



City Council  
Work Session Agenda  
March 14, 2011

Presentations:

1. Thompson Park Conservancy Aviary Re-Design Proposal  
Richard Gefell, Thompson Park Conservancy Board  
John Wright, Executive Director, Thompson Park Conservancy
2. Town of Hounsfield Water Service Request,  
Timothy Scee, Town Supervisor

Discussion Item:

1. City Clerk Selection Process

Communications/Reports:

1. Community Action Planning Council Funding Request 2011-2012  
City Manager Mary M. Corriveau, March 10, 2011
2. Fire Department False Alarm Update report,  
Fire Chief Dale C. Herman, February 11, 2011
3. Sherman Street School Parking Complaint,  
Chief Joseph J. Goss, February 25, 2011
4. City Manager Update Report, March 2011

March 11, 2011

To: The Honorable Mayor and City Council  
From: Mary M. Corriveau, City Manager  
Subject: Town of Hounsfield Water Service Request

In August 2010, Water Superintendent Gary E. Pilon and I met with Town of Hounsfield Supervisor Timothy Scee, and other representatives from the town to discuss the newly formed Town Water District # 5 and the possibility of the City supplying water to the district through the Town of Watertown. This District will provide service to the Watertown International Airport and commercial and residential areas as highlighted in the attached map.

After those discussions, we heard nothing from the town until February 2011. At which time, the town expressed a renewed interest in having the City of Watertown supply them with water. As you can see from the attached news articles, the Town has also been negotiating with the Village of Sackets Harbor for water service. Town Supervisor Timothy Scee has notified me that the Town would like the City to formally consider supplying water to the Town for the following Water Districts in the following amounts:

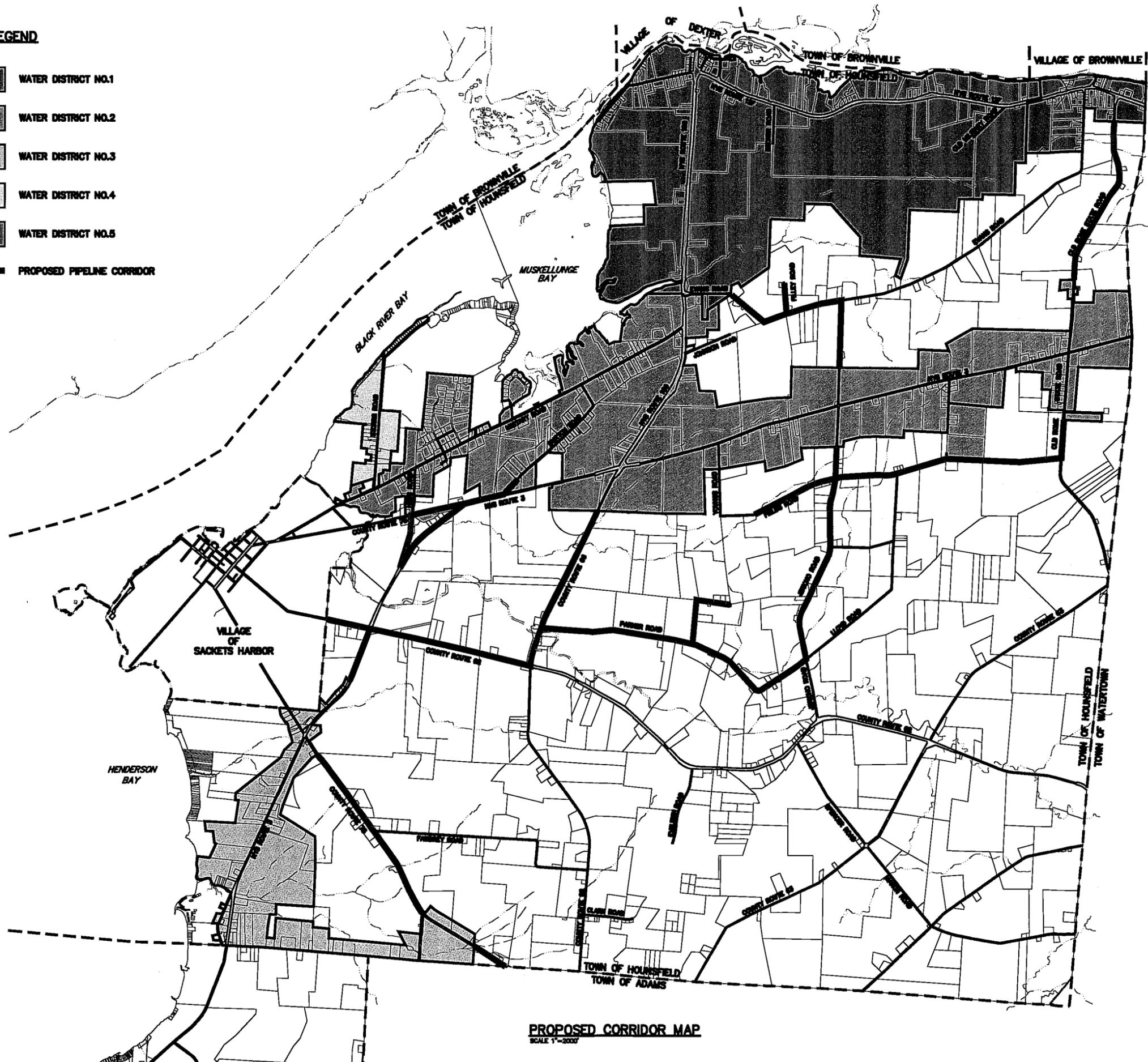
District	Average Daily Flow	Maximum Daily Flow
Water District # 2	25,000 g.p.d.	50,000 g.p.d.
Water District # 5	40,000 g.p.d.	80,000 g.p.d.
Water District # 6	35,000 g.p.d.	70,000 g.p.d.

Mr. Pilon and I have discussed the request and the City's water treatment facility can handle the provision of this service. Should the City Council approve the request, Staff would move forward with negotiating a three party Agreement, among the City and the two Towns. The City would be the supplier of water and the Town of Watertown would wheel the water to the Town of Hounsfield.

Town Supervisor Timothy Scee will join us at the City Council work session Monday night to discuss their request.

**LEGEND**

-  WATER DISTRICT NO.1
-  WATER DISTRICT NO.2
-  WATER DISTRICT NO.3
-  WATER DISTRICT NO.4
-  WATER DISTRICT NO.5
-  PROPOSED PIPELINE CORRIDOR



**PROPOSED CORRIDOR MAP**  
SCALE 1"=2000'

**THE BERNIER CARR GROUP**  
BERNIER, CARR & ASSOCIATES, P.C. • MACH ARCHITECTURE + ENGINEERING, P.C.  
engineers • architects • planners • surveyors • construction managers



**PROPOSED CORRIDOR MAP**  
**TOWN OF HOUNSFIELD**  
**WATER DISTRICT NO.6**  
County of Jefferson - State of New York

<p>THE CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS AT THE SITE &amp; NOTIFY THE ENGINEER IN WRITING OF ANY DISCREPANCIES.</p>	
Drawn By JEB	Checked By KDD
Scale AS NOTED	Date 5/11/2010
File No. 2010-023	
Sheet No. <b>1</b>	



## Hounsfield closing in on water agreement

**WATER DISTRICT 5:** Arrangement with Sackets Harbor would promote residential and commercial growth

By **SARAH HAASE**

TIMES STAFF WRITER

SATURDAY, FEBRUARY 5, 2011

The town of Hounsfield is one step closer to an agreement with the village of Sackets Harbor to secure water for the town's Water District 5.

Also known as the airport project, District 5 is crucial for the town to promote both residential and commercial growth, town officials said. Since 2008, the town has been looking to secure an outside source of water to supplement its well fields so that it can move forward with the project.

The district would supply water to Watertown International Airport on Route 12F and residences on Foster Park Road, Route 180 and Route 3.

At a special meeting Thursday afternoon, the Town Council favored an agreement created by representatives from the town and village, town engineer Kris D. Dimmick and town attorney David A. Renzi.

Supervisor Timothy W. Scee said he will send a copy to the village for its review before the village meeting Tuesday.

The agreement addresses the village's two major concerns. Mayor F. Eric Constance said the village supports District 5, "but there has to be an understanding that we need to wait until we receive



*Saturday  
March 26, 2011  
6:30 - 11:30 p.m.  
The Commons  
on Ft. Drum*

Proceeds will buy a non-invasive ventilator for the Neonatal Intensive Care Unit at Samaritan Medical Center



You may use this copy for your personal, non-commercial use only. Redistribution or repurposing without express written permission of the Watertown Daily Times is strictly prohibited. Copyright. Watertown Daily Times, Inc., Watertown, NY. All rights reserved.



notice of funding that will enable the village to upgrade our water treatment plant."

Currently, the village can produce about 550,000 gallons of water a day. With the proposed upgrades, the village would increase productivity to 730,000 gallons.

The agreement requires the town to use at least 80,000 gallons a day but no more than 185,000 gallons a day.

The village also wants to make sure it has a committed partner in helping to offset the cost of the capital project. The agreement would bind the town to a 30-year commitment to help pay off one-third of the debt incurred by water plant upgrades.

"What we were able to come up with is that users are going to be treated equally between the village and the town, but the village is going to have the added insurance that if the town doesn't use at least one third of the water, the town is going to be on the hook, regardless," Mr. Renzi said. "The other aspect that was added gives the town access to future capacity. So, hoping the village will have access to a lot more water in the years to come, the town should have equal access to that at the prorated share."

The council gave itself a deadline of Feb. 15 to secure a water source.

"As the supervisor, I have a project here and I'm looking for a product to purchase," Mr. Scee said. "I need to look at all my options to see which will work best for the town."

If the agreement with the village does not solidify by that time, the town may look to buy water from the city of Watertown at \$5 per 1,000 gallons. The village will charge \$2.50 per 1,000 gallons.

---

[SHOW COMMENTS \(2\)](#)

**Washer Not  
Spinning?**  
**Fridge Not  
Cold Enough?**

## Hounsfield airs ideas for water

By **SARAH HAASE**

TIMES STAFF WRITER

FRIDAY, MARCH 4, 2011

Residents of the town of Hounsfield heard the best- and worst-case cost scenarios for Water District 5.

ARTICLE OPTIONS



SHARE

The project, also known as the airport project, would supply water to Watertown International Airport on Route 12F and residences on Foster Park Road, Route 180 and Route 3.

To help bring water to this district, the town bought a well field near Dexter Estates. Supervisor Timothy W. Scee said it is the town's hope that the well field will be enough to supply all of the water needed. To be on the safe side, the town has to secure a second source of water in case the wells cannot meet the district's need throughout the year.

Town Engineer Kris D. Dimmick, Bernier, Carr & Associates, Watertown, presented two cost scenarios for the project to future water users.

"In all fairness, I wanted to be able to describe the range tonight as we do this first real public information meeting," Mr. Dimmick said.

If the town's wells are effective enough to supply all of the water to the district, Mr. Dimmick said, the minimum cost of water, operation and maintenance, per quarter, for a home that uses 12,500 gallons of water is expected to be \$53.75.

If the wells cannot produce all of the water needed and the town has to supplement its source from the city of Watertown, the highest priced water, the total

*One Night  
One Diamond*

*Saturday*

*March 26, 2011*

*6:30 - 11:30 p.m.*

*The Commons*

*on Ft. Drum*

Proceeds will buy a  
non-invasive ventilator  
for the Neonatal  
Intensive Care Unit  
at Samaritan  
Medical Center



You may use this copy for your personal, non-commercial use only. Redistribution or repurposing without express written permission of the Watertown Daily Times is strictly prohibited. Copyright. Watertown Daily Times, Inc., Watertown, NY. All rights reserved.

cost per quarter for the same amount of water is expected to be \$63.75.

"If we don't change anything at all, and the town continues to purchase water from the village, the village rate is in the middle of these two," he said. "I just wanted to talk about the maximum and the minimum. This is what we would project your water bill to be on a quarterly basis.

Supporters of the district Inday M. and Robert N. VanEpps Jr. said they use well water to supply their home on Route 12F. They said in 30 years their well has gone dry once.

"The cost is worth the price just for peace of mind," Mr. VanEpps said. "Just knowing you can always go to your faucet and get water is a reassuring feeling. The way we look at it, even the high cost is attractive. We just really want the water."

The \$4.8 million project has received funding from state Environmental Facilities Corp. The town was granted \$2 million from the Drinking Water State Revolving Fund and given a 30-year, no-interest, \$2.75 million loan. Jefferson County will contribute \$50,000 to the project for airport service. Mr. Dimmick said the county will pay to install its own infrastructure around the hangars.

He said the District 5 project has been developing since the mid-1990s. Some residents remember when talk of the project began and said it's time to move forward in some way.

Resident Timothy R. Queior said something needs to be done.

"I just want water," he said. "It's time to, you know, or get off the pot. This district has been evolving with the promise to bring me water. I don't want to see it stopped at any cost."

The district will supply 138 equivalent dwelling units, "government-speak for single-family homes," Mr. Dimmick said.

There are about 78 homes, several vacant lots, commercial properties and the airport, which qualifies as five EDUs.

BY THE NUMBERS

Costs and charges anticipated for Hounsfield's Water District 5:

■ User cost of well water only: \$50 for the first 10,000 gallons, \$1.50 for each additional 1,000 gallons / User cost of wells supplemented by city of Watertown water: \$50 for the first 10,000 gallons, \$5.50 for each additional 1,000 gallons / Total cost of the project: \$4.8 million / EFC grant: \$2 million / EFC loan (30 years at zero percent interest): \$2.75 million / Jefferson County's contribution: \$50,000 / First-year debt repayment: \$73,333 / Annual debt per EDU: \$532 / Total annual cost per EDU: \$758

---

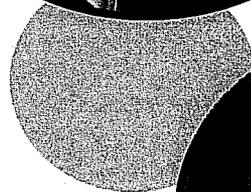
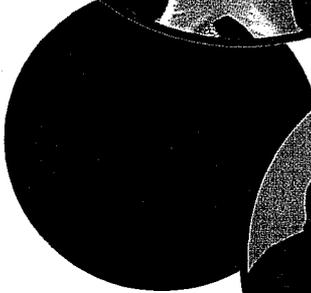
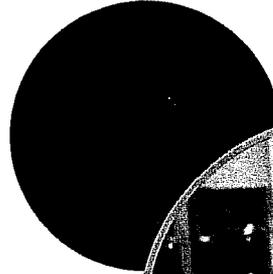
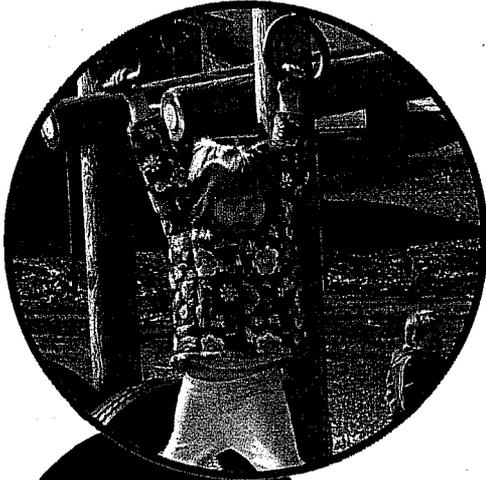
SHOW COMMENTS (0)



*Helping People, Changing Lives*

# COMMUNITY ACTION PLANNING COUNCIL

of Jefferson County, Inc.



HEAD START/PRE-K • HOUSING & ENERGY SERVICES  
FAMILY CENTER • JEFFERSON-LEWIS CHILDCARE PROJECT



CAPC

*COMMUNITY ACTION PLANNING COUNCIL  
OF JEFFERSON COUNTY, INC.*

March 4, 2011

Mary Corriveau  
City of Watertown  
Watertown Municipal Building  
245 Washington Street  
Watertown, NY 13601

Re: 2011-2012 CAPC City Budget Request

Dear Mayor Graham, City Council Members and Ms. Corriveau:

The Community Action Planning Council of Jefferson County, Inc. is submitting **a request to you for the 2011-2012 City of Watertown Appropriation for a total of \$55,000. We are also requesting a onetime lump sum of \$25,000 to assist us through our loss of funding for emergency services.** Taking into consideration the bleak economic outlook for CAPC and others this coming year, at the same time, we are seeing a dramatic increase in the number of people requesting emergency services at CAPC. Our food pantry is seeing many new faces from the community, including low and middle-income families. 29% of our participants last year were new to our agency. Requests for assistance for rent to prevent eviction and for assistance with utilities have also increased sharply. Many families are working, but just can't make ends meet; i.e., they may choose to pay other "necessity" bills first and find there is just no money left for prescriptions and food. Food is the only flexible part of their budget.

Our total projected agency budget for **FY2011 is \$4,503,700, which is still unsettled because of the negotiations in Washington and Albany. FY 2010 budget was \$7,408,747. This is a difference of \$2,878,047.** As you can see, our budget has decreased substantially, but our demand has increased dramatically and is still growing.

This is the reason we are requesting some extra assistance this year with the \$25,000 lump sum. In my 18 years here at CAPC, I have never seen the lines so long for the Food Pantry. We are low on food and are putting out a plea to the public to help with donations through food drives scheduled this spring, summer and fall. Emergency services such as rent to prevent eviction, assistance with utility bills while receiving shut off notices, water bills, fuel and more are increasing and we have no FEMA funds to assist them at this point. We are not even sure if we will be receiving FEMA funding or not or if we will be cut.....

If we don't take care of these residents and neighbors, they will be turning back to the government for help. Within our programs, we offer a professional career path for parents of our Head Start children, who often become Teacher Aides and climb to ladder to teacher status or move in to another CAPC program. We build on the strengths of clients and staff and we have many recipients want to give back because we've helped them in the past.

CAPC provides the supports so families can work. We offer quality child care placements so families can go to work and not worry about their children; we deliver food to Seniors; we screen every Head Start child for early intervention services, saving taxpayers in the long run, parent involvement can lead to a career path to finish school and become self-sustaining, we serve young military families that are isolated from their families; we lessen the burden of housing issues, we are frugal and our Single Audits each year are above reproach. We save government money and the community needs us.

We are also required to leverage 25% local share as a match to much of our Federal and State revenue, which totals a minimum of \$580,285. This match can be funds from a non-State or Federal source; goods and services donated as in-kind from the community and/or volunteering. Jefferson County awarded us \$101,000 for 2010; and we are **respectfully requesting \$55,000 from the City of Watertown, along with the onetime lump sum of \$25,000.**

Attached is a copy of the 2010 Annual Report Summary for your information. During the last fiscal year, our agency **provided services to 11,374 unduplicated individuals**. As you will notice on the last page of the Annual Report Summary, **56% of our families are from the City of Watertown.** While the economy continues to falter, many of the people we see are working; looking for work; or have "fallen through the cracks". If they gain employment, they become what we have termed as "underemployed"; losing supports such as food stamps, child care subsidies, and medical coverage, while receiving little or no fringe benefit from their employers. These same people are still turning to the non-profit human service agencies for assistance and education. We continue to seek out collaborations with other agencies to maximize community resources.

CAPC currently **employs 150 people** with an annual payroll of **\$3,195,129**. **Program Volunteers totaled 1,252 and they donated 81,910 hours** of their time to CAPC last year!

The City of Watertown has appropriated funding to this agency since 1966 when CAPC was incorporated and designated as the official anti-poverty agency, in accordance with the Economic Opportunity Act of 1964. We value that appropriation deeply.

Local government continues to play a key role in Community Action Planning Council's operations through Board membership, financial support, and

community projects. We very much appreciate the continued support of the City of Watertown for CAPC services. We continue to be committed to providing quality services to the people in our community and work to strengthen and enhance our public/private partnerships.

Please find attached our Summary of Services, Fiscal Year 2010 Annual Report Summary, and our 2010 Results/Outcomes Report.

I have included six copies of this package for the City Council Members, Mayor Jeffrey Graham and you. If you have any questions regarding our request or agency programs, please do not hesitate to contact us.

Sincerely,



Melinda Gault  
Executive Director

Cc: Mayor Jeffrey Graham, City of Watertown  
Members of City Council  
Larry Covell, CAPC Board President

**COMMUNITY ACTION PLANNING COUNCIL  
OF JEFFERSON COUNTY, INC.**

***FISCAL YEAR 2010 ANNUAL REPORT SUMMARY  
OCTOBER 1, 2009 – SEPTEMBER 30, 2010***

**CAPC MISSION:  
“TO ASSIST AND SUPPORT PEOPLE TOWARD SELF-RELIANCE”**

**Community Action Network:**

The Community Action Planning Council of Jefferson County, Inc. (CAPC) is a private non-profit, multi-service agency serving the citizens of Jefferson County since 1966. Through the coordination of a variety of funding sources, CAPC develops programs and services to meet local needs, including early childhood education, child care resources and referrals, housing and energy programs and a wide range of family services. The Community Action Planning Council is one of 52 Community Action Agencies in New York State and one of 1,100 nationwide. Community Action was born out of the Equal Opportunity Act of 1964, initiated by President John F. Kennedy and brought to fruition by President Lyndon B. Johnson.

All Community Action Agencies are founded on a common purpose: to support low-income families and individuals as they develop their abilities to be self-supporting and develop family/community relationships that will sustain self-reliance. Community Action recognizes that needs vary by community and agencies develop specialized services tailored to their home community. Ultimately, however, providing opportunities to move out of poverty is the framework upon which all Community Action Agencies are built.

**Local Governance:**

CAPC is governed by a Board of Directors comprised of 24 people who equally represent three sectors of the community:

- 1) the low-income sector (which could include recipients of community services)
- 2) the public sector (elected public officials or their appointees)
- 3) the private sector (representing business, education, medical, legal fields, etc)

The diverse mix of board members gives us a perspective which transcends any one income, educational, or social level. It is extremely important that we receive input from the people receiving services as an indicator of our performance in service delivery and outcomes.

Agency services are provided based on local need and are continuously evaluated for improvements and effectiveness by formal processes.



- 99 families and/or individuals were homeless
  - 40% were employed; at least part time (and still could not make ends meet)
  - 44% were a High School Graduate or had GED
  - 11% had no health insurance of any kind, including Medicaid
  - 7% were receiving unemployment insurance
  - 5.3% reported no income at all
  - 9% were military families
  - 14% program participants were from Target Area I (Towns of Hounsfield, Watertown, Rutland, Henderson, Adams, Rodman, Worth, Ellisburg, and Lorraine)
  - 56% program participants were from Target Area II (City of Watertown)
  - 12.5% program participants were from Target Area III (Towns of Wilna and Champion)
  - 13.5% program participants were from Target Area IV (Towns of Brownville, Pamela, Leray, Philadelphia, Antwerp, Theresa, Orleans, Alexandria, Clayton, Cape Vincent, and Lyme)
  - 4% program participants were from Lewis and St. Lawrence Counties.
  - **46% of the families served were living *at or below 100%* of the HHS Poverty Guidelines, which are set at \$10, 890 for an individual and 22,350 for a family of four. Families cannot continue to survive like this.**
- 

**Our statistics indicate that well over half of our clients reside in the City of Watertown. They tend to be young families with children. A good majority have a basic education. Almost half of our families are employed, yet are still struggling to pay their bills.**

**Finally, this indicates that we continue to serve the very low-income of our community, and that this population continues to increase in our area.**

**COMMUNITY ACTION PLANNING COUNCIL  
OF JEFFERSON COUNTY, INC.**

***FISCAL YEAR 2010 RESULTS/OUTCOMES:***

The following represents the outcomes achieved with the families and individuals CAPC worked with through all agency programs in FY 2010, listed by national goals established in our agency work plan, and as reported to the Governor of New York State through the Department of State.

**GOAL 1: Low-Income People Become More Self-Sufficient**

- 904 taxpayers received assistance from trained and certified Tax Counselors and several households experienced an increase in income as a result of tax credits, resulting in an influx of an additional \$388,724 in to our area's economy and a total refund amount of \$818,500.
- 6 disadvantaged youth were provided work experience and/or improved work-ethic skills.
- 369 children were placed in day care to allow parents to seek employment and pursue educational opportunities.
- 53 children accessed medical and dental services and completed treatment as a result of our health screenings in the Head Start and Pre-K programs.
- 4 children accessed mental health services and are participating treatment as a result of our health screenings in the Head Start and Pre-K programs.
- 8 jobs were created within the Weatherization Department using ARRA funds/.

**GOAL 2: The Conditions in Which Low-income People Live Are Improved.**

- 168 new and affordable day care slots were created.
- 128 Head Start and Pre-K children were developmentally ready when entering kindergarten.
- 21 Family Day Care Providers received grants to enhance the quality of their childcare services with access to health and safety items.
- 6,128 nutritious meals were served to 192 children from home child care providers who care for them and 120 providers submit claims through the Child and Adult Care Food Program.
- 1 substandard housing unit was brought up to code through the HOME Program.

**GOAL 3: Low-income People Own a Stake in Their Community.**

- Low-income community volunteers participated in projects coordinated by CAPC, giving back to the community for a total of 3,655 hours. The provided support in the food pantry, holiday projects and clerical work.

**GOAL 4: Partnerships Among Supporters and Providers of Services to Low-Income People are Achieved.**

- 25 staff serve on other agency program advisory councils or Boards of Directors in many different ways, from serving on their boards, to collaborating on assisting a client.
- 2 partnerships were developed and/or maintained within the Food Security Network to ensure that low-income residents have access to optimal food resources. 20 partnerships were strengthened with other no-profit agencies, 2 faith based agencies and 1 for-profit businesses.

**GOAL 5: Agencies Increase Their Capacity to Achieve Results.**

- 135 staff participated in formal training, including development activities or skills training to improve work performance
- 8 individuals achieved a Child Development Associate Credential in the past fiscal year.
- 12 individuals

**GOAL 6: Low-income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems.**

- 2,308 *unduplicated families* in crisis had their emergency *food* needs ameliorated.
- 176 *unduplicated families* in crisis had their emergency *housing and/or utility* needs ameliorated.
- 21 individuals accessed remedies/enforcing rights through the legal or criminal justice systems through access to the Fair Housing Office.
- 280 families received services based on the Family Development model; 28 of these families successfully completed a minimum of one goal to increase self-sufficiency and/or improve their quality of life.
- 129 individuals demonstrated increased knowledge and appropriate care for children through JLCP Early Childhood training programs.
- 45 newly sponsored Family Day Care Providers demonstrated increased knowledge of nutrition and meal preparation for children through our CACFP Program.
- 1,038 families obtained Food Stamp benefits.
- 85 families realized a reduction in energy burden since receiving Weatherization Services.
- 501 children participated in the Summer Food Service Program, helping to lower their families' food bill.
- CAPC Food Pantry provided 9,241 boxes of food to families and children.
- 161 winter coats, hats and mittens were distributed to children.

**COMMUNITY ACTION PLANNING COUNCIL  
OF JEFFERSON COUNTY, INC.**

**Melinda Gault, Executive Director**

**Dawn Cole, Deputy Director**

**Jennifer Storey, Executive Assistant**

**COMMUNITY ACTION PROMISE:**

"Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other."

***Summary of Services:***

**Early Childhood Services – Marie Ambrose, Department Director**

- **HEAD START** – Offers a holistic approach to pre-school education. Includes home based and center based pre-school experience with a focus on the physical, social, emotional and intellectual growth of each child as well as family involvement. CAPC sponsors centers at Watertown, Dexter, Antwerp (North Jeff), Carthage and Adams (South Jeff) areas.
- **UNIVERSAL PRE-K** – This is a curriculum-based program offering a 2-½ hour quality early education experience at the Watertown and Indian River School Districts. The Program emphasizes the development of language, cognitive and social skills for 3 and 4 year old children. Program plans provide for development of children's independence and self-assurance.

**Jefferson-Lewis Child Care Project – Cathy Brodeur, Department Director**

This department offers many programs for early childhood professionals and parents looking for childcare. It also serves as a resource for childcare center staff and family day care providers in the form of training and technical assistance.

- **CHILD CARE RESOURCE & REFERRAL PROGRAM** – Trained staff assist parents in locating quality registered child care in both Jefferson and Lewis Counties. Up to date
- **REGISTRATION OF CHILD CARE PROVIDERS** - Qualified staff register child care providers; in the home setting and at School Age Centers in both Jefferson and Lewis Counties.
- **ARMY CHILD CARE IN YOUR NEIGHBORHOOD** - The objective of this project is to expand the availability of and access to affordable high-quality child care for Army families residing in communities identified by the installation around Fort Drum.

- **CHILD CARE FOOD PROGRAM FOR FAMILY DAY CARE PROVIDERS (CACFP)** – Includes training, technical assistance, and meal reimbursement to family day care providers interested in offering nutritious meals and snacks to children in their care.
- **CHILD DEVELOPMENT ASSOCIATES PROGRAM** – This program offers training to enrolled participants through a program of classroom instruction and practicum experience preparing them as candidates for CDA credential and employment in the childcare field.
- **Other programs include Informal Childcare Provider Assistance Program; a lending library/toybrary; extensive training for those interested in the field of child care; provision of family day care start up grants and health and safety items necessary for licensing; and a source of information, resources and technical assistance for employers interested in looking at options for employee child care services.**

**Family Center – Sharon Bouchard - Department Director**

Services include the strength based case management approach that recognizes the uniqueness of each and every family; information and referral; and home visits.

- **FAIR HOUSING OFFICE** - CAPC is designated as the Fair Housing Office for Jefferson County. We are the information and referral agency for persons with questions or complaints about housing or housing practices and landlord/tenant issues. We act as a clearinghouse to consider all allegations and complaints regarding housing discrimination and refer to appropriate authorities as necessary.
- **TAX COUNSELING** – Volunteer tax counselors trained in preparing taxes provide assistance in filing Federal and State income tax forms. Services are available at selected sites throughout tax season and through the CAPC offices throughout the year.
- **FOOD BANK** – The CAPC Food Bank coordinates a system of food donation and distribution to emergency food pantries throughout Jefferson County. It is housed at our warehouse on Morrison Street in the city of Watertown.
- **FOOD PANTRY** – Three day emergency food packages are distributed to those in need according to family size. Other food resources such as WIC, Food Stamps, and budgeting classes are referred to families and all are screened for other needs.
- **FAMILY DEVELOPMENT CREDENTIALING** – This course offers the opportunity for skill building in the field of family development through a program of class instruction, field advisement, practicum experience and portfolio development. Completion of the course prepares candidates for a Family Development Credential through New York State.

- **SUMMER FOOD SERVICE PROGRAM** – This service provides lunch and breakfast or snack for an average daily participation of 600 children at various sites throughout Jefferson County during the summer months when school meals are not available.
- **NUTRITION OUTREACH AND EDUCATION** – CAPC staff provide outreach and education assistance to enable eligible households to receive Food Stamp benefits and other Federal Feeding Programs, and to increase participation in the Summer Food Service Programs.
- **HOLIDAY PROGRAMS** – CAPC coordinates various holiday services with other agencies in the community such as the Angel Tree at the Mall; Kiwanis Party for children; Coats for Kids with the Elks Club and WalMart; food baskets with the Salvation Army; and more.
- **EMPLOYEE SERVICES ASSISTANCE PROGRAM** – Funded by the American Recovery and Reinvestment Act & Community Services Block Grant. Includes assistance for obtaining and maintaining employment with support services such as transportation, training, outreach centers throughout the county.
- **CASH FACTS** - A specialized curriculum program designed to inspire financial literacy education into our families' lives, so that they can possess the education to plan their future and set attainable goals. It is utilized as another resource to move out of poverty and toward self-sufficiency.

### **Housing and Energy Services – Ken Flint, Department Director**

- **WEATHERIZATION** – Provides home weatherization services to households meeting financial eligibility. Services could include insulation, furnace repair or replacement and more to assist homeowners and renters to conserve energy and reduce energy costs.
- **RESTORE** – CAPC provides repairs to homes for persons over 60 years of age for emergency conditions that would impose immediate threat to the health and safety of the household. Services could include chimneys, hot water tanks, electrical wiring, structural repairs, roof repairs, furnace repairs or replacement, installation of new stairs or handicap ramp.
- **HOME** – Includes moderate rehabilitation services for owner occupied homes. Substandard housing units of very low and low-income families in Jefferson County can be upgraded to HUD Housing Quality Standards. Some of the rehabilitation services could include roofs, wiring, structural repairs and replacement of doors and windows.
- **EmPower** – This program provides cost effective electric reduction measures in homes such as bulb replacements and appliance replacements; as well as energy saving measures such as air sealing, insulation, and heating system service and repairs to low-income customers.



# CITY OF WATERTOWN, NEW YORK

FIRE DEPARTMENT  
224 South Massey Street  
Watertown, New York 13601  
(315) 785-7800  
Fax: (315) 785-7821  
Dale C. Herman, Fire Chief  
dherman@watertown-ny.gov



February 11, 2011

Mrs. Mary Corriveau  
City Manager  
City of Watertown  
245 Washington Street  
Watertown, New York 13601



Dear Mrs. Corriveau:

While comparing the data as it relates to alarm malfunctions of the past three years, the number of responses to these types of calls has been decreasing. In 2010, the department responded to 130 calls (3.63% of all responses) that were considered a malfunction of any portion of an alarm system. Using the data from 2010 for our department responses, fire units respond to an alarm malfunction once every three calendar days. This is a decrease when compared to 2008 data where units responded to 162 calls (4.75% of all responses).

In 2009, United States fire departments reported responding to 2,177,000 false alarms (8% of all calls), a decrease of 2.9% when compared to the previous year (NFPA False Alarm Activity in the US, 2009, Karter). When specifically looking at National data for system malfunction responses (698,000), they are at their lowest level since 1993. Statistics reported by NYS for 2010 show 32,385 false alarm responses (5%) out of a total of 640,191 responses by those fire departments who report activities to the State data base. Even though the City's Fire Department has seen an increase in the total number of responses, the responses to system malfunctions are below the National and State statistics.

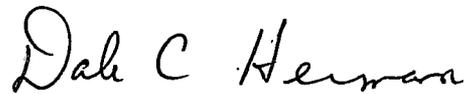
When an alarm notification is being received at the dispatch center, there is no additional information transmitted to determine if the alarm is due to a malfunction. The cause of the alarm is determined after the arrival of the fire units. In reviewing the data from specific incidents regarding alarm malfunction by address, there were no obvious repeat offenders. Most of the occupancies which had alarm malfunctions were able to make the

necessary repairs to continue to provide a trouble-free fire alarm system which enhances life safety and reduces property loss.

If you need anything further, please do not hesitate to contact me.

Truly yours,

CITY OF WATERTOWN FIRE DEPARTMENT

A handwritten signature in cursive script that reads "Dale C. Herman". The signature is written in black ink and is positioned below the typed name of the sender.

Dale C. Herman

DCH:cdb  
Attachment

2010			
Category	Call Type		
700	False alarm or false call, Other	20	0.56%
730	System malfunction, Other	15	0.42%
731	Sprinkler activation due to malfunction	1	0.02%
732	Extinguishing system activation due to malfunction	1	0.02%
733	Smoke detector activation due to malfunction	43	1.21%
734	Heat detector activation due to malfunction	3	0.08%
735	Alarm system sounded due to malfunction	29	0.82%
736	CO detector activation due to malfunction	18	0.50%
		130	3.63%
			Of 3533 Runs
2009			
Category	Call Type		
700	False alarm or false call, Other	25	0.78%
730	System malfunction, Other	18	0.56%
731	Sprinkler activation due to malfunction	4	0.12%
732	Extinguishing system activation due to malfunction	0	0.00%
733	Smoke detector activation due to malfunction	23	0.71%
734	Heat detector activation due to malfunction	1	0.03%
735	Alarm system sounded due to malfunction	54	1.68%
736	CO detector activation due to malfunction	10	0.31%
		135	4.19%
			of 3201 Runs
2008			
Category	Call Type		
700	False alarm or false call, Other	42	1.24%
730	System malfunction, Other	22	0.65%
731	Sprinkler activation due to malfunction	4	0.11%
732	Extinguishing system activation due to malfunction	0	0.00%
733	Smoke detector activation due to malfunction	30	0.88%
734	Heat detector activation due to malfunction	1	0.02%
735	Alarm system sounded due to malfunction	58	1.71%
736	CO detector activation due to malfunction	5	0.14%
		162	4.75%
			of 3382 Runs

**WATERTOWN POLICE DEPARTMENT**  
**Inter-Office Memorandum**

**Date:** February 25, 2011

**To:** Mary M. Corriveau, City Manager

**From:** Joseph J. Goss, Chief of Police 

**Subject:** Sherman Street School Parking Complaint



Watertown Police Department patrols have given extra attention to the Sherman Street School area after a complaint of speeding and parking problems.

Juvenile Aid Officer Badalato, who is very familiar with the school zones in the City of Watertown, reports that this is just more of the same; when the police are present, parents obey the postings. He has spoken with the Principal, Mrs. Drappo, who has sent a letter home to parents (copy attached) and implemented a new drop off procedure for children arriving in the morning.

We will still be faced with the influx of parents in cars waiting for students to be dismissed. There is simply not enough street or off-street parking to accommodate the cars. Our goal was to have cars on one side of the street only and the signs are presently in place. We have little recourse because parents have the right to use the streets to drop off and pick up their children.

As you and I have discussed, the schools, which were built in the 40's, 50's and 60's, did not anticipate the vehicle traffic that is seen today. Children back then either walked or were bused to school. Therefore, the design is unable to support the present situation where many parents drop off and pick up their children from school. I do not anticipate the school district being able to fund a study or the necessary infrastructure changes to accommodate this situation.

Public works did open the street up with a blower after our recent heavy snow falls. In light of that, we will continue, as manpower permits, to have a presence in all school areas.

**WATERTOWN POLICE DEPARTMENT  
INTER-OFFICE MEMORANDUM**

To: Chief Goss, through chain of command

Date: 02/22/2011

From: Juvenile Aid Officer J. Badalato

Subject: Sherman St School Parking Problem

As ordered, I, along with parking enforcement and patrol officers, conducted a parking complaint detail on the 800 block of Sherman St in front of the Sherman St School from 02/14/2011 to 02/18/2011. During the week of the detail there were only a few violations observed. This may be in part due to an increase of police presence in the area.

Noted was an increase in traffic congestion during school drop-off of and pick-up times. This problem persists because of an inadequate school parking area, which cannot handle the amount of traffic during these times.

Another problem is the "bottle necking" of traffic on the 800 block of Sherman St. The problem is because of street parking which is permitted on both sides of Sherman St just south of the school. To alleviate the congestion "No Stopping" signs need to continue on the east side of the street just past Schley Dr.

I advised Sherman St School Principal, Peg Drappo, to implement a new drop procedure in front of the school and remind parents to adhere to parking and speed signs posted in the area. A letter was sent out to parents on 02/16/2011, see attached letter.

In conclusion city police need to work closely with all city primary schools to help get the message out to parents to follow procedures and laws during drop-off and pick-up times for their children. Monitoring and enforcement will be conducted periodically but as you know this problem will not be completely solved without major changes and adjustments to "on-school" parking.

Parking detail blotters attached

**SHERMAN ELEMENTARY SCHOOL**  
**836 Sherman Street**  
**Watertown, NY 13601**  
**(315) 785-3760, Fax: (315) 779-5575**

**Margaret M. Drappo**

**Principal**

February 16, 2011

Dear Parents/Guardians,

It has come to my attention that the City Council has received several complaints from citizens of Watertown about the congestion of traffic on Sherman Street during afternoon dismissal. The Watertown City Police Department has been monitoring the situation and tickets will be issued if the laws are not followed.

In light of this situation, I would like to take this opportunity to remind you of the afternoon pick-up procedures and a **new procedure** for dropping off students in the morning.

**AFTERNOON PICK-UP**

- Anyone picking up a student at Sherman Elementary must adhere to the parking regulations posted on Pratt and Sherman Streets.
- Parents/Guardians are allowed to wait in their cars for students on the school side of Sherman Street. Cars are not allowed to stop on the opposite side of Sherman Street where signs are posted.
- Having cars on both sides of the road causes a bottle-neck affect. Emergency vehicles and even our busses have a hard time getting through if cars are parked on both sides of the road.

**MORNING DROP-OFF – NEW PROCEDURE FOR PARENTS DROPPING OFF IN THE LOOP**

- Starting tomorrow, Thursday, February 17<sup>th</sup>, we will have a new procedure for dropping off students in the loop directly in front of the school.
- Mrs. Drappo or a designated teacher will be at the curb of the sidewalk. Students will exit the car with the help of the designated person. Parents will stay in the car and drive away **as soon as the student is clear of the vehicle**.
- The next car will pull up and we will do the same thing.
- ALL students dropped off in the loop must be dropped off in this manner. Parents **MUST** wait their turn in line. Students may still be dropped off on the street in the appropriate areas if parents prefer.
- The new procedure will eliminate a couple of things:
  - Students being dropped off in the middle of the loop – a very dangerous situation.
  - The congestion of cars jockeying for position to leave the loop after dropping off the student.

If you need to come into Sherman Elementary with your child(ren), please park your car in the parking lot and walk with your child(ren) down the sidewalk to the school.

Thank you for taking the time to read this letter and adhering to the drop-off and pick-up procedures.

Let's keep our students safe!

Sincerely,

Margaret M. Drappo  
Principal

Watertown Police Department  
Inter Office Memorandum

To: "B" platoon

From: Chief Joseph Goss

Date: 02-14-2011

Subject: Sherman St. School

Please assign an officer to monitor the Sherman St. School area for speeding and parking complaints. This is a request from City Council.

I will have JAO Badalato and Parking Enforcement Officer Keefer also monitor this area.

A blotter must be completed each day with your findings.













At: 08:16:04

751 WATERMAN DRIVE  
WATERTOWN, NY 13601-  
(315)782-2233

Entry/CC#: WP-003178-11 Date: 02/15/2011 Time: 15:26 Tour: AD Desk Officer: 2816

Call Type.....: PARKING Priority...: 1 How Received: CAPTAIN'S OFFICE

Caller.....:

Bus. Name...:

Address.....:

City/St/Zip:

Call Back #:

Location of Assignment: 800 SHERMAN ST, WATERTOWN, NY 13601

Cross Street.....:

Business Name.....:

Description.....: PARKING COMPLAINT

Disposition.....: SERVICES RENDERED

Post: 1 Dispatched: Y Dispatched Date: 02/15/2011 Call Taker:

OFFICERS INVOLVED

Serial #:8154 Rank:CIV Name:KORY M KEEFER

ASSOCIATED NUMBERS

NARRATIVE

On 2/15/11 at 07:30hrs I responded to 800 block of Sherman St for a parking complaint. Stayed in area until 08:35hrs no violations observed everything appeared normal. Will continue to check area.





At: 08:20:19

751 WATERMAN DRIVE  
WATERTOWN, NY 13601-  
(315)782-2233

Entry/CC#: WP-003349-11 Date: 02/17/2011 Time: 15:47 Tour: AD Desk Officer: 5403

Call Type.....: PARKING Priority...: 1 How Received: CAPTAIN'S OFFICE

Caller.....:

Bus. Name...:

Address.....:

City/St/Zip:

Call Back #:

Location of Assignment: 800 SHERMAN ST, WATERTOWN

Cross Street.....:

Business Name.....:

Description.....: PARKING COMPLAINT

Disposition.....: SERVICES RENDERED

Post: Dispatched: Y Dispatched Date: 02/17/2011 Call Taker:

**OFFICERS INVOLVED**

Serial #: 8154 Rank: CIV Name: KORY M KEEFER

**ASSOCIATED NUMBERS**

**NARRATIVE**

On 2/17/11 at 07:30 I responded to the 800 block of Sherman St for a parking complaint. I stayed in area until 08:30.

One violation observed parent stopped in the no standing area of sherman st and let there child cross the street. Was unable to talk to driver.





**ASSESSMENT DEPARTMENT:**

**Board of Assessment Review**– The Board of Assessment Review met to hear grievances February 8<sup>th</sup> and at an adjourned meeting February 28<sup>th</sup>. The BAR handled a total of 74 cases this year. Of the 74 cases 23 cases were corrections to the roll, 17 of these corrections were required due to a change in the STAR exemption that occurred after the tentative roll was filed. An additional 17 cases were reductions based upon signed stipulations between the Assessor and the property owners. Twenty-one cases were heard with no reductions granted and eight were granted reductions. Three cases were dismissed for various reasons.

**Court Proceedings** – An agreement was reached with Palmer Apartments Company LP on the 2011 assessment for Palmer Street Apartments. As part of this agreement Palmer Apartments have dismissed their earlier court challenge against the City. No rebates are to be given.

**Real Estate Market** – The last two months shows a sharp drop in the average sale price of single family homes. This appears to be more an issue of the relative quality of homes that have sold in this time period and not a very good indicator of the overall trend, but it certainly bears watching to determine if this is more than just a statistical anomaly.

**City of Watertown Real Estate Market Snapshot –**

	<b>Current Period</b>	<b>Prior 2 Months</b>	<b>One Year ago</b>	<b>2 month averages for</b>
<b>Single-family homes</b>	<b>Jan-Feb 2011</b>	<b>Nov-Dec 2010*</b>	<b>Jan-Feb 2010</b>	<b>last 2 years</b>
				<b>Mar 09 –Feb 11</b>
Number of valid sales	14	33	17	33
Average sale price	\$112,000	\$142,594	\$151,232	\$ 135,386
<b>2 &amp; 3 family homes</b>				
Number of valid sales	3	8	2	5
Average sale price	\$106,283	\$93,225	\$112,500	\$102,195
<b>Commercial</b>				
Number of valid sales	0	1	1	2
Average sale price	\$0	\$400,000	\$1,200,000	\$368,995

\*Includes previously unreported deeds and/or corrections.

## **BUREAU OF CODE ENFORCEMENT:**

**Building Permits** –New Plans received and under review: The Lodge at Ives Hill, New Construction to include: 18 assisted living apartments, nurses station, great room, kitchen, laundry and beauty salon; 14-16 Public Sq., Cahill's, Renovation for Apartments; 1255 Arsenal St., Sunoco, Demo and Rebuild; Philly's Finest Cheesesteak Restaurant, 109 Court St.; JoAnn Fabrics, 1283 Arsenal St.; Fairfield Inn and Fairfield Suites on Commerce and Gaffney Dr. (One (1) Hotel plan approved & awaiting permitting, 2<sup>nd</sup> Hotel waiting on additional information); Since December 20, 2010, we have issued 9 building permits for new construction and demolitions, and 8 maintenance & repair permits.

**Complaints** – This office received and investigated a total of 111 complaints, with 16 cases being referred to DPW for compliance and 3 cases being referred to City Attorneys.

**Education** - Shawn McWayne, Code Enforcement Supervisor, will be attending the Finger Lakes Building Officials Association Educational Conference March 14-17, 2011 in Henrietta, NY. Thomas Johnston, Sr., and Carolyn Meunier will be in attendance of the NYSBOC Central Chapter Educational Conference April 5-8, 2011 in Liverpool, NY. Classes are to fulfill NYS Code Certifications.

**Forthcoming Upgrade** – Shawn, Christine, Kurt Hauk (Eng.) and IT staff have attended several Cartegraph sessions to review the possibility of replacing the current Hansen Software with a potential paperless upgrade to Cartegraph.

**Personnel** – Staff members are involved in numerous commercial inspections as well as various residential construction permits. Commercial sites require daily inspections due to the rigorous schedule and time frames contractors must meet. Several Certificates of Occupancy/Compliance have been issued to include: 1283 Arsenal St., Nail Salon and Tanning Booth; 800 Starbuck Ave., Watertown Industrial Center, siding and windows; 454 Mill St., Watertown Housing Authority, replacement of windows; 1708 Ohio St., Watertown Housing Authority, exterior project/14 buildings; 142 Mechanic St., Watertown Housing Authority, replacement of windows.

Violations and complaints continue to be handled to include trash & debris, un-shoveled sidewalks, unsecured buildings, etc. Staff continues to ensure that all complaints are addressed and brought into compliance via letters that are mailed to property owners and tenants notifying owners of the City Municipal Codes and NYS Regulations. As well as preparing and issuing appearance tickets, condemnation letters and postings, court budgets, requisitions, and other front office duties. Due to the abundance of snow in February, we received a greater influx of complaints concerning the upkeep of sidewalks in the City. Violations letters were mailed to owners and tenants of the property to keep the walks free and clear of snow and ice. Several properties were referred to DPW for clean up.

**Appearance Tickets** – This office issued 4 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** – Due to the extreme wintery weather and consistent snow conditions, Staff members diligently kept the sidewalks and parking lot free and clear of snow & ice (even when both snow blowers were down) and the constant upkeep of wet floors from snow covered boots to keep everyone safe. We are also working on getting all offices in City Hall a new coat of paint.

## **CITY CLERK’S OFFICE:**

**Passports:** All staff members have recently completed a Passport Agent Re-certification Training and Testing by the US Department of State. Passport requirements and regulations are constantly changing due to Homeland Security concerns. It is imperative that the office stays up to date with all the changes that are put in place.

**Marriages:** During the first 8 weeks of the year, we have issued 150 marriage licenses and have performed 99 ceremonies. We are slightly behind last year’s figures. However, these are usually generated as a result of deployments. With the 3<sup>rd</sup> BCT deploying, we expect a large increase in the very near future.

**Dog Licenses:** It has been a relatively smooth transition for the City dog licensing program. We are going back through our licenses and sending out notices for past due dogs. Previously, that part of the dog program was supposed to have been handled by County Dog Control. However, in checking our listings, we find that 335 City licenses fell through that system last year. We are hoping that by sending out these notices, it will remind the pet owners that they need to license their pets.

## **CITY COMPTROLLER’S OFFICE:**

**Delinquent County Taxes** – The City Comptroller’s office has been busy collecting the county tax bills. Below is a summary of the outstanding County tax amounts as of February 28<sup>th</sup> of each year presented.

	<u>Amount</u>			
	<u>Outstanding</u>	<u>Total Levy</u>		<u>%</u>
2/28/2011	\$ 472,542	\$ 6,745,102		7.01%
2/28/2010	\$ 510,250	\$ 7,044,660		7.24%
2/28/2009	\$ 492,589	\$ 6,824,153		7.22%
2/29/2008	\$ 448,581	\$ 6,783,958		6.61%
2/28/2007	\$ 486,362	\$ 6,555,805		7.42%

Parcels with outstanding 2011 county tax balances over \$5,000 are:

<u>Property Owner</u>	<u>Address</u>	<u>Base Amount</u>
200 Washington St Assoc LLC	120 Washington Street	\$ 17,027
MGNH Inc	218 Stone Street	\$ 13,578
Watertown Center Dev LLC	144 Eastern Boulevard	\$ 12,069
Prime LLC	465 Flower Avenue West	\$ 6,396
Spurs LLC	957 Arsenal Street	\$ 5,328
Crazy Irishmen Holdings LLC	1050 Arsenal Street	\$ 5,220
Sanquist Properties LP	505 Washington Street	\$ 5,085
		<u>\$ 64,703</u>

## **ENGINEERING DEPARTMENT:**

**Breen Avenue-** The project was designed in-house by department staff, and was approved by the Council to proceed in 2010 at the March 1<sup>st</sup> Council Meeting. A public meeting was held on April 7 with a bid date of April 12, 2010. Construction started in June and the project is complete. Maintenance issues will be covered by a warranty bond.

**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. Engineering is responsible to administer the Pass-Through Agreement, provide construction inspection, and conduct the mandatory project safety audit (SAFETAP). The Arsenal Street portion was completed in September 2009. Washington Street was prepared by DPW crews and was paved by the State's contractor on the last Saturday of July and the first Saturday of August. Final disposition is pending the results of asphalt testing performed by the NYSDOT.

**Riggs Ave** – Work was started in August and is complete. Final retainage will be released in the spring.

**Greensview/Ives Sanitary Sewer** – The project was designed in-house. NYSDEC has granted approval and a meeting with the property owners was held on May 26, 2010. The Massey Street portion of the work is complete except for punch list items. The golf course section was started in October 2010 and will be completed in early 2011.

**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 eminent domain process.

**WOTS Lining** – Plans and specifications are being prepared for the installation of a slip liner in the section of the Western Outfall Trunk Sewer (WOTS) from Wealtha Ave to the overflow device at the WWTP. The liner system will be similar to what was installed on the NSTS. This

project will fix the massive amounts of infiltration and inflow that is leaking into pipe from the drainage ditch located above it. This is required to meet the criteria for the LTCP with the DEC. Bid documents are being prepared for an anticipated bid on April 5, 2011.

**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.

**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 possibility of encountering MGP material, the contractor will be required to provide 29 CFR 1910.120 certified workers and continuous monitoring when 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 any MGP material. A Community Air Monitoring Plan and a Health and Safety Plan is being prepared by the contractor for approval by the NYSDEC prior to starting work.

Bids were received on September 28<sup>th</sup> and a preconstruction meeting was held on October 27<sup>th</sup>. Work is underway on the underground utilities and it is progressing as weather and availability permits.

**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. Bernier Carr & Associates was selected from four proposals. The design work has started with preliminary design due in the spring of 2011.

A Draft proposal was submitted on February 3, 2011 for the City Hall elevator. Staff provided comments for inclusion in the final design. Asbestos testing as well as other investigations will be required to finalize the contract documents.

**Geothermal Study**- Sack & Assoc were 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 Memorial Library is currently under review and will be presented to the City Council on March 21, 2011.

**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, which was approved at the March 7<sup>th</sup> City Council Meeting.

**Clinton Street Reconstruction-** Detailed design is underway for the street reconstruction from Washington Street to Holcomb Street. The project is scheduled for FY 11-12.

**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 consultant will be selected from the City of Watertown Locally Driven Selection Arrangement (LDSA) short list. Construction is programmed to start in the spring of 2013.

**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 City held a meeting with the NYSDEC on May 18, 2006 to restart the CSO LTCP process. DEC approved the Characterization, Monitoring and Modeling plan in September 2006. Stearns & Wheler was selected as the consultant for the CSO computer modeling from submittals from the RFP. This project provides modeling for five of the fifteen drainage areas within the City that have CSO's. The Council approved the design services agreement at the December 18, 2006 meeting. The completed model of the five basins and final report was received in March 2008. The department is working for approval to conduct modeling of four additional basins with the consultant. WWTP staff prepared the LTCP and submitted it to the NYSDEC by Dec 1, 2008. We are providing additional information to the DEC and EPA. A meeting with the NYSDEC was held on January 6, 2010 in Utica. The City has completed the revisions to the LTCP, submitted it to the DEC for final review in September 2010, and is awaiting final approval.

## **FIRE DEPARTMENT:**

**Grants** - In January, City Council gave their approval for a grant submission, from Homeland Security, to purchase 500 carbon monoxide detectors and presentation equipment for use by the Fire Departments Fire Prevention staff. Carbon monoxide detectors are now required in all buildings by the NYS Fire Prevention and Building Code. This requirement was brought to the forefront with the tragic death of Amanda Hansen on January 17, 2009. She succumbed to the dangerous effects of carbon monoxide poisoning in a residence that had no detection device. The USAR grant amended budget was submitted to Homeland Security for approval, and an agreement was signed moving the acquisition of equipment and training closer to reality. We are still awaiting word from Homeland Security, with regards to the Assistance to Firefighters Grant (AFG), on whether our grant request for rescue equipment has been approved or denied.

**Training** - The Department welcomes two new employees: Daniel Daugherty and Chandler Crosby. Both of these individuals will be attending recruit training at the NYS Fire Academy in Montour Falls. We anticipate their graduation in mid May of this year, when they will then be assigned to a shift. Their hiring now brings the department to full staff of 81 uniformed personnel.

Captains C. Waugh and R. Weldon will be traveling to NYC for four weeks of training in March at the First Line Supervisor Training Program (FLSTP). All newly appointed supervisors in the fire service are required to attend this program which promotes leadership, management, and critical thinking which are necessities for today's fire officers. Battalion Chief T. Wiley will be attending the two week arson training at the State Fire Academy. Recent promotions of Chief Officers have left a void in the number of fire department personnel trained in arson investigation. He also, with the assistance of other department members, built a window simulator so members may continue to practice bail out techniques in a safe manner. Firefighter P. Lyon will be starting his Emergency Medical Technician training in March with his final exam slated for May of this year.



**Fire Prevention** - Fire Prevention staff met with developers planning projects that will begin in the spring. They include: Samaritan Keep Home, who are planning an enclosed walkway between the home and the hospital. Samaritan Medical Center: for their assisted living village on outer Washington Street. Creek Wood Development hopes to start their project on outer Mill Street. Staff has also been busy compiling data from the 2010 inspection season and closing out open furnace permits.

**Calls for Service** - The Department has responded to 541 calls in the first two months of 2011. Engine 2 was the busiest engine company with 166 responses. Engine 1 responded to the most structure fires in this period, which included a bedroom fire at 591 Weldon Drive (Maple Court Apartments) on January 20<sup>th</sup>. On January 26<sup>th</sup>, a mutual aid call for a structure fire on Allen Drive in the Town of Pamela. The last being a structure fire on Admiral Walk in the Town of LeRay on January 28<sup>th</sup>.

Our Rescue Company was requested to respond to a motor vehicle accident on February 9<sup>th</sup> on US Route 11 in the Town of Watertown. One of the victims was trapped in the vehicle and our crew utilized the "Jaws of Life" to safely and expediently extricate the victim. The Rescue Company has responded to 431 calls so far this year.



The training received in structural collapse has paid off once again when a vehicle ran into a home at 302 Flower Avenue East on January 10<sup>th</sup>. Crews stabilized the porch roof prior to the vehicle being removed by a wrecker; this was done to minimize damage to the home.

Crews also assisted in water removal at 120 Washington Street on January 20<sup>th</sup>. A broken pipe on an upper floor went undetected for several hours producing standing water 2" deep on the lower floors of the building. Department personnel used hand tools to move the water to a stairwell which lead to the exterior of the building.

For this two month period, fire crews responded to 13 fire type incidents, 331 medical calls and 78 hazardous condition calls. The types of incidents in the hazardous condition class include: wires down, motor vehicle accidents involving trees, utility poles and fire hydrants as well as carbon monoxide calls where a presence is detected by department metering equipment.

**Team Work** - The Fire Department, as with everyone else, is waiting in anticipation of warmer weather. This year's snow fall for February, buried many of the City's fire hydrants. Fire Department personnel assisted crews from the City Water Department in gaining access to buried fire hydrants. Hydrant clearing by fire crews was performed for three days and nights the week of February 7<sup>th</sup>.



**Upcoming** - In March, NYS Office of Fire Prevention and Control (OFPC) will be instructing personnel on metering equipment and chemical suicides. The technical rescue instructors from OFPC will be conducting a two day collapse rescue course for each shift during the month of April.

The Department will use the USAR grant monies to purchase technical rescue equipment for use in structural collapse incidents. We will use budgeted monies to purchase fire hose and to replace damaged and worn out hose.

Work on the Radio Interoperability Grant is proceeding with the vendor, Blue Wing. The working task force has decided to request an extension of the project so that additional frequencies may be obtained to lessen radio traffic congestion, and reduce interference with other agencies.

## **FLOWER MEMORIAL LIBRARY:**

**Children and Teen Programs During School Break** – The Librarians for the Children's and Teen Departments planned a series of programs while school was on break during the week of February 21<sup>st</sup>. On Tuesday, February 22<sup>nd</sup>, the Children's Department hosted a Wii Gaming program for children ages 5 to 12. The games featured were Wii Sports and Super Mario Brothers Wii. This was the first time that the Children's Department tried a gaming program for the younger set and it was a big success. There 54 participants for that program. On Wednesday, there was a Super Smash Brothers Brawl tournament for the teens. About 20 participants showed up for the fun that day. Finally, on "Throwback Thursday" (February 24<sup>th</sup>), 24 children and teens showed up to plays games without batteries or electricity. A craft project was also provided as part of the fun. In addition, 58 preschoolers attended story times that week.



**Love Your Library, Love Your Life Programs** – Yvonne Reff planned and conducted a series of self-help programs for adults and children which took place in early February. The programs

included a free Zoomba class on Saturday, the 29<sup>th</sup>, 2 free dance classes for kids, and a self-defense class taught by Robert Lawlor. The series concluded with a movie marathon on Saturday, February 5<sup>th</sup>.

## **INFORMATION TECHNOLOGY DEPARTMENT:**

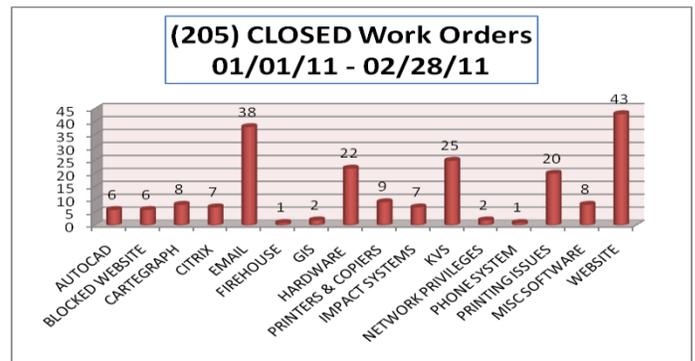
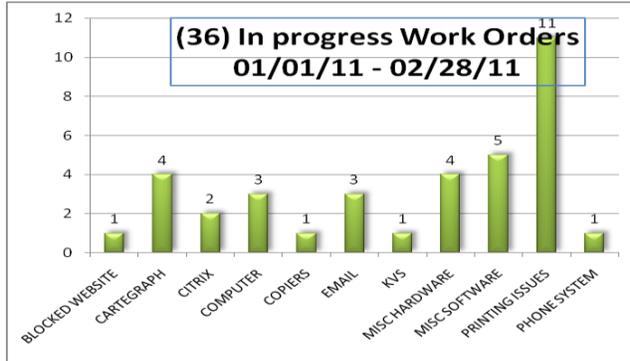
**10 Years , Looking Back, Looking Forward - (July 2001 – July 2011)** Over the last 10 years the City has moved from a disparate to a cohesive model for computing. Looking back, working together with staff from almost all departments in the organization the following projects have been accomplished: implementation of Fire and Police data management systems, implementation of mobile computing for both public safety services, implementation of a GIS system, implementation of various customer service and permitting applications, implementation of a web interface for real property data, development of the City's web site, implementation of a new converged voice system, implementation of a security monitoring system, implementation of centralized storage, centralized application deployment, Citrix and thin client technologies and a nearly complete build-out of a private fiber network to fully consolidate technology in all City business locations. During this period the IT staff has grown from a staff of one to a staff of five including two IT technicians and two GIS professionals.

Looking forward, 2011-2012 will be a turning point with the completion of the fiber network allowing IT staff time and expertise to be turned to software and application development and integration, primarily around document and records management across the various platforms in use. The second main initiative coinciding with the completion of the network is implementation of a business continuity solution for the City's electronic operational records – the critical day-to-day electronic systems and data that allow the organization to function.

### **Application, Software and System Updates – Support Tasks (General IT support activities)**

Upgraded Outlook Email Client in Citrix from version 2003 to version 2007.  
Several Gobook repairs for the Police Department.  
Installed new Laser Printer in the Report Room at the Police Department.  
Updated Impact to the latest version for the Police Department.  
Setup Air Card in Fire Department Pickup Truck to facilitate editing GIS data using the FirePoints Web access.  
Researching TraCs installation in Citrix for the new Police Computers and Thin Clients.  
Upgraded ArcGIS on the Citrix Server for use with the CarteGraph Upgrade.  
Helped troubleshoot issues with the Newell Street Weather Station.  
Arranged repair of the Printer in the Fringe Benefits Office.  
Added several users to the 3rd Floor Scanner.  
Set-up replacement fax at the Water Filtration Plant.  
Setup Laptop and Projector for a Pomco Reporting Webinar.  
Troubleshoot and installed a scanner in one of the Police Cars to work with TraCs and Impact.  
Removed Virus from the Police Lieutenants Laptop.  
Assisted several users with email thru the web access site.

## Helpdesk Statistics -

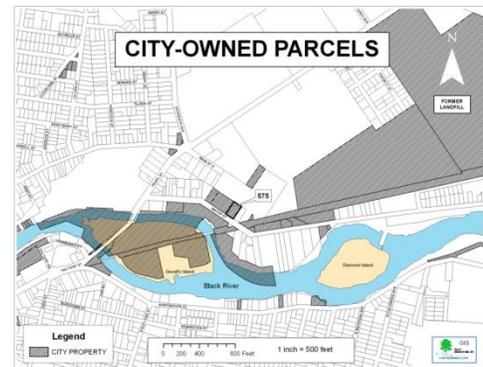


## Map Requests - The following map requests were fulfilled.

The Planning department requested a 24"x 36" proposed zoning change map for 1175 Water St as well as a PDF of same.

Two requests for 100' proximity mailing address analyses were received from the Planning Department.

12 notification letters to property owners surrounding various parcels to be auctioned were created for the Office of the City Comptroller.



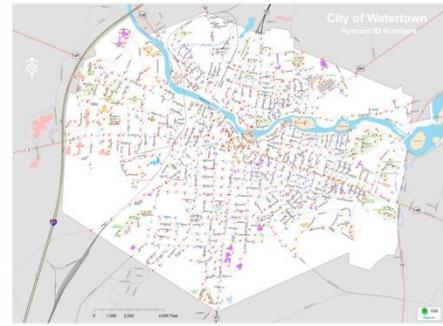
The Planning Department submitted a request for 4 24"X36" as-built maps and PDFs for the NYS Office of Parks, Recreation Project for submission for final funding. These included:

- Veterans Riverwalk Park
- Factory Square Park
- Whitewater Park
- Fairgrounds Trail Park

This project took several weeks due to various requirements, revisions and insertions specific to the project parameters. After electronic submission, the Grant Auditor requested inclusion of the recognized prehistoric archeological sites in the Fairgrounds Trail Park map.

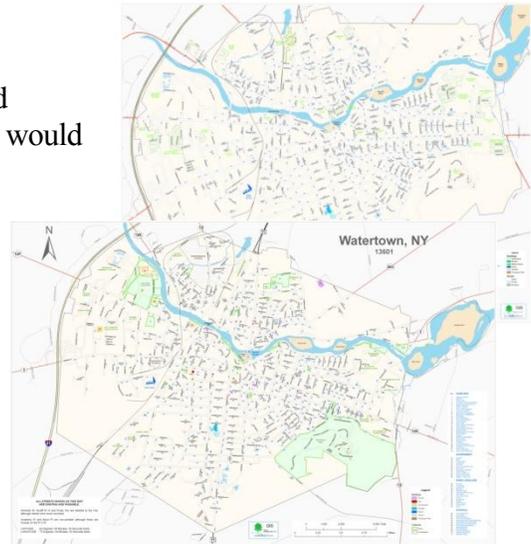


The Water Department requested a 36" X 48" hydrant map with hydrant ID labeled for verification and update of their water distribution map.



The Transportation Coordinator for the City of Watertown School system personally requested a replacement for her City Roads map at the same tilt (21 degrees) and size (30"x39") as currently supplied by the Engineering Department. She reviewed an initial proposal and requested several changes which have been accomplished.

The paralegal for Jefferson County Social Services, requested several copies of an updated 24"x36" City map. I told him I would undertake the task. The current City Map is a product of the Engineering Department. As such, I am following the design and content requirements of the original as well as augmenting the display with current updates. I have submitted the initial design stage to Engineering for review. After any recommended changes, the proposal will proceed to other groups for additional perusal.



The Citibus color and black and white 8.5"x11" route maps were revised.

### **GIS Support Tasks - General support activities**

All Fire department maps were moved to the GIS server as well as copying and sourcing their layers to that location.

Evaluated approximately 400 inconsistencies in addressing between the Fire Department's FireHouse address list and Assessment's address list that precluded the map display of the site. This represented about 40% of the failed linkages.

Work continues on the GIS Web page. A beta version is progressing through the review stage.

## **PLANNING DEPARTMENT:**

**Bicentennial Park and Marble Street Park** – Staff is working to complete a reimbursement request for this project that totals approximately \$200,000. Included in the total is City staff time in an amount of approximately \$74,000, half of which will be reimbursed to the City. Work will continue on this project in April with the construction of trails and picnic pavilions at both sites and a new restroom facility at Marble Street Park. Completion is scheduled for December 2011.

**Crow Roost Management Program** – Staff worked with representatives from the United States Department of Agriculture Wildlife Services to implement the 2011 Crow Roost Dispersal Program for the City. A four day hazing effort began in January in an attempt to scare the crows from their roosts in neighborhoods throughout the City. The results of the initial hazing lasted for several weeks before the crows began to return to the City. A two day follow up was completed in late February. The follow up included the introduction of lethal control where the wildlife biologists used pellet guns to kill ten crows in an attempt to reinforce the non-lethal hazing tactics that were being utilized. The follow up showed promising results that will hopefully carry through until the end of March when the flocks begin to break up and not come into the City in large numbers.



**J B Wise Parking Lot Reconstruction Project** – In October, the City Council approved the low bid submitted by Bat-Con, Inc. for this project that will include pavement and parking lot reconstruction, new driveway entrances, sidewalks, lighting, utilities, a covered walkway, a restroom facility, landscaping and site amenities. The contractor has started the sanitary sewer work for this project and has begun to order various materials needed to complete the project. Planning Staff has been reviewing various shop drawings and submittals for various materials that will be used on the project, attending meetings and completing other project coordination. The work will start in earnest the next month with completion scheduled for September 2011.



**Local Waterfront Revitalization Program (LWRP)** – Staff has continued to work toward finalizing the City’s LWRP by drafting proposed Zoning Ordinance changes that would create new zoning districts for the riverfront and downtown areas. Two joint meetings of the Planning Board, Advantage Watertown, River Committee and the City Council have been held to discuss the proposed amendments. The changes to the ordinance will now go through the formal review process before being presented to the City Council for their consideration. In conjunction with the ordinance revisions, Staff has been looking at proposed zoning map changes for the LWRP area. Map changes to City owned property will be presented first followed by other areas of the City.

**Planning Board** – During the last two months, the Planning Board considered two requests including a zone change request submitted by Stacey Mack to change the approved zoning classification of 234-238 High Street, from Light Industrial District to Residence “C” District and a subdivision request submitted by Stephen J. Gracey, Survey Project Manager of GYMO, P.C. on behalf of Purcell Construction Corp. and Ives Hill Retirement Community for a two-lot subdivision of Parcel Number 14-49-101, located in the 1200 Block of Jewell Drive. Staff has also participated in several meetings with representatives from GYMO, P.C. and Bernier, Carr and Associates in regard to the proposed Samaritan Senior Living facility. Several applications for approvals will be forthcoming for this project including a subdivision application, zone change application and site plan approval application

**Presentation** – Staff gave a presentation to the Watertown Sunrise Rotary Club in February regarding several ongoing and upcoming City projects including the J.B. Wise Parking Lot

Project, the Soldiers and Sailors Monument Restoration Project and the Bicentennial Park and Marble Street Park Project.

**Soldiers and Sailors Monument** – Last fall the City was notified that it was awarded a \$150,000 grant from the NYS Office of Parks Recreation and Historic Preservation to fund the Soldiers and Sailors Monument Restoration Project. The grant funding will provide 75% of the \$200,000 project cost needed to clean and restore the 1891 Civil War Monument. On January 29, Staff made a presentation on the project to the Sons of the Union Veterans of the Civil War, Walter H. French Camp No. 17. The local chapter offered to apply for grants from the Sons of the Union Veterans Charity Organization and the Grand Army of the Republic Memorial Fund, which if received, will be donated to the City for the restoration efforts. They are also considering other fundraising efforts to support this project. Staff has also met with representatives from the NYS Office of Parks, Recreation and Historic Preservation to discuss the project so that a grant agreement for Council consideration can be prepared in the coming months.



**Street Tree Program** – Staff has applied to the Northern New York Community Foundation for \$3,700 in funding through the Carolyn Whitney Fund for tree planting. If approved, this grant will fund the purchase and planting of 40 trees this fall at locations throughout the City. The City has also applied to the New York State Department of Environmental Conservation for \$5,000 in funding. If funded, the grant will allow us to double our planting efforts in the spring of 2012 and plant approximately 135 trees at various locations within the City including Salina Street and Factory Square Park.

On January 20, 2011, City Planner Michael Lumbis and several staff members from the DPW Buildings and Grounds Crew attended an Arborjet Emerald Ash Borer Training Seminar in Lowville, NY sponsored by Miller's Spraying and John Deere Landscapes. The focus of the workshop was on the utilization of trunk injections in ash trees as an effective way to prevent the Emerald Ash Borer from attacking and killing ash trees.

The New York State Department of Environmental Conservation and the Planning Office hosted a tree pruning workshop on January 25, 2011 at the CitiBus Transit Training Center. Ten (10) employees from the DPW Buildings & Grounds and Thompson Park crews attended this workshop which consisted of both an indoor and outdoor training session. Approximately ten other individuals from surrounding municipalities also participated in the workshop that was taught by Glen Roberts and Mike Giocondo, Senior Foresters from DEC. The workshop prepares the Buildings & Grounds crew for the annual spring tree pruning project which is currently underway. Upon completion of this year's pruning program 750-1000 trees will be pruned for structure, form and clearance.



Arbor Day 2011 is scheduled for Friday, April 29, 2011. Preliminary plans are being discussed for the event which will be followed by the Annual City-Rotary tree planting and tree planting by the Department of Public Works. The City-Rotary planting will be conducted this year on Breen Avenue.

## **POLICE DEPARTMENT:**

**Police Academy** – We started the Black River/St. Lawrence Valley Police Academy last fall. The recruits are almost three quarters through the 24 week Academy. The class has officers from Watertown Police, Fulton and Oswego Police as well as Oswego Sheriff's and SUNY Oswego Police. Upon graduation from the Academy the recruits will still have to successfully pass the Field Training Program. We expect our officers to be released for full duty in early summer.

**IHC Government Class** – On January 7<sup>th</sup> Chief Goss was a guest lecturer at Mrs. Parsons' Government Class. The class consists of 22 seniors. The lecture was advising students what the role of the Police Department is in our society. I proposed a parking problem to the class and asked for possible solutions. They broke up into groups and did offer solutions. There was also a question and answer period for the students to get additional information.

**JCC 50<sup>th</sup> Anniversary Breakfast** – On January 20<sup>th</sup> Captain Comins and Chief Goss attended a 50<sup>th</sup> Anniversary breakfast hosted by JCC President Dr. Carole McCoy. The presentation included a power point showing the various stages of the college's development. There was also a portion of open comments and questions from the audience. Asking the unknown question, what will JCC be like at its one hundred year anniversary fifty years from now?

**Notable Cases – January February 2011** - On January 11<sup>th</sup> WPD Detectives arrested a 42 year old Watertown man on 4 felony charges. The incident was reported on October 13<sup>th</sup> when the victim reported that his home had been entered and over \$6,000 worth of items were stolen, including a large screen TV, laptop computer, power tools and a camera. The defendant was charged with Burglary 2<sup>nd</sup> degree, two counts of Grand Larceny 3<sup>rd</sup> degree and one count of Petit Larceny. The defendant was arraigned in Watertown City Court and remanded to the Jefferson County Jail on bail to await Grand Jury action. At this time most of the items have been recovered, some from pawn shops.

On January 13<sup>th</sup> WPD arrested a 31 year old Watertown woman after assisting investigators from the Jefferson County Welfare Fraud Unit. The suspect is accused of the "D" felony of Welfare Fraud 3<sup>rd</sup> degree, Grand Larceny 3<sup>rd</sup> degree, offering a False Instrument for filing and misuse of food stamps. The defendant was arraigned in Watertown City Court and held in the Jefferson County Jail. The amount of benefits she is accused of receiving is in excess of \$3,000.

On January 15<sup>th</sup> WPD patrols took a complaint from 25 year old Watertown women who reported that she was sexually assaulted here in the City. WPD Detectives took over the investigation and interviewed the victim as well as several witnesses and persons with knowledge of the case. After a month long investigation Detectives were able to charge a 26 year old Watertown man with two felony charges. The defendant was charged with Sexual Abuse 1<sup>st</sup> degree, a class "D" felony and Criminal Sex Act a class "E" felony. The defendant was arraigned in Watertown City Court and remanded to the Jefferson County Jail to await Grand Jury Action.

On February 23<sup>rd</sup> WPD Detectives arrested a 44 year old man from Gouverneur, NY for a count of Grand Larceny 3<sup>rd</sup> degree a class “D” felony. On October 1<sup>st</sup> WPD patrols took a larceny/fraud complaint from a Watertown Lumber Business. The complaint was later turned over to the WPD Detective Division to follow up on. After a five month investigation it was determined that the contractor was ordering goods for a job, that the contractor had been paid for the materials, but failed to pay the vendor. The contractor made admissions that he ordered over \$11,000 dollars worth of building materials that he had no way of paying for. The defendant was arraigned in Watertown City Court and released pending presentation to the Jefferson County Grand Jury.

## **PUBLIC WORKS DEPARTMENT:**

**Snow Removal Operations** – One hundred sixteen and a half inches (116.5”) 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 12,962 man hours and 10,318 equipment hours performing



snow removal operations. The department has fulfilled its obligation with the Jefferson County Highway Department as it relates to the 2008/2009 salt purchase agreement. To date we have ordered/used approximately 3,369 tons of road salt this season at a cost of \$208,000 out of a \$225,000 line item budget.

**Sanitary and Storm Sewer Infrastructure** – Sewer crews have investigated a total of twenty nine (29) sewer back-up requests and repaired sanitary sewer laterals on Winthrop Street and Hamilton Street South. Crews have also repaired/replaced eight (8) sewer manhole or catch basin frames and covers. In addition to the repair work, crews assisted with the cleaning of the East Hills Lift Station and televised sewers on Burchard Street and Superior Street.

**Former Ogilvie Food Site In-Fill Housing Project** – The former site of the Ogilvie Foods facility has been identified as a future in-fill housing project location. The former facility was demolished several years ago and the site has remained vacant ever since. The approximately four-acre lot will be subdivided into nineteen (19) city lots with a dedicated city street and open public space. The department has coordinated with the county the removal of the “shot” rock material that was used to cover the demolition site. Temporary concrete posts were placed to locate the extents of the proposed right-of-way and a Buildings & Grounds crew established the sites erosion control measures and performed clearing & grubbing operations. In addition to this work, a Sewer crew has begun conducting the sub-surface excavation work, in the areas identified by the project engineer, to determine the sub-surface conditions. At this time, the crew has completed the excavation work identified



within and to the south of the proposed right-of-way. While this work was conducted, the crew uncovered a buried tank that was approximately 12,500 gallons in capacity. The New York State Department of Environmental Conservation (NYSDEC) spills hotline was notified and DEC spill number was assigned to the site.

**Tree Pruning Training & Operations** – The New York State Department of Environmental Conservation (NYSDEC) and the City’s Planning Department hosted a tree pruning workshop on January 25, 2011. Nine (9) DPW employees from the Buildings & Grounds crew attended this workshop which consisted of both an indoor and outdoor training session. The workshop prepares the Buildings & Grounds crew for the annual spring tree pruning project. The City’s street trees are geographically divided into three (3) sections; the north side, southeast side and southwest side, this ensures that the pruning of all recently planted City street trees is completed on a three (3) year rotation. This year’s project will focus on street trees which were planted within the southeast side of the City. Upon completion of this year’s pruning program 750-1000 recently planted trees will be pruned for structure, form and clearance.



**Thompson Park Zoo Director’s Residence (Building #4) Maintenance** – In late October, the



Zoo Director announced that he would be resigning his position and therefore would be vacating the Director’s Residence located in the Thompson Park Zoo at the end of November. Once the residence was vacated a walk-thru of the structure was completed, by representatives from both the Zoo and the City, to identify any projects that should be addressed while the structure was vacant. The Electric Department repaired and replace electrical outlets within the kitchen converting the outlets to GFCI’s, repaired electrical circuits and wiring located in the basement, and installed new lighting fixtures

provided by the Zoo. In addition to the electrical work, repairs were made to both the bathroom plumbing and kitchen ceiling where some water damage had occurred as a result the plumbing problems. Two (2) broken window panes were also replaced. Due to the age and condition of the windows, the City will implement a schedule for a phased window replacement.

**Fleet Maintenance Facility (557 Newell Street) Vehicle Wash Bay Renovations** – The



automated vehicle wash system had been experiencing excess moisture and humidity conditions resulting in premature oxidation of the steel components located in the wash bay. The engineering evaluation was conducted and the design completed. The project will also include the replacement/extension of the current guide rail assemblies and the re-painting of the wash bay walls and components attached to the walls. The contractor has begun the project by removing the

existing guide rail assemblies and re-fabricating to the rails to meet the new specifications. The

ductwork has been changed to either aluminum and/or stainless steel and the City's Electric department is in the process of changing out the fluorescent lamp hangers with stainless threaded rods. The painter is approximately 85-90% complete with the re-paint portion of the project and the controls contractor will be installing the new mechanical controls the first week of March.

**CitiBus Transfer Facility (117 Arsenal Street) Roof Repairs** – CitiBus staff had reported that the transfer facility roof was leaking and causing water damage within the storage and restroom portions of the structure. The moisture was also damaging the soffit panels located around that portion of the structure. A contractor was hired to place a vapor barrier and install a standing seam metal roof over the storage and restroom portion of the facility. Upon installation of the metal roofing, new soffit panels were installed replacing the damaged panels.



**Watertown CitiBus** – The Transportation Commission held its first meeting of the year at the Transit Facility (544 Newell Street) on January 19<sup>th</sup> where it welcomed its newest member, Ms. Michelle Appleby. The facility at 544 Newell Street was also utilized for training by the staff in the Department of Public Works and for the treeing pruning workshop hosted by the City's Planning Department and the NYSDEC.



Kathy Webster, CitiBus Transit Supervisor, attended the New York State Department of Transportation (NYSDOT) Consolidated Grant Application workshop and CitiBus provided transportation and advertising for the Jefferson Community College/Urban Mission Dollar Dinner held at the college. CitiBus also participates in the Jefferson County Office for the Aging Senior Transportation Program. In February, the NYSDOT Drug & Alcohol Management Information System reports for both Watertown CitiBus and Guilfoyle, for ParaTransit, were submitted to the NYSDOT for review.

**Watertown CitiBus Advertisements** – A new advertisement campaign for KeyBank was installed on five (5) curbside locations for the months of January and February. At this time, only two (2) front advertisement locations remain available.

**Parks & Recreation Programs & Events** – The Watertown Municipal Arena hosted three (3) different age level hockey tournaments: the Lupia Memorial, Mites Hockey and Shannon Memorial. The tournaments were attended by teams from parts of Central and Northern New York, as well as, teams from Canada.



The Arena also hosted the annual Ice Skating Competition and Test Session for the Figure Skating Club of Watertown the last weekend of January. The competition was held Saturday with test session following on Sunday. The competition and test session attracts skaters both locally and from outside the area. The test session provide skaters the opportunity to test their skill level, which allows for advancement in the sport.

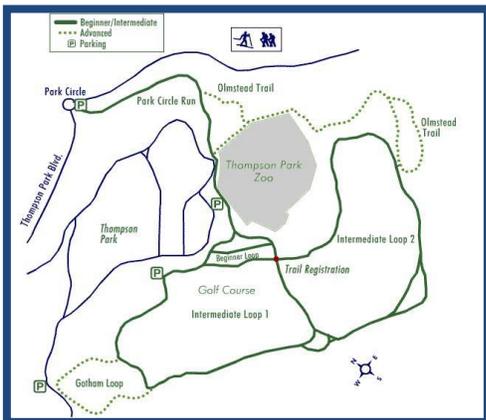


Broomball continues to gain in popularity with groups from Fort Drum and the Watertown Venture Crew renting ice time for their activity nights, physical training (PT) and group bonding exercises. Ice time was also rented by the Boy Scouts for a Skating Event and Education Outing and the Minor Hockey Association offered local hockey players the chance to

attend a stick handling skills hockey clinic instructed by Real Turcotte. Real Turcotte is nationally known for working with hockey players at the NHL and collegiate levels. This was a three (3) day clinic with over thirty (30+) players from the Alexandria Bay, Clayton and Watertown areas participating.



The second Slip, Slide & Skate session has proven to be as successful as the first with twenty three (23) skaters enrolled. The Watertown Municipal Arena's winter season is coming to a close with the last day of ice scheduled for Friday, March 18, 2011. On Saturday, Parks & Recreation staff will begin the process of removing the ice and will start the preparing the Arena for the start of its summer season.



**Thompson Park Events** – The Fort Drum Military Group Cohesiveness Training event took place in Thompson Park. The training event involved two hundred (200) soldiers performing various tasks in winter conditions such as, cross county skiing and snow shoeing. Additionally, a link is now available on the City's website that provides a map of the cross country skiing and snow shoeing trails located in the park.

**City Swimming Pools** – W.M. Engineers, P.C. were awarded the contract to perform a pool assessment/development study funded in the City's current fiscal budget. The firm has begun its evaluation of the City's three (3) swimming pools and has completed the on-site inspections for each facility. Information and drawings requested from the City for the analysis of the pools has been provided to W.M. Engineers, P.C.

**Training** – Employees from CitiBus, Department of Public Works (DPW) and Parks & Recreation attended the Alcohol/Drug Training course provided by the Northern Employee Assistance Services (NEAS). Operators possessing a commercial driver's license (CDL) are

federally required to participate in the course. In addition to the Alcohol/Drug Training course, DPW staff have also participated in an Adobe Acrobat X webcast, an Intelligent Transportation System seminar, and two (2) webinars regarding the new Manual on Uniform Traffic Control Devices (MUTCD) regulations related to retroreflectivity and the requirements that need to be met to comply with the new regulations.

## **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 has been completed.

A presentation summarizing the study and recommendations was presented to the City Council on February 14, 2011.

**Administration** – The Superintendent and other departmental personnel have assisted in the design and approval of water main projects and construction oversight for the Ives Hill Retirement Center, Phase III project and the Hospice facility project on Gotham Street. Preliminary design discussions are ongoing for the proposed Samaritan Senior Campus on Washington Street.

Capital budget requests and operations and maintenance budgets have been prepared and are currently under review.

**Dredging of the Black River Coagulation Basin** – This project is on hold until weather allows this spring. The work should be completed before the end of June, 2011.



Alum Sludge in the Basin at the Baffles



Alum Sludge in Basin at the Dam

*Note: The water level was lowered in the basin to facilitate the dam repair work. Normally the water would cover the sludge by a foot or more. This is the material that needs to be dredged from the basin.*

**Water Treatment Plant** – Water plant maintenance staff has been busy painting through the water treatment process complex on the upper floor level. The paint on the walls was the original from the 1987-91 construction of the facility. It looks very nice.

The chief operator has been involved with budget preparation. During the budget preparation process he has had to investigate the cost of replacing the filter media in the five filters to add to the capital budget request.

### **High lift pump repairs -**

This is a photo of the high lift pump motor for pump #4, in place in the main pump station on Huntington Street.



The motor for pump #4 was in need of repairs and was removed by WTP maintenance staff and sent away for repairs by factory mechanics.

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

- Seven water main break repairs - one (1) 3” water main and six (6) 8” water mains;
- Three (3) water service repairs;
- Three (3) water service renewals;
- Discontinued the 2” service to Butterfield School building at the main;
- Made repairs to six (6) fire hydrants – four (4) due to motor vehicle accidents and two (2) resulting from damage caused by snow removal operations;
- Crews thawed multiple frozen water services and repaired or replaced thirty nine (39) frozen water meters.



Hydrant that was hit by a motor vehicle.



Removing and replacing a break ring on a hydrant damaged by a motor vehicle.

Water maintenance crews were responsible for maintaining and shoveling out over 800 fire hydrants. The general public and City Fire Department personnel were helpful in keeping some of the 845 public fire hydrants as accessible as possible during the winter months.

**Madison Avenue Water Main** – Materials have been purchased for this project and are in stock. The work was postponed until spring of 2011 due to the onset of bad weather.