

City Manager's Status and Information Update

December 13, 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:

✓ Assistant Executive Director (WHA)	✓ Civil Engineer I
✓ Real Property Tax Service Aide	✓ Motor Equipment Mechanic
✓ Planner	✓ MEO (Light)
✓ Information Technology Specialist	✓ Crew Chief (WHA)

For more opportunities click the QR Code here:



Civil Service

JOIN OUR TEAM

Current Opportunities:

- Assistant Executive Director (WHA)
- Civil Engineer I
- Crew Chief (WHA)
- Facility Maintenance Worker (WHA)
- IT Specialist
- Laborer I & II
- Motor Equipment Mechanic
- Motor Equipment Operator Light
- Municipal Worker I
- Parks & Recreation Attendant
- Planner
- Police Officer Transfer
- Real Property Tax Service Aide
- Refuse/Recycle MEO
- School Crossing Guard
- Senior Engineering Technician
- Transit Operator (FT / PT)

Current Exam Opportunities

- Accountant
- School Safety Officer
- Senior Public Housing Specialist

Apply through our online portal:
www.watertown-ny.gov
Select Employment Opportunities

New Hires

We are pleased to welcome the newest members of the City of Watertown team and are excited to have them on board!!

- Parker Cean – Municipal Worker I
- Joshua St. Croix – Municipal Worker I
- Victoria Long – WWTP Process Worker Trainee

New Beginnings: Celebrating the Next Chapter in Watertown



The HR Department is thrilled to welcome **Misty Rodriguez** as our new *HR Benefits Specialist*. Misty has built an excellent reputation serving the City of Watertown employees from an IT standpoint for the last 2.5 years. We are excited to see Misty leverage her MBA in Business Management as she continues supporting employees in this new capacity.

Farewell to an Admired Team Member

With boundless enthusiasm and a wealth of knowledge, Logan Eddy has been an integral part of our team, consistently bringing a can-do attitude to every challenge. While we are sad to see him go, we are excited to see how his passion and talent will continue to shine in his next endeavor.

Logan has been the Assistant City Manager for nearly two years and leaves the City to begin a new adventure with National Grid.

City Manager, Eric Wagenaar along with Mayor Sarah Pierce and many city employees gathered last week to say farewell and congratulate him on his new position.



Thank you for your commitment and contributions to the City of Watertown – you may be gone but you will not be forgotten!

Spreading Holiday Cheer

The City was thrilled to welcome the 10th Mountain Division Band to City Hall on December 5th, where they filled the air with festive cheer through their beautiful Christmas carols. Employees and the public were able to enjoy the sounds of the season with the gift of music and community spirit.



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 following Bid opportunities are available:

RFP #2024-06 Legal Services – Due 12/17/24

The City of Watertown is seeking proposals from qualified law firms for legal counsel services to represent the City in a number of legal areas such as building codes, zoning, and local code enforcement associated with the operation of a municipal government.

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

<https://prod3.evo.cloud/watertownny/portal/bids/401/>

Bid #2024-32 Golf Course Irrigation Pump Replacement Project – Due 12/19/24

The City of Watertown is seeking sealed bids from qualified vendors for removing, replacing, and reinstalling two (2) Irrigation Pumps at the Thompson Park Golf Course.

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

<https://prod3.evo.cloud/watertownny/portal/bids/403/>

RFP #2024-05 Pouring Rights – Municipal Arena – Due 1/7/25

The City of Watertown is seeking sealed proposals from qualified vendors for Exclusive Non-Alcoholic Beverage, excluding coffee, Pouring Rights as required by the City of Watertown Municipal Arena located at 600 William T. Field Drive, Watertown, NY 13601. The City of Watertown intends to award a contract for one (1) year, with the option to renew the contract for up to four (4) additional one-year contracts.

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

<https://prod3.evo.cloud/watertownny/portal/bids/396/>

Bid #2024-36 Burlington Street Reconstruction Project – Due 1/22/25

The City of Watertown is seeking sealed bids from qualified vendors for a project site located on Burlington Street and consists of the complete street reconstruction. The successful contractor will be required to provide all labor, materials, machinery, tools, equipment, and other means of construction necessary and incidental to the completion of the work shown on the plans and described in the specifications.

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

<https://prod3.evo.cloud/watertownny/portal/bids/404/>

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 December 2, 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 has recently transitioned to Rumble as the new platform for broadcasting City Council meetings. Residents can view live broadcasts of City Council meetings at [Rumble Livestreams](#). Archived meeting videos can be accessed at [Rumble Channels](#), and those links, organized by meeting, available through the City's website on the [Meeting Dashboard](#) have been updated through 2020.

The City Council Meetings for December are **Monday, December 2nd** and **Monday, December 16th**. The December Work Session on Monday, December 9th was cancelled.

Code Enforcement

The Code Enforcement Department has started reviewing the plans for a new **123-unit Apartment Complex**. The housing will be located on Commerce Drive here in the City. DePaul Properties, Inc. creates and operates attractive, affordable housing solutions in urban, suburban, and rural settings that promote respectful community relationships. All units are subject to income eligibility and occupancy requirements. Code Enforcement has received the first set of plans to review, with more to come. DePaul is in the process of combining two city lots to accommodate the new housing complex.



Permits Currently Under Review:

DePaul Affordable Housing: Apartment Building Commerce Dr. 123 Units



Snow Removal is imperative in the city.

Code Enforcement continues to field complaints and inspect Property Maintenance Issues, Trash, and Snow & Ice Removal. As the snowy season has arrived, the sidewalks must be kept clear for pedestrians and ADA-reliant individuals who use a motorized wheelchair as transportation. This department encourages property owners to address 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.

From October 15, 2024, to the present, the Code Enforcement Department has issued the following:

- 95 Permits
- 8 Tall Grass violation letters
- 168 Trash & Debris violation letters
- 17 Property Maintenance violation letters
- 39 Snow and Ice Removal letters

The Main Avenue Apartments will bring **63 new apartments**. Neighbors of Watertown are the developers for the project, and Code Enforcement will complete all required inspections throughout the building process.



160 Main Avenue Apartments
Thirty-one of the Apartments will have supportive services for the homeless and those with disabilities.

First Presbyterian Church at 403 Washington St.:

Fiberglass has been used to duplicate the look of the wood in disrepair. This material will be much more resistant to the weather.



Downtown JCC Business and Performing Arts Center at 124 Franklin St.:

The ongoing project that has taken place since June of this year is taking shape.



ONGOING PROJECTS THAT HAVE BEEN PERMITTED/ PROJECT COST:

302 Court St- Renovation for 11 New Apartments on the second floor.
\$1,700,000.00

328 Walker Avenue/ Meadowbrook Apartments new roofs on all buildings.
\$1,875,000.00

403 Washington Street- Repairs to the First Presbyterian Church Steeple.
\$2,359,800.00

981 Waterman Drive- Sackets Harbor Brewing Additions. \$650,000.00

160 Main Avenue -63 New Apartments. \$20,340,971.00

1218 Arsenal Street- Jreck Subs Interior renovation/move. \$45,000.00

434 Eastern Blvd.-50x180 Storage Building. \$600,000.00

124 Franklin Street- JCC offices. \$2,000,000.00

COMPLETED PROJECTS:

1283 Arsenal Street- Burlington Coat Factory- Interior Reno. \$850,000.00

1 Thompson Park- Band Stand Roof. \$161,933.00

Buildings & Grounds



The Building & Grounds team has continued maintenance projects at City Hall and The Flower Memorial Library. They have assisted DPW, Citi Bus, and The Fire Department, with any/all maintenance requests as well.

The Maintenance staff prepared the grounds for the Christmas Parade and made repairs to the Nativity Scene Structure. They also repainted the figurines that are displayed at the Public Square Park.

The snow removal has kept them busy in the last couple of weeks! The crew is looking forward to refreshing the floors in the North and South reading rooms

at the Flower Memorial Library. The 120-year-old Marble floor will be stripped and rewaxed.

Fire Department



Recruit Firefighter Training Academy Graduation:

The Watertown RFFT class 24-2 held their graduation and swearing in ceremony at JCC on December 6, 2024. Overall, the academy was a great success, and the new firefighters have returned to their respective departments and have started their careers.

Hydrant cleaning and recent winter storm activity:

It's that time of year again when the weather can change in an instant. We recently experienced two heavy snow events sandwiched around a thaw that had heavy rain. This message is to serve as a reminder to be sure to clean out your neighborhood fire hydrants along with your sidewalks and entrances to your homes. This is important as it saves significant time in the event of an



emergency; crews don't have to take critical lifesaving minutes finding your hydrant or trying to gain access to your residence.

During the most recent storm, WFD crews were busy responding to several incidents related to the snow and water along with assisting City Water Department crews clearing hydrants throughout the City.

Planning Department

Adopt-a-Spot Program:

With the new year right around the corner, we are looking for interested individuals, families, groups, businesses and organizations interested in “adopting” a park or other public space in the City. Through the City of Watertown’s “Adopt-a-Spot” program, residents of all ages can play an important role in caring for local parks, traffic islands, medians and other similar spaces and in turn improve the quality of life and beautify the Community.

Some typical activities include picking up trash, raking, pulling weeds, mulching trees and planting flowers. Additionally, participants in the program commit to cleaning their adopted space at least once a month with an adoption term of one calendar year and the option to extend if desired.

Please use the following link to learn more about the program and adoptable spots: <https://www.watertown-ny.gov/AdoptASpotProgram>. If there are any additional locations that are not on the list that you wish to "adopt", please reach out to the Planning Department at planning@watertown-ny.gov to discuss adding the space to the list!



Earlier this month, Bill and Debbie Dermady planted a spruce tree in their adopted spot, Lansingdorp Park, which is located at the confluence of Katherine Street and Seymour Street. The Dermady’s have adopted this location for the last few years and have added benches, flowers, seasonal decorations and now this beautiful Blue Spruce. They have added some Christmas lights to the tree to brighten up the neighborhood for the holiday season. In the picture, Mr. Dermady (right) poses with friend Tom Gamage who helped plant the tree.

Fair Housing Education Sessions:

The Fair Housing Education Sessions originally scheduled for earlier this month will now take place on Tuesday, December 17, 2024 at the Watertown Urban Mission. The first session will be geared towards landlords from 10:00 – 11:30 a.m. and the second session will be geared towards service providers and tenants from 2:00 – 3:30 p.m. Pre-registration will be encouraged, but not required. Information regarding the new dates is below:



KNOW YOUR RIGHTS
TRAINING FOR:
SERVICE PROVIDERS & TENANTS

Join CNY Fair Housing for a free, immersive workshop that covers your rights and responsibilities as a tenant.

Urban Mission
247 Factory Street
Watertown, NY 13601

December 17, 2024
2:00-3:30pm

Learn about eviction rights, reporting code violations, fair housing laws and updates on recent legislation like the Tenant Dignity and Safe Housing Act. Know your rights, or those you serve to secure and maintain safe housing.

WHAT'S COVERED

- ✓ Fair Housing Law Updates
- ✓ Assistance Animals
- ✓ Eviction Rights
- ✓ Tenant/Landlord Disputes

SCAN HERE TO REGISTER OR **Register today at**
bit.ly/SPTWtrwn2024

Learn more at: www.cnyfairhousing.org
Call: (315) 471-0420 | Email: tmartin@cnyfairhousing.org



HOUSING RIGHTS
TRAINING FOR:
LANDLORDS

Join CNY Fair Housing for a free, immersive workshop that covers your rights and responsibilities as a landlord.

Urban Mission
247 Factory Street
Watertown, NY 13601

December 17, 2024
10:00-11:30am

Learn about fair housing rules and regulations, eviction procedures, the Tenant Dignity and Safe Housing Act and other recent housing legislation. This session will include updates in keeping your business in compliance.

WHAT'S COVERED

- ✓ Fair Housing Law Updates
- ✓ Eviction Policy & Procedure
- ✓ NYS Compliance
- ✓ Lease Rules & Regulations

SCAN HERE TO REGISTER OR **Register today at**
bit.ly/WTRTWNLNDRDS

Learn more at: www.cnyfairhousing.org
Call: (315) 471-0420 | Email: tmartin@cnyfairhousing.org

Tree City USA Application:

Staff submitted the City’s 2024 Tree City USA Application for Recertification to the National Arbor Day Foundation this week. The Tree City USA program is a nationwide initiative that recognizes communities for their efforts to manage and expand their public trees. To become a Tree City USA, communities must meet four core standards: Maintain a tree board or department, have a community tree ordinance, spend at least \$2 per capita on urban forestry and celebrate Arbor Day. With the leadership of the City’s volunteer street tree advisory Board, Tree Watertown, along with support from the City Council and City Staff, Watertown has been recognized as a Tree City USA for over two decades. If our application is approved, 2024 will be the 25th consecutive year receiving this honor.



Engineering

Lansing Street New Sewer Installation:

The City wants to install a new Sanitary Sewer in the 700 block of Lansing Street. This project is now in design.

Ice Arena Sound System Project:

The Municipal Arena is updating their sound system with acoustical wall panels. This project has been bid and awarded, and the Engineering Department is waiting for a construction schedule.

Thompson Park Stone Column and Wall Repair:



The contractor has completed construction for this project, and the only remaining work is to return excess stone to the quarry.

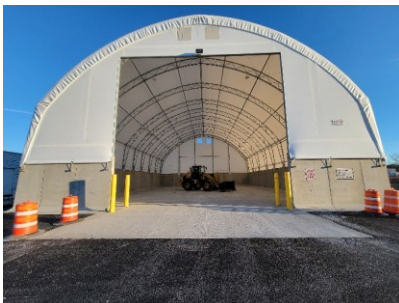
City Hall Elevator Replacement:

The contractor has installed the new ADA Phone in the elevator, and this project is complete.



Department of Public Works

Getting Ready for Winter:



Road salt being delivered into DPW's new salt storage building. This new building will reduce downtime for plow drivers not having salt chunks in the spreaders anymore and reduce cost from the weather not being able to run off the pile anymore.

Electrical:

DPW electricians worked tirelessly to keep up with normal wear-and-tear items, such as lights going out while also addressing incidents caused by outside plowing sources.

**Watertown's First Snow Fall:**

DPW crews were out installing snow dump areas in the city owned parking lots giving the staff a designated place to push the snow to. Crews were also out plowing and salting the streets. At times the snowfall hit 2-3" per hour which is hard to keep up with but staff tried its best to keep it all cleaned up. If you see a plow or a loader, please move over and keep everyone safe.



Sewer Maintenance:

DPW sewer crew completing a sewer lateral repair on Portage Street.

**PUBLIC SERVICE ANNOUNCEMENT:**

The Watertown Police Department and Department of Public Works would like to remind Watertown residents of the two following weather-related municipal codes:

§ 265-11.1 Snow or other obstructing substances in streets

No person shall willfully or knowingly place quantities of snow or any other obstructing substances in such a manner as to interfere with the free, full and proper use of any road, highway, public way or place by pedestrians, motor vehicles and their operators.

Violators can be summoned to Watertown City Court and face a possible fine.

§ 293-21c – All night seasonal parking restrictions

No person shall park any vehicle upon any street in the City of Watertown between the hours of 2:00 a.m. and 6:00 a.m. between November 1 through April 30, except physicians on emergency calls. No person shall park any vehicle in a prohibited zone at any time of the year. [Amended 1-18-2011]

This is to include the area known as the margin between the sidewalk and curb as this is where plows need to push the snow. Violators may be subject to a fine as well as charges for having their vehicle towed off the road.

The City is asking for cooperation with these restrictions in order to expedite the snow removal process and ensure safe roadways.

Water Department

Operators at the Pollution Control Facility collaborated to clear all snow from the grounds and tanks. The weight of the snow had caused the floating cover of the secondary digester to sink, requiring it to be manually shoveled.

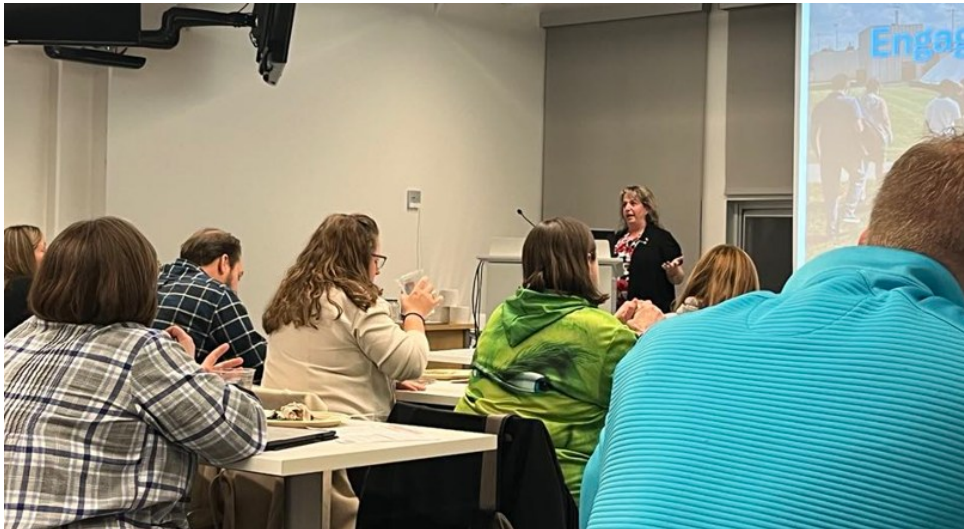


Work continued on the installation of the Final B Blower, focusing on ensuring proper alignment, electrical connections, and integration with the existing system. Operators and technicians collaborated to test components and verify that the blower would operate efficiently once fully installed, aiming to enhance the facility's overall performance and reliability.

Operators at the Pollution Control Facility replaced the primary tank blower motor. The primary blowers supply air to the aerated grit chamber, aiding in the removal of grit and debris from the system to protect downstream equipment from damage.



The Chief Operator of the Watertown Pollution Control Facility presented at the Center for Sustainable Community Solutions, part of Syracuse University's Environmental Finance Center, for the Master Teachers Program. She was invited to present in response to the critical shortage of water/wastewater operators across the state. The presentation highlighted the City of Watertown's participation in internship programs, including NYWEA's Work in Water initiative and the Workforce Development Program, emphasizing the importance of engaging youth in careers within the water utility sector.



Parks and Recreation Department

The City of Watertown Tree Lighting and Christmas Parade were held on Friday, December 6th, with a special visit from Santa himself. Thank you to everyone who participated and helped to make it a special evening!



Weekend Public Skate Schedule

(Dec 13th – 15th):

Friday:

8:00 – 10:00 pm

Saturday:

2:20 – 3:50 pm

7:00 – 10:00 pm

Sunday:

1:15 – 3:00 pm

8:00 – 9:20 pm (*adult skate*)



Upcoming Watertown Wolves Games:

Friday, December 20th
Saturday, December 21st
Saturday, December 28th

Puck Drop - 7:30pm

For a full schedule visit www.watertownwolves.net

Roswell P. Flower Memorial Library

ORNAMENT OVERLOAD

Paint, color, and design your very own holiday ornament!
We'll provide all of the ornaments and art supplies – all you need to do is bring yourself!

TUESDAY, DECEMBER 17TH
6-7 PM
AGES 6-12 WELCOME
IN THE CHILDREN'S ROOM

Questions? Contact Jamie: 315-785-7709

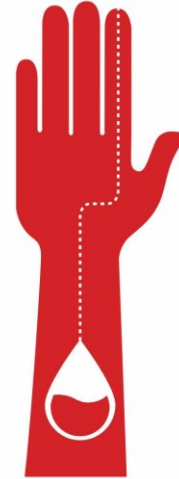


YOU ARE INVITED TO
**GIVE BACK &
GIVE BLOOD**

A blood drive hosted at
the Flower Memorial Library.

**WEDNESDAY, DECEMBER 18TH
@ 9AM - 2PM**

Registration is strongly encouraged.
Walk-ins may be accepted.



Contact Ashley
at 315-785-7714.

