

# City Manager's Status and Information Update

October 11, 2024

Check out our Website!

[City of Watertown, New York – City Manager \(watertown-ny.gov\)](http://www.cityofwatertown-ny.gov)



## Opportunities with Watertown

There are several exciting job opportunities open with the City of Watertown, including:

✓ Motor Equip Mechanic	✓ Civil Engineer I
✓ Municipal Worker I	✓ Laborer I
✓ Planner	✓ MEO (Light)
✓ Public Housing Specialist	✓ Superintendent of Water

*For more opportunities click the QR Code here:*



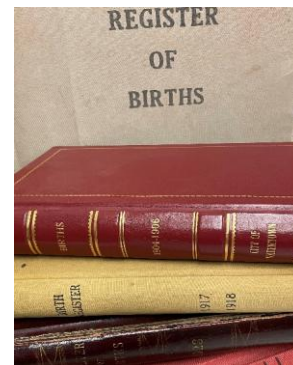
## City Clerk's Office

### Did You Know?

The City Clerk's Office does Genealogy research for births, deaths and marriages that happened in the City of Watertown. The City vault contains records dating back to 1883 and a genealogical copy of a



certificate can be obtained for a fee of \$22 for a three-year search. Ancestry research continues to be a popular pastime, and we have been able to help



many genealogists with their family history. For more information on how to request a Genealogy search by the City Clerk's Office, visit our website at

<https://www.watertown-ny.gov/departments/clerk/GenealogySearch> or call our office at 315-785-7780.

## Civil Service



**CIVIL SERVICE OPPORTUNITIES**

**Civil Service Exams:**

- Custodian
- Secretary
- Senior Typist
- Water Treatment Plant Operator Trainee
- WWTP Process Worker Trainee

**Open Position:**

- Civil Engineer
- Laborer
- Motor Equipment Mechanic
- Municipal Worker
- MEO Light
- Planner
- Refuse/Recycle MEO
- School Crossing Guard
- Superintendant of Water
- Transit Operator
- WWTP Process Worker Trainee

Apply through our portal:  
<https://watertown-portal.mycivilservice.com/jobopps>



## Purchasing Department

The City of Watertown's Purchasing Department is responsible for acquiring goods, services and construction projects on behalf of the City. The department ensures that procurement processes are fair, transparent and competitive through a formal bidding process.

The City of Watertown currently has the following Bid opportunities available:

### **Bid #2024-27 WTP Water Quality Improvement Project - Tree Clearing**

The City of Watertown is seeking sealed bids from qualified vendors to provide the following services for the Watertown Water Treatment Plant Water Quality Improvement Project – Tree Clearing (Project # GHD No. 12576729). This project includes tree clearing including the removal of stumps, shrubs, and underbrush.

Please find below the link to download the Specifications for the bid referenced above:

<https://prod3.evo.cloud/watertownny/portal/bids/386/>

### **Bid #2024-30 Contracted Sewer Repair Services**

The City of Watertown is seeking sealed bids from qualified vendors to provide Sewer Repair Services in a variety of locations within the City. Items to include, but are not limited to Labor, Equipment, PVC Pipe & Fittings, Pre-Cast Manholes, Crushed Stone, Road/Sewer Construction Debris Removal. The contract is anticipated to commence on November 5, 2024 and end June 31, 2025, with the ability to renew the contract for three (3) additional one-year contracts.

Please find below the link to download the Specifications for the bid referenced above:

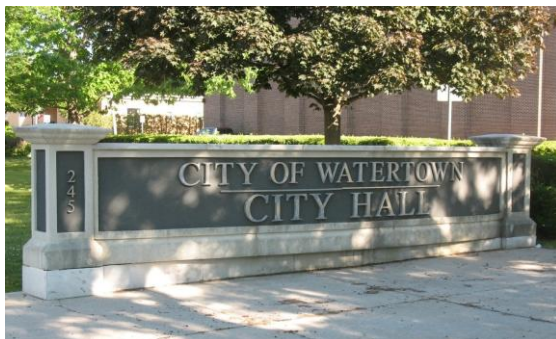
<https://prod3.evo.cloud/watertownny/portal/bids/385/>

If you are not already in our Evobid system, you will have to create a log in to our website system to download the specifications. Once you submit your information, you will be notified of any changes on this bid. You will also automatically be invited to view any other project related to your company and have access to our EvoBids platform to view any bids currently open by the City of Watertown.

For additional information, feel free to reach out to the Purchasing Department at 315-785-7749 or visit our website at [City of Watertown - Purchasing Department](#)

## **City Council Meetings**

Stay updated with the most recent meeting minutes from the October 7, 2024 City Council Meeting:



*Click Photo for Meeting Minutes*

### **Reminder:**

The City Council meets the 1st and 3rd Monday of each month at 7 PM in the Council Chambers, 3rd Floor, 245 Washington St, Watertown NY. The 2nd Monday of each month is held for Work

Sessions, which are open discussions of topics requested by the Mayor and City Council. If there is a holiday on Monday, the Council Meeting or Work Session will take place on the following day, Tuesday. Public is welcome to attend all meetings. City Council Minutes & Agendas are available online and the Meetings and Work Sessions are captured on video by Steve Weed Productions.

The City Council Work Session Meeting will be **Tuesday, October 15<sup>th</sup>** due to the Columbus Day Holiday and the next October City Council Meeting date is **October 21<sup>st</sup>**.

## Police Department

### Police Academy:

The Black River/St. Lawrence Police Academy Class of 2024-2025 is now in the fifth week of classes. The recruits have just completed three weeks of firearms training and are starting a week of EVOC (Emergency Vehicle Operation & Control) training. Classroom and practical training will continue through the end of March 2025, followed by 14 weeks of field training that will lead to graduation and certification through the NY State Division of Criminal Justice Services, Bureau for Municipal Police.

### Community Events:



Sergeant Bob Sines (right) and Officer Miranda Kolb (center) are pictured after getting a patrol car washed by IHC students at the St. Anthony's Church parking lot on 10/05/24.

### Promotions:

The following are recent promotions within the Watertown Police Department:

Officer Kristopher Cooley was promoted to the rank of Police Sergeant on Monday, September 30, 2024. Sergeant Cooley is a 10-year veteran with the Watertown Police Department. He started his career on August 21, 2014, and



trained at the Black River/St. Lawrence Valley Police Academy. After completing the police academy, he served as a patrol officer for the night shift on the “C” platoon. During his career, Sergeant Cooley performed additional duties as an FTO (field training officer), a member of the department’s Special Response Team (SRT), and a general topics instructor.

Officer Joshua O’Hearn was promoted to the rank of Police Sergeant on Tuesday, October 1, 2024. Sergeant O’Hearn is 5-year veteran of the department, after transferring from the New York State Park Police on March 25, 2019. Sergeant O’Hearn served as a patrol officer for the night shift on the “C” platoon. During his career, Sergeant O’Hearn performed additional duties as an FTO (field training officer), a crisis negotiator, and a special-topics instructor in Standardized Field Sobriety Testing.

Officer Jennifer Larkins was promoted to the rank of Police Detective on Monday, September 30, 2024. Detective Larkins is a 10-year veteran of the department, having begun her career on March 13, 2014. She was assigned as a patrol officer for the night shift on the “C” platoon. During her career, Detective Larkins has performed additional duties as an FTO (field training officer), and a general-topics instructor.

### **Recruiting:**

The Civil Service exam for police recruits was given on Saturday, September 28th at Watertown High School. We had 80 applicants attend the exam, which will provide a list of eligible candidates for the next police academy class in 2025.



### **Police Lateral Transfers:**

The Watertown Police Department is continuing to look for **police officer transfers**. NY State certified police officers may apply by visiting the City of Watertown Civil Service website at:

<https://watertown-portal.mycivilservice.com/jobopps>

## Please Slow Down!!

Motorist speeds are way too high in many areas of the City of Watertown. WPD has recently instituted additional speed details on all shifts. Officers working these details will be looking not only for speeders, but also other types of aggressive driving, such as following too closely (tailgating), unsafe lane changes, and failing to yield right of way. Please drive safely!

WPD Lieutenant Chris Kamide is pictured below setting up one of our speed trailers on Eastern Blvd. to cover traffic moving towards our busiest school crossing at the intersection with Ohio Street. Motorists should take the trailers as a reminder to keep their speed down, and a warning of the likely presence of patrol cars running RADAR/LIDAR speed details in the following days.



## Fire Department

### OCTOBER IS FIRE PREVENTION MONTH

October is Fire Prevention Month – a time to remind our community that fire safety saves lives! The fire department is out in full force this month teaching our community about fire safety. You'll see us out at every daycare and preschool. We'll make it to every elementary classroom in the city and parochial school districts. We will also be at



low-income and senior housing facilities around the city. Look for us at exciting community events like Thompson Park Zoo's 'Boo at the Zoo,' Flower Memorial Library's 'Trick-or-Treat-or-Trucks,' and the City of Watertown's Harvest Festival! We expect to deliver fire prevention messages to over 4,000 students and senior citizens this month alone!

#### Aerial Testing:

Every year, our ladder trucks are independently tested to meet the National Fire Protection Association's (NFPA) standards. This week, the City's ladder trucks are undergoing this critical testing. The department



performs this testing not only to meet the industry standard, but to provide for the safety of our firefighters and the public. Aerial devices, like ladder trucks, are used in high-risk situations such as rescue operations and firefighting from elevated positions. If these devices fail due to undetected mechanical issues or lack of maintenance, it could result in severe injury or death to both firefighters and civilians. Regular testing ensures the ladder operates safely under expected loads and conditions.



### Recruit Firefighter Academy:



Our recruit firefighter academy is hard at work, preparing the next generation of career firefighters from our City and surrounding departments. This week, recruits tackled Emergency Vehicle Operations, getting hands-on experience driving large fire apparatus. Next up, they'll focus on ladder company operations, practicing everything from setting up ladders to operating saws, climbing roofs, and conducting salvage operations.



## Planning Department

### Thompson Park Bandstand Roof Project:

The concrete footings and new concrete floor that has been poured, with new wire mesh and rebar placed for reinforcement. This project also includes the installation of an approximately 1,550 square foot wood frame roof over the existing bandstand. This part of the project is still underway but expected to be complete within the next week or two. The bandstand has also been equipped with electrical wiring when the concrete floor was poured, to allow for outlets and a ceiling mounted light fixture.





**Thompson Park West Sector Trail Project:**

Work began a few weeks ago on the project, and it is already over 50% complete. All of the new trail area will be excavated by the end of the week, and most of the stone base has been installed. Installation of granite curb, concrete sidewalk and crosswalks took place over the past week. All concrete crosswalks are anticipated for completion next week. The City's contractor for the project, Barrett Paving, is still on track to be substantially complete by the end of October.

**Thompson Park Invasive Species and Brush Clearing Project:**

This project is also underway in Thompson Park and is approximately one third complete. The contractor, Tri-State Clearing and Tree Service has completed the clearing of a large area of invasive buckthorn near hole #3 of the golf course. The area has been seeded and work at this location is substantially complete. Work on the remaining areas will pause for a few weeks while the contractor completes work on another project. The project is still expected to be complete by the end of October.



### **City of Watertown Hosts Jefferson County Planning Board:**



The City of Watertown hosted the September 24, 2024 meeting of the Jefferson County Planning Board in Council Chambers at City Hall. The County Planning Board occasionally holds meetings at different jurisdictions within the County and approached City Planning Staff earlier in

the summer about the City hosting a meeting. In addition to its regular agenda, the event also included City Planning Staff giving a presentation on various City projects, with a focus on downtown.

## **Engineering**

### **City Hall Court Renovation:**

The Engineering Department, Code Department, and GYMO Engineering met on 09-18-2024 to review the 95% design plans GYMO created.

This project is being discussed at the upcoming City Council Work Session Meeting on Tuesday, October 15, 2024.

### **Flower Memorial Roof Replacement:**



PTL Contracting Corp. has completed construction for this project, and the Engineering Department is now closing it out.



**Ohio Street Water Main Replacement Project:**

EDGE Civil Corporation has installed the new water services and are preparing to connect the new water main into the water main on Eastern Boulevard.

**Seward Street/Grant Street: Total Road Reconstruction:**

Luck Bros. has begun paving Grant Street and Henry Street.

**Newell Street-Black River Crossing Sewer:**

DC Building Systems has completed painting the exterior of the bridge and is preparing to line the interior of the pipe.



## Department of Public Works

### Forestry:



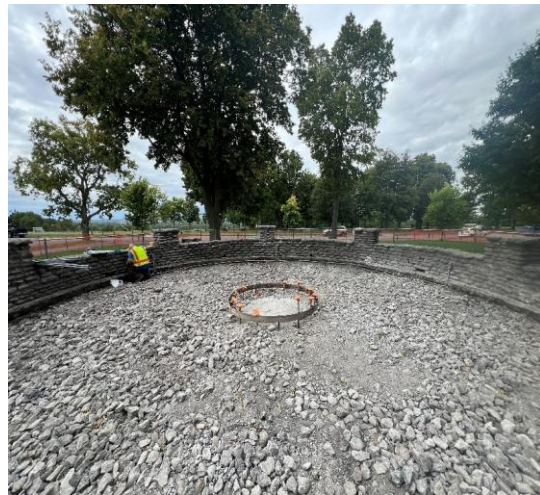
DPW Building and Grounds crew have been out removing dangerous trees from City Property.



### Electrical:



DPW electricians have been installing new electrical alongside contractors working on the bandstand. At completion there will be new lighting and convenience outlets.



### Fire Department Infrastructure Reconstruction:

DPW crews progressing on the project at South Massey Fire Department to replace the old deteriorated parking lot and concrete. Project will take another month but the end result will result in better drainage and better access for the Fire Department.



### Drainage Maintenance:

DPW has been clearing drainages throughout the City in preparation for the next big rain event.





### Holiday Spirit:

DPW central garage getting in the Halloween spirit and improving the morale. It's the little things that improve the day to day. Thank you.



## Water

### Water Treatment:

The bid notice for the tree clearing portion of the disinfection by-product (DBP) improvement project has been posted.

The 60% design of the disinfection by-product (DBP) improvement project was submitted and is being reviewed by staff.



**Distribution:**

The City of Watertown's Water Distribution crews will be assisting in connections to the new water main on Ohio Street Tuesday 10/15/24. The 200 Block of Monroe Ave will be affected from Ohio to Columbia. The 200 and 300 Blocks of Eastern Blvd. will be affected from Ohio to 363 Eastern Blvd.

Distribution crews investigated a main break on West Woodruff and Holcomb Street.  $\frac{3}{4}$  of the bolts had rusted through and no longer holding. The 8-inch valve was replaced as a result.



Old Valve



New Valve



On Oct. 4<sup>th</sup> a 2-inch service was repaired on Coffeen Street.

## Code Enforcement



The Code Enforcement Department has started property inspections with Neighbors of Watertown for the T-HIP program. This program is distributing a 5-million dollar grant for housing improvements throughout the City. Code Enforcement will be assisting with initial inspections to determine the scope of work for each property, construction inspections during this process, and final inspections when all work has been completed.



Code Enforcement continues to field complaints and perform inspections for brush, grass, weeds, and trash & debris. Issuing approximately 100 violation letters per week and performing approximately 20 weekly clean-ups. These are ongoing issues we are addressing, and we would appreciate property owners addressing these items in a timely fashion. Please note that the property owner is responsible for all violations on their property and will be billed for all clean-ups performed by the City.

### **City Violations Issued August 1, 2024, to October 10, 2024**

- 79 Permits
- 116 Tall Grass Violation Letters
- 136 Trash & Debris Letters
- 41 Property Maintenance Letters

### **Permits Currently Under Review:**

- 160 Main Avenue New Build-63 Apartments

### **UPCOMING PROJECTS:**

- New Build Apartments to be located at 200 Commerce Park Drive

### ONGOING PROJECTS THAT HAVE BEEN PERMITTED:

- 1 Thompson Park-Band Stand Roof – *Project Cost \$161,933.00*
- 124 Franklin Street-JCC Offices – *Project Cost \$2,000,000.00*
- 1283 Arsenal Street-Burlington Coat Factory – *Project Cost \$850,000.00*
- 302 Court Street-Globe Mini Mall Apartments – *Project Cost \$1,700,000.00*
- 1708 Ohio Street-Meadowbrook Apt's – *Project Cost \$1,875,000.00*
- 403 Washington St.-First Presbyterian Church Steeple – *Project Cost \$2,359,800.00*
- 981 Waterman Drive-Plans have been submitted for review for the building expansion at the Sackets Harbor Brewing Company – *Project Cost \$650,000.00*



124 Franklin Street-JCC offices

Thompson Park-Band Stand Roof



### COMPLETED PROJECTS:

- Jreck Subs Interior & Exterior Remodel-*Project Cost \$390,500.00*
- 1425 Loomis Dr.-Residential New Build -*Project Cost \$450,000.00*
- 1067 Marble St.- Garage Expansion-*Project Cost \$2,423,680.00*
- 111 Clinton St. -Watertown Savings Bank -New Garage & Office Build *Project Cost-\$6,100,000.00*





The City Hall Municipal **Buildings & Grounds Crew** continued to assist with the set-up and tear-down portions of the Farmers Market until its seasonal completion last week. They have been helping with regular maintenance & repairs at City Hall, Flower Memorial Library, the Fire Department stations, and DPW buildings which includes: Window repairs at DPW, and a stain refresh on the downtown Gazebo.



## Parks and Recreation Department

This year's running club, Club Vortex, is now in full gear! Kids ages 6-11 meet twice weekly to exercise and run within Thompson Park. This program runs each fall and is facilitated by the Watertown Cross Country Team.



Aerification of the greens at Thompson Park Golf Course occurred on Monday, September 30<sup>th</sup>. The course was closed for the day but reopen on Tuesday following the application of top dressing.



CHECK OUT OUR UPCOMING PROGRAMS AND EVENTS:

**Harvest Festival**  
 SAT, OCT. 26, 10A-1P  
 LARGE PAVILLION @ HISTORIC THOMPSON PARK

**~FOOD & GAMES~**  
 MUSIC • PUMPKIN DECORATING  
 PHOTO BOOTH • Fall Crafts  
 FACE PAINTING • APPLE CIDER  
 SCARECROW DECORATING

**FREE Family Fun!**

PARKS & RECREATION CITY OF WATERTOWN NY

**CITY OF WATERTOWN**

**Slip, Slide, & Skate**  
*...Learn to Skate!*

Registration: October 7th - November 4th  
**Program Dates:**  
 Tuesdays: November 5, 12, 19, 26  
 December 3, 10  
 Class time: 7:40-8:40pm for Ages 6+

**Helmets Recommended for all ages**  
Basic Instruction Provided  
 All Classes will be held as scheduled, unless notified

<p><b>Class &amp; Skate Rentals</b>                  \$35 - City Resident                  \$70 - Non City Resident</p> <p><b>Class Only (no skate rentals)</b>                  \$25 - City Resident                  \$50 - Non City Resident</p> <p>Register online:  <a href="https://secure.rec1.com/NY/watertown-ny/catalog">https://secure.rec1.com/NY/watertown-ny/catalog</a>                  If you need assistance please call:                  315-785-7775</p>	<p><b>Class &amp; Skate Rental</b></p> <p><b>Class Only</b></p>
---	---

**CITY OF WATERTOWN**

**Christmas Parade**  
 6:00 PM Friday, December 6th, 2024  
 Parade Route along Washington, from Green St. to Stone St.  
**POSSIBLE SPECIAL GUEST FROM THE NORTH POLE!**

**FLOATS & MARCHING BANDS NEEDED!**  
 Email [parksrec@watertown-ny.gov](mailto:parksrec@watertown-ny.gov) to Register



# Roswell P. Flower Memorial Library




## 2024 SUMMER READING

### EYES ON THE PRIZE

This summer we noticed a lot of attention and motivation due to the prizes we offered.

Many adults mentioned they were so excited to participate because they could win a prize as if they were kids again.

Teens were beyond excited to have a chance to win a Nintendo Switch, but by and large, were most interested in winning a gift card to Walmart. By the end of summer, there were 1,500 tickets in the Walmart drawing.

For children, many new families mentioned how cool the prizes were and one winning family said they couldn't have afforded the item on their own.

### EVENTS

**TOTAL PROGRAMS BY AGE**

**0-11:** 43

**12-17:** 23

**18+:** 15

**PARTICIPATION BY AGE**

**0-11:** 1,810

**12-17:** 151

**18+:** 152

### READING PROGRAM

**PARTICIPANTS BY AGE**

**0-11:** 174

**12-17:** 39

**18+:** 85

**HOURS READ BY AGE**

**0-11:** 3,970

**12-17:** 2,551

**18+:** 7,947





# HALLOWEEN

## TRICK-OR-TREAT-OR-TRUCKS

WE'RE ADDING TOUCH-A-TRUCK TO OUR HALLOWEEN PARTY!

PLAY GAMES, MAKE SPOOKY CRAFTS,  
TOUCH A TRUCK, OR HONK A HORN AT THIS SPOOKTACULAR EVENT!

● CANDY IS INCLUDED IN ALL ACTIVITIES.

## Saturday, October 19th

11AM-1PM

ALL AGES & ABILITIES WELCOME  
RAIN OR SHINE!

THE FIRST HALF HOUR WILL BE SENSORY-FRIENDLY  
WITH NO BRIGHT LIGHTS OR HONKING.

Flower Memorial Library 229 Washington St. Watertown. NY 13601	SPONSORED BY: 	City Hall Parking Lot 245 Washington St. Watertown. NY 13601
--	-------------------	--

Roswell P. Flower Memorial Library

Questions? Contact Jamie: 315-785-7709