

ASSESSMENT DEPARTMENT:

Level of Assessment/Equalization Rate – The “Level of Assessment” for the upcoming 2010 tentative roll has been determined to be 95% of full value. This level was determined by the Assessor in consultation with the NYS Office of Real Property Services and it is expected that the 2010 equalization rate will be set at the same level. This is an increase from last year’s 92.5% level. The Level of Assessment is the ratio of market values on July 1, 2009 to the assessed values on the 2010 tentative roll.

Residential Assessment Ratio – The NYS Office of Real Property Services has determined the RAR for 2010 to be 89.69, this is up from 85.01 last year. This change represents the perceived decrease in residential market values from July 1, 2008 to July 1, 2009. It was this decrease in values that lead to the rise in the overall Level of Assessment, and represents a slight closing of the gap between residential and commercial valuation levels.

Real Estate Market – We are seeing continued stability in the market with the expected seasonal decline in sales numbers.

City of Watertown Real Estate Market Snapshot -

<i>Single-family homes</i>	<i>Current Period Oct-Nov 09</i>	<i>Prior 2 Months Aug-Sep 09**</i>	<i>One Year ago Oct-Nov 08</i>	<i>2 month averages for last 2 years Sep 07 -Sep09</i>
Number of valid sales	34	40	34	37
Average sale price	\$129,380	\$138,913	\$121,631	\$ 130,935
<i>2 & 3 family homes</i>				
Number of valid sales	9	3	6	7
Average sale price	\$114,794	\$111,400	\$111,092	\$105,864
Commercial				
Number of valid sales	2	2	1	3
Average sale price	\$462,500	\$2,783,000	\$160,000	\$989,752

**Includes previously unreported deeds and/or corrections.

Timeliness of Sales data– A change in our procedures in cooperation with the Jefferson County Clerk’s Office has greatly reduced the lag time between recorded property sales and entry on our system and availability on our website. Lag time has been reduced from 15 – 45 days (depending on the day filed) to 4 – 8 days. In addition to being helpful to my department to administer exemptions, sales verifications and billing, this change also provides other departments with a more accurate “current property owner”.

BUREAU OF CODE ENFORCEMENT:

Building Permits – Site Plans currently in review: Watertown Housing Authority, East Hills Apartments, exterior renovations project worth \$3,511,200; North Country Transitional Living Services, bathroom remodel; Jefferson Rehabilitation Center, 390 Gaffney Drive, upgrading alarm system; Neighbors of Watertown, 409 Clay Street, renovation of porch; Credo 595 West Main St, three (3) story addition to Credo; Former P&C, 1222 Arsenal St., for two (2) businesses. The department has issued 30 building permits for new construction and demolition, and 46 maintenance & repair permits.

Complaints – This office received and investigated a total of 68 complaints, with 6 cases being referred to DPW for compliance and 2 cases being referred to City Attorneys.

Samaritan and Riverview – Code Enforcement personnel continue overseeing new construction and maintenance and repairs to properties. Samaritan Medical Center Parking Garage has been granted a provisional Certificate of Occupancy based on helipad site work and receipt of approved documents. The construction of the pavilion at Samaritan continues with approximately 30-40% of the build completed. This department continues to monitor the renovations of Riverview Apartments, Newell St. and the new construction of the United Auto Supply, Waterman Drive, which is now open for business.

Appearance Tickets – This office issued 5 City Court appearance tickets to owners of City properties for a range of violations from trash and debris to New York State Property Maintenance Code violations.

Buildings and Grounds – The staff has prepared for the winter season, keeping the walks free and clear of snow and ice. New carpets have been placed in the entryway of the 1st floor, curtailing slippery surfaces. The maintenance staff monitors the building’s heating unit and other mechanics to keep things running smoothly.

CITY CLERKS OFFICE:

Marriage Licenses and Weddings – Staff recently performed a wedding ceremony which was broadcast over the internet to Brazil. While this department quite often has couples who leave their cell phones on to allow family members to hear the ceremony, this was the first time that a wedding was broadcast via Skype. As we come to the close of December, our numbers for licenses and ceremonies are down slightly from last year. However, our office still does many

more than offices of comparable size throughout the state. We have issued 1,060 licenses and have performed 570 ceremonies. We are anticipating an increase as deployments occur in 2010.

Jefferson County Employment & Training - Beginning in January, we will have a high school student working 2 hours a day under this program. She will use the after school hours to perform clerical duties in our office.

CITY COMPTROLLER’S DEPARTMENT:

Delinquent School Taxes – In accordance with Section 1332 of the Real Property Tax Law, the City Comptroller’s Office has been turned over the 2009-10 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>
2009-10	697	\$480,694
2008-09	722	\$493,551
2007-08	683	\$476,346
2006-07	666	\$411,008
2005-06	676	\$583,752

General Brown School District:

<u>Fiscal Year</u>	<u>Number of Accounts</u>	<u>Amount Outstanding</u>
2009-10	1	\$ 295
2008-09	0	\$ - 0 -
2007-08	1	\$ 301
2006-07	1	\$ 344
2005-06	0	\$ - 0 -

Parcels with outstanding 2009-10 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 St.	\$ 24,588
MGNH, Inc.	218 Stone St.	\$ 19,606
Watertown Center Dev. LLC	144 Eastern Boulevard	\$ 17,428
Spurs LLC	957 Arsenal St.	\$ 7,693
Sanquist Properties LP	505 Washington St.	\$ 7,343
Woolworth Hotel LLC	11 Public Square	\$ 5,895
Misc Prop LLC	514 Washington St.	\$ 5,548
Michael G. Kost Sr.	1219 Arsenal St.	<u>\$ 5,112</u>
		\$ 93,213

Parking Ticket Software – The City Comptroller’s Office, Information Technology Department and Police Department continue to work through the testing and set-up phase of the IMPACT’s

Justice Court Management module for parking tickets. The new software will allow the Comptroller's office to track the payment status and process applicable scofflaws with the NYS Department of Motor Vehicles. This process was previously handled by a third-party vendor and the change is expected to save the City approximately \$5,000 annually by handling the process internally with current staff. In addition to the new software the parking ticket enforcement officer has been equipped with a hand-held unit to automate the issuance of parking tickets.

ACH Debit Payment Plan – The City Comptroller's Office and the Information Technology Department continue to work through the testing and set-up phase of the ACH module purchased to allow water and sewer customers the option to pay their bills through an ACH transaction. The City's ACH (Automated Clearing House) Debit Payment Plan is a free and easy program that allows the City to electronically debit (withdraw funds from) water and sewer customers' checking or savings accounts on the due date for the amount of their current bill. We have sent a test file to HSBC Bank to verify the file layouts are in the correct position and are awaiting the results. A notice has been included on the last two billing cycles to contact the Water Department for an ACH Debit Payment Plan authorization form. To date we have received sixteen requests to be enrolled in the program.

ENGINEERING DEPARTMENT:

J.B. Wise Parking Lot Reconstruction - The Design Services Agreement with Lu Engineers was approved by the Council in June 2007. The final plans and specifications are nearing completion. The project is on hold until FY 10-11 unless stimulus funding becomes available. A contract for construction inspection services is being prepared.

Breen Avenue- The project is currently being designed in-house by department staff. The project is scheduled for construction in the spring of 2010 if budget funding allows. A public meeting will be held in the winter if the schedule is maintained.

Hydro Intake Rake- The Engineering Department working in conjunction with Upstate Testing and Controls has completed site work and the trolley and rake is installed. The system should be fully operational within the next few days.

VPP Stimulus Funding- The Engineering Department is processing and managing the Pass Through contract with the NYSDOT for Vendor Placed Paving (VPP) for mill and fill paving projects for Washington Street and Arsenal Street 100-200 Blocks. The City Council approved the agreement in April 2009. Engineering is responsible for administration of the Pass-Through Agreement, providing construction inspection, and conducting the mandatory project safety audit (SAFETAP). The Arsenal Street portion was completed in September 09. Washington Street is to be paved in the spring of 2010.

Dosing Station Dam Repair- The Department is progressing plans for structural repairs to the Dosing Station Dam. The project entails scour repair and concrete repair to eliminate the leakage of untreated water into the settling basin. This will reduce the amount of chemicals

required to treat the water and also may reduce the occurrence of Disinfectant Byproducts in the water system. This work is programmed for completion during the 2010 construction season. The plans have been submitted to the NYSDEC for permit approval.

Sidewalk Program – The work for the 2008-09 assessment district was started on April 09 and completed in September 09. The 09-10 district has been approved by the Council in December. A public hearing is scheduled for February 1, 2010.

North Side Trunk Sewer – Bat-Con Inc., Marcellus NY, started on October 26th. The liner in the sewer main has been installed. The liner for the manholes will be installed when the weather improves.

Riggs Ave – The preliminary design is complete. A public meeting was held on August 27, 2008. Final plans and specifications are nearing completion. There is currently 1 easement outstanding for construction. This project is scheduled for FY 2010-11.

Greensview/Ives Sanitary Sewer - Updating plans and bid book for bid in spring 2010. The department is preparing for a meeting with the property owners. The plans are being submitted to the NYSDEC for approval.

Barben Avenue Reconstruction- Design is underway for the street reconstruction from Washington Street to Holcomb Street. The project is scheduled for FY 2011-12.

Clinton Street Reconstruction- Detailed design is underway for the street reconstruction from Washington Street to Holcomb Street. The project is scheduled for FY 2013-14.

N. Michigan-Bronson St. –The project is currently being designed in-house by department staff. The project is scheduled for reconstruction in FY 2014-15.

CSO Long Term Control Plan (LTCP)- WWTP staff prepared the LTCP and submitted it to the NYSDEC by Dec 1, 2008. We are awaiting final comments from the DEC and EPA. A meeting was held with the NYSDEC on January 6, 2010 in Utica to discuss next steps.

Gaffney Drive Sewer Capacity – The Engineering Department is designing an upgrade of the gravity sewer north of the pump station, preparing plans for acquiring the gravity sewer across the Stateway Plaza property, and evaluating the pump station for upgrade.

NYS DOT Arsenal Street Reconstruction – A final walkthrough of the project was held, and are awaiting final transfer of the Western Blvd parcel.

FLOWER MEMORIAL LIBRARY:

Website Redesign – The Library's website has undergone a complete redesign. The front page no longer shows the upper part of the library and the library dome. Visitors to the site will now see a collage of pictures of the library and a much more usable interface. The entire effect is warmer and more inviting. The website has had the same look for more than a decade. The

reference staff at the library has gradually been whittling away at improvements for the past two years—much of the website was information not used by patrons or the staff. We now have a improved website which will be the starting point for more changes to come.

County Funding Meeting – On Monday, October 27th, representatives from several Jefferson County libraries attended the County Legislators’ budget meeting to ask for an increase in county funding. Flower Library Trustee, Connie Holberg, made an excellent case for that by presenting a number of excellent statistics regarding increased library usage in Jefferson County Libraries and how that relates to helping people with employment issues and internet access. Connie read comments from some of the postcards gathered over the summer and before we left, all of the postcards we had gathered were handed over to the legislators.

Teen Reads Tourney – The first ever Teen Reads Tourney was held here at the Flower Memorial Library on Wednesday, November 11th. Team finalists from three libraries (Watertown, Carthage and Harrisville) participated in a final competition to see who would take home the trophy. Teens read 10 books prior to their tournaments and competed with other local teams at their libraries. Winning teams then went on to compete in the regional tournament. The team from Carthage took first place. Plans are already underway to choose books for next year’s competition. Congratulations go to everyone who participated. Amanda Tehonica, our librarian for the teens, gets a big thank you for all her hard work in making the first tournament such a success.

Appleumpkin Festival – Over 450 parents and children attended our fifth annual Appleumpkin Festival. For four hours, participants enjoyed two craft activities, a scarecrow assembly, pumpkin painting, face painting, story times and snacks. Josh Honan made balloon animals for the kids and he barely had time to take breaks because of the long lines at his table. All in all, it was another successful family festival at the Flower Library.



INFORMATION TECHNOLOGY DEPARTMENT:

Application and System Updates -

- Local Government Records Management Improvement Fund – IT staff met with the regional representative from New York State Archive and Records office to review proposed grant applications for 2010-2011. Disaster management projects which develop, test and implement systems to protect local governmental archival and electronic records have been identified as a priority for funding in 2010-11. There is no matching fund requirement for this application.
- MobileTech Software (Fire Records System) - All Fire Department mobile computers were upgraded to the latest “In Motion” software to keep current with the Jefferson

County dispatch system.

- Admit Computer Services (Court) Parking Ticket system configured and interfaced to the DMV established, handheld unit deployed for field testing
- KVS Automatic Debit for Utility Billing – Staff from IT and the Comptroller’s office are working with KVS and HSBC to finalize automatic debit for Utility Billing.
- Citrix – The Cartegraph application was entirely migrated into the Citrix system during the most recent system update. The system database was also consolidated prior to the shutdown and removal of an older server.
- GIS - Combined sewers and catch basins were identified and separated from the rest of the sewer inventory to permit integration of GIS functionality with Cartegraph Asset and Work management software.
- Online mapping (GIS) - To improve functionality a project is underway to upgrade the City’s online map system with a combination of Adobe “Flex” technology and ArcGIS server.
- Staff is developing on a web-based system for the Fire Department to combine several data sources in one a system providing simplified access to information crucial to the department’s mission.
- Office 2007 compatibility software installed for new record keeping forms in the Police Dept.

GIS Updates -

- Refinements to the Fire Departments 18” x 24” in-vehicle maps continue. These maps contain the most recent fire hydrant flow ratings depicted in the NFPA color codes. 40 maps were produced and integrated in a 2 sided, laminated format for field use.
- Jefferson County Social Services requested several detailed City maps to better direct field workers specifically in the City apartment complexes.
- The Watertown City School transportation coordinator requested a map to aid in school bus route planning.
- Fire hydrants located within the City on private property were identified with assistance from the Water, Fire Departments and property owners and their GPS locations integrated into the mapping system.
- Updated CAD drawings of apartment complexes at Starwood, Summit Wood and Thompson Park Apartments were obtained from private engineering firms and added to

the drawing inventory.

- Field address verification was performed by the Fire Department to fill out the Apartment Complex identification.

Equipment Updates –

- New copier/scanner/printer installed at the Massey Fire station.
- Upgraded the Public Works Engineering Technician's video card to support dual monitors for AutoCAD drafting.
- Redeploying an unused desktop from the City Manager's Assistant to Water Distribution to support AutoCAD drafting requirements.
- Redeploying an unused desktop from the Planning Office to the Police Department to support the TRacs application.
- A new laptop for the City Council chamber presentations was purchased.
- An IP based video surveillance system is being installed at the Waste Water Treatment Plant.

FIRE DEPARTMENT:

ISO Rating - The (ISO) Insurance Services Organization completed their Public Protection Classification Report of the Fire Department, Water Department, and Dispatch. The ISO evaluates and classifies community fire protection on a scale of 1-10 and is weighted as follows: Fire Department 50%, Water 40%, and Dispatch 10%.

The City of Watertown retained its 2 rating with 1 the top rating and 10 not meeting the minimum criteria of the ISO. The 2 rating places Watertown's Public Protection Classification in the top 1% statewide and in the top 1.2% nationally. After evaluating the report, we have taken steps to improve our operations and gain another 25.75 fire department credits at no cost.

Personnel have been assigned to work on updating address and occupancy pre-plan information to load on our Firehouse Software Program. This information benefits our response and will be shared with other City Departments.

Training - The New York State Office of Fire Prevention and Control (OFPC) completed platoon training in Medium Structural Collapse Operations in December. This is a 2-day course in the design and construction of shoring to support a collapsed building. The Hazardous Materials Bureau of OFPC conducted an advanced Hazardous Materials Technician Course for 17 selected members of the Fire Department at the Massey St. Station #1. This was a week long course on stopping a variety of leaks with different methods on leak simulators.

Members of the Fire Investigation Unit attended the annual Arson conference at the State Fire Academy in Montour Falls.

Fire Prevention - The Fire Prevention Bureau conducted 20 Public Safety Education events reaching 787 participants. Fire Station tours totaled 13 with 345 visitors. The ladder truck visited a 4H event at the Fairgrounds reaching 75 participants, and a JRC event reaching 87 special needs participants. The FPB conducted 6 school inspections and participated in career day at JCC. An effort to revive the Safe at Home (Pizza) program is in discussions with Papa John's Pizza. Knox Boxes were placed at the State Office Building, ABC Self Storage, and the Whistle Stop Salon. Also, locations were identified at Jefferson County Buildings for 5 Knox Box placements.

Operations - The Fire Department responded to the following notable emergency situations: 1 stabbing, 1 shooting death (to assist the Police Department), 11 CVA, 2 full arrest, 1 gunshot, 20 motor vehicle accidents with injuries, 1 water & ice rescue, 3 swift water rescues, and 6 structure fires. So far in the 4th quarter, the fire department has responded to 731 calls.

PLANNING DEPARTMENT:

Bicentennial Park and Marble Street Park – The redesign work on the project was completed and the project was put back out to bid with three bids being opened by the Purchasing Department on December 10. Despite previous cuts made to the project scope, the low bidder was still over the construction budget. Staff is investigating alternative construction methods, ways to modify the scope of the project and looking into possible additional funding sources to get the project under construction.



Black River Park Signs – The new signs for the waterfront parks have been manufactured and received by the City. The Department of Public Works has begun the installation of them with completion scheduled for late January. Funding for this project was provided by the NYS Department of State and matching funds from the City.

Brownfields – Lu Engineer's began remediation work on Sewall's Island at the end of November. They began with a geophysical survey of the south western portion of the island that was known to be used as a landfill by the prior owners of the property. Doing this survey allowed them to find anomalies within that area to better determine where to begin digging test pits to recover any possible drums of waste.

Lu Engineer's began digging on December 15, 2009. The first area was on Water Street where there was a small amount of mercury contaminating the soil. Then they began digging in the old landfill portion of the island. After about 2-3 weeks of digging they recovered only one drum of hazardous waste and discovered a small area where there had been a petroleum spill. The drum was over packed and is being tested to determine exactly what it contained and the petroleum area appeared to be a very old spill and samples were taken to determine whether or not it is potentially hazardous.

Representatives from Lu Engineer's will be attending a meeting to make a presentation to the Council on the Sewall's Island project to give them more details and update them on the progress of the project.

Staffing – Christine Hoffman has left City employment and Jacqueline Longton has submitted her resignation to be effective January 15, 2010.

Street Tree Program – The City was awarded a \$5,000 grant from the Northern New York Community Foundation's Carolyn Whitney Fund for the City Playgrounds Tree Planting Project. The grant paid for the planting of 26 trees at six playground sites in the City including the East Hills/Meadowbrook, Hamilton, Academy, Portage, Kostyk and Ninth Ward Playgrounds. The project was completed in early November and was marked with a ceremonial tree planting on November 4 at the East Hills/Meadowbrook Playground in honor of the late Ms. Whitney.



On November 7th, Tree Watertown conducted its 8th Annual Fall Tree Planting Project. The project was a cooperative effort between the Watertown City School District who purchased 11 trees, the City who prepared the tree planting holes and Tree Watertown volunteers who planted the trees. Tree Watertown volunteers were joined by Master Gardeners from Cornell Cooperative Extension and students from the Watertown High School Environmental Club to plant trees at North Elementary, Knickerbocker Elementary and Wiley School.

Working with Tree Watertown in December, Staff completed the City's Tree City Application for Recertification for 2009. If Watertown is recertified for 2009 by the National Arbor Day Foundation, it will be the City's tenth straight year receiving this award.

Wayfinding Signs – The NYS Department of State and NYS Department of Transportation has approved the design and location of the proposed wayfinding signs. The sign designs have been converted so that they can be read by the City DPW's sign software. DPW has ordered the materials needed for the fabrication of the signs and will begin producing them during January and February for installation in early spring.

DEPARTMENT OF PUBLIC WORKS:

Snow Removal Operations – Twenty seven inches (27”) of snow has fallen on the City this season. Snow removal operations are taking place around the clock. These snow removal operations include the sanding, plowing, and removal of snow from the City’s streets, parking lots, crosswalks and sidewalks. Since the beginning of the season crews have logged a total of 2,393 man hours and 1,780



equipment hours performing snow removal operations. The department has also ordered 925 tons of salt, which will be used during snow removal operations.

Upgrades to Snow Dump Facilities – Upgrades were made to the snow dump facility to enhance the utilization of the site. Last year, damage to the main dump rail had closed a portion of the rail limiting access for dumping. Repairs were made to that portion of the rail and the whole rail system was reinforced. In

addition to the repairs, the auxiliary dump rail was restored and is now available as an alternative dump site. Upgrades to the site also included the installation of drainage structures, additional lighting and the placement of an asphalt surface.

Traffic Control Planning for Vice Presidential Visit – On November 2, 2009, a political event was held at the North Side Improvement League in which the Vice President attended. Prior to the event, Public Works met with the various agencies regarding the security details that would be required. Public Works provided mapping of Watertown’s North Side for the meeting and discussed the placement of barricades and establishment of a detour route. The department then developed maintenance & protection of traffic plans and scheduled a crew to set-up traffic control devices to close a portion of Mill Street to truck traffic and to keep the sidewalk abutting the League clear for pedestrian traffic.



Winter Streetscape & Holiday Preparations – Public works crews prepared the downtown district for the winter season by clearing sidewalks of streetscape furniture and trash receptacles to ease snow removal operations. Once the sidewalks were clear of streetscape furniture, crew began installing the holiday decorations within the downtown business district. Holiday displays are placed on the Square, the lights are strung on the tree, and decorations are placed upon the light poles throughout the district. In an effort to conserve energy, timers were purchased and installed on the largest energy consuming decorations, the snowflake lights. The timers were set to light up at approximately 4 p.m. and stay lit for eight (8) hours, reducing energy consumption of the snowflakes by 66%.

Christmas Parade/Tree Lighting Ceremony Preparations & Traffic Control – The



Department of Public Works developed traffic control plans for both the November 29th Christmas Parade and the December 3rd Tree Lighting Ceremony. The plans are reviewed and coordinated between Public Works and the Police Department. Message board signs are set-up in advance of the events to notify motorists of upcoming events and street closures. Traffic control devices are located in margin areas for placement at the time of the event. Staging and sound systems are set-up by Parks & Recreation and the event breakdown is coordinated between each department.

Arsenal Street Cemetery Kiosk Foundation Installation – A local volunteer group focused on maintaining and enhancing the Arsenal Street Cemetery, is currently in the process of constructing an informational kiosk that will be located near the entrance to the cemetery. Public Works continues to assist with the group’s endeavors by providing the department’s concrete crew to build the concrete foundation where the kiosk will be constructed.

Sanitary and Storm Sewer Infrastructure – Sewer crews made two (2) repairs to the North side sanitary trunk sewer and cleaned storm water culverts on Washington Street at the City Limits. Crews also investigated sewer back-up calls, repaired residential laterals, sewer mains and both storm and sanitary sewer structures.



Clearing & Grubbing Operations for the Pine Street ROW –

Buildings & Grounds crews performed clearing & grubbing operations on the approximately 500’ of right-of-way parallel to the railroad tracks off Pine Street. The department maintains right-of-ways and easements allowing access to sewer infrastructure for maintenance activities. In conjunction with the clearing & grubbing operations, the sewer crew installed a storm sewer collection box.

Clearing & Grubbing Operations at the Former Ogilvie Site – Buildings & Grounds crews performed clearing & grubbing operations at the former Ogilvie site. The site was recently acquired by the City and these operations were performed to clear the property for potential future development.



River Parks Signage – The new signs for the waterfront parks and ornamental sign posts have been received. Public Works ordered and received the material and hardware necessary to install the signs. The sign crew developed a template to assist with the installation and site locations for the signs have been identified. A crew is currently in the process of preparing the site for the installation of the concrete footers that will support the

posts and signs. Eight of the nine locations have been prepped for this work.

Way-finding Signage – The way-finding signs and location map have been finalized and received by the department. Public Works has order the materials and hardware necessary to produce and install the signs. There are a total of ninety seven (97) signs that will be installed throughout the City. Ninety (90) of these signs will be produced in-house by the department’s sign shop, while the remaining signs will be custom fabricated. Production of the signs will take place throughout the winter months and installation will begin the spring of 2010.

Parks & Recreation Programs & Events – Parks & Recreation staff attended and participated in the Fort Drum Winter Recreation & Tourism Fair. The event provided the department the opportunity to answer questions about what the area has to offer. Individuals visiting the department’s booth were able to view a slide show containing photos of various events held in the City and were provided with public skating schedules, maps of the City’s River and bike trails.

In November, Parks & Recreation staff was presented a plaque for the work that is performed on the athletic fields at an end of the year banquet, hosted by the Red & Black. The City also received an incentive award of \$46,652 dollars from NYSERDA for the energy efficiency measures that were completed at the Watertown Municipal Arena during the 2007-08 ice season.



The Slip, Slide and Skate program’s Session I successfully completed with a Christmas skating exhibition. This year’s participants were awarded certificates and medals. A reception for the skaters and their families was held in the Arena lobby upon completion of the program. Session I had a total of 29 participants, Session II will begin of January 7th. The program has operated for the past ten (10) years and gives lessons on skating and the proper techniques of the sport.

Rock’n Skate attendance is down slightly from last year’s figures. The season started off well with only skate rentals down, due to fewer skates in inventory, but with the good stretch of weather and the early opening of Dry Hill has reduced attendance the past few weeks. The Skate & Shoot sessions, however, have seen an increase in attendance.

Parks & Recreation maintenance workers are currently replacing a bad valve and a corroded pipe at the Flynn Swimming Pool. The valve and pipe were identified for replacement upon completion of the 2009 swimming season. In addition to the pool maintenance work that is being completed, the crew has installed new swings and the Kostyk Playground.

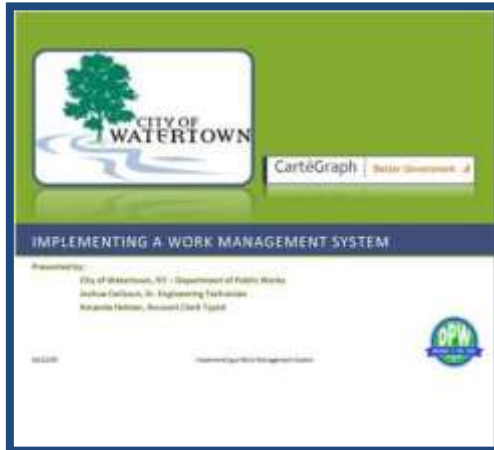


Watertown CitiBus – In November, CitiBus staff participated in the New York State Department of Transportation and New York Public Transit Association Conferences. RTAP training, coordinated services, safety training opportunities, drug and alcohol regulations

and bus procurement were only a few of the topics that were offered at the conferences. CitiBus Safety Training was also completed and eleven (11) drivers received Safe Driver Certificates. Jefferson County Office of the Aging was provided 1,298 one-way rides and a new advertisement contract was completed.



CURRENT PUBLIC WORKS PROJECTS & INITIATIVES:



Work & Asset Management Implementation – In 2006, Public Works began the process of implementing a complete work and asset management system. A pilot program featuring the work management software began on a sub-department level in July of that year and the system went live at the department level on January 1, 2007.

The benefits being experienced, through the use of the work management system, have been to the department's internal project management, time management, data analysis and reporting.

All requests coming into the department are logged into this system and given a unique identification number. This allows the status of each request to be easily tracked and quickly identifies all work associated to the request.

Requests are immediately received by the Supervisor/s that will inspect and assign tasks related to the request. The individual completing the request is also given the opportunity to provide direction on the action that will be needed.

Requests requiring some action be taken are turned into work orders. Work orders can be developed as job cost estimates allowing the ability to compare estimates versus actual costs. Work orders may also be part of a large project. Project reports can be developed showing the status of each individual work order or aspect of the job.

The majority of all the data input occurs as the supervisor completes the daily timesheet for each crew. By completion of the daily timesheets all labor and equipment associated to the work order is logged, this in turn completes the log on the work order. Comments associated with the day's work are also provided on the work order.

The work manage portion of the system has allowed the department to *track estimated and actual costs*, quickly *generate reports* on completed activities with the costs incurred by the activity, and has *improved communication* between the Public Works Department and the entities it serves.

The next step in the process will be the integration of the GIS system with the management software. Upon completing the integration, Public Works will implement the asset management portion of the software package. This will allow the department to *predict asset performance*, *manage the maintenance* activities on each asset, *maximize existing budget dollars*, *plan for future budgets*, and *extend the life* of the City's infrastructure.



Incorporating GIS/GPS Tools with Winter Operations – To improve quality and efficiency of winter operations, Public Works have been incorporating GIS/GPS technologies into its daily operations. In 2008, the department installed GPS units within its snow removal equipment. This allowed supervisors the opportunity to track and review a storm response and the actions of the equipment operators.

In the review of the information that was collected, it was observed that some improvements to the current operation would increase both quality and efficiency while reducing the amount of salt used and maintaining the level of service that is currently provided.

To achieve this, the department researched and developed a GPS based fixed routing system that could be installed in the snow removal equipment and provide real-time monitoring.

Supervisors are currently working with equipment operators to review and develop routes for salting and plowing operations. By identifying pre-determined routes for a storm response, the department will be able to establish routes with safer turning movements and eliminate duplicate coverage throughout the route. The real-time monitoring will allow supervisors and the dispatcher to track and quickly identify the whereabouts of snow removal equipment, the areas that have been addressed and the areas that are still remaining.

POLICE DEPARTMENT:

Vice President Visit – On November 2nd, Vice President Joseph Biden visited Watertown campaigning for Congressman Bill Owens. The WPD worked with the United States Secret Service for 4 days leading up to Mr. Biden’s visit by coordinating with and assisting them. Our department provided security and traffic control. Additional manpower was used the day of his arrival to complete the assignments.

Arrest of Fugitive from Justice – On November 4th, Ramon Robles was arrested and arraigned by the WPD after being brought back from Puerto Rico by the U.S. Marshal Service. Detectives from the WPD met the Marshals in Poughkeepsie, NY and he was transported back to Watertown. Robles was charged with the December 2008 murder of Annette Vazquez.

Fatal Fire – On November 4th, a structure fire was reported at 149 Keyes Avenue. A 65 year old male subject was found deceased in the residence. Through investigation by the WPD and the WFD, cause of death due to the fire was Asphyxiation.

Trooper David Lane Funeral – On November 4th, New York State Trooper David Lane was killed in a motor vehicle accident while on duty in the town of Catskill, NY. The WPD assisted the New York State Police with traffic control on the day that Trooper Lane, a Dexter native, was brought back to the area. The funeral for Trooper Lane was held on November 9th, in the village of Brownville. Several members of the WPD attended the funeral to pay respects to Trooper Lane.

Double Murder In Evans Mills – On December 1st, the Jefferson County Sheriff’s Department was called to an apartment in the town of Leray where 2 male subjects were found murdered inside the residence. Detectives from the WPD assisted in the investigation with manpower and computer information off of the IMPACT system which helped identify and locate the person responsible for the murders. The subject was located in Ohio, arrested by the Jefferson County Sheriff’s Department and brought back to Watertown.

Homicide at 715 State Street – On December 5th, WPD patrols were detailed to 715 State Street where a shooting had taken place. A 43 year old male died due to a gunshot wound. On December 7th, after intense investigation into the incident, 2 subjects were arrested for Murder in the 2nd degree and Robbery in the 1st degree. An additional 3rd subject was arrested on December 16th for Criminal Possession of a Weapon in the 2nd degree.

Retirement – On December 7th, Officer Christopher D. Cush retired from the department after 30 years of service. Chris has left the area and moved south to be with his family.

Toys for Tots - On December 8th, the Toys for Tots program concluded for the Christmas season. The WPD along with the Police Benevolent Association donated numerous toys for the children.

WATER DEPARTMENT:

Shared Municipal Services Incentive Grant – A Disinfection By-Products Study to find the most cost effective methods to deal with stricter federal regulations that will affect the treatment processes for water produced at the City of Watertown water treatment facility to deal with the development of disinfection by-products that occur as water passes through and spends time in the distribution systems is proceeding well. The City Council approved the Agreement for Professional Services with Hazen and Sawyer, P.C. at the April 20, 2009 meeting.

The City and the Town of Watertown applied for a \$100,000 grant for the project that will cover 90% of the cost. The City and Town have each agreed to pay 5% or up to \$5,000 each. Work is progressing well on this project and re-imburements have been coming in from the State and the Town of Watertown in a very timely manner.

Commerce Park Drive Water Main – The City Council approved a budget amendment on September 28, 2009 for funding the cost of extending the water main on Commerce Park Drive to accommodate future development in the area. Bids for pipe and materials were approved by the City Council on October 19th, paving the way for the construction to begin. City Water Department crews will install approximately 800’ of 8” water main on this project.



MAP SHOWING PROPOSED WATER MAIN EXTENSIONS ON COMMERCE PARK DRIVE

In November, City crews installed 235 feet of new 8” water main on the Stateway Plaza end of the project. The final connection and disinfection will take place in the spring. The easement for the section on Commerce Park Drive was received in December. That will allow us to install the remaining 565 feet of 8” pipe across from the Post Office in the spring to complete the installation and the loop.

Water Treatment Plant, Miscellaneous - Water plant personnel have assisted our consultants with collecting data and water samples for the work associated with the Disinfection Byproducts Study that is currently being performed on the plant processes and distribution system. The DBP study is approximately 75% complete.

Water Service Work – Distribution crews continued to install and repair water service lines in the City up through December. Since July 1st of this year, seven (7) water services have been replaced, nine (9) services have been repaired, and one new 2” service has been installed for the new field house at the IHC high school. A 6” service line on W. Main Street was discontinued after it was found to be leaking and was no longer servicing an active account.

Distribution Crews have begun the annual inspection and winterization of all city owned fire hydrants. They are responsible for keeping the hydrants shoveled out and maintained so that they are available in the event of a fire emergency.

Distribution Crews have responded to and repaired five (5) water main breaks in November and December of this year.

Water Meter Replacements – The meter service crew continues to install the radio reading meters as water meters are replaced for various reasons. 227 radio reading units have been installed since July 1, 2009 and there are currently 993 radio read units in the system. This is approximately 11.8% of the water meters in the city. We plan to continue replacing damaged or outdated meters with radio read style meters, as well as setting them in all new installations.

Radio reading capability has made reading meters in pit settings much safer and has made reading meters at multiple unit housing developments faster and safer, as well.