

City Council  
Work Session Agenda  
September 13, 2010  
7:00 p.m.



Site Visits:

1. Residential Solar Energy, net-metering project; City Council Member Jeffrey M. Smith's home, 140 Keyes Ave
2. City of Watertown Wastewater Treatment Plant; Michael J. Sligar Chief Operator

Reports:

1. City Manager's Update Report – September 2010

**ASSESSMENT DEPARTMENT**

**2011 Review**—To date some 1,469 properties have been inspected and inventories corrected where necessary and valuation calculated. 265 assessments were determined to be outliers (either over or under assessed by a significant amount) and are due to be adjusted. There are an additional 1548 remaining to be reviewed.

**Real Estate Market** – While media reports very sluggish existing home sales nationwide our city does not seem to be suffering the same fate. This snapshot is the first since the expiration of the first time homebuyer tax credit for most people (members of the Armed Forces and certain federal employees serving outside the U.S. have an extra year) and while showing a slight pullback the expiration of the tax credits seems to be countered by the tighter housing market resulting by the influx of troops following their deployment. While there have been no large commercial property sales the commercial market seems strong based on the number of proposed new construction and commercial rehabs.

**City of Watertown Real Estate Market Snapshot**

|                               | <b>Current Period</b><br><b>June-July</b><br><b>2010</b> | <b>Prior 2 Months</b><br><b>Apr- May</b><br><b>2010*</b> | <b>One Year ago</b><br><b>June-July</b><br><b>2009</b> | <b>2 month averages for</b><br><b>last 2 years</b><br><b>June 08 –July 10</b> |
|-------------------------------|--|--|--|---|
| <b>Single-family homes</b>    |  |  |  |   |
| Number of valid sales         | 42   | 37   | 44   | 33  |
| Average sale price            | \$140,181  | \$145,678  | \$139,319  | \$ 135,099  |
| <b>2 &amp; 3 family homes</b> |  |  |  |   |
| Number of valid sales         | 4  | 6  | 5  | 5   |
| Average sale price            | \$100,063  | \$121,410  | \$92,400   | \$103,935   |
| <b>Commercial</b>             |  |  |  |   |
| Number of valid sales         | 3  | 3  | 2  | 3   |
| Average sale price            | \$142,667  | \$167,500  | \$249,700  | \$977,956   |

\*Includes previously unreported deeds and/or corrections.

**City Clerk’s Office:**

**Licenses** - At the end of August 870 marriage licenses have been issued and 460 wedding ceremonies performed. As a comparison, in 2009 the 870<sup>th</sup> license was issued in the second week of October.

The office has been gearing up for the change in the dog licensing program which will begin on January 1, 2011. New City of Watertown tags have been ordered, new dog license forms will be created and each dog owner will receive a notice in the mail telling them of the changes. The fees will stay the same and the dog owners should see very little difference in the licensing procedure.

**Historian’s Volunteers** - The volunteers in the historian’s office continue to add information into the computer for easier retrieval in the future. The City Clerk is preparing a history program for presentation to the Niagara Mohawk retirees group in September.

**CITY COMPTROLLER’S OFFICE:**

**Delinquent City Taxes** – The City Comptroller’s office has been busy collecting the 2010-11 City tax bills. Below is a summary of the outstanding City tax amounts as of August 31<sup>st</sup> for each of the past five fiscal years.

| Fiscal Year | Amount Outstanding as of August 31st | City Tax Levy (1) | Percentage Outstanding |
|-------------|--------------------------------------|-------------------|------------------------|
| 2010-11     | \$ 423,626 (2)                       | \$ 7,487,431      | 5.66%                  |
| 2009-10     | \$ 412,426                           | \$ 7,343,895      | 5.62%                  |
| 2008-09     | \$ 393,143                           | \$ 7,117,771      | 5.52%                  |
| 2007-08     | \$ 377,010                           | \$ 6,909,739      | 5.46%                  |
| 2006-07     | \$ 489,362                           | \$8,231,883       | 5.94%                  |

(1) Excludes re-levied amounts for outstanding water and sewer charges, Department of Public Works charges and sidewalk installments

(2) As of August 27, 2010

Parcels with outstanding 2010-11 City tax balances over \$5,000 (excluding penalties and interest) are:

| Property Owner                   | Property Address      | Outstanding City Taxes Excluding Penalties and Interest (1) |
|----------------------------------|-----------------------|---|
| MGNH Inc                         | 218 Stone Street      | \$ 98,682   |
| 200 Washington St Assoc. LLC     | 200 Washington Street | \$ 19,874   |
| Thousand Islands Hospitality LLC | VL-4 Gaffney Drive    | \$ 7,119  |
| Arthur Rutsch                    | 1240 Arsenal Street   | \$ 6,759  |
| Knowlton Properties LLC          | 213 Factory Street    | \$ 6,729  |
| Spurs, LLC                       | 957 Arsenal Street    | \$ 6,415  |
| Prime LLC                        | 940 Arsenal Street    | <u>\$ 5,490</u>   |
| Total                            |                       | <u>\$151,068</u>  |

(1) Includes re-levied amounts outstanding water and sewer charges, Department of Public Works charges and sidewalk installments

**CODE ENFORCEMENT:**

**Building Permits** – On the report submitted on June 29, 2010 the following Building Plans had been received and still under construction (Note: Permits are either approved & under construction or approved for certain phases of the project upon review of sections of plans and each site is monitored by on-site inspections): Fairfield Inn and Fairfield Suites on Commerce and Gaffney Dr.; McDonalds, 1805 State St.; The Inn, 1190 Arsenal St, complete interior renovation and minor exterior renovation to carport and lobby; 853 Emmett St., Complete Rehab.; 611 Bradley St., new Habitat for Humanity Home; East Hills, 1708 Ohio St., Renovations; 172 Palmer St., new single family home with attached garage.

New Plans received and under review: 1218 Gill St., new single family home; 1290 Arsenal St., Hilton Garden project; JRC Mechanical Renovation, main building Gaffney Dr.; 158 Smith St., new 60x24 Garage; YMCA Daycare, 514 Washington Street. Since June 29, 2010, 30 Building Permits for new construction and demolitions, and 90 Maintenance & Repair Permits have been issued.

**Complaints** – This office received and investigated a total of 129 complaints, with 23 cases being referred to DPW for compliance and 4 cases being referred to City Attorneys.

**Education** – Code Enforcement Personnel are enrolled in the NYS Department of State Division of Code Enforcement & Administration Educational Service Course for NYS Uniform Fire Prevention and Building Codes to be held on October 13, 2010 in Jefferson County.

**Personnel** – Code Enforcement Officers are carrying out numerous inspections based on approved permits; they are also busy this residential construction season to include several new garages, home rehabs, reroofs, additions, etc. 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: Tilted Kilts, 1050 Arsenal St., new restaurant at former Davidson’s Site and the Hibachi/Japanese Restaurant, 1025 Arsenal St., new restaurant at former Long John Silver’s site; Trinity Church – Office & Meeting Rooms and Kitchen, 219 Sherman Street.

Violations and complaints are on the upswing due to the number of properties in foreclosure, specifically unsecured buildings, trash and debris, tall grass and many abandoned vehicles. Christine Shipley, Code Enforcement Aide, ensures 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.

**Appearance Tickets** – This office issued another 3 Appearance Tickets to City Court to owners of City properties for a range of violations from trash and debris to New York State Property Maintenance Code violations.

**Buildings and Grounds** – Buildings and Grounds Maintenance staff continue to keep up with the mowing, weeding of flower beds, and care of trees, parking lot and various other duties. Our Maintenance Supervisor is currently undertaking the installation of new heat pumps at the Flower Memorial Library.

## **ENGINEERING DEPARTMENT:**

**Breen Avenue-** The project was designed in-house by department staff. The project 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, and the bid date was April 12, 2010. The DEC and DOH have granted approval of the project. Construction started in June and work is nearing completion with curbs and sidewalks being installed.

**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.

**Riggs Ave** – The preliminary design is complete. A public meeting was held in August 2008. Bids were received for this project on June 22<sup>nd</sup>. Approval of the project is anticipated at the next Council meeting. All insurance and bonding is in place, and work was started in August.

**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 26th. The Massey Street portion of the work is underway and the golf course section is slated for late in the fall.

**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.

**Franklin Street Sidewalk** – The Engineering Department is working with the Planning Department to facilitate the design of improvements to the sidewalk, curbs, ornamental lighting, and grading. The private utility conflicts in the project area are currently being resolved. The bid was received on August 10th. Construction inspection coverage is being done in-house to help the project stay within budget. The preconstruction meeting was held on August 27<sup>th</sup>. Construction is currently underway.

**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 in the Fall.

**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 final plans and specifications are nearing completion. 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.

It is anticipated that 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 will be entered into to facilitate the reimbursement of costs incurred by the City to monitor for, handle and dispose of any MGP material. Draft language is being reviewed. A Community Air Monitoring Plan and a Health and Safety Plan will need to be submitted by the contractor and approved by the NYSDEC prior to starting work.

The above items, as well as final changes to the construction plans and specs were incorporated into the bid documents. Bids will be in during September 2010.

**Dosing Station Dam Repair-** The Department has completed plans for structural repairs to the Dosing Station Dam. The project entails scour repair and concrete repair to eliminate the leakage of untreated water into the settling basin. This will reduce the amount of chemicals required to treat the water and also may reduce the occurrence of Disinfectant Byproducts in the water system. This work is broken into two phases. Phase 1 is programmed for the 2010 construction season. Phase 2 is projected to be complete in 2011. The plans have been submitted and approved by the NYSDEC and the USACE. Bid results are in and will be presented to City Council for consideration on September 21, 2010.

**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 it is anticipated that the State share will be 15% now that its budget is approved. An RFP is being prepared 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 and submitted it to the DEC for final review in September 2010.

## **FIRE DEPARTMENT**

**Calls for Service -** The department has responded to 2,254 emergency calls from January 1<sup>st</sup> to August 23 (when this data was obtained), with 597 calls answered after July 1<sup>st</sup>. Engine 2 remains

the busiest engine company with 177 calls for this report as the Rescue Company had 475 calls for the same period.

**Notable Incidents** - A structure fire occurred at 157 Palmer Street on July 19<sup>th</sup>. The garage fire was reported to be fully involved and when fire units had arrived the fire had traveled into the dwelling at the same address. Heat damage had also extended to nearby homes on the street. The use of the new colored hydrant maps and the assistance of Water Department crews directed responding units to a hydrant that was located on a 12" main which was able to provide ample water for this extended fire operation.

Fire department personnel assisted the Watertown Police Department at a crime scene on LeRay Street on August 12<sup>th</sup>. Companies responded initially to a medical assistance call and then provided lighting equipment off the Technical Rescue Trailer to illuminate the area so law enforcement personnel could conduct their investigation.

**Grants** - Two consulting firms for the Radio Interoperability project were invited to discuss their proposals and the working team from the City Fire and Police Departments as well as the County Sheriff and Emergency Management Office selected Blue Wing Consultants to assist these organizations through the PSIC Grant. Council approved this resolution on August 16<sup>th</sup>. At that same meeting, Council authorized the Fire Department to apply for a Homeland Security grant for \$105,000 to enhance our technical rescue capabilities.

**Dispatch Communications** - A joint effort by the County and City IT departments were able to directly connect the Mobile Data Terminals (MDT) in the apparatus to the Dispatch Center. This allows responding units to see the call address and the reason for the emergency call on a computer screen in the vehicle. We are also working on installing the Firehouse CAD monitor feature which will take information received by dispatch and generate an incident report back at the fire stations.

**Community Events** - The Jefferson County Fair kept the department busy with having a duty crew available on site between 10am and 11pm each day for the entire six day event. Crews responded to nine medical emergencies and one propane odor call while at the fair. The crews also provided fire safety training with the Safety Trailer to an estimated 250 kids during the week. Fire Prevention issued propane permits and provided safety inspections on the grounds and vendor booths. The department also provided additional crews for two demolition derbys and the Alan Jackson concert, where some 7000 patrons were able to enjoy his performance and watch fireworks at the conclusion.

**Fire Prevention Month Program** - The department is working on a cooperative program to deliver pizzas to homes in the city in conjunction with Papa John's pizza. The month of October has been selected for this venture to check homes for working smoke detectors during Fire Prevention Week activities.

**Fire Prevention-** There was several mass gathering events in July and August which included the Syracuse Symphony in the Park, Weird Al Yankovich and Alan Jackson, and the Red White and Blues Festival at the Fairgrounds. Fireworks displays at the Park, Fairgrounds and Mount Carmel lit up the skies over the City. The Fire Safety Trailer made several stops including: Starbuck School, Disabled Person Action Organization and the County Fair. Fire Truck visits were

conducted at the Farmer's Market, a classic car show (featuring emergency vehicles) the Jefferson County Children's Home, Watertown Housing Authority and an event at the Fairgrounds to help celebrate the Americans with Disability Act.

Fire extinguisher training was conducted at the North County Orthopedic group and evacuation drills at Angel's Inn also highlighted the summer schedule.

**New Personnel-** The department's newest members had their first day on the job July 19<sup>th</sup>. Captain T. Wiley oversaw their indoctrination for their first week which included getting uniforms, turnout gear and the filling out of paperwork. These recruits are attending the NYS Fire Academy at Montour Falls with a graduation date of October 7<sup>th</sup>.

**Training** - The department borrowed a fit test machine from the County to conduct sizing test of SCBA masks of department members. This testing is conducted annually to determine if the proper size face piece has been issued. On August 5th, Captain Wiley and Battalion Chief Herman traveled to the Syracuse Fire Department Training Center to attend a class on emergency bailout systems.

The Department is working with DPW crews and Jefferson Concrete to install a trench simulation training venue. This will be a concrete vault placed in the back yard of Station 1 so on duty crews can safely practice their skills in stabilizing and removing a victim for a collapsed trench.

## **INFORMATION TECHNOLOGY DEPARTMENT:**

### **Application, Software and System Updates -**

The Alfresco Document Management system has been installed and IT staff is working on integration and deployment. Alfresco is an open-source system providing: Document Management, Web Content Management, Collaboration, Content Platform and Repository, Content Management Interoperability Services (CMIS), Records Management, and Image Management.



The Tricerat Print Server software has been installed and IT staff are working to convert all the existing print management in the current system (local, network, Citrix, and RDP (remote desktop) with this application. The software provides the tools to centrally manage both printers and print drivers in the environment.



Cartegraph staff has completed the initial implementation of the Water Department's portion of the Cartegraph work order system (request and activities).



The Fire Department has installed the Spillman Mobile system to its front line apparatus. Reserve apparatus and a training system will be configured next. The Fire Department staff is also reviewing the latest version of the Firehouse application and on receipt this will be

deployed in conjunction the CAD monitor software to restore the automatic NFIRS data import from Jefferson County Dispatch.



Parking Tickets and Registration Scanning System – All historical tickets have been processed thru DMV lookups by the Comptroller's Dept and IT Staff (24,000 lookups). The handheld scanner was determined to be an unproductive method of issuing tickets due to speed of the device and the time it takes to produce a printer ticket. The device may be repurposed as a scanner for the Police Evidence system.

Data Interface with the Jefferson County Dispatch CAD system – Jefferson County has contracted with Westelcom to provide a fiber connection to the Public Safety Building. Westelcom has submitted a request to install fiber in that portion of the City's conduit system under the Fiber Optic franchise agreement.

Network - Fiber Optic lines that originally provided data and internet service were decommissioned and re-routed to add additional lines to support the City Hall to PSB connection.

Training – IT staff completed training on Exchange 2007 and are currently completing a Citrix training update. Staff are also working on an in-house training program for DPW to better utilize the GIS system with Cartegraph.

### **GIS Applications, Updates and Mapping**

Fairgrounds/Trail mapping project: Mapping all of the assets at the Fairgrounds to incorporate into a facilities map to be used by DPW for event planning and asset management has started. This data will also be used for a more general Fairgrounds/Trail map to be located in the new kiosk located along the Bicentennial Park Trail.

Provided topographic mapping for the Planning Department's grant applications.

Update Breen Ave. Infrastructure - Using both engineering plans and GPS measurements from the field we have kept the GIS database up to date throughout the construction process.

Provide Water network for the Engineering Department: We provided an updated and sub-meter accurate version of the existing water distribution system to the Engineering Department to aid in the design of future upgrades to the system.

Updated Fiber/Conduit mapping: Using GPS measurements taken in the field the City's conduit map was updated.

Update Zoning Map to reflect zone changes in the Jefferson Street area.

## **POLICE DEPARTMENT:**

**Summer Concert Details** – The Syracuse Symphony performed in Thompson Park on July 2<sup>nd</sup>. This detail involved the two off duty shifts of the WPD. The Officer's responsibility for this detail is assisting with parking and crowd control. The event took place without incident and was very well attended.

WPD also worked with the Disabled Persons Action Organization and Joe Rich which held the Alan Jackson Concert on July 16<sup>th</sup>. The concert, held in conjunction with the Jefferson County Fair, posed concerns over parking and crowd control. WPD, JCSO, NYSP, NYS DOT and WFD all worked together to develop a plan and assisted getting between 7,000 and 8,000 concert/fair goers in and out without incident.

**Walk For Justice** - On August 1, 2010 Mr. and Mrs. Larry Hosmer held a Walk for Justice in honor of their daughter Tina Rose Hosmer Smith who was murdered in Watertown 20 years earlier on August 1<sup>st</sup>, 1990. The walk started on Public Square and went up to where she was murdered on Goodale St. There was a moment of silence and a short prayer service. The walkers then proceeded over to Arcade St. to the area of the former Jack in the Box Bar which was where Tina was last seen alive. The walkers then continued over to Court St and ended up in the veteran's memorial walkway for some light refreshment and shared memories of Tina. Chief Goss and his family as well as other PD members participated.

**Police Academy** – A start date for the next police academy has been set for September 27<sup>th</sup>, 2010. We have been working with Civil Service to conduct interviews and have candidates undergoing Physicals and Psychological tests. The academy will consist of local departments and possibly some from the Central NY area.

**Retirement** - Officer Brian Scully retired after 20 years of service with WPD. Brian served in patrol and worked all three shifts closing out his career on the 7:00 a.m. to 3:00 p.m. shift. In 1993, Brian received the Meritorious Service Award for his role in evacuating residents in an apartment fire in the 200 block of State St. In 1994 he received a platoon citation Award for an incident where a person was wielding a knife and a gun in an apartment on Wealtha Ave. In addition to these awards Brian's personnel file is filled with many acknowledgements and thanks you's from citizens for his help and dedication.

**Notable Cases – July and August 2010** - On July 23<sup>rd</sup>, 2010 Watertown Police Detectives arrested a 58 year old Watertown man on a charges of Grand Larceny 2<sup>nd</sup> degree, Possession of Stolen property 2<sup>nd</sup> degree and Falsely Filing Business Records all counts being Felonies. This investigation was conducted over a 9 month period after a complaint by the comptroller of Knowlton Technologies. The suspect, a former employee, was believed to have used his position to embezzle funds of Knowlton. The Grand Jury indictment handed down accused the suspect of stealing more than \$700,000 in money, and 236 counts of falsifying business records. The defendant was released after arraignment pending future court appearances. The thefts are believed to have occurred over a six year period from 2003 to 2009.

On August 12<sup>th</sup>, 2010 Watertown Police Patrols were detailed to 662 Leray St. The initial report was vague, but patrols had a missing person complaint that was actively being investigated that

involved a resident at the address. Upon arrival, patrols determined that the missing person an 18 year old Watertown youth was deceased. Through investigation it was learned that the deceased was murdered by his 20 year old step-brother. Patrols contacted WPD Detective Division and Identifications Unit to respond. Subsequent investigation revealed that the victim was murdered two days earlier on August 10<sup>th</sup>, 2010. The Jefferson County District Attorney's Office was on scene and the suspect was charged in the early morning hours of August 13<sup>th</sup> 2010 with a charge of murder second degree. The case was brought to a quick resolution due to the hard work and dedication of the uniformed division of the WPD as well as the Criminal Investigations Unit. The suspect is being held in the Jefferson County Jail pending Grand Jury Presentation at a later time.

In May 2010 the Mustard Seed Store located at 969 Arsenal St. was burglarized and cash stolen. WPD detectives investigated the case and with the assistance of a grainy video were able to determine that the burglary was committed by a male and female. Detectives followed up on more leads and were eventually able to file charges against a 17 year old female city resident on July 28<sup>th</sup> 2010 She was charged with Burglary, Grand Larceny and Criminal Mischief. The investigation continued and on August 16<sup>th</sup> 2010 detectives were able to file charges against a 27 year old Watertown man. He was charged with Burglary and Grand Larceny. Both the male and female were arraigned in Watertown City Court and held on bail pending grand jury presentation at a later date. The stolen money was not recovered.

## **PLANNING DEPARTMENT:**

**Bicentennial Park and Marble Street Park** – Construction is continuing on this project by DPW crews at the Bicentennial Park site. The new basketball court is nearing completion. Sidewalk work has started and the construction of the trail system will follow in the coming months. Work will continue throughout the fall by the Department of Public Works.

**Banners** – Staff has been working with a banner company as well as several local organizations on the banner program for downtown. The City has purchased 40 American flag banners and AUSA and FDRLO have each purchased 10 banners that have been installed on the ornamental light poles. The Greater Watertown North Country Chamber of Commerce has finalized their design and has ordered 10 banners that will be installed in September. Staff has also been working with the Downtown Business Association on the design of their banners and they have been ordered and it is anticipated they will be complete by late September. In addition to Planning Staff supporting this project, the Department of Public Works assists by installing the banners.



**Community Development Block Grant** – An application was submitted earlier this year for funds to continue the housing rehabilitation program. We have been notified that our application was not funded. In September, city Staff and our consultant will travel to Albany to meet with State officials to discuss our grant application.

**Franklin Street Streetscape Improvements** – The final plans and specifications were completed for this project and it was advertised for bid in July. The City Council approved the low bid submitted by Con-Tech Building Systems in August. When complete, the project will include streetscape improvements such as new sidewalks, curbs, and brick pavers on both sides of Franklin Street from the end of the Public Square Streetscape Project to Goodale Street. National Grid has also indicated that they will be upgrading the existing ornamental street lights and the City DPW will be completing street paving work in this area.



**J B Wise Parking Lot Reconstruction Project** – The City Engineering Department coordinated the completion of the final plans and specifications and the project was advertised for bid on August 16, 2010. Planning Staff is working to complete the environmental review required for the project and has initiated a coordinated review for the project according to the requirements of SEQRA.

**Lachenauer Plaza Fountain** – Staff has provided assistance with this project that involved the painting of the fountain by the Department of Public Works, a design competition sponsored by the North Country Arts Council, painting of the fountain by the selected artist, Jeffery Rule and the rededication of the fountain

which occurred on September 1.

**Planning Board** – During the last two months, the Planning Board approved minor subdivision requests for 853 Water Street and 1290 Arsenal Street. In addition, they granted a waiver of site plan approval for the construction of a new gas canopy at 268 Arsenal Street. The Planning Board also recommended that the City Council grant a special use permit to allow an automobile sales lot at 500 Main Street West and recommended site plan approval for the construction of a 34 space parking lot at the Fairgrounds YMCA on Rand Dr. They also recommended approval of a zone change request to change 561-579 Burdick Street from Light Industrial to Residence B district and a zoning ordinance amendment to allow the production of alcohol in Light Industrial Districts. The Planning Board is currently working with GYMO, P.C. and Purcell Construction Corp. on approvals for the construction of an enriched living facility and five two-unit dwellings on Jewell Drive. Staff from Planning, Engineering, Water, Codes and the Fire Department are reviewing this project and have provided reports for the Planning Board's consideration.

**River Committee** – Staff continues to attend River Committee meetings to discuss various proposals. On July 17, the River Committee held its annual Black River Clean Up Day. In addition to picking up trash and debris along the river, the Committee and other volunteers continued their efforts from last year by piling stones against the new river access stairway at Whitewater Park in an effort to abate erosion.

**Riverview Plaza** – Construction has been completed and a Certificate of Occupancy has been issued. Staff is putting together the documentation for the last draw of Restore-NY funds.

**Soldiers and Sailors Monument** – Staff submitted a grant application to 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.

**Street Tree Program** – The summer tree watering and maintenance program continued through late August. The program was staffed by a local college student, Matthew Ditch. Between May and August, approximately 150 trees planted last spring and fall were watered weekly while other recently planted trees were watered on a rotating basis. In addition, Mr. Ditch re-mulched over 1,500 street trees, beautifying neighborhoods and protecting trees. Staff from Thompson Park also assisted with mulching hundreds of trees in Thompson Park.

Planning Staff submitted a reimbursement request to National Grid through their 10,000 Trees and Growing Grant Program. The program reimburses the City \$50 for every properly selected underwire tree that is planted. A properly selected underwire tree is a small maturing tree that will not interfere with the primary power lines when it is full grown. Thirty eight underwire trees planted as part of the Spring 2010 Tree Planting Project were submitted for reimbursement under this program. A total of \$1,900 was approved. This amount will be applied to the General Fund and serves to offset the overall cost of the tree program.

#### **DEPARTMENT OF PUBLIC WORKS:**

**Street Paving Program** – The street paving program is well underway with crews having completed shim & overlay projects on Central Street, Lillian Street, Marra Drive, Morrison Street and Waite Avenue. Crews have also placed approximately 7,150 linear feet of concrete pin-on curbing. Concrete pin-on curbs were installed on Central Street, Marra Drive, Morrison Street and Waite Avenue.



In addition to the shim & overlay projects, crews have also completed the milling operations on West Main Street, between Mohawk Street to Vanduzee Street. Crews are currently performing maintenance work on the drainage structures and road base. Upon completion of the maintenance activities, a black top crew will place the top course of asphalt. Year-to-date crews have placed a total of 4,975 tons of asphalt and poured 272 cubic yards of concrete.

**Washington Street Vendor Placed Pavement Project** – This project encompassed the milling and paving of Washington Street from Flower Avenue to the City limits. The New York State Department of Transportation (NYS DOT), through the American Recovery and Reinvestment Act, is provided reimbursement for the cost of placing a tack coat and paving an asphalt top course. In preparation for the project, DPW crews repaired/replaced sewer structures and assisted with the milling operations. Upon completion of the vendor placed pavement portion of the project, crews marked the layout for striping and painted the crosswalk and intersection markings.



**Upper Gaffney Drive Sanitary Sewer Reconstruction** –

The upper Gaffney sanitary sewer reconstruction project is nearing completion. Crews have installed a new 12-inch sewer main, which replaces approximately 450-feet of 10-inch main, and replaced three (3) sanitary sewer manholes. The work was performed throughout the evening hours to minimize the impact to the traffic and businesses located in the area. Final site work is expected to be complete by mid-September.

**Sanitary and Storm Sewer Infrastructure** – Sewer crews have investigated a total of twenty (20) sewer back-up calls and repaired residential sanitary sewer laterals on Academy Street, Cleveland Street, Palmer Street, Tilden Street and Washington Street. Crews have also performed cleaning and video inspections of the newly installed sanitary sewer on Breen Avenue, the combined sewer on South Hamilton Street near Academy Street and the storm sewer on West Main Street at the railroad viaduct. In addition, the cleaning operations crews reset seventy-five (75) drainage structures on Washington Street. The drainage structures were reset as part of the Washington Street Vendor Placed Pavement project. Crews also reset structures on Barben Avenue, Marra Drive and Morrison Street as part of the resurfacing operations that were performed on each of those streets.



fence installation.

**River Parks Improvement Project** – This project includes the construction of a basketball court, pavilion and asphalt trail system at Bicentennial Park, as well as, a pavilion, rest rooms, and asphalt trail system at Marble Street Park. Construction of the Bicentennial Park basketball court is nearing completion, basketball goal posts have been installed along with the framework for the fencing. The Electric Department has also completed the installation of the basketball court lighting system. The surface coating for the basketball court will be applied upon completion of the

**Way-finding Signage** – There are a total of ninety-seven (97) way-finding signs that will be installed throughout the City. Ninety (90) of these signs were produced in-house by the department’s sign shop, while the remaining signs were custom fabricated. The Sign Crew has installed signs at the Fairgrounds, along Arch Street, Black River Parkway, Coffeen Street, Massey Street, Newell Street and Whitewater Way. The next round of signs will be placed along Arsenal Street and at the intersection of Arsenal and Massey Streets.

**Edmund Street Clearing & Grubbing Operations** – At the direction of City Council, Buildings & Grounds crews completed clearing and grubbing operation of the paper street known as Edmund Street Extension. The work included clearing of a path approximately 65-feet wide by 300-feet long from West Main Street toward edge of the Black River.



**Curbside Bulk Item Pick-up** – The City of Watertown’s DPW Refuse & Recycling Division offered the residential on-demand bulk item collection for

another season. The program, which began July 6th and ended August 20th, provided curbside service for the disposal of bulk items to all City residents. The cost for the service, which consisted of two (2) temporary summer employees and a pick-up truck with a stake rack and liftgate, was determined by the size and weight of the object(s) and based on the City's blue sticker system (\$2.50 each).

The City received a total of ninety (90) requests for this service throughout the duration of the program. Collection services were scheduled for twenty-seven of the thirty-seven (27/37) days the program was offered and averaged four to five (4-5) collection pick-ups a day. When the collection crew completed its tasks or on dates no collections were scheduled the crew would assist other DPW divisions performing activities such as: flagging, paving, greenwaste collection, etc.

**Multi-Purpose Field #2 Site Work** – Building & Grounds crews, along the Parks & Recreation have substantially completed the process of relocating multi-purpose field #2 within the Fairgrounds Complex. The field was moved approximately fifty feet (50') from its current location towards the Black River. The move was completed to increase the safety of its users by providing a larger buffer area between the playing field and the roadway. A DPW crew is currently assisting Parks & Recreation with some remaining site restoration work between the field's new location and the Fairgrounds Trail. Parks & Recreation will finish the project with the installation of new field goal posts at each end of the field.



**Parks & Recreation Venues** – The Fairgrounds Complex, Thompson Park and Watertown Municipal Arena were highly utilized this summer for hosting annual events and shows. The Fairgrounds Athletic Fields hosted the YMCA's Red Bull Soccer Camp, the North Country Lacrosse League, Red & Black Football, the Annual Can-AM Girls Softball Tournament on Fairgrounds and North Side fields, two (2) new lacrosse clubs, Men's Fast Pitch Tuesday



Night Softball League, Sunday Softball League, American Legion Baseball, Youth Baseball All-star Game, YMCA/Wizard's Baseball Camp, Watertown Wizard's, Babe Ruth Baseball and Pop Warner Football.



The Fairgrounds and Arena also hosted events such as the Saturday Morning Farmer's Market, the Teitsworth Equipment Auction, the Public Works Spring Bulk Drop-off, Relay for Life, NYPEA Horse Show, DPAO Choo Choo Soul Kids Concert, the BRVHA Horse Show, the Fair & Wizard's – Puddle of Mud Rock Concert, DPAO Alan Jackson Concert, Jefferson

County Fair, ADA Celebration in the Arena, Diabetes Walk, DPAO Litter River – America Concert, Weird AI Concert, the 2CW Wrestling Events, Maximum Force Wrestling Event, DPAO Bill Engvall Comedy Event, Case Automotive Car Show, Car Sales Show, Merchandise Show.

Thompson Park was equally busy with use and activities this season. One of the many highlights for this season was the Syracuse Symphony, which gathered another large crowd of over 5,000 on July 2<sup>nd</sup>. The event included an opening act performed by a local band, Fred and the Eds, and a finale complete with a fireworks show. In addition to the Symphony, The Sci-Tech Center of Watertown came back again this year for another astronomy observation evening. The Rotary Pavilion is a welcome addition to the Park with reservations and use of the new pavilion equaling that of the Main Pavilion.



**The City's Summer Playground Program** – The City's Summer Playground program was offered for seven weeks this summer, ending on August 13th. The program provided the City's youth a fun and safe environment for summer activities at four area playgrounds throughout the city. Parks & Recreation Summer Directors oversee daily games & sports; assist with weekly crafts and plan summer trips & special

event days at each of the playgrounds. The attendance for the 2010 season totaled 2,213 children. This number excludes the attendance for special events, such as the End of Season Fun Day. An increase in patronage was seen at the Hamilton Street Playground. Parks & Recreation also opened two (2) Recreation Centers this year. The centers were located at the Watertown Municipal Arena and Flynn Pool and offered various activities such as board game competitions, ping pong tournaments and arts & crafts. The center at the Arena was open for thirty-one (31) days and Flynn was open for twenty-eight (28) days. The centers accounted for approximately twenty-one percent (21%) of this season's overall attendance with 456 children utilizing the centers for summer activities.



**Public Pools and Swimming Lessons** – The Fall Season is about to commence and all public pools are now closed. William J. Flynn and Thompson Park Pools closed for the season on August 15<sup>th</sup> with a total of 7,958 visitors for the season. The Fairgrounds' Alteri Pool closed on August 27<sup>th</sup>. The final attendance figures are still being tabulated. It is estimated that over 3,000 visitors made use of the Alteri Pool facilities. The Red Cross Learn to Swim Program was offered at all three City pools and over 150 individuals participated in the program.



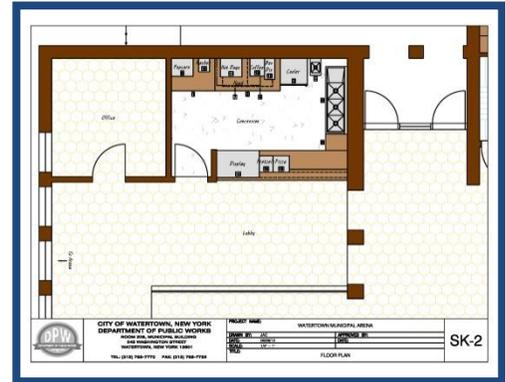
**Watertown Golf Program** – Parks & Recreation and the Watertown Golf Club teamed up to provide an opportunity for the area’s youth interested in learning how to golf. The program continues to be popular with over 160 registrants. Due to the program’s popularity, six (6) sessions are now offered for total of twenty-four (24) lessons. This year’s program instructor was Josh Woodard, a local pro-golfer and graduate of the University of South Carolina Golf Academy.



**Watertown Tennis Clinic** – The Watertown Tennis Clinic program provided an opportunity for the area’s youth interested in learning how to play tennis. The lessons took place on the tennis courts located in Thompson Park under the direction of Don Osborn. Lessons focused on the fundamentals of tennis: grip, strokes, scoring, serve, etiquette and rules. We had a total of eighty-five (85) registrations for this year’s program. Additional staff was added to keep players more active and the sessions were expanded by a half hour to allow for more instruction time.



**Watertown Fairgrounds Arena Concession Stand** – The Department of Public Works, with Parks & Recreation, submitted application to the New York State Department of Health for a permit to operate the Watertown Fairgrounds Arena Concession. The department is currently preparing the concession area and purchasing equipment required to operate the concession. The concession, once in operation, will be handled by Parks & Recreation staff and will serve hot and cold beverages, popcorn, hot dogs, nachos and pretzels along with a variety of prepackaged baked goods and candies.



**Watertown CitiBus** – The Transit Supervisor attended a meeting with the Northern Regional Center for Independent Living and assisted with the celebration of the 20<sup>th</sup> anniversary of the Americans with Disabilities Act. The celebration was held at the Watertown Municipal Arena and CitiBus provided passenger transportation to and from the event. CitiBus also hosted the July 28<sup>th</sup> meeting of the Transportation Commission at the Newell Street facility. The Transportation Commission agreed to provide Jefferson Community College with monthly passes on consignment. The passes will be sold to students through the students’ activities center located on campus.



**Watertown CitiBus Advertisements** – Advertising spaces on CitiBus vehicles have been leased to the New York State Education Department for July and August; to Stream Global Services and the Thousand Island Privateer for August and September; and Chiappone’s Tire Warehouse and Quick Med Urgent Care for six (6) months. The DPW’s Trash Service signs were completed and placed on the buses this August while a vacancy occurred.



## **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.

The final draft has been submitted and reviewed by the stakeholders committee. We expect the final report and recommendations to be submitted within the next couple of weeks. Once they have been received, the final paperwork for the closeout of the grant can be completed. A report will then be presented to the City Council.

**Water Treatment Facility Upgrades and Accomplishments** – In addition to routine daily maintenance duties, water treatment plant maintenance staff personnel have completed several larger maintenance projects within the facilities. Most recently, staff has begun replacement of the bearings in the surface wash wands on the filters. These wands assist in the cleaning of filter media during the backwash process. The wands were not functioning properly and the staff found that the bearings on the shafts of some of these units had become severely worn and were in need of replacement.

**Dosing Station Dam Repairs** - The City Engineer has prepared the plans and specifications to have the Dosing Station Dam repairs done this year. Permits have been received from the NYSDEC and the Army Corps of Engineers. Bids are scheduled to be received in early September. This is an important project in that it will not only enhance the pre-treatment process, but should also decrease the precursors that ultimately lead to higher disinfection by-product production.

**Water Distribution Maintenance** – Distribution crews have completed the annual hydrant flushing program and have made minor repairs to several fire hydrants. The need for these repairs is routinely discovered during the hydrant flushing operations and the work is done as soon as possible after the discovery has been made.

Distribution personnel have assisted with the oversight and inspection of water main installations by City contractors on Breen Avenue and Riggs Avenue. Crews adjusted and/or repaired 59 water gate boxes in conjunction with the “mill and fill” pavement overlay project on Washington

Street. Eight water services have been installed since July 1<sup>st</sup>. Water department personnel have laid out and marked service locations for several hundred UFPO requests.

**Water Meter Replacements** – The meter service crew continues to install the radio reading meters as water meters are replaced for various reasons. 46 radio reading units have been installed since July 1, 2010 and there is now a total 1,203 radio read units in the system. This is approximately 14% of the water meters in the city. 396 radio reading meters were installed in FY 2009-2010. We continue replacing damaged or outdated meters with radio read style meters, as well as setting these meters in all new installations. Radio reading capability has made reading meters in pit settings much safer and has made reading meters at multiple unit housing developments faster and safer, as well.

**Water Main Installations** - Bids have been received for the pipe and materials to allow departmental personnel to install a new water main in the 1200 block of Columbia Street, between Indiana Avenue N. and Michigan Avenue, and to replace the existing water main in the 1200 block of Madison Avenue to provide enhanced fire flows to these areas. Work should begin early in September.



**Dredging of the Black River Coagulation Basin** – A bid has been awarded to D<sup>2</sup> Dewatering Services, Inc. for the dredging of the coagulation basin off NYS Rte. 3, east of the City. This work has to be done every three to four years to remove the settled alum sludge from the basin. The sludge is an accumulation of dirt and organic debris such as leaves and vegetation that is settled out of the raw water prior to being sent to the filter plant for processing. This work is expected to start in September and be completed in October of this year. The last time the basin was dredged was in the fall of 2006.