replacement” rental skates have arrived which now allows us to provide skates for younger children down to a toddler’s size 6.



Outdoor Ice Rink - At Council's request the Parks and Recreation Department is proceeding with the installation of an outdoor ice rink near the existing indoor arena. The preparation is under way and with the weather cooperation should be operational soon.



Thompson Park - In Thompson Park distressed trees labeled by Mike Lumbis, City Planner, were removed in a continued effort to enhance the Park's natural beauty. This work was completed by a combined team comprised of Parks and Recreation Department and the Buildings and Grounds staff.

PLANNING DEPARTMENT:

Berow and Monroe Building – Staff developed a Request for Proposals for the redevelopment of the Berow and Monroe Building located at 138 Court Street. The RFP will be sent to any private individual, corporation or partnership who is interested in acquiring the property and redeveloping it. Proposals will be accepted until Tuesday, January 24, 2012.

Bicentennial Park and Marble Street Park – Work has ended for the year at these two sites with a majority of the work on the project now complete. At Bicentennial Park, the installation of the new picnic pavilion is the last major task to accomplish. Staff has been working with Denzak Recreational Design & Supply, Inc. to finalize the required architectural drawings and calculations for the pavilion. The drawings and submittal package was approved in late December and the City will take delivery of the structures in late winter or early spring. DPW will then install them. At Marble Street Park, there are two major project tasks that have to be completed before the project is complete. The pavilion is the first with installation expected in early spring. The second is the construction of a restroom facility. Design work on the restroom by the Engineering Department is nearing completion with bidding expected to take place over the winter. Construction on the restroom should also start in early spring.

Community Development Block Grant (CDBG) – It was announced with the Consolidated Funding Application awards that the City was awarded \$400,000 for our 2011 application. The funding will continue the rental rehabilitation program that includes downtown upper floor apartments.

Downtown Tree Lighting Ceremony/Holiday

Decorations – Staff coordinated the annual tree lighting ceremony which was held on November 30, 2011 on Public Square. The event featured musical performances by the Northern Blend Chorus, the Jefferson Singers, Jefferson Community Chorus and a Brass Quintet from Jefferson Community College. The Downtown Business Association provided hot chocolate and mulled cider and arranged for a visit from Santa and Mrs. Claus. In addition, Planning Staff worked with the Department of Public Works on the annual holiday decoration display including the purchase of 8 new lit wreaths for Washington Street and the design and layout of the remaining downtown decorations.



Fence Ordinance – Staff finalized revisions the City Code regarding fences and the City Council adopted them on December 5, 2011. The primary changes included increased transparency requirements for fences in the front yard, prohibition of chain link fences in the front yard and a setback of 5' from a neighbor's or shared driveway.

J B Wise Parking Lot Reconstruction Project –

Work on this project, which includes pavement and parking lot reconstruction, new driveway entrances, sidewalks, lighting, utilities, a covered walkway, a restroom facility, landscaping and site amenities is wrapping up for the season, with the project over 95% complete. The new driveway entrances from the parking lot to Marshall Place and from Public Square into the parking lot are now complete and are open to traffic. The covered walkway has been erected and final items such as the installation of site amenities and landscaping has been completed.



There are several small remaining items to be completed in the spring including the installation of the flexipave permeable pavement, stonework around the pavilion columns, electrical work in the pavilion and minor landscaping. These items will be finished once the weather breaks in late April or early May.

Ogilvie Brownfield – Negotiations for the Agreement for Professional Services with Lu Engineers concluded in December. The contract was reviewed and approved by the EPA. On December 19th, the City Council approved and authorized the contract. Once the contract is signed by Lu Engineers in early January, we hope to proceed with the first step of the project: making an application to the DEC to enter the Brownfield Cleanup Program.

Planning Board – At its November and December meetings, the Planning Board considered applications for six projects. On November 1st, the Board approved a subdivision at 621 Bradley Street, re-approved a subdivision for the Ives Hill community at 1220 Jewell Drive, and reviewed proposed changes to the fencing section of the City's Zoning Ordinance.

On December 6th, the Board approved a subdivision for the old DOT barns at 424 VanDuzee Street, reviewed and tabled a revised zone change application for the Sunoco at 1222 Washington Street, and recommended approval of the site plan for a residence on Breen Ave.

Sewall's Island – The petroleum extraction has been completed and the equipment taken off site. The required reporting to DEC will now be completed.

Street Tree Program – Tree Watertown conducted its 10th annual fall tree planting project on Saturday, November 5th at Starbuck Elementary. Staff worked with Tree Watertown to organize the project which featured the planting of 14 trees on the school grounds. One additional tree was planted in Thompson Park. The planting at Starbuck was a joint project between Tree Watertown, the Watertown City School District and the City of Watertown Department of Public Works (DPW). Over 35 people were in attendance to help plant including Tree Watertown members, Master Gardeners from Cornell Cooperative Extension, students and staff from Starbuck, and local Girl Scouts.



Tree City Recertification - In December, Planning Staff, with assistance from Tree Watertown, completed the City's Tree City Application for Recertification for 2011. The application includes the development of a program narrative which describes the City's various projects and urban forestry initiatives along with an accounting of the City's urban forestry expenditures for the year. In addition, the application includes the submittal of an Arbor Day narrative and various project photos. In order to be named a Tree City USA a community must have a street tree advisory board and a tree ordinance. It must also conduct an Arbor Day observance, have an Arbor Day proclamation and it must have a community forestry program with an annual budget of at least \$2 per capita. If Watertown is recertified for 2011 by the National Arbor Day Foundation, it will be the City's 12th straight year receiving this award.



POLICE DEPARTMENT:

Christmas Parade - On November 27th 2011, Watertown held its annual Christmas Parade. WPD patrols assisted DPW with traffic control and a patrol car lead the parade. Officer Jason Badalato and his DARE students were in the parade with the DARE truck and played Christmas carols on a speaker system set up in the back of the truck.

Shop with a Cop – On Saturday December 3rd The Watertown Police Department participated in the annual Shop with a Cop sponsored by the Jefferson County Sheriff's Department. This year approximately 40 youngsters met at the Public Safety Building and were paired up with members

of Law Enforcement, Firefighters, Probation Officers and EMT's. They are provided gift cards that they can use at Wal-Mart to shop for themselves and family members. They are also treated to a pizza party at Sam's Club. The Watertown Police Benevolent Association makes a generous cash donation to help fund this endeavor. Participants are referred through the Jefferson County Department of Social Services.

Toys for Tots – WPD and the Watertown PBA participated in the US Marine Corps “Toys for Tots” programs. Two large boxes were left at the PD in mid- November. Over the time period members brought in toys and left them in the box. The PBA sends two officers out shopping with \$500 dollars and finished up filling the boxes. The boxes were collected on December 15th and the toys were distributed to needy children in our area by the Marine Corps.

DWI Patrol Car – In early December WPD received a new 2011 Ford Crown Victoria patrol car from the Jefferson County DWI Committee. This car replaces a 2006 model with high mileage. The car is in the new Black and White color scheme and has recently been striped at Inkwell graphics, outfitted with a police radio and a laptop that allows officers to complete all reports right in the car. The money for this car comes from fines the county receives for those convicted of DWI offenses.

Public Service Announcement – The following PSA was prepared and distributed in early December after concerns from council were received:

As winter approaches we would ask our citizens and visitors to Watertown to be aware of the following local ordinances and safety tips:

- Keep sidewalks shoveled.
- Do not plow or shovel snow into or across the roadway.
- Clear snow and ice from vehicle windshields (front and rear) and brush off lights.
- Slow down and give yourself extra time to get to your destination.
- No parking on city streets between 2:00am and 6:00am to allow for snow removal.

Pedestrians, joggers and users of mobility assisted devices (wheelchairs and scooters) should utilize the sidewalk as much as possible. If you must use the roadway, travel facing traffic on the side of the roadway. Wear light colored clothing and utilize reflective devices or warning lights. Realize that in the hours of darkness and during rain/snowfalls, visibility of drivers is limited and pedestrians are in extreme danger.

New York State Vehicle and Traffic Law Section 1156. Pedestrians on Roadways.

- (a) Where sidewalks are provided and they may be used with safety it shall be unlawful for any pedestrian to walk along and upon an adjacent roadway.
 - (b) Where sidewalks are not provided and pedestrian walking along and upon a highway shall when practicable walk only on the left side of the roadway or its shoulder facing traffic which may approach from opposite direction. Upon the approach of any vehicle from the opposite direction, such pedestrian shall move as far to the left as is practicable.
- NYS V&T Section 130. Pedestrian - Any person afoot or in a wheelchair.

NYS V&T Section 130-a. Wheelchair. A wheelchair is any manual or electrically driven mobility assistance device, scooter, tricycle or similar device used by a person with a disability as a substitute for walking. An electrically driven mobility assistance device means any wheeled, electrically powered device designed to enable a person with a disability to move from place to place.

The Watertown City Bus System is American Disabilities Act Wheelchair Accessible on the fixed routes and also provides a Para Transit Bus System for those meeting eligibility requirements. For more information regarding the bus system and schedules contact City Bus at 785-7772.

Notable Cases – Updates November –December 2011

On November 3rd 2011, a 38 year old William Pitoniak pled guilty in Federal Court in Utica, NY to the Key Bank robberies earlier this year in Watertown. Pitoniak was apprehended shortly after

the last robbery by members of the Watertown Police Department following a brief chase during his flight from the scene of the crime. Sentencing is scheduled for April 6th, 2012 in Utica at which time he faces a sentence with a minimum of 48 months in jail. He is also being ordered to make full restitution in excess of \$15,000 dollars.

On November 29th 2011, a 22 year old former Watertown man pled guilty to the Carthage Federal Bank robbery on March 5th here in Watertown. Charles Carter Jr. who used to live on Gotham St. pled to third degree robbery and another unrelated charge of criminal sale of a controlled substance in Jefferson County Court. Carter confessed to forcibly stealing \$2,100 dollars from a teller at the downtown branch of the bank. After the robbery Carter took a taxi from the scene and then fled the state. He was arrested a few days later in Baltimore, Maryland. Carter faces a sentence of 2 ½ years to 5 years in state prison and restitution when he is sentenced on January 6th, 2012.

On December 17th, 2011 a 29 year old Watertown man was arrested for his role in an October 8th shooting on Academy St. Gary L. Brown was charged with two counts of felony Reckless Endangerment and is facing additional charges upon presentation to the Grand Jury. His charges stem from shots being fired at a car occupied by a Watertown man and woman. No one was hurt in the incident and it allegedly stemmed from an altercation over drugs. Brown was arraigned and being held on bail and a violation of probation warrant stemming from a conviction earlier this year for a sale of drugs charge.

PUBLIC WORKS DEPARTMENT:

Snow Removal Operations – Snow removal operations include sanding, plowing and removal of



snow from City's streets, parking lots, crosswalks and sidewalks. Crews are available to conduct these operations around the clock. So far this season, only two inches (2") of snow has fallen on the City. With only three (3) winter weather events recorded, crews have only logged a total of 350.50 man hours and 314.50 equipment hours performing snow removal operations to date. As a result of the warmer temperatures, the department has only ordered 318 tons of salt to date.

Christmas Parade/Tree Lighting Ceremony

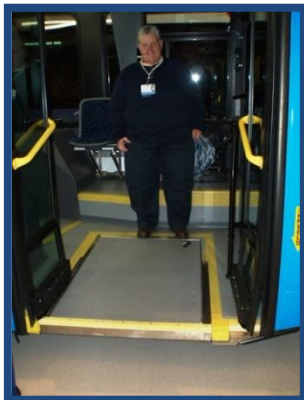
Preparations & Traffic Control – The holiday displays were placed on the Square, the lights were strung on the tree and decorations were placed upon the light poles throughout the downtown business district. The Department of Public Works developed traffic control plans for the November 27th Christmas Parade and the November 30th Tree Lighting Ceremony. The plans were reviewed and coordinated between Public Works and the Police Department. Message board signs were set-up in advance of the events to notify motorists of the upcoming events and street closures. Traffic control devices were located in



margin areas for placement at the time of the event and the event breakdown was coordinated between each department.

Sanitary and Storm Sewer Infrastructure – Sewer Crews have investigated a total of thirty-one (31) sewer related calls, provided video inspections for seven (7) residential laterals and repaired a residential lateral on Logan Street. In addition to the repair work, crews have performed maintenance operations on the sewer right-of-ways located along the rail beds adjacent to the City landfill. Crews have also conducted an as-built video inspection and cleaning of the sanitary and storm sewer systems installed as part of the J.B. Wise parking lot reconstruction project. Routine cleaning was also completed on the sanitary sewer systems located on Arsenal Street, Coffeen Street and Court Street and the storm sewer systems located in the Arsenal Street and Stone Street parking lots. Crews also completed dredging the stormwater swale on Coffeen Street containing the western outfall.

Tree Removal Operations at 211 South Meadow Street – Buildings & Grounds assisted National Grid with the removal of a large cottonwood, 6 ft. in diameter, located at 211 South Meadow Street. The tree was identified in the 2011 Tree Removal and Pruning Listing and was removed as part of the property acquisition deal proposed for a Parks & Recreation Playground Improvement Project. In exchange for the removal of this tree and parcel number 10-04-112 (City-owned property located at 207 South Meadow Street) the City will acquire a portion of parcel number 10-04-110 (vacant lot located at 217/219 South Meadow Street). This acquisition will allow for the adequate width, when combined with the current 20 ft. wide access to the Taylor Playground, to allow for the future construction of a proposed parking lot that will service the playground.



Watertown CitiBus – Watertown CitiBus participated in the New York Public Transit Association's (NYPTA) Training and Trade Show event held in Saratoga Springs. The event provided CitiBus staff members with the opportunity to examine the latest in transportation equipment like the ramp system seen in the accompanying photograph. These ramp systems operate electrically, solving the cold weather issues with the hydraulics of the lift system. While at the training, the CitiBus Transit Supervisor, Kathy Webster, was elected to serve another term as a NYPTA Board Member.

Occupational Safety and Health – In January of 2011, the City Council authorized the submission of a grant application to the State of New York Safety and Health Hazard Abatement Board for the purpose of promoting workplace accident & injury prevention by providing training to workers and supervisors. The Hazard Abatement Board, by a letter dated June 17, 2011, informed the City that the training plan, as submitted in the grant application, had been approved. The training plan is to be completed within the contract period which will run from August 1, 2011 to July 31, 2012.

Training – The Department of Public Works continued the training sessions as outlined in the training plan that was submitted in the grant application to the State of New York Safety and Health Hazard Abatement Board. In November, training for Trenching Competent Persons was

held in the CitiBus training facility offering employees the opportunity to learn about the basic hazards associated with trenching and excavation. The training familiarized participants with the regulations, requirement and responsibilities of the competent person. Upon completion of the training, participants will be able to recognize existing and predictable conditions that are hazardous or dangerous; be familiar with soils analysis and the soils classifications system; and be familiar with the selection and use of various protective systems. The Trenching Competent Persons training was attended by employees from the Department of Public Works sewer crew and the Electric Department.



Also held in October was an 8-hr Hazwoper Refresher course which was geared toward personnel who respond to emergency releases of hazardous materials. Participants were shown how to read Material Safety Data Sheets (MSDS) and the Emergency Response Guide (ERG) in order to identify materials and the requirements to safely respond, control and cleanup spills. In December, supervisor and crew chiefs attended an Occupational Safety and Health Administration (OSHA) 10-hr course where participants were instructed on how to read the 1910

OSHA code of federal regulations for general industry. Participants learned about the various OSHA standards that apply to the workplace and how to keep in compliance in order to protect employees from injury and harm. In addition to this training, all employees within Public Works and CitiBus have received a copy of the City of Watertown's Workplace Violence Prevention Policy and attended a training session on Anti-Harassment & Workplace Violence Prevention.

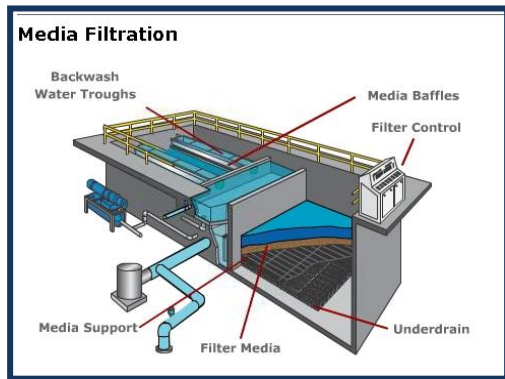
PURCHASING DEPARTMENT:

The Purchasing Department has been working to facilitate the use of New York State Office of General Services Contracts with departments within the City of Watertown. They have been reviewing purchases made by departments to ensure that we are taking advantage of discounts offered through OGS contracts with current vendors. The Purchasing Department has also been contacting vendors to set up on-line access to view their pricing to help departments obtain the properly discounted pricing. The Department is also working with other City departments to improve the documentation of quotes for purchases as per the City Purchasing Policy.

WATER DEPARTMENT:

Water Sales Agreements – Water sales agreements with the Development Authority of the North Country and with the Town of Hounsfield have been finalized and executed.

Water Treatment Plant – The kick-off meeting with the firm of CRA Infrastructure and Engineering, who will prepare specifications and assist with preparation of bid documents for the media rehabilitation work, was held on December 22, 2011.



Schematic (Similar to Ours)

Filter



Filter Media

In general, things have been pretty routine at the Water Plant. The finished flow meter and finished flow controller were repaired after failing on Thanksgiving Day. A new pressure transmitter was installed on the backwash tank. A chart recorder had to be replaced and the RPZ on the main boiler line also was replaced.



3 Function Chart Recorder



Chart Recorders in Control Room

The Chief Operator was notified that the lab had passed the NYSDOH proficiency testing that was done in October.

Water Distribution Maintenance – Water distribution maintenance personnel have performed the following tasks over the past couple of months:

At least fourteen ¾” and 1” water services have been repaired, replaced, or installed throughout the City in November and December. One 4” service tap and 4” service line was installed for a new office building on Mullin Street and another 4” service tap was made for the Five Guys restaurant in the commercial complex off Arsenal Street adjacent to the State Way Plaza.

Departmental personnel have completed inspections of the construction of water mains being installed by private contractors at the Ives Hill Retirement Community, the Hospice project, the Creek Wood Apartment complex, and the Fairfield Inn hotel on Gaffney Drive. Departmental personnel also provided pressure testing and chlorination services for the contractors on these

projects to insure safety and to streamline the approval process to allow timely activation of the new water mains.

Yard hydrants at the Thompson Park Zoo were repaired. Seasonal services have been drained and winterized at the Fairgrounds and at other City owned facilities.



Crews repaired an 8” water main break on Bradley Street (shown above) and repaired 4” cast iron water service breaks at City Hall and at Jefferson Community College.

Service crews have checked and winterized all of the fire hydrants in the City in preparation for the winter months.

The meter service crew replaced the 4” compound meter at Wiley School and the 4” compound meter at the Fairgrounds Ice Arena, in addition to routine residential meter replacements and the removal of 25 residential meters for residents who go to warmer climates for the winter. All seasonal meters for the City’s recreational properties such as the fairgrounds grandstand and baseball park, the soccer, football, and baseball fields throughout the City, and other facilities including the river walk, Thompson Park, and several small parks facilities, have also been removed. Seasonal meters at the two golf courses were also removed and stored for the winter.

Wiley School Meter Replacement



Removing the Old Meter

Installing the New Meter

Old Meter Removed



New Meter in Place



Fairgrounds Ice Arena Meter Replacement



Old Meter Removed



New Meter and Valve In Place