

City Manager's Status and Information Update

October 23, 2025

Check out
our Website!

[City of Watertown, New York – City Manager \(watertown-ny.gov\)](http://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:

✓ Assistant City Engineer	✓ Civil Engineer I
✓ Refuse/Recycle MEO	✓ Motor Equip Operator
✓ Senior Account Clerk Typist	✓ Municipal Worker I
✓ Facilities Maintenance Worker	✓ Senior Engineering Operator

For a complete list of all the opportunities available, visit our website:

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

Civil Service

Join Our Team!

City of Watertown

We Are Hiring:

Open Vacancies

- Assistant City Engineer
- Civil Engineer I
- Facility Maintenance Worker
- Laborer I and II
- Motor Equipment Operator
- Municipal Worker
- Parks & Rec Attendant
- Refuse/ Recycle MEO
- School Crossing Guard
- Senior Account Clerk Typist
- Senior Engineering Technician
- Transit Operator
- WWTP Process Worker III

Civil Service Exams

- Custodian
- Firefighter
- Secretary
- Senior Typist
- Typist
- WTP Operator Trainee
- WWTP Process Worker Trainee



civilservice@watertown-ny.gov



New Hires

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

- Richard Howland – P&R Facilities Maintenance Worker
- Josiah Whitmarsh – P&R Laborer II
- Colin Whitmore – P&R Laborer II (part-time)
- Brandi Smith – Transit Director

City Council Meetings



Stay updated with the meeting minutes from the October 20, 2025, City Council Meeting:

[10-20-2025 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 Council Meetings for November are on **Monday, November 3**, and **Monday, November 17, 2025**. The November City Council Work Session is **Monday, November 10, 2025**.

Assessment Department

NYS Office of Real Property will automatically be moving residents who are 65+ and make less than \$107,000 a year to the Enhanced STAR Program. In years past, those individuals wishing to make the switch from Basic STAR to Enhanced STAR had to file an exemption form in the Assessor's office. Senior exemption renewals and nonprofit renewal forms have been mailed and are due in the Assessor's office no later than December 1, 2025.

Anyone who receives a form in the mail from the NYS Department of Taxation and Finance MUST return it to them. If anyone needs assistance filling out the forms, we would be happy to help and assist in the mailing, faxing, or emailing of those documents back to NYS.

School tax bills were mailed. Anyone with questions needs to call the Watertown City School District Tax Collector, Jenna, at 315-785-3713 for assistance. The City of Watertown is no longer collecting payments for the school tax bills.

The Assessment office will be closed sporadically this month and into November as we finish up field work ahead of our December 1st deadline. Our schedule will be based on the weather, and a sign will be on display if we are closed. We will also have a file cube on the counter for exemption paperwork to be dropped off. Feel free to email our office with any questions or concerns to assessment@watertown-ny.gov.

Comptroller Department

Beginning with the 2025 school tax collection period, the City of Watertown Comptroller's Office **will no longer accept school tax payments**.

[Click here for more information](#)

Purchasing Department

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

The following Bid opportunities are available:

City of Watertown-NY Auction #44750 – Auctions International – Ends 11/5/25

The City of Watertown is auctioning off a variety of equipment from the City of Watertown Police Department. Please use the link below to view the items.

[City of Watertown-NY #44750](#)

If you are not already in our Evobid system, you will have to create a log in to our website system to download the specifications. Once you submit your information, you will be notified of any changes on 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](#)

Police Department

Officer Recognition:

Please join us in congratulating Officer Sereenah George, who has been selected to receive the Watertown Police Department's Officer Recognition Award. Her unwavering dedication, professionalism, and commitment to public service, combined with her compassion for others, make Officer George a standout member of our force. Her hard work has undoubtedly made our community safer and continues to contribute to the overall success of our department's mission. Nice work, Officer George!



Leo Rutledge Memorial Shooting Range:

On October 14th, 2025, the Watertown Police Firing Range was officially dedicated in memory of former Officer Leo Rutledge.

From 1966 until his retirement in 1988, Leo served our community with integrity, professionalism, and an unwavering commitment to public safety. He was a graduate of the FBI Academy, served as a firearms instructor, and was an expert in fingerprinting.

Leo made many valuable contributions throughout his career, but perhaps the most notable was the development of a new firing range. He recognized the unsafe training conditions at the old stone quarry firing range and took it upon himself to find a safer alternative. He spent countless hours planning, organizing, and overseeing the development of a new range facility that we still use today. Thanks to his dedication, officers have been able to train in a

safe and effective environment, a legacy of his unwavering concern for the well-being of his colleagues.

A beautifully crafted sign has been erected at the range in his honor—a lasting reminder of his service and dedication. This would not have been possible without the hard work and generosity of several retired members of the department who came together to design and donate the sign. Their efforts reflect the deep respect and admiration held for Leo and his contributions to the Watertown Police Department.

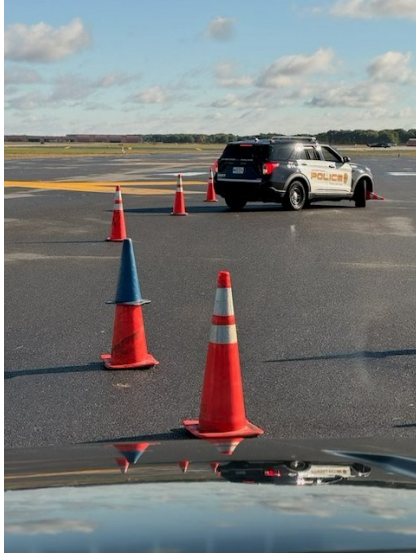
Thank you to everyone who gathered to celebrate Leo at the dedication ceremony, members of the Rutledge family—including his wife and children—along with retired officers, Mayor Pierce, Council Member Lisa Ruggiero, and current members of the Watertown Police Department.



Black River/St. Lawrence Valley Police Academy:



The Black River/St. Lawrence Valley Police Academy Class of **2025-2026** is in its 19th week of training. Over the past few weeks, police academy recruits received training in Emergency Vehicle Operations (EVO), Reality-Based Training, and Standardized Field Sobriety Tests (SFST).



Fire Department

Fire Department Recruit Academy:

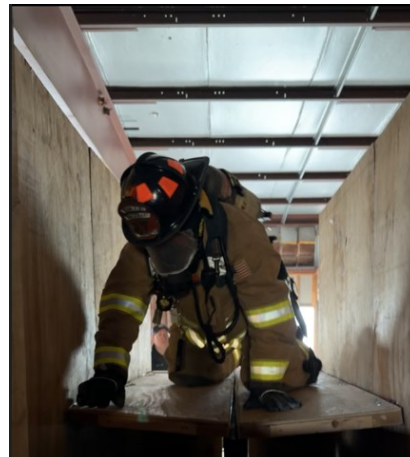


Week 11 is underway for our Fire Department recruits, and they're continuing to impress! Last week, the recruits got hands-on experience with **vehicle extrication**, learning how to safely and efficiently remove victims from crashed vehicles using hydraulic rescue tools—often called the “Jaws of Life.” They practiced stabilizing vehicles, removing doors and roofs, and working as a team under simulated emergency conditions.

This week, the focus shifts to **Firefighter Assist and Search Team (FAST)**

training. These drills prepare the recruits for one of the most critical tasks in the fire service—rescuing a fellow firefighter who becomes lost, trapped, or injured inside a structure fire.

Their hard work and progress over the past 11 weeks are setting the foundation for a strong and capable next generation of firefighters!



CPR Saves Lives:



Twice this month, Watertown Fire Department crews responded to cardiac arrest emergencies—and in both cases, the patients were revived and delivered to the hospital alive.

These outcomes show just how powerful early CPR can be. **When CPR is started immediately by a bystander, a person's chance of survival can double or even triple.** Every minute

without CPR reduces the chance of survival by about **10%**.

Survival starts with you. When community members step in to begin CPR before first responders arrive, lives are saved.

You can help make a difference. Learn **CPR, AED use, and First Aid** with us—email wfdcpr@watertown-ny.gov to sign up today.

Structural Collapse Training:



Our firefighters are hard at work this week, advancing their **structural collapse rescue skills!** The focus is on **exterior shoring techniques**—methods used to stabilize buildings that have been weakened by fire,

vehicle impacts, or damage from storms or earthquakes.

Not all fire departments are equipped to provide **technical rescue services** like structural collapse response. These operations require extensive training, specialized equipment, and ongoing maintenance—all of which require significant effort.

The Watertown Fire Department has been providing these advanced rescue capabilities for **more than 20 years**, helping protect our community and the surrounding region when disasters strike. Much of this program's success has been made possible through **grant funding**, which covers the expenses of equipment and training.





Our continued commitment to technical rescue ensures that when the unthinkable happens, we're ready to respond.

Planning Department

Burlington St. Reconstruction Project:



This project, which the City is partially paying for using CDBG funding, is nearing completion, as surface work begins to take place. Once complete, the reconstructed Burlington Street will feature new sidewalks from end to end, replacing aging and substandard sidewalks as well as filling in previously

existing sidewalk gaps. The project also includes new ADA ramps and other ADA improvements where possible, new street trees and increased snow storage, all of which will enhance livability and quality of life. The street will also convert from a two-way traffic pattern to one-way northbound, which was the residents' preferred design.



Division St. East Sidewalk Project:

Work is underway on this CDBG PY 2025 project, which will fill in an approximately 900-foot sidewalk gap on Division Street East and connect the multifamily housing development at the east end of the street with Adams Recreational Park, William J. Flynn Swimming Pool, and North

Elementary School. This had been one of the most prominent gaps in the City's sidewalk network.



City Department of Public Works (DPW) crews are performing the work, and the City will receive reimbursement through the CDBG program for DPW crew time and materials.

CDBG 2020 Annual Action Plan Amendment:

Staff recently completed the process to amend the City's 2020 Community Development Block Grant (CDBG) Annual Action Plan. The plan included various projects for the 2020-2021 Program Year, three of which came in under budget: the North Side ADA Ramp Replacement Project Phase 2, the Target Area Smoke Detector Program and the Tilden Street/Starbuck Avenue Sidewalk Project. In addition, the NDC Housing Stabilization Program did not move forward as the residential structure that was going to be stabilized with the funding was torn down.

The purpose of the amendment was to reallocate the remaining \$78,217.40 in funding to the Burlington Street Reconstruction Project. Using additional Federal funding for the project will lower the amount of local funds needed from the general, water and sewer funds. The amendment process included drafting an amendment to the plan, holding a public hearing and conducting a 30-day public comment period. The City Council approved the amendment on October 20, 2025.

Planning Commission Meeting Update:

On October 7, 2025, the Planning Commission reviewed a proposed amendment to the Zoning Ordinance related to marijuana dispensaries. During the meeting, Commission members discussed the proposed changes and adopted a motion recommending the changes with a few modifications. There is a public hearing scheduled for November 3, 2025, after which the City Council will consider the amendment.

Watertown Urban Mission Food Pantry Project Agreement:

The Community Development Block Grant (CDBG) Annual Action Plan that was adopted by the City Council on July 7, 2025, included \$8,000 to pay for food and associated supplies in support of the Watertown Urban Mission (WUM) Food Pantry. Staff completed the environmental review and wrote a project agreement, which provided the WUM program requirements it needs to fulfill for the project. The grant agreement was approved by City Council on October 20, 2025. The food will be made available to low- and moderate-income families within the City of Watertown.



United Way of NNY/Watertown City School District Food 4 Families Program Agreement:

The Community Development Block Grant (CDBG) Annual Action Plan that was adopted by the City Council on July 7, 2025, included \$8,000 to pay for food and associated supplies in support of the Watertown City School District's Food 4 Families program. Staff completed the environmental review and wrote a project agreement for the funding. The grant agreement was approved by City Council on October 20, 2025. The food will be made available to low- and moderate-income students and their families within the Watertown City School District.



Public Works Department

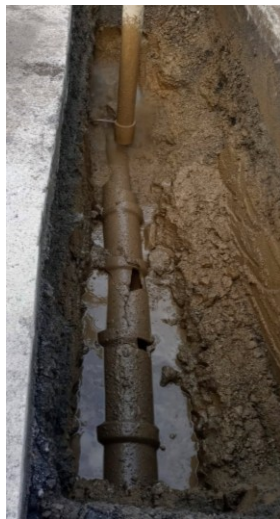
Central Garage:



Our newest addition to the fleet. Our team of mechanics works to inspect new equipment and install radios, new plates, as well as DPW decals.

Sewer and Storm:

Before and after photos show a storm pipe repair on Bronson Street and a service lateral repair on Academy Street.

**Roads Crew:**

DPW is working in the late construction season to install a long stretch of sidewalk along Division Street adjacent to John Adams Field.

**Buildings and Grounds:**

Crews remove trees on Phelps Street and Broadway Ave W. Fall time is a great opportunity to tackle hazardous removals.



Electrical:



Knowlton's pedestrian button repair is imperative for the safety of City residents in a high-traffic area.

Working to fix power issues at the Fairgrounds skate park.



Forestry:

SAVE THE DATE: Tree Watertown's 24th Annual Fall Tree Planting Project is scheduled for Saturday, November 1, 2025, at 9:00 a.m. Approximately 45 trees will be planted within Bicentennial Park and the Alex T. Duffy Fairgrounds. All interested volunteers should meet at the pavilion in Bicentennial Park, located just north of the ice arena. Trees and supplies for the project will be purchased using grant funding obtained through the Northern New York Community Foundation's Carolyn Whitney Tree Fund. DPW Buildings and Grounds will assist by preparing the planting holes for volunteers. Student volunteers from both Watertown High School and Immaculate Heart Central High School, along with Tree Watertown members, will complete the planting.

Water Distribution Department

Lead Service Replacements:



One replacement has been conducted since the last update.

Service Repair:



Multiple service repairs have been conducted work performed ranged from ball valve replacement to curb box resets, and frozen meter replacements. Commercial water meter replacements have also been conducted at various locations.

Main Break/Leak Investigation:

On October 9, 2025, staff performed a leak investigation for a property on Chestnut Street. The cause was identified as a leak from the service and was repaired by the department.

**Additional Work:**

Distribution Staff assisted with street reconstruction by the contractor on Burlington Street.

Staff assisted with contracted work for 231 Commerce Park Drive, samples were collected from the service and hydrants.

On October 9, staff assisted with the installation of a 24-inch insertion valve on Eastern Blvd. This will allow for one valve isolation to perform the work previously achieved by isolating 3 valves.





Staff assisted DPW with road repairs to various areas.



Waste Water Department



The Water Department welcomed about 25 water professionals from the New York Water Environment Association (NYWEA) for a tour of our Pollution Control Facility. The group got a firsthand look at all our treatment processes and had great conversations

throughout the visit. The tour was an engaging and informative day where they shared lessons learned, exchanged stories, and discussed common challenges faced at their own facilities. It was a great day of connection, learning, and collaboration.

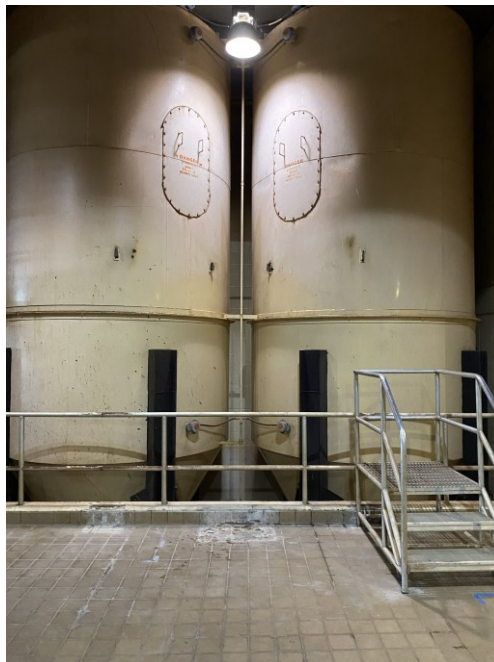




The staff at the Pollution Control Facility recently replaced a check valve on one of the primary solids pumps. This valve plays an important role in keeping the pump primed and operating efficiently, helping ensure smooth and reliable plant performance.



In preparation for an upcoming project, the operations and maintenance staff at the Pollution Control Facility removed an old platform that had been retired in place.





Our operations staff recently removed an old control panel that hadn't been in service for decades. Projects like this highlight how much pride our team takes in keeping the Pollution Control Facility operating at its best. Their hard work and dedication help our community continue to have a safe and reliable treatment system we can all be proud of.

Parks and Recreation Department

Sandlot Baseball:

Sandlot baseball wrapped up this past Friday, October 17th. The six-week session focused on fundamentals as well as in-game aspects of baseball. It was a great program that Coach Derek Ward & Bill Soluri have worked hard on. We are excited to bring this back next year as it's a great opportunity for kids to get a little bit more baseball in after the season is finished.



Thompson Park Golf Course:

Parks & Recreation crews have been busy preparing the golf course for the upcoming winter season. Recent efforts have focused on de-thatching the greens to promote healthy turf growth in the spring, brush hogging overgrown areas to maintain course appearance, and thoroughly cleaning and storing golf carts for the off-season. In addition, staff are winterizing facilities by draining water lines to protect the clubhouse and irrigation system from freezing.

temperatures. These proactive measures help ensure the course is well-maintained and ready for spring.



Watertown Municipal Arena:

Public Skate: Daily skating is now available. Please visit the following site for up-to-date schedules:

[Watertown Municipal Arena](#) or our [Facebook Page](#)

JCC Ice Hockey:



The Cannoneers next home game is scheduled for Saturday, October 25th at 7:00 PM!
Come out and cheer on your local college hockey team!

For more information and the full season schedule, visit:

<https://www.cannoneerathletics.com/sports/cice/2025-26/schedule>

Watertown Wolves Hockey:**Upcoming Watertown Wolves Games:**

Friday, October 24th

Friday, November 7th

For a full schedule visit www.watertownwolves.net

Slip, Slide & Skate:

CITY OF WATERTOWN 

Slip, Slide, & Skate
...Learn to Skate!

Registration: October 6th - November 3rd
Program Dates:
Tuesdays: November 4, 11, 18, 25
December 2, 9
Class time: 7:40-8:40pm for Ages 6+
Helmets Recommended for all ages

Basic Instruction Provided
All Classes will be held as scheduled, unless notified

Class & Skate Rentals \$40 - City Resident \$80 - Non City Resident	Class & Skate Rental
Class Only (no skate rentals) \$30 - City Resident \$60 - Non City Resident	
Register online: https://secure.rec1.com/NY/watertown-ny/catalog If you need assistance please call: 315-785-7775	Class Only 



2025 Christmas Parade:

CITY OF WATERTOWN

CHRISTMAS PARADE

**6:00 PM FRIDAY
DECEMBER 12TH, 2025**

PARADE ROUTE ALONG WASHINGTON ST. from GREEN ST. to STONE ST.
Possible special guest from the North Pole!

FLOATS & MARCHING BANDS NEEDED!
EMAIL PAKRSREC@WATERTOWN-NY.GOV TO REGISTER

Roswell P. Flower Memorial Library



ZOMBIE TAG

October 25th and November 26th
from 3:00pm-4:00pm
in the Teen Space
Ages 12-17

Tag meets hide and seek in this fun game.
Move quietly, find a good spot to hide,
and don't get caught!

 Roswell P. Flower
Memorial Library
Questions? Contact Ashley M. 315.785.7714.

EVERYTHING BUT THE TURKEY

Grab a FREE meal kit
from the library!
Side dishes and dessert
are included in the kit.
Feeds a family of 4.

Plus choose a FREE
cookbook!
(Gently used condition.)

DESSERT
STUFFING MIX
TURKEY GRAVY MIX
CANNED VEGETABLES
INSTANT MASHED POTATO

**Kits will be distributed on
Tuesday, November 4th
starting @ 6 pm**

**First come, first served. No reservations.
Ages 18+ can pick up a kit.**

Questions? Contact Jamie: 315-785-7709

 Roswell P. Flower
Memorial Library

Button Art - Mitten

For ages 18+ only

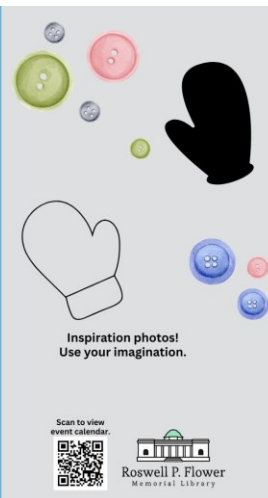
**Saturday, November 1st
@ 9 am at the Circulation Desk**

Celebrate the start of winter with mitten button art!

Instructions, a canvas, a vinyl mitten cutout, buttons, and a
list of additional supplies needed will be provided.

Limit 1 kit per person, max of 2 if picking up for a friend!
Available while supplies last.

Presented by Ashley M [315.785.7714]



Inspiration photos!
Use your imagination.

Scan to view
event calendar.

 Roswell P. Flower
Memorial Library

