City Manager's Status and Information Update

April 11, 2025

Check out our Website!

City of Watertown, New York – City Manager (watertown-ny.gov)



Opportunities with Watertown

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

| ✓ Civil Engineer I | ✓ City Forester |
|----------------------|----------------------------|
| ✓ Librarian I | ✓ Motor Equipment Mechanic |
| ✓ Lifeguard I & II | ✓ IT Specialist |
| ✓ Refuse/Recycle MEO | ✓ Transit Operator |

For more opportunities click the QR Code here:



Civil Service & Summer Employment





New Hires

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

Tracy Tanner – Tax Services Aide in the Assessment Department

City Clerk's Office

Are You Ready for the Real ID Deadline?

Since the beginning of the year, the City Clerk's office has noticed a marked increase in the number of people seeking their Birth and Marriage Certificates as the deadline quickly approaches for acquiring a Real ID. For the months of January, February and March, the City Clerk's Office has issued 2,080 certified copies in comparison to issuing 1,675 certified copies during last year's January, February and March.



A Real ID is a DMV-issued driver license, learner permit, or non-driver ID, which is federally compliant and will be required to board a flight within the U.S. or enter certain federal buildings, without a valid passport. This requirement will go into effect on May 7, 2025. If your NYS license or ID **does not** have a star or a flag on it, then you **do not** have a REAL ID-compliant document. Many people in our area have chosen to get an Enhanced ID, and if you already have an Enhanced ID, you will **not** need to get a Real ID as the Enhanced license is a level above a Real ID.

If you find yourself needing to acquire a Real ID, the State website offers some guidelines and to read more about Real ID compliance, you can visit this website at https://dmv.ny.gov/driver-license/enhanced-or-real-id

Things to remember while reviewing your Identifying Legal Documents:

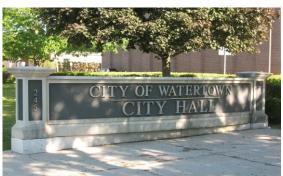
A Birth Certificate is required to provide proof of your legal name. Even people who have copies of their Birth Certificates find that they may need replacement copies if the Certificate is torn or damaged or if it is an older version which does not list parent names.

If your name has changed once or multiple times, due to a marriage or divorce, proof of each change must be provided to show the connection. Be sure to gather your Marriage Certificate or Divorce Decree, which demonstrates each name change.

Copies of the Certificates must be a certified copy and contain the raised seal and certification statement of the Local Registrar who issued it.

If you were born here in the City of Watertown or obtained your Marriage License from the City of Watertown, your Certificate is on file filed here in the City Clerk's Office and we'd be happy to assist you. Requests can be made by in person, by mail, or through the internet. For further information on how to request a Certificate, please call the City Clerk's Office at 315-785-7780 or visit our website – https://www.watertown-ny.gov/BirthDeathandMarriageCertificates.

City Council Meetings



Stay updated with the meeting minutes from the April 7, 2025, City Council Meeting:

Click Photo for Meeting Minutes

Reminder:

The City Council meets on the 1st and 3rd Monday of each month at 7 PM in the Council Chambers, 3rd Floor, 245 Washington St, Watertown, NY. The 2nd Monday of each month is held for Work Sessions, which are open discussions on topics requested by the Mayor and City Council. If there is a holiday on Monday, the Council Meeting or Work Session will take place on the following day, Tuesday. The public is welcome to attend all meetings. City Council Minutes & Agendas are available online, and the Meetings and Work Sessions are captured on video by Steve Weed Productions.

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

The City Council Meetings for April are Monday, April 7th, and Monday, April 21st, 2025. The April City Council Work Session is on Monday, April 14th.

Purchasing

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

The following Bid opportunities are available:

<u>Bid #2025-06 Process Chemicals for the Water Treatment Plant – Deadline</u> 4/29/25

The City of Watertown is seeking sealed bids from qualified bidders for the purchase and delivery of Process Chemicals for the City's Water Treatment Plant, per departmental specifications. Please use the link below for additional information or visit our website at City of Watertown - Purchasing Department.

https://prod3.evo.cloud/watertownny/portal/bids/431/

<u>Bid #2025-07 Process Chemicals – Dry Polymer- Pollution Control Facility – Deadline 4/30/25</u>

The City of Watertown is seeking sealed bids from qualified bidders for the purchase and delivery of Process Chemicals – Dry Polymer for the City's Pollution Control Facility, per departmental specifications. Please use the link below for additional information or visit our website at City of Watertown - Purchasing Department.

https://prod3.evo.cloud/watertownny/portal/bids/432/

<u>Bid #2025-08 Process Chemicals – Phosphorus Coagulation -Ferric Chloride-Pollution Control Facility – Deadline 4/30/25</u>

The City of Watertown is seeking sealed bids from qualified bidders for the purchase and delivery of Process Chemicals – Phosphorus Coagulation – Ferric Chloride for the City's Pollution Control Facility, per departmental specifications. Please use the link below for additional information or visit our website at City of Watertown - Purchasing Department.

https://prod3.evo.cloud/watertownny/portal/bids/433/

<u>Bid #2025-09 Disinfection Chemicals – Pollution Control Facility – Deadline</u> 4/30/25

The City of Watertown is seeking sealed bids from qualified bidders for the purchase and delivery of Disinfection Chemicals for the City's Pollution Control Facility, per departmental specifications. Please use the link below for additional information or visit our website at City of Watertown - Purchasing Department.

https://prod3.evo.cloud/watertownny/portal/bids/434/

RFP #2025-02 Mowing Services – Code & Ordinance Enforcement - Deadline 5/8/25

The City of Watertown is seeking sealed proposals from qualified, experienced skilled lawn care professionals for mowing services to be performed at privately owned, non-compliant lawns located within the City limits upon receiving a request for said services (as needed basis). The intent of this service is to bring the lawn into compliance with the City Code and City Charter as it

relates to lawn care and maintenance. Please use the link below for additional information or visit our website at City of Watertown - Purchasing Department.

https://prod3.evo.cloud/watertownny/portal/bids/435/

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

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

Code Enforcement





The City of Watertown supports the creation of habitats that provide critical floral resources and host plants for pollinators and other beneficial species. These habitats help reverse the decline of pollinator populations by providing a home and essential food sources for pollinators. *Any citizens wishing to*

participate will receive a 16X24 "NO MOW MAY" yard sign (left) from the Bureau of Code Enforcement upon registration.

Code Enforcement continues to field complaints and inspect Property Maintenance Issues, Trash, and Snow & Ice Removal.

From January 1, 2025, to the present, the Code Enforcement Department has issued the following:

135 Permits

351 Trash & Debris violation letters

51 Property Maintenance violation letters

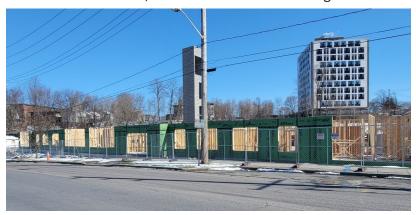
237 Snow & Ice Removal letters

85 Properties were referred to the City's 3rd party contractor for Snow & Ice violations

78 Properties had Snow & Ice removed by the City's 3rd party contractor

160 Main Avenue Apartments

The Main Avenue Apartments project has made progress! The elevator shaft has been constructed, and the framework has begun.



ONGOING PROJECTS THAT HAVE BEEN PERMITTED/ PROJECT COST:

- 302 Court St- Renovation for 11 New Apartments on the second floor. \$1,700,000
- 328 Walker Avenue/ Meadowbrook Apartments new roofs on all buildings. \$1,875,000
- 981 Waterman Drive- Sackets Harbor Brewing Additions. \$650,000
- 160 Main Avenue -63 New Apartments. \$20,340,971
- 434 Eastern Blvd.-50x180 Storage Building. \$600,000
- 136 Court Street- 5 new apartments, 2nd and 3rd floor. \$300,000
- 700 William T. Field new women's locker room and generator relocation.
 \$538,500
- 216 Washington ST- interior reno. \$330,000

COMPLETED PROJECTS:

- 1283 Arsenal Street- Burlington Coat Factory- Interior Reno. \$850,000.00
- 1 Thompson Park- Band Stand Roof. \$161,933
- 403 Washington Street- Repairs to the First Presbyterian Church Steeple.
 \$2,359,800

- 1218 Arsenal Street- Jreck Subs Interior renovation/move. \$45,000
- 124 Franklin Street- JCC offices. \$2,000,000
- 1358 Holcomb St- new single-family home- \$125,000

The Code Enforcement Department has completed the plan review, and a Building Permit has been issued for the new **123-unit Apartment Complex** to be located on Commerce Park Drive. The permit fee is *\$154,861*.

Buildings & Grounds:

The Maintenance staff have begun building the new office for the Urban Forster position at DPW. The framework and the walls have been completed. The maintenance team is awaiting an electrical inspection and will then move forward with the insulation.

The Building & Grounds team has finished waxing the marble floor at The Flower Memorial Library and will be power washing the Flower Library's exterior (weather permitting) this week.

The mulch rotation has begun and the tulips at City Hall should be in bloom any day now!

Finally, the picnic tables are getting refinished and will be placed in front of City Hall on the lawn and under the canopy for the Farmer's Market returning next month.



Police Department

Police Academy:

The Black River/St. Lawrence Police Academy Class of 2024-2025 has completed the classroom portion of the Basic Course for Police Officers. The academy recruits transitioned into the "Field Training" portion of the police academy. They will spend the next 13 weeks working on the road with several Field Training Officers (FTOs). Their responsibilities will gradually increase over the course of the program until they are handling calls on their own. Success in the FTO program will lead to graduation from the police academy and NY State Certification.



The recruit class took a break from defensive tactics training to pose for a photo.



Recruits participated in physical fitness Training at Thompson Park



Community:



Sgt. Amanda Gauthier and Officer Virginia Sherrill participated in the annual "Bohlen Technical Center Recruitment Day at BOCES" on March 19, 2025. Sgt. Gauthier is pictured below engaging with a student at the event.



WPD Officers Shane Ryan (Warrants) and Lindsey Maitland (DARE/Juvenile Aid) joined Nathan Lehman (BOCES Public Relations Manager) during the monthly BOCES Career Connections video interview event on April 8th. Shane and Lindsey were there to talk about careers in law enforcement.



Our therapy dog "Luna" is currently at her certification training class.

Police Lateral Transfers:

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

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

Fire Department

Structure Fires:

On March 31, 2025, the Watertown Fire Department was dispatched to a structure fire at 1429 Gill St. Engine 2 was the first on scene, noticed smoke upon arrival, and during their size-up, discovered a fire on an exterior balcony of a four-unit apartment building. Engine 2 stretched a 1-3/4" line up to the second-floor Apartment D, entered the apartment, then proceeded to the balcony and quickly contained a small fire. None of the apartments suffered significant smoke or damage. The fire originated on the exterior and traveled into the wall cavity between the balcony and storage room. After containment, companies worked to overhaul the wall cavity. Fire investigators determined that the fire was caused by carelessly discarded smoking materials on the balcony. Code Enforcement was called to the scene, and WPD along with GEMs were present at the initial dispatch. There were no injuries to fire department personnel or civilians.

On March 23, 2025, the Watertown Fire Department was dispatched to a structure fire at 247 W. Main St. Engine 3 was first to arrive and found heavy fire coming from the building. Chief 3 performed a 360-degree assessment of the structure and found that the building appeared to be vacant, boarded up and the boarding had been breached prior to department arrival. He also determined that fire was coming out of all accessible doors, windows and the roof. The Chief ordered all companies to evacuate the structure, and all operations were changed to a defensive mode. A personnel accountability report was conducted, and it was confirmed that all crews were safely out of the building. No injuries were reported and the fire investigation at this point remains open and undetermined. WFD was assisted by Watertown Police, National Grid, Watertown Codes, DPW and Guilfoyle ambulance.

Department Training:

The Fire Department has recently had a busy training schedule. The department just completed the Confined Space Rescue Technician class. This class was provided to all members of the department by a FEMA Assistance to Firefighters grant. In May, the grant will also provide Trench Rescue Technician training to all department members. During April, we are receiving the Basic Structural Collapse Operations class. The class is being taught by the

Technical Operations branch of NYS OFPC. Last week, we sent a few members to the Technical Rescue Leaders forum in Oriskany, NY. The department is working toward accreditation with NYS in Confined Space, Trench Rescue and Building Collapse. The department is currently accredited in HazMat and Swiftwater Rescue.

Several members are currently working with Jefferson County Emergency Management on the County's Hazard Mitigation Plan along with the Hazardous Materials incident response plan.

The Rescue committee just completed the Pre-construction meeting with the vendor for the City's new medium-duty rescue. Construction of the vehicle will begin soon.

Training/Public Assistance:



The New York Air Brake often lets us utilize their facility for training scenarios. When asked if we could assist with a broken pulley at the top of their flagpole, we happily obliged. Even fixing a flagpole gives our firefighters an opportunity to position & set up the aerial, operate the bucket from an elevated position, and ensure those colors that so many in our country and community protect continue to wave. Helping a local business that is always available to assist us with training scenarios and use their buildings is great for their business, our firefighters, and the community at large as we all perfect our skills before true emergencies occur.

Planning Department

Spring Tree Planting Program:

Staff has been busy working with members of Tree Watertown and the Department of Public Works, planning various spring tree planting events.

Arbor Day 2025 will be held on Friday, April 25, 2025 at 12:00 p.m. in Thompson Park. Members of the City Council will be joined by members of Tree Watertown, City Staff and area partners as we plant a tree near the Pinnacle Pavilion. The tree will be planted in honor of long-time Rotary Club member and volunteer tree planter, Phil Sprague. Mr. Sprague has been involved with the Rotary Tree Committee for nearly 40 years and has led and coordinated numerous spring tree planting initiatives throughout the City.

The Watertown Noon Rotary Club Annual Spring Volunteer Tree Planting

Project will be held on Saturday, April 26, 2025 at 9:00 a.m. in Thompson Park.

Volunteers are invited to meet at the 10th Mountain Monument and join members of the Rotary Club, Tree Watertown, students from Watertown High School and Immaculate Heart Central High School and other area partners as we plant a total of 50 new trees in Thompson Park.

The City's Department of Public Works will complete our tree planting initiatives for this spring by conducting the <u>City's Annual Spring Tree Planting Project.</u> A total of 75 trees will be planted throughout the City in various locations by our hard-working crews.

Tree City USA. Staff was recently notified that the City of Watertown has been named a Tree City USA for the **25**th straight year! Tree City USA is a nationwide program of the Arbor Day Foundation that recognizes communities for their efforts to manage and expand their public trees. To become a Tree City USA, communities must meet four core standards: Maintain a tree



board or department, have a community tree ordinance, spend at least \$2 per



capita on urban forestry and celebrate Arbor Day. This designation would not be possible without the leadership of the City's volunteer street tree advisory board, Tree Watertown, along with support from the City Council and City Staff. On March 20, 2025, City Planning and Community Development Director

Michael Lumbis accepted this year's award at NYS DEC's Annual Tree City Recognition Ceremony held in Syracuse. Pictured with Mr. Lumbis is Tony Sparacino, a DEC forester from our region who assists with our program.

Department of Public Works

Sewer Repair:



DPW crews work to ditch and improve culvert inlets along Gaffney Drive. Preparing for April showers to hopefully bring May flowers.



Roads Crew:



Crews bring out the street sweepers to clear away the lingering effects of the winter months.



Quarry work can also take place in dry conditions.

Buildings and Grounds:



DPW continues to remove trees throughout the city that have been identified as needing attention.

The Buildings and Grounds crew took time to fill in Public Square with topsoil from the settlement. They then applied grass seed to prepare for a spring and summer full of city events.



Electrical:



Our Electrical team installed cameras at the Thompson Park pool.
Sunshine and warmer temperatures will arrive soon enough.



Training:

DPW members participated in free training provided by the Cornell Cooperative Extension program regarding Work Zone Traffic Controls, which are a vital component of our daily operations.

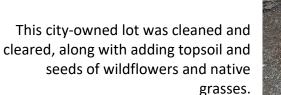




Clean-up:



To enhance the protection of this critical infrastructure, the DPW crew removed debris and trash from beneath the Court Street bridge and installed new fencing and signage on both sides.



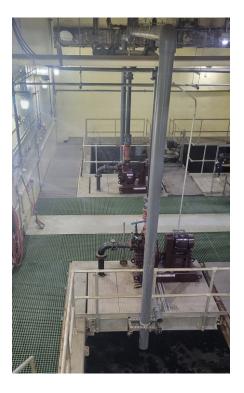


Water Department



Excessive
cleanup was
required
following the
heavy rain
event on
March
16th. The
rainfall washed
debris from the
city streets into

the sewer system, overwhelming the facility's ability to remove all the material. As a result, the screening units at the headworks became clogged and overflowed. The team at the Pollution Control Facility worked diligently to clear the screens and restore normal operations.





The Wastewater Treatment Plant discharges into a Class C body of water, as classified by the Department of Environmental Conservation (DEC), meaning it is designated for recreational use. The DEC requires the City to disinfect effluents from April 1 through October 31. In preparation for disinfection season, the treatment plant crew has been cleaning tanks and installing new chlorine analyzers.

Biosolids are a nutrient-rich byproduct of wastewater treatment. To facilitate disposal, water must be removed to reduce transportation costs and support beneficial reuse. The Pollution Control Facility uses plate and frame presses to dewater biosolids. Over time, the filter cloths become torn or clogged, reducing their efficiency in removing water. The operations and maintenance crew



thoroughly cleaned each plate and replaced the filter cloths on Press 2.



Senior staff at the Wastewater Treatment Plant took advantage of the biogas engine's downtime for preventive maintenance to conduct a training session for less experienced team members. The biogas used in the direct-drive engine must be cleaned using filters and activated carbon. During the gas conditioning system's offline period, the crew cleaned the filters to ensure optimal performance.



The Pollution Control Facility's outdated emergency generator was replaced due to the increasing difficulty of obtaining replacement parts. The facility has two onsite emergency generators: the primary generator, which was replaced, and a second generator dedicated to the solids disposal portion of the treatment



plant. Since the solids generator remains in working condition, operators salvaged and preserved the old control building generator for spare parts.



The trickling filter pumps require rebuilding every 8-10 years. Currently, we are in the third year of a plan to rebuild two tricking pumps per budget cycle. Contractors recently installed the final lift pump and a recirculation pump. By next year, all eight pumps will have been rebuilt.





"Flushable" wipes (which should not be flushed) cause significant issues in sewer and wastewater treatment systems. Operators and maintenance staff noticed that the fat, oil, and grease pit mixer was not functioning properly. After draining, cleaning, and inspecting the tank, they discovered that the excessive rag buildup had bent the mixer's shaft and blades. The crew is now working on repairing the damaged components.

David Paige is our newest certified Grade 2A Wastewater Treatment Plant operator. All operators at the City of Watertown's Pollution Control Facility must maintain a minimum of a 2A license. Statewide, the test has a 56% pass rate for first-time examinees.



Parks and Recreation Department

Thompson Park Golf Course:



We're excited to announce that the golf course will officially open for the season on **Monday, April 21st!**

Here's what to expect:

- We hope to have all 18 holes open, but we may be limited to the front 9 only, depending on weather and course conditions.
- Carts will also be weather dependent and allowed only if course conditions permit.
- Walking will be available regardless.

We'll keep you updated as opening day approaches. Thank you for your continued support—we're looking forward to another great season!

| 2025 Season Rates | | |
|------------------------|---------------------|--------------|
| Season Pass | Resident / Military | Non-Resident |
| 18 & under | \$175 | \$200 |
| 22 & under | \$325 | \$375 |
| Adult | \$800 | \$875 |
| Senior (62) | \$650 | \$725 |
| Senior Couple (62) | \$900 | \$975 |
| Family (2 Adults) | \$1000 | \$1,100 |
| Per additional student | \$80 | \$90 |
| Greens Fees | Resident / Military | Non-Resident |
| 9-Holes | \$20 | \$22 |
| 18-Holes | \$27 | \$30 |
| Cart Rental | Resident / Military | Non-Resident |
| 9-Holes | \$10 | \$11 |
| 18-Holes | \$15 | \$16 |
| Tournament Fees | Resident / Military | Non-Resident |
| Per Entry | \$40 | \$40 |
| Driving Range | Resident / Military | Non-Resident |
| Small | \$8 | \$8 |
| Large | \$11 | \$11 |

The Thompson Park Golf Course has 2025 season passes available. To purchase your pass, please visit: https://thompsonparkgolfcourse.watertown-ny.gov/.



Upcoming Watertown Wolves Games:

Friday, April 11th
* Playoff Schedule Coming Soon*



For additional information please visit www.watertownwolves.net

Baseball & Softball Leagues:









Brush Clearing:

Parks & Recreation crews have been clearing brush in Thompson Park ahead of this Saturday's volunteer day. Between the hours of 9:00am-12:00pm, volunteers will be removing brush, mulching around trees, and picking up loose trash (weather permitting).





Roswell P. Flower Memorial Library

Craft Supply Swap

For ages 18+ only

Monday, April 28th @ 6 pm in the Future Makerspace

It's time to shop the <u>free</u> swap!

Bring your reusable bag and leave with 'new to you' craft supplies. Tables will be filled with items donated over the past few weeks. If you have items you would like to donate, please bring them to the Circulation Desk before the event.

In-person only. Swap will continue until most items have found new homes.

Presented by Amanda [315.785.7715]







Book Recycling

at Flower Library

Saturday, April 26th @ 9am - 12pm in Flower Library's back parking lot

Overwhelmed by bookshelf spring cleaning? Let the staff of the North Country Library System help by bringing your used books to Flower Library for recycling. Books collected from the public will be properly recycled.

Books must be clean and dry. Bring them to the North Country Library System van parked in Flower Library's parking lot.

Questions? Contact Ashley at 315-785-7714.





