

City Manager's Status and Information Update

December 4, 2025

Check out
our Website!

[City of Watertown, New
York – City Manager
\(watertown-ny.gov\)](https://www.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 & II
✓ Refuse/Recycle MEO	✓ Motor Equip Operator
✓ Transit Operator	✓ Librarian I
✓ Information Technology Specialist	✓ Senior Engineering Technician

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 & II
- Facility Maintenance Worker (WHA)
- Laborer I and II
- Librarian I
- Motor Equipment Operator
- Municipal Worker
- Parks & Rec Attendant
- Refuse/ Recycle MEO
- School Crossing Guard
- Senior Engineering Technician
- Transit Operator

Civil Service Exams

- Exam Date: 2/7/26
 - Fire Chief
 - Deputy Fire Chief
 - Battalion Fore Chief
 - Head Custodian



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!!

- Andrew Delcastillo – DPW Refuse/Recycle MEO
- Kacy Lennox – P&R Facilities Maintenance Worker
- Daniel Ruggini – DPW MEO

City Council Meetings



Stay updated with the meeting minutes from the December 1, 2025, City Council Meeting:

[12-01-2025 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 December are on **Monday, December 1**, and **Monday, December 15, 2025**. The December City Council Work Session for **Monday, December 8, 2025 has been cancelled**.

Assessment Department

The Assessment Office is no longer accepting new exemption applications, as the December 1 deadline has passed. Staff will now begin preparing County tax bills over the next few weeks, with bills expected to be mailed in January. Field work is still underway and is anticipated to be completed in the coming weeks.

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.

Please note that our office will be closed for part of the day on Friday, December 12.

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:

RFP #2025-05 Hydroelectric Plant – Consultation Services – Deadline 12/9/25

The City of Watertown is seeking sealed proposals from qualified vendors to provide professional oversight, regulatory support and strategic advisory services for the ongoing operation and development of its municipal hydroelectric generating facility. Please use the link below for additional information.

<https://prod3.evo.cloud/watertownny/portal/bids/479/>

RFP #2025-06 Legal Services/City Attorney – Deadline 12/16/25

The City of Watertown is seeking sealed proposals from qualified vendors to provide legal counsel services to represent the City in a number of legal areas associated with municipal government as the City Attorney. Please use the link below for additional information.

<https://prod3.evo.cloud/watertownny/portal/bids/476/>

Bid #2025-22 Sewer Main, Manhole Cleaning & CCTV Inspection Services – Deadline 12/16/25

The City of Watertown is seeking sealed bids from qualified bidders for Sewer Main, Manhole Cleaning, and Closed-Circuit Television (CCTV) Inspection Services per departmental specifications. Please use the link below for additional information.

<https://prod3.evo.cloud/watertownny/portal/bids/485/>

Bid #2025-23 Contracted Hauling Services – Deadline 12/17/25

The City of Watertown is seeking sealed bids from qualified bidders to provide hauling services to move a variety of materials to or from works sites and/or specified material suppliers for City Departments. Items to be hauled include, but are not limited to crushed stone, topsoil, asphalt, demolition debris, road/sewer construction debris, snow, wood chips, brush, trash, sand, sewage sludge and biosolids.

<https://prod3.evo.cloud/watertownny/portal/bids/492/>

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

Black River/St. Lawrence Valley Police Academy:

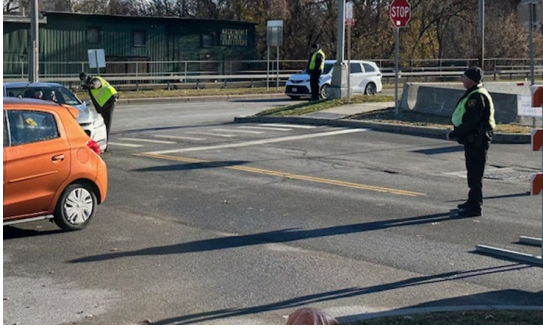
The Black River/St. Lawrence Valley Police Academy Class of 2025-2026 is in its twenty-fifth week of training. For the past few weeks, they have been training in topics such as investigations, child abuse, building searches, sex crimes, defensive tactics, physical fitness & wellness, crash management and NY Penal Law.

Defensive tactics training included classes in defense against edged weapons.



It's definitely not as easy as it looks!

Community:



The Watertown Police Department and the Jefferson County Sheriff's Office assisted the Watertown Urban Mission, with traffic control during the turkey giveaway at the JB Wise parking lot on November 22nd. WPD Chief Charles Donoghue, Detective Sergeant Josh O'Hearn, and Detective Andy

Neddo, along with Jefferson County Deputy Sheriff Brian Hallett helped to keep the traffic moving along.



With a great turnout, traffic did become heavy at times. 1,000 turkeys were given away!

Fire Department

Watertown Fire Department – Burlington Street Li-Ion Battery Incident:

The Watertown Fire Department responded at 7:43 a.m. to a duplex at 641/643 Burlington Street for a reported structure fire. Crews found smoke inside the residence and discovered an adult occupant in the basement with burn injuries. The patient was removed and transported to Samaritan Medical Center.

Firefighters determined the incident was caused by the failure of several lithium-ion battery cells. Crews located numerous e-bikes, scooters, and modified or damaged battery packs inside the home and worked to safely remove them and eliminate ongoing hazards. Fire personnel and Watertown Code Enforcement took extensive measures to ensure the property was safe and that neighboring residents could continue to occupy their homes.

WFD emphasizes that lithium-ion battery failures continue to pose significant fire risks. Residents are urged to follow manufacturer guidelines, avoid modifying batteries or charging systems, and charge devices away from combustibles.

Assisting agencies included the Watertown Police Department, Watertown Code Enforcement, Jefferson County Dispatch, Guilfoyle Ambulance, the New York State Department of Environmental Conservation, and the New York State Office of Fire Prevention and Control Hazmat.



Planning Department

City Planning Commission Meeting:

At its December 2, 2025, meeting, the Planning Commission considered two requests for a Special Use Permit to allow a retail marijuana dispensary at 1222 Arsenal Street, Parcel Number 8-53-121.000. The proposed location is within Stateway Plaza and is located in a Commercial zoning district, which allows dispensaries with a Special Use Permit. The applications were submitted by Preet Chohan of Dream Bridge, LLC and Laura Chesser of Chessworth Farms. The Special Use Permits were granted after the Planning Commission held a public hearing on each proposal and after considering each of the Special Use Permit review criteria found in the Zoning Ordinance. Both applications were granted just three weeks after the applications had been submitted to the City. Additionally, the Planning Commission considered and approved a request for a minor subdivision for 1611 Columbia Street.

NYCOM Local Zoning Terms Training:

On December 4, 2025, the Planning Department had its second training session of the four-part training series hosted by the New York Conference of Mayors. The training was aimed at local boards and councils in understanding and interpreting local zoning laws and ordinances. The presenter highlighted general rules that the Zoning Board of Appeals can and should use when interpreting our local zoning, and the process behind obtaining interpretations regarding local zoning codes.

Public Works Department

Sewer and Storm

DPW crews complete vital lateral repairs throughout the City. A new clean out can now be used and is clearly marked in the margin area.



Roads Crew:



Roads crew continue to make progress on the East Division Street sidewalk project despite changing weather conditions.



Demo of a recently condemned building at the DPW complex multiple crews and contractors on site to complete this project. This space can now be utilized safely and properly.



Buildings and Grounds:

Buildings and Grounds crew can be seen filling sand barrels in various locations around the City and prime intersections.



Forestry:

Tree crew working to take down hazardous trees while new trees are being planted as part of the CDBG grant within the target areas.



Electrical:

Our electrical crew assisted in the DPW building Demo project. All around group effort!

New pull box installed where existing infrastructure previously was.

**Training:**

DPW crews are taking part in CAT training on our new asset.

CitiBus



As winter weather approaches, passengers are encouraged to stay alert to local weather advisories and public service announcements on local media outlets.

Please also monitor the PASSIO GO app for real-time service updates.

A reminder that **PUBLIC TRANSIT BUSES WILL NOT OPERATE ON CHRISTMAS DAY OR NEW YEAR'S DAY.**

Please plan your travel accordingly.

Thank you for riding with us, and stay safe this winter season.

Waste Water Department



Older equipment occasionally needs extra attention. Operations and maintenance staff at the Pollution Control Facility recently responded to an issue with Primary Digester #1 recirculation pump, which had gone out of service. The team identified a blown fuse and a worn drive belt, completed the necessary repairs, and returned the pump to full operation. Proper digester mixing is essential to ensure organic matter breaks down to levels that meet DEC and EPA regulatory requirements.



The Pollution Control Facility is staffed 24/7, 365 days a year, during overnight and weekend hours, one or sometime two operators monitor the entire facility. Early one morning recently, an operator discovered a 3-inch water line break in the sludge disposal building. Once the issue was identified, staff quickly isolated the leak, cleaned up thousands of gallons of water, and completed necessary repairs. Thanks to their rapid response, no additional equipment was damaged. This event reinforces the importance of continuous staffing and operator awareness in safeguarding the facility.

Parks and Recreation Department

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 Sunday, December 7th 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, December 5th
 Saturday, December 6th
 Friday, December 26th
 Saturday, December 27th

For a full schedule visit www.watertownwolves.net

IHC Hockey:**IHC High School Home Games:**

Tuesday, December 9th
 Thursday, December 11th

Slip, Slide & Skate:

Our Slip, Slide & Skate program is back this Spring with another fun-filled session! Whether your child is brand new to skating or ready to build on their skills, this class teaches the fundamentals such as balance, basic techniques, fun tricks, and even how to safely get up after a fall. Through games and guided activities, skaters gain confidence while having a great time on the ice.

Spots will fill quickly, so be sure to sign up for Session 2 and let your child slip, slide, and skate their way into spring!



CITY OF WATERTOWN

Slip, Slide, & Skate

...Learn to Skate!

Registration: January 26th - February 23rd

Program Dates:

Tuesdays:

February 24

March 3, 10, 17, 24, 31

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/Military
\$80 - Non City Resident

Class Only (no skate rentals)

\$30 - City Resident/Military
\$60 - Non City Resident

Register online:
<https://secure.rec1.com/NY/watertown-ny/catalog>
If you need assistance please call:
315-785-7775

Class & Skate Rental




Class Only



2025 Christmas Parade:

THE COUNTDOWN TO CHRISTMAS IS ON!

Join us as we kick off the holiday season with this year's Tree Lighting and Christmas Parade. It's a festive evening filled with lights, music, and community cheer...fun for families, friends, and all ages.

If you'd like to enter a FLOAT, there's still time to register! We welcome local businesses, organizations, and community groups to be part of the celebration.

We hope to see you there!




Cross Country Ski Trails:

The cross-country ski trails will be ready to open soon. We just need a little more snow before we can send the groomer out to prepare the paths. As soon as conditions allow, our team will begin grooming so everyone can enjoy the trails.

Once the trails are officially open, ski rentals will be available at the Watertown Municipal Arena for anyone looking to get out and enjoy the season.

**Cross Country Ski & Snowshoe
At Thompson Park Opening
Soon**



Cross Country Rentals	Snowshoe Rentals
City Resident: \$7	City Resident: \$5
Military: \$7	Military: \$5
Non - City Resident: \$10	Non - City Resident: \$7

Rentals for skis include: Skis, poles, & boots. *New this season, rentals will be available at the Watertown Municipal Arena Monday-Friday 8am-4pm. Rentals can be purchased for longer than one day and can be kept for weekends. If you don't need rentals feel free to go right to the trail which is on the Thompson Park Golf Course. Trail grooming will be weather dependent.*

Limited availability of rentals



Roswell P. Flower Memorial Library



Flower Library's Giving Tree

The items listed below are requested for purchase:

Baby wipes	Gallon size zipper baggies	Walmart Gift Card
Play-Doh	Quart size zipper baggies	Sam's Club Gift Card
Table cloths 54x108in	Sandwich size zipper baggies	Amazon Gift Card
Glitter glue	6inch paper plates	Five Below Gift Card
Brown paper grocery bags	9inch paper plates	Dollar Tree Gift Card
Brown paper lunch bags	Pencils	
Craft buttons	Coin envelopes	
Paint sponges	Clorox wipes	
Cotton balls	Adhesive gems	
Jumbo popsicle sticks	Bookish stickers	
Pom poms	Scratch-n-sniff bookmarks	
Black Sharpies	Bookish bookmarks	
2 oz. portion cups with lids	Stickers for Kids	
LEGO Sets		
Baby Dolls		

Thank you for your generous donations to our programs!

 Roswell P. Flower
Memorial Library



2nd Annual Toy Drive

Flower Memorial Library is helping families prepare for the upcoming holiday season!

We are collecting new or very gently used toys of any size from November 1-29. Please bring all donations to the Circulation Desk.

On Tuesday, December 9 at 6:00 PM, adults ages 18+ are invited to "shop" our toy collection. Each adult will receive 2 tickets to select 2 toys of their choice. No exceptions will be made. Patrons will be able to pick toys on a first come, first served basis.

Any toys remaining after December 9 will be available for anyone to pick up on our Main Floor.

Have questions?
Contact Jamie: jlaplaca@ncls.org or 315-785-7709

 Roswell P. Flower
Memorial Library



ELF WORKSHOP

Get ready to sleigh the day with festive fun at the library! Make tree-mendous holiday crafts, play many merry games, and a claus for celebration... Meet Santa himself!



**SATURDAY,
DECEMBER 6TH**

10-11:30AM
ALL AGES & ABILITIES
WELCOME
IN THE CHILDREN'S ROOM

229 WASHINGTON ST.
WATERTOWN, NY 13601

 Roswell P. Flower
Memorial Library

Questions? Contact Jamie: 315-785-7709



Art Club

 Roswell P. Flower
Memorial Library



For ages 6-12
Hosted by Local Art Educator
Shalaina Thompson
4pm to 5 pm in the Children's Room
Projects announced in class

Dec 5 * Jan 9 * Feb 6



with Jack Falge

Join us one Thursday a month in the South Reading Room from 4 pm-5:30 pm for LEGO CLUB! All ages are welcome to attend. All the Legos will be provided for you. Theme builds will be announced during each program.

December 18 * January 15 *
February 19



FAMILY MOVIE & CRAFT AFTERNOON



Join us in the South Reading Room for a family friendly movie, a simple craft, and a tasty treat! Free for all ages and abilities.



December 13
The Muppet
Christmas Carol
(1992, G)
2pm– 3:30pm

Movie licensing provided by the Friends of the Flower Memorial Library from Swank Motion Pictures.