

## City Manager's Status and Information Update

December 18, 2025

Check out  
our Website!

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



## Opportunities with Watertown

The City of Watertown is more than a workplace; it is a place where your work makes a real difference every day. From maintaining essential services to supporting our active community, our employees play a vital role in shaping the quality of life for residents and visitors alike. If you are looking for meaningful work, professional growth, and the chance to serve your community, we invite you to explore the opportunities currently available with the City of Watertown.

## Vacancies/Civil Service

### Join Our Team!

City of Watertown

We Are Hiring:

Open Vacancies	Civil Service Exams
<ul style="list-style-type: none"><li>• Assistant City Engineer</li><li>• Civil Engineer I &amp; II</li><li>• Facility Maintenance Worker (WHA)</li><li>• Laborer I and II</li><li>• Librarian I</li><li>• Motor Equipment Operator</li><li>• Municipal Worker</li><li>• Parks &amp; Rec Attendant</li><li>• Refuse/ Recycle MEO</li><li>• School Crossing Guard</li><li>• Senior Engineering Technician</li><li>• Transit Operator</li></ul>	<ul style="list-style-type: none"><li>• Exam Date: 2/7/26<ul style="list-style-type: none"><li>◦ Fire Chief</li><li>◦ Deputy Fire Chief</li><li>◦ Battalion Fore Chief</li><li>◦ Head Custodian</li></ul></li></ul>



[civilservice@watertown-ny.gov](mailto:civilservice@watertown-ny.gov)



For a complete list of all the opportunities available, visit our website:  
<https://watertown-portal.mycivilservice.com/jobopps>

## New Hires

We are pleased to welcome the newest City of Watertown team member(s) and are excited to have them on board!!

- Richard Switzer – DPW Seasonal Laborer II

## City Council Meetings



Stay updated with the meeting minutes from the December 15, 2025, City Council Meeting:

[12-15-2025 Meeting Minutes](#)

### **Reminder:**

The City Council Meetings for January are on **Monday, January 5**, and **Tuesday, January 20, 2026**. The January City Council Work Session is **Monday, January 12, 2026**.

## 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:

### **Bid #2025-18 Trickling Filter Pump Repair Project – Deadline 1/13/26**

The City of Watertown is seeking sealed bids from qualified bidders to remove, repair, and reinstall two (2) Trickling Filter Pumps at the Wastewater Treatment Plant (WWTP). 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/498/>

### **Bid #2025-15 Hydro Facility Headwater Level PLC Control System Upgrade Phase 2 – Build and Installation Contract – Deadline 1/15/26**

The City of Watertown is seeking sealed bids from qualified bidders to supply all labor, materials and equipment to perform the Hydro Facility PLC Control System Upgrade, the Headwater Control Panel design and install, the radio communications between Headwater Control Panel and City Network switch,

and the Bypass sensor wiring and mounting. 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/496/>

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](#)

## Mayor & City Manager's Office



Mayor Pierce and City Manager Eric Wagenaar recently participated in the Chamber of Commerce's Jefferson Leadership Institute (JLI) Class of 2026 for Government Day. They enjoyed the opportunity to present to the class and help provide a clearer understanding of how City government is structured, how decisions are made, and how municipal operations function. It was a full and informative day for the JLI class, which began with an economic development panel, continued with the City government presentation, and concluded at the Jefferson County building with a State government overview from Assemblyman Gray and a County government overview from County Administrator Ryan Piche. The City appreciates the Chamber's continued commitment to offering this program for emerging leaders in the City of Watertown and wishes the JLI Class of 2026 continued success as they move through the program.

## Police Department

### **Community: Shop with a Cop!**

Members of the Watertown Police Department participated in the annual "Shop with a Cop" event, which is hosted by the Jefferson County Sheriff's Office every year. Area first responders are paired with local children to go Christmas shopping at Walmart. They also get to meet Santa and attend a pizza party at Sam's Club! The event starts with the kids riding with their first responder partner in a very long procession of emergency vehicles with lights

and sirens engaged. The procession leads to Walmart, where the kids are greeted outside by Santa. The kids do their shopping at Walmart and then ride next door to Sam's Club, where they have pizza and get to take a picture with Santa (who gives them some early Christmas presents). The kids' parents meet with the first responder at Sam's Club to pick up their children and gifts. The event is always well attended, and the first responders and children have a great time! Thank you to all the first responders who volunteered their Saturday morning to help make it a great event for the kids!



Several dozen emergency vehicles lined up outside of the Metro-Jefferson Public Safety Building to get ready for the procession. This photo is just the beginning of the line!



Santa greets the children at the Walmart entrance.

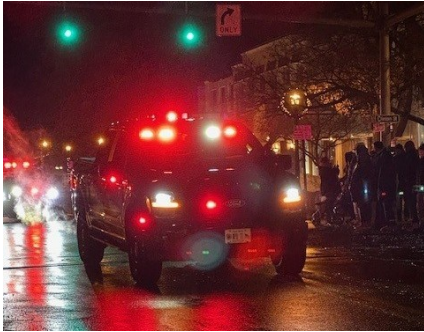


WPD Captain Cristin Lyon (left) and Officer Sereenah George (right) are pictured shopping with their partner children.



### **Christmas Parade:**

Watertown Police Lieutenant Chris Kamide (police vehicle on the left) led this year's Christmas parade. The parade route ran along Washington Street, from Green Street, and passed the reviewing stand in front of City Hall, before exiting onto Stone Street.



Jefferson County Sheriff's Deputy Sean Lewandowski (police vehicle on the right) interrupted a prisoner transport (the Grinch) to join in on the festivities. If you look closely, you can see the Grinch trying to squeeze out of the rear passenger window of the patrol car!

### **Black River/St. Lawrence Valley Police Academy:**

The Black River/St. Lawrence Valley Police Academy Class of 2025-2026 is in its twenty-seventh week of training (only two weeks of classes left). For the past few weeks, they have been training in topics such as defensive tactics, civil liability and risk management, nature and control of civil disorder, physical fitness & wellness, gang recognition, case preparation & courtroom demeanor in official proceedings, and reality-based training.



Recruit officers (above) participated in hands-on defensive tactics training while DT instructor WPD Detective Scott Freeman observes.



The recruits took the training very seriously!



Jefferson County District Attorney Kristyna Mills instructed recruits on “case preparation & courtroom demeanor in official proceedings.” In the photos above, DA Mills is conducting a “mock trial” where the recruits will get a feel for what it’s like to testify in court under direct examination and cross-examination.

## Planning Department

### Tree City USA Application:

Planning Staff has been working with the City Forester along with members of Tree Watertown, (the City’s Street Tree Advisory Board) to complete the City’s 2025 Tree City USA application to the Arbor Day Foundation. A successful application requires conducting an Arbor Day ceremony, having a tree board or department, having a tree ordinance, spending \$2 per capita and having a

forestry program to plant and care for trees. 2025 was a successful year for the urban forestry program in Watertown as 207 trees were planted, approximately 500 were pruned and 71 were removed. The program’s success can be attributed to the partnerships with Tree Watertown, the Watertown Noon Rotary Club, Northern New York Community Foundation,



SLELO-PRISM, NYS Department of Environmental Conservation, National Grid Distribution Forestry, student volunteers from Watertown City School District and Immaculate Heart Central Schools, citizen volunteers and of course the support from City Staff and the City Council. The application was submitted on December 10, 2025. If approved, 2025 will mark the 26th straight year that the City has received this prestigious designation!

## Planning and Zoning Applications – Year in Review:

During the 2025 calendar year, Planning Staff reviewed and processed a series of planning and development applications including the following:

Zoning Compliance Certificates. Planning staff have reviewed and processed 105 Zoning Compliance Certificates.

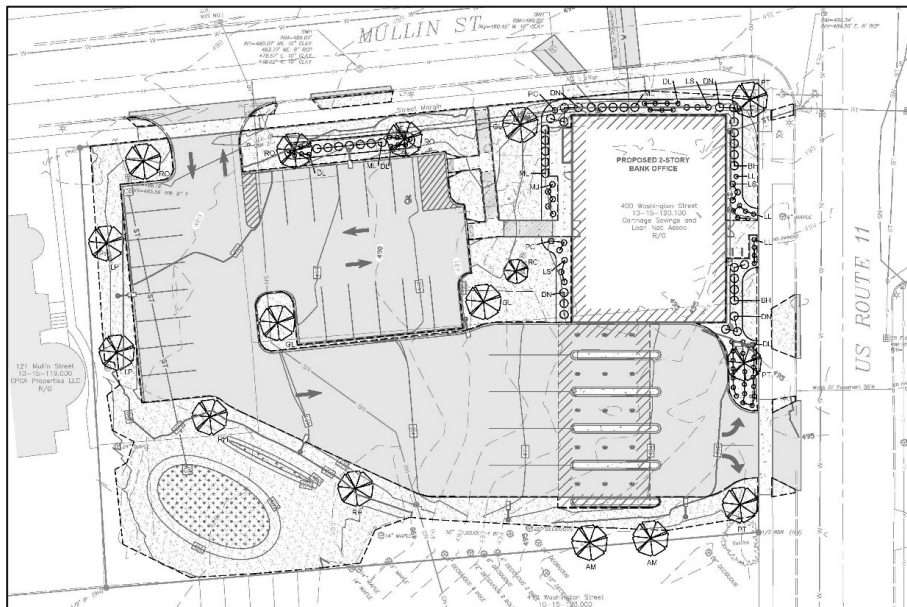
Planning Commission Applications. Planning Staff reviewed and processed 22 applications that were then brought to the Planning Commission for review including the following:

Site Plans: 5  
 Sketch Plans: 1  
 Special Use Permits: 6  
 Subdivisions: 7  
 Zone Changes: 1  
 Zoning Ordinance Amendments: 2

Zoning Board of Appeals Applications. Planning Staff reviewed and processed 11 variance applications that were then brought to the Zoning Board of Appeals for review including the following:

Area Variances: 5  
 Use Variances: 6

Notable projects that were processed included variances, subdivisions and site plans for the new Stewart's at the corner of Coffeen Street and Massey Street North and the new 7 Brew on Arsenal Street, a site plan and special use permit for Carthage Savings & Loan on Washington Street and a special use permit for the new Half Pints Brew Haus on Newell Street.



Carthage Savings & Loan Site Plan: Credit GYMO, D.P.C



## CitiBus



### Happy Holidays from CitiBus!

As winter weather continues, passengers are encouraged to stay alert to local weather advisories and public service announcements through local media outlets. Riders should also monitor the **PASSIO GO** app for real-time service updates, including any weather-related delays or service changes.

Please remember that Public Transit buses do **not** operate on **Christmas Day** or **New Year's Day**, and riders are encouraged to plan their travel accordingly.

As we move through the holiday season, we appreciate everyone's patience and understanding during winter travel conditions.

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

## Public Works Department

### Roads Crew:

Snow operations are fully underway. Crews can be seen plowing streets and loading out snow from the parking lots and streets. Please be cautious when DPW equipment is near!





### Electrical:



The electrical helps to knock down icicles from building edges in front of Citi Bus.



Crews are installing outdoor lights at Vanduzee site for increased visibility.

### Central Garage:



Our dedicated mechanics continue to service our city assets around the clock!



### Christmas Parade:

DPW crews worked in all aspects to make the City Christmas Parade a huge success. Our entire staff enjoyed showing off their Christmas spirit. Thank you to everyone who participated and made this a very special community event!

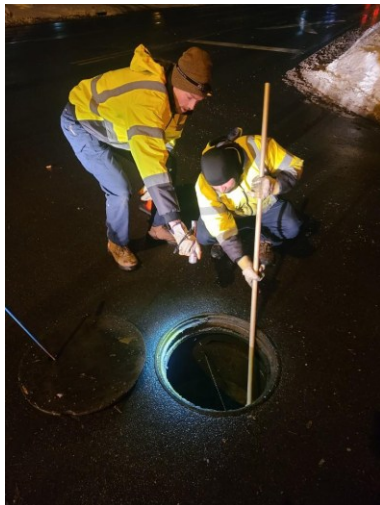




## Waste Water Department



Cold winter weather can strain outdoor equipment, especially on the open tanks. During a recent cold snap, a drive chain on a solids scraper came off its sprocket, requiring the tank to be taken out of service. Operators and maintenance staff at the Pollution Control Facility responded quickly, made the repairs, and returned the tank to service, ensuring continuous, reliable treatment.



Because of the City's age, portions of our sewer system are combined, meaning stormwater can enter the sanitary system and during heavy rain or snowmelt, the stormwater places an excessive strain on the collection system. To manage this, treatment plant operations staff inspect system relief points at least once a month. These locations are continuously monitored through remote monitoring systems to ensure residents can be notified if an overflow occurs.



Cleaning the digesters requires extensive planning and lots of operational changes at the Pollution Control Facility. One of the biggest challenges is taking the largest digester out of service for cleaning, as it handles a significant portion of the facility's organic material. The remain digesters are each half the size and can't hold the same volume. To prepare, staff modified a transfer pump to allow chemicals to be added to the smaller digester, helping it more safely handle the increased load while the larger digester is offline.

## Parks and Recreation Department

### Watertown Municipal Arena:

**Watertown Hockey Association:** The WHA hosted a 10U tournament December 12–14 with teams from all over the region. In total, 11 teams participated, playing a combined 27 games over the course of the weekend. It was a great event, making for a full weekend of exciting hockey and great competition.



*\*Photos courtesy of Amanda T. Photography*

**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 Monday, January 12<sup>th</sup> at 6:30 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 26<sup>th</sup>  
 Saturday, December 27<sup>th</sup>  
 Friday, January 2<sup>nd</sup>  
 Saturday, January 3<sup>rd</sup>

For a full schedule visit [www.watertownwolves.net](http://www.watertownwolves.net)

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

Tuesday, January 6<sup>th</sup>

**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 26<sup>th</sup> - February 23<sup>rd</sup>  
**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

<p><b>Class &amp; Skate Rentals</b>          \$40 - City Resident/Military          \$80 - Non City Resident</p> <p><b>Class Only (no skate rentals)</b>          \$30 - City Resident/Military          \$60 - Non City Resident</p> <p>Register online:  <a href="https://secure.reel.com/NY/watertown-ny/catalog">https://secure.reel.com/NY/watertown-ny/catalog</a>          If you need assistance please call:          315-785-7775</p>	<p><b>Class &amp; Skate Rental</b></p>  <p><b>Class Only</b></p>  
---	---

### Rock Around the Rink:

Join us this Saturday for our annual Holiday Skate!



Johnny Spezzano will be here playing your favorite Christmas tunes, creating the perfect soundtrack for a fun and festive time on the ice. Bring your friends and family and come celebrate the season as we skate into the holidays!

### Cross Country Ski Trails:

The cross-country ski trails in Thompson Park are officially open! Join the many community members who have already been out enjoying the freshly groomed trails by skiing or snowshoeing through the park's scenic landscape.

Cross-country ski and snowshoe rentals are available at the Watertown Municipal Arena, Monday - Friday from 8:00am to 4:00pm. Weekday rentals are available on a 24-hour basis, and full weekend rentals are offered for those looking to get out and explore Friday-Sunday.



Grab your gear, bundle up, and enjoy everything Thompson Park has to offer this winter!

## Roswell P. Flower Memorial Library

Flower Memorial Library, in collaboration with the City of Watertown Parks & Recreation Department, welcomed Santa Claus to the library on Friday night after the parade. This is our second year of this program and we made some fun additions including craft tables, snacks, and free children's books. This year we welcomed 252 people into the library, which is 95 more than last year! Shout out to our amazing staff members who stayed late to help with the event.



Photo From Left to Right: Librarian Ashley Morrison, Librarian Jamie LaPlaca, Director Suzie Renzi-Falge, Security Bryan Gaffney, Santa, Maintenance Craig Frank, Librarian Ashley Pickett, Senior Account Clerk Andrea Carr.



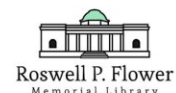
### Cocoa and Coding For All Ages

Friday, December 19<sup>th</sup> @ 4:30pm-5:30pm  
in the Community Room

Curious about the world of STEAM but not sure where to begin? Dive in with us for a hands-on adventure exploring science, technology, engineering, art, and math through three exciting library tech kits! Build, code, and create as we experiment with Bloxels, Cubelets, and the Code-a-pillar. It's the perfect way to spark your curiosity and see just how fun STEAM can be!

Patrons of all ages and abilities are welcome to attend this event!  
Learn together with us.

Contact Ashley P. at 315.785.7714.







# TECHNOLOGY REPORT

Technology at Flower Library is evolving at a rapid pace! Improvements have been made to both the equipment and software that staff and patrons alike use on a daily basis, which have resulted in a more efficient workflow and a better rapport with our community in the long-run. All users are beginning to understand that with time and patience, the library can provide up-to-date technology that will aide them in getting their tasks accomplished and their goals achieved.

## SOLUTIONS IDENTIFIED

- Research into a number of problems began during the summer of 2024. While we had hoped to solve these issues quickly, time was needed to determine the best solution that benefited not only our library but the North Country Library System as a whole. These solutions included:
- Migration to a new PC management software (from Libki to Envisionware) - investigation into a new vendor began in July 2024, installation and staff training was complete in February 2025. In addition, Flower staff members continue to test pieces of the software for NCLS IT in an authentic environment.
  - Migration of our staff-wide email group to Microsoft - completed in July 2024.
  - Re-installation of self checkout PCs via a new vendor, Polaris - research began in August 2024, installation and staff training was complete in August 2025.
  - Re-installation of a public print management system via a new vendor, Envisionware - research began in September 2024, installation and staff training was complete in August 2025.
  - Migration to LX Starter for emailed patron notices with a modern feel - completed in February 2025.

## RELOCATION OF STAFF TECHNOLOGY

- When opportunities arose to move equipment around and make for a more efficient staff workflow, we jumped at the chance! Examples included:
- Replacement of inoperable search computers with old spares using the USB version of the catalog - ongoing project as equipment fails.
  - Replacement of inoperable search computers with two tower/kiosk versions of the catalog as a test for NCLS - completed in July 2025.
  - Replacement of square monitors from library spares - ongoing project as equipment fails.
  - Relocated two staff iPads to circulation for use by catalogers - completed in March 2025.

## COMPUTERS PURCHASED

- Staff:** 2 desktop PCs  
**Public:**  
3 desktop PCs  
5 desktop PCs (from Broadband Project)  
3 laptops for in-house use (from Broadband Project)  
  
All PCs are first sent to NCLS for repair. Outdated machines are replaced when budgets allow.

## TECHNOLOGY GIVEAWAY

In July 2025, staff passed 10 Chromebooks from 2017 and 2018 along to other libraries where they would be put to better use!

## IN-HOUSE USE ONLY

In June 2025, as a part of the Broadband Project, staff launched 3 new laptops as available for use inside the library only. Specific checkout rules do apply, but this allowed staff to meet an observed need of our patrons.

## OTHER TECH. PURCHASED

- 1 - Adobe Acrobat Pro. subscription via TechSoup at a reduced price - completed in July 2024.
- 1 - replacement of the micro-film machine - completed in September 2024.
- 1 - replacement of the dated cash register with a Zettle system - completed in November 2024.
- 3 - new Remarkable tablets for staff-only use - completed in May 2025.
- 1 - purchase and installation of Axis camera system - began in December 2024, completed in June 2025.
- 3 - new black and white printers for staff-only use (and as public wireless printing backups) - completed in August 2025.
- 1 - PayPal account setup for public transactions - completed in October 2025.

## COMING SOON TO FLOWER LIBRARY

- Librarians already have multiple tech-related projects on deck for the upcoming months at Flower Library! They include:
- Updates to the library website to comply with the changes in ADA regulations and improve overall ease of use - first meeting scheduled for November 2025.
  - Setup of the ReadSquared website for online reading submission, ticket counting, and prize distribution during the Summer and Winter Reading Programs - next meeting scheduled for November 2025.
  - Migration to Office365 with NCLS IT staff - scheduled for December 2025.
  - Incorporation of hobbyist technologies - ongoing.





## NOON YEAR'S EVE PARTY

December 31<sup>st</sup>

11:30am-12:30pm

All Ages & Abilities

in the Children's Room & Community Room

— ... —

Come join the fun at our Noon Year's Eve Party! We will have crafts, games, and a fun count down to noon with a balloon drop!

Make New Year's Eve special without staying up until midnight!



Questions? Contact:  
Ashley M: 315-785-7714  
Jamie: 315-785-7709

## LUNCH AND A MOVIE *at the library*



Join us for a dose of nostalgia with a showing of **Freakier Friday** and enjoy a pizza lunch on us!

**SATURDAY,  
DECEMBER 20TH @ 12PM**

Flower Library

Ages 18+ welcome.

Rating: PG

Run time: 1 hour, 50 minutes

Questions? Contact Ashley  
at 315-785-7714.

