CITY OF WATERTOWN, NEW YORK
WORK SESSION AGENDA
Monday, August 10, 2026
6:30 p.m.

This shall serve as notice that a work session of the City Council will be held on **Monday, August 10, 2026 at 6:30 p.m.** in the City Council Chambers, 245 Washington Street, Watertown, New York.

EXECUTIVE SESSION

To discuss proposed, pending, or current litigation.

DISCUSSION ITEMS

1. Water Treatment Facility Course Correction

   Presenter:
   - Aaron Harvill, Superintendent of Water
   - Erica Goldin, PE, Project Engineer at GHD

2. Lead Service Line Replacement Update

   Presenter:
   - Aaron Harvill, Superintendent of Water
   - Josh Satchwell, Water Distribution Supervisor

3. Pawling Street Options for Water

   Presenter:
   - Tom Compo, City Engineer
   - Aaron Harvill, Superintendent of Water

4. Winter Ice Schedule

   Presenter:
   - Scott Weller, Superintendent of Parks and Recreation
   - Jim Scordo, Program Manager of Parks and Recreation

5. Assessment Re-Evaluation Process

   Presenter:
   - Kim Johnston, City Assessor

6. Clean Watertown Refuse and Recycle Initiatives

   Presenter:
   - Eric Wagenaar, City Manager

7. City Manager's Update

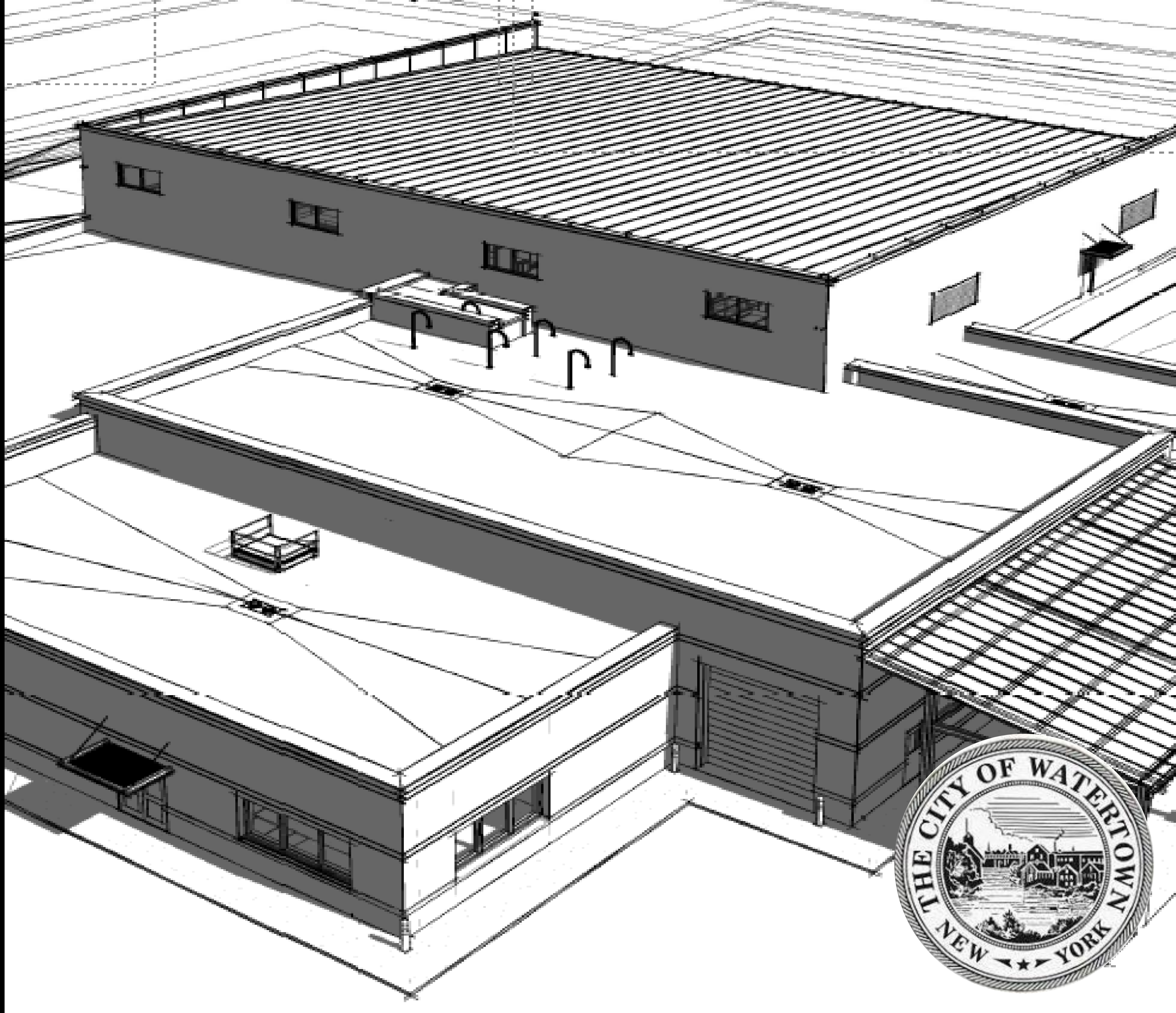
City of Watertown WTP Water Quality Improvements

City Council Work Session

→ Kevin Castro, PE

Erica Goldin, PE

August 10, 2026



Presentation Outline

- Project Status
- Phased Approach
- Funding Implications and Approvals
- Next Steps

Project Status

- Contract No. 1, Tree Clearing – Complete

- Contract Nos. 2-5, General, Electrical & Instrumentation, HVAC, Plumbing – Design complete, awaiting DOH approval

- City previously bonded for $61.7 million

Opinion of Project Cost

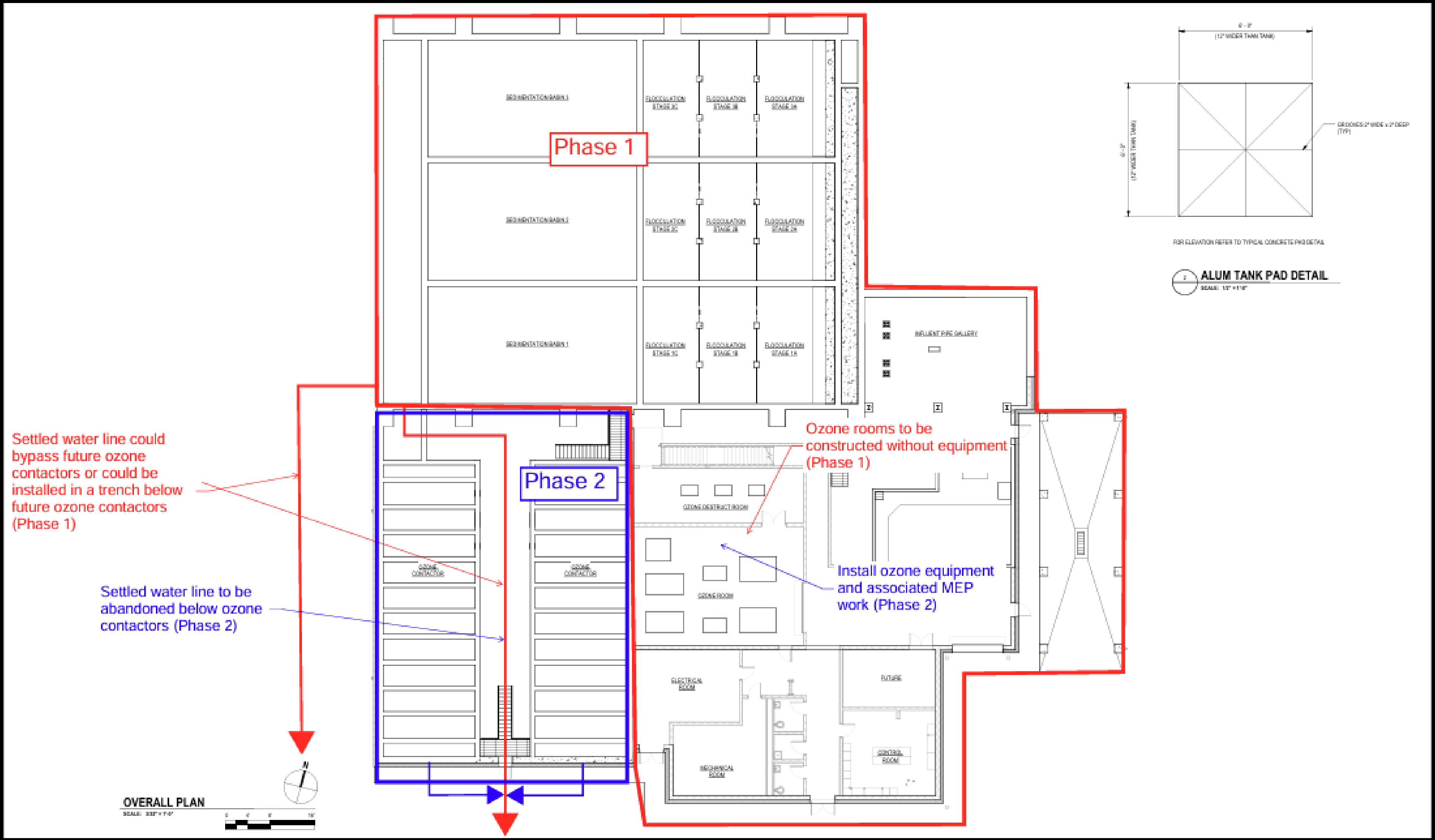
Item	Opinion of Cost
Pre-Treatment Site Construction Subtotal	$41,300,000
WTP Site Construction Subtotal	$10,000,000
Construction Contingency	$5,100,000
Construction Subtotal (2026)	**$56,400,000**
Project to June 2028	**$59,900,000**
Engineering & Administration	$8,000,000
SRF Issuance Fees	$1,300,000
Contract No. 1 – Tree Cutting	$143,000
Miscellaneous Additional Work Allowance	$665,000
Total Project Cost	**$70,100,000**

Phased Approach

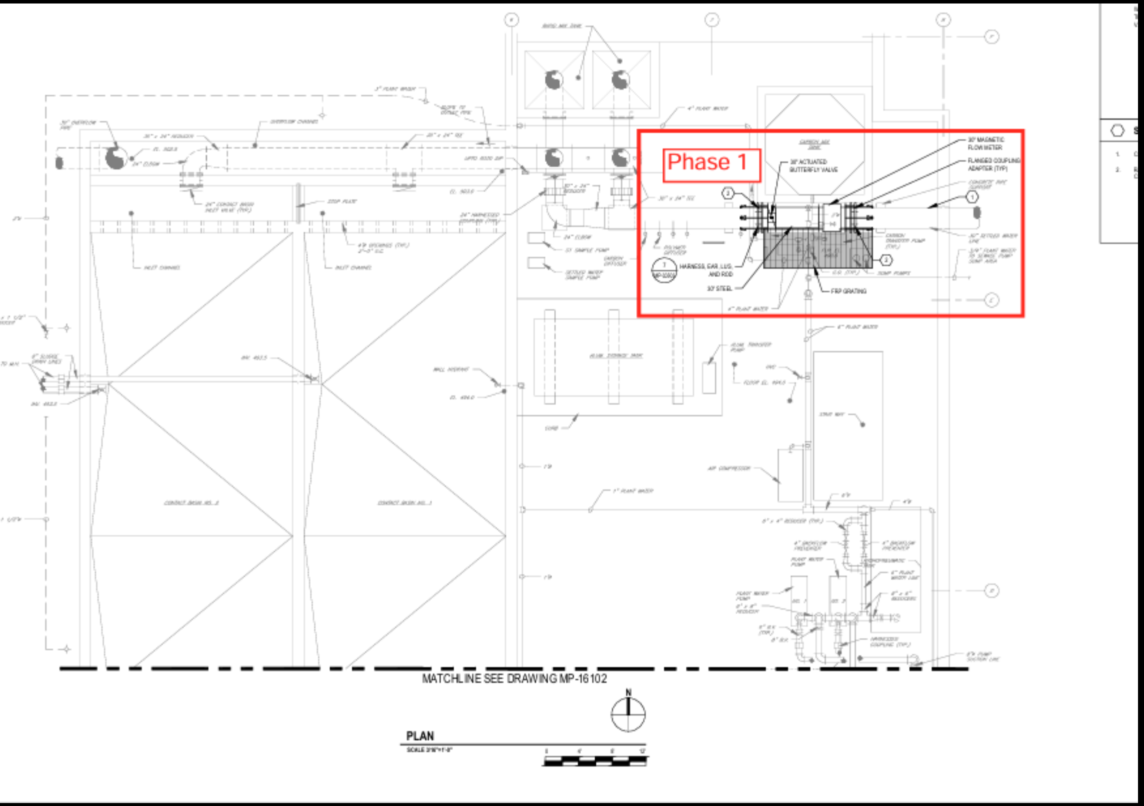
- **Phase 1**
    - Raw water pump station (RWPS) upgrades
    - Pretreatment facility, expect ozone contactors and ozone equipment
    - Rate of flow controller (ROFC) valve on settled water line in the WTP basement

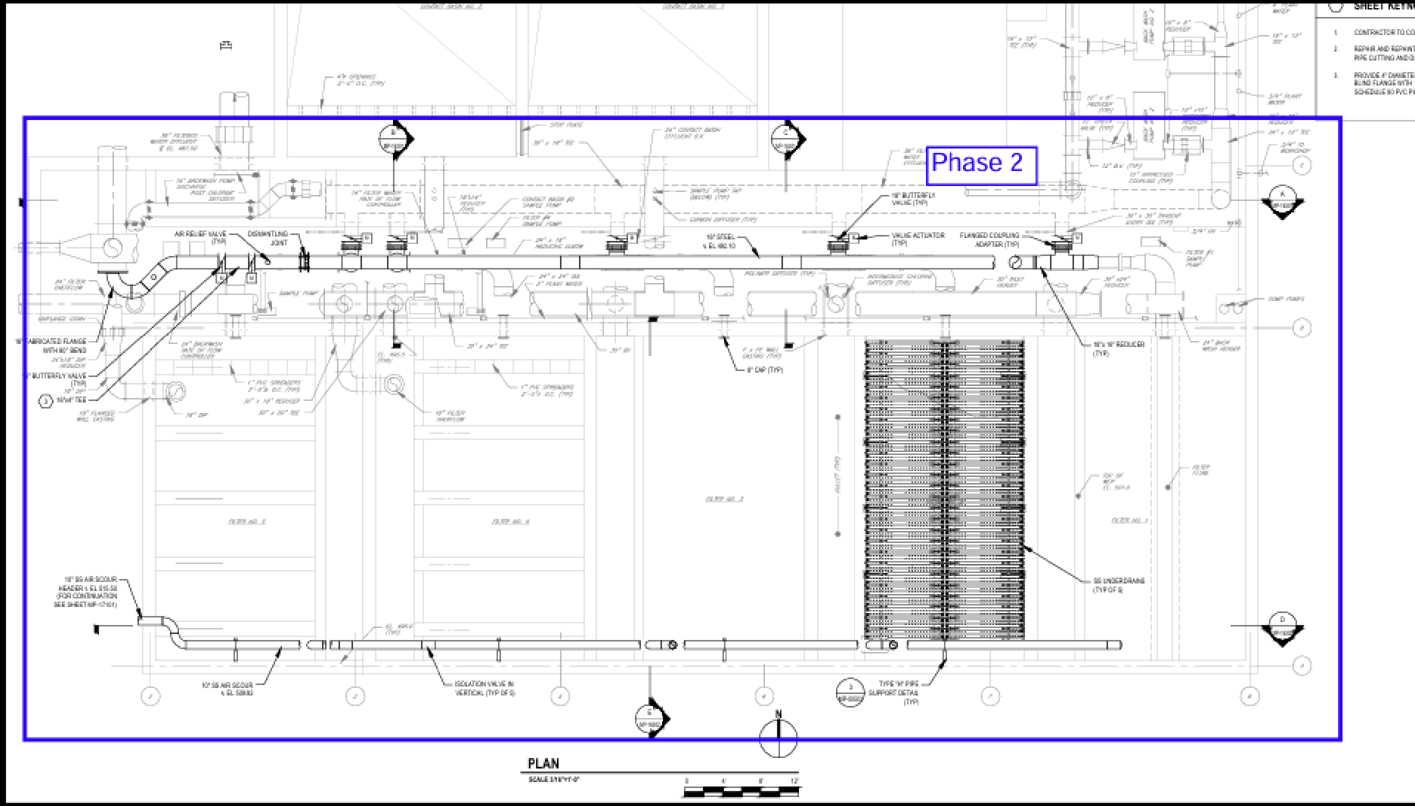
- **Phase 2**
    - Ozone contactors and ozone equipment at the Pretreatment site
    - Filter improvements at the WTP
        - Filter media replacement
        - Underdrains replacement
        - Blowers and blower room
        - Filter-to-waste piping

Phased Approach



Phased Approach





Phased Approach Target Timeline

- **Phase 1**
  - October 2026 – Advertise Phase 1
  - December 2026 – Bid opening
  - February 2027 – Notice to Proceed
  - June 2029 – Final completion
- **Phase 2**
  - February 2031 – Advertise Phase 2
  - April 2031 – Bid opening
  - June 2031 – Notice to Proceed (two years after Phase 1 construction completion)
  - February 2033 – Final completion

Funding Implications and Approvals

- Combined project EFC funding
  - $24.28 million Intermunicipal grant awarded
  - $14 million interest fee financing through SRF
  - Need to determine how a phased approach affects funding

- DOH Approval
  - LOX
  - Phased approach

Next Steps

- Meeting scheduled with DOH on September 2nd, 2026
- Prepare Phase 1 Bid documents
- Advertise Phase 1 (targeting October 1st, 2026)

THE CITY OF WATERTOWN NEW YORK
1869

GENERAL BID SPECIFICATIONS

BID #2026-xx
WATER TREATMENT PLANT WATER QUALITY IMPROVEMENT PROJECT
CONTRACT NO. 2 – GENERAL
CONTRACT NO. 3 – ELECTRICAL AND INSTRUMENTATION
CONTRACT NO. 4 – HVAC
CONTRACT NO. 5 - PLUMBING

Contact Information: Tina Bartlett-Bearup, Purchasing Manager
City of Watertown
245 Washington Street, Suite 206
Watertown, NY 13601
Phone: (315) 785-7749
Email: tbartlettbearup@watertown-ny.gov

The following outlines the planned schedule of major activities related to this bid solicitation. The City of Watertown reserves the right to amend the schedule as necessary.

Important Dates:

Bid Response Deadline	Thursday, February __, 2026, 11:00 a.m.
Site Visit	Wednesday, January __, 2026, 10:00 a.m.
Anticipated Vendor Selection	Monday, February __, 2026

VOLUME I OF II

Thank You

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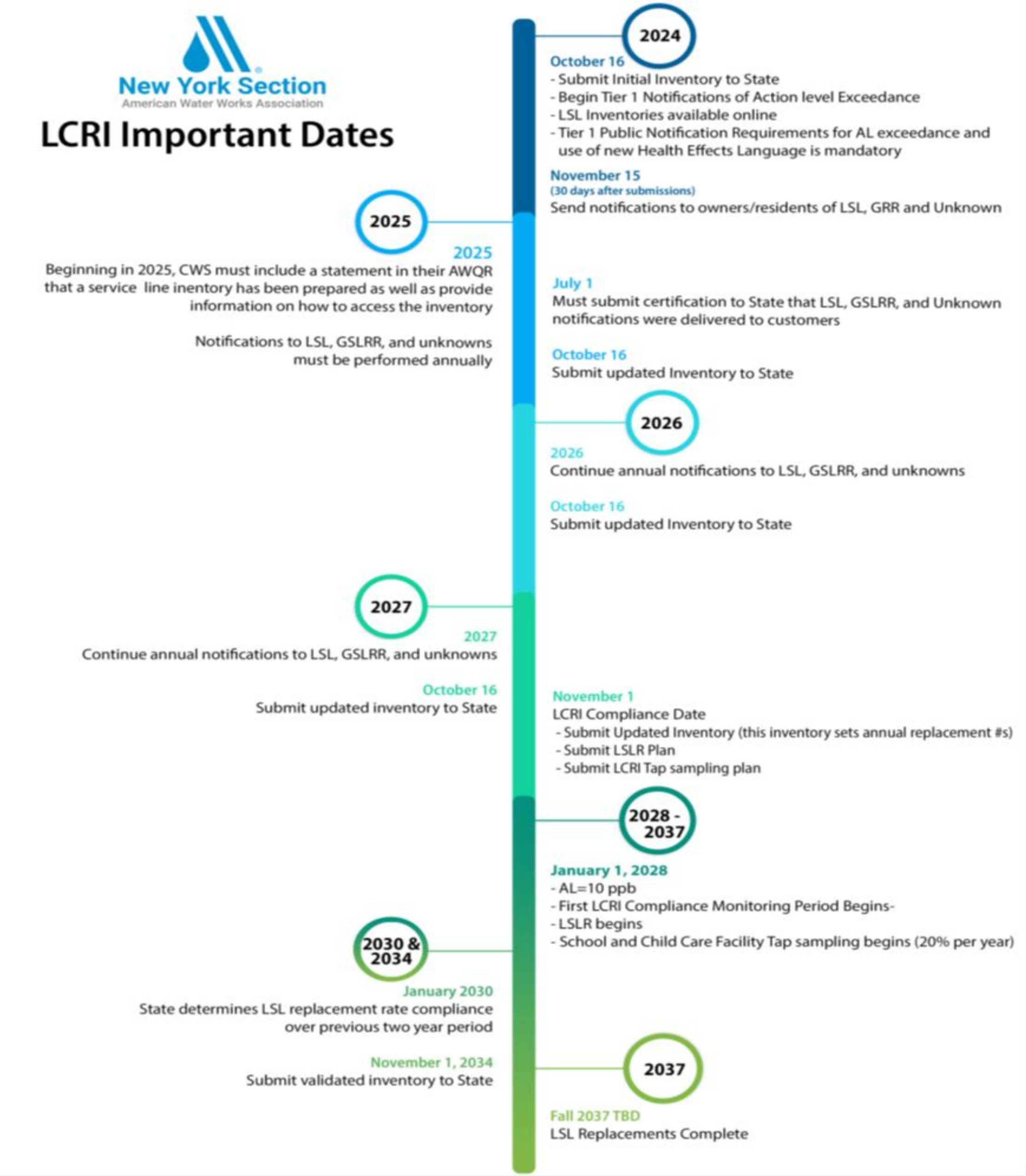
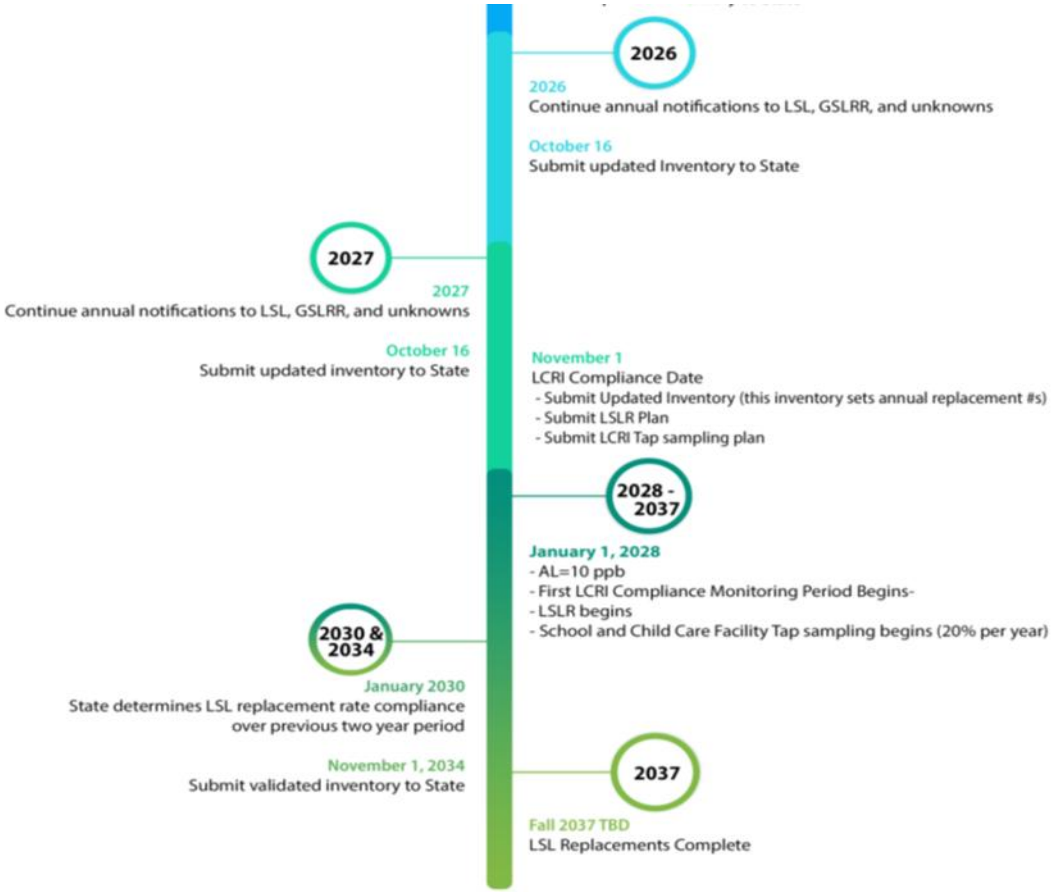
Water Department:
Lead Service Line Replacement

Aaron Harvill
Water Superintendent

Josh Satchwell
Water Distribution Supervisor



The intent of this presentation is to inform Council of pending milestones, planned actions, and available options necessary to meet the requirements of the EPA’s Lead and Copper Rule Improvements (LCRI).



The EPA has established milestones that water systems must meet. Beginning with the inventory of service lines and culminating with replacement of all services of concern.

Service lines fall into one of three categories:

- Lead Service Line (LSL)
- Galvanized Requiring Replacement (GRR)
- Unknown Material (UNKN)

Currently the City has met all milestones to date.

- Inventory created, updated and submitted to NYS (This is an annual requirement)
- Notice letters mailed (This is an annual requirement)
- Maintain a publicly available inventory

Pending milestones:

- Submittal of a LSL replacement and sampling plan to the DOH for approval
- November 1, 2027 have an approved plans in place
- 2028 Lead and Copper Sampling adhering to new LCRI guidelines

We will be focusing on the need to address unknown services and replacements in this presentation

The inventory of services of concern has been updated due to a “flaw” in the reportable spreadsheet. It was discovered that the services with blank data fields were not included into the original inventory and under reported the Unknown category. This has been corrected and the numbers adjusted. Further we have applied a sort to the Unknown category using the date of construction of the home as a filter. This moved a significant number of services from the Unknown to the Galvanized Requiring Replacement. As we move forward, we plan to validate the logic and further refine. This is a living process that will continue to evolve as we move forward.

The LCRI requires that all unknown service lines be identified, the inventory of services be certified, and an approved replacement plan be in place by November 1, 2027.

Current inventory is approximately 1242 service lines of concern that must be replaced by November 2037.

- *6 Known LSLs*
- *954 GRRs*
- ***282 UNKNs: Main to Curb Stop 28, Curb Stop to Meter 217, Both Sides Unknown 37***

The minimum replacement requirement is 10% per year to meet the 2037 deadline. In the inventory, unknowns are considered a service requiring replacement in the overall count. When an unknown investigation removes it from the inventory, because its not of a material of concern, this does not count as part of the required 10% replacement. It does reduce the inventory total, but not the 10% replacement requirement. Therefore, it is in the City's best interest to identify as many of the 282 unknowns ahead of November 1 2027.

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What is a service line?

1 Material in the section between Main and Curb Stop: Portion of the service line closest to the street
2 Material in the section between Curb Stop and Meter: Portion of the service line closest to the property

What is the Curb Stop?

The curb stop is a valve located near the edge of your property, often in the sidewalk or just beyond the curb. While the curb stop is sometimes worked on by Water Distribution during routine maintenance or water main upgrades, it remains part of your service line. Since the pipe material can change at the curb stop, checking this point helps determine whether your service line contains lead.

Water Meter protection and access: Meter is owned and maintained by the Water Department; owners must keep the meter accessible and protected, especially from freezing.

The NYSDOH require three points of verification to categorize a service line. There are several methods to assist in identifying the materials of construction.

- Excavation to verify buried sections
  - Street Side Unknown at least 18” from main to Curb Stop
  - Back of ROW Unknown at least 18” from Curb Stop to Building
- Home inspections at the water meter
  - Conducted by Department Staff
  - Homeowner Survey
- Predictive Modeling
  - Utilize construction dates
    - Requires random inspection to verify model and records accuracy
    - Requires a confidence interval to be calculated from verifications

These cannot be used solely but when combined can lessen the time and material costs.

Excavation

Excavating to identify the material used in an unknown water service, potholing must be done along the service line.

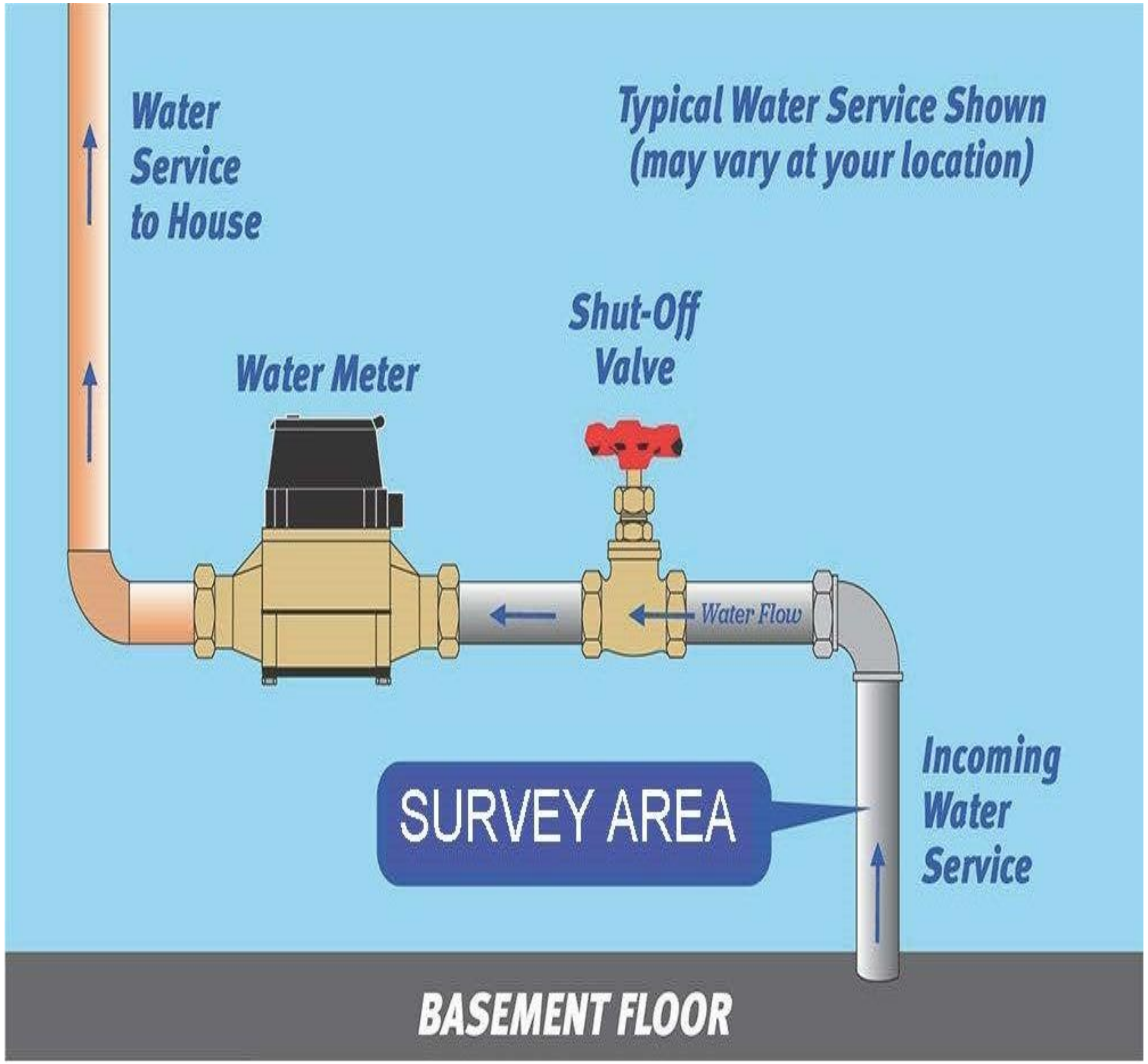
1. At the main
2. Before curb stop
3. After curb stop

Excavation points 1 and 2 will fully satisfy the identifying requirements for the “public” street side of an unknown service. To classify the remaining back of ROW or “private” side, excavation point 3, requires access to the buildings water meter. Anything less and the service remains unknown because past spot repairs to service lines may have been made with different materials.

Home inspections

Home inspections are necessary to validate the "private" side materials. The inspections can be conducted by anyone if they have been provided sufficient information to accurately identify the material. The survey must include pictures to help satisfy the validation process.

City Planning has allocated CDBG funds to Neighbors of Watertown's to assist first-time homebuyers for inspection and service line replacement where qualified. City Code Enforcement is also assisting with the inspections.



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PIPE MATERIAL	SCRATCH COLOR	DOES MAGNET STICK?
LEAD	SHINY SILVER	NO
COPPER	ORANGE (PENNY)	NO
GALVANIZED STEEL	DULL GRAY	YES
PLASTIC	N/A	NO

Predictive Modeling

Predictive modeling algorithm uses the system data to predict if an unknown contains material of concern or removed from the inventory. These have shown to be accurate and typically can reduce your inventory of unknowns by 20-30%. The models do require field verification to confirm its accuracy and must have a confidence interval for the State to accept. This reduces field work and associated site restoration cost.

Recommendations:

Enter into an agreement with a third-party vendor that specialize in assisting municipalities prepare for the implementation of the LCRI. Services can include predictive modeling, data curation, plan development and more.

Code revisions
Work with City Engineering and City Plumbing Board to amend current City code that requires Lead and Galvanized materials to be replaced. Allow the use of PEX tubing in some applications.

Enter into an agreement with a contractor to perform replacement of service lines

Apply for funding to support and offset cost of the replacement plans.

Key take aways:

- Automatic enrollment within project corridors will save money long term.
- Predictive modeling can save time and maximize use of limited resources.
- Identifying unknowns as soon as possible will save money long term.
- Using a contractor to perform the replacement work to achieve quotas.
- Code revisions to allow the use of less costly materials in some applications.
- An approved replacement plan to be eligible for SRF funding or funding sources.
- Very competitive for funding. Need to be creative and work with organizations like Neighbors of Watertown and Jefferson County Public Health.
- Lead service line replacement is a huge undertaking that could be very impactful to the overall health of the community.

QUESTIONS, COMMENTS, SUGGESTIONS?

City of Watertown

PAWLING STREET

WATER MAIN EXTENSION – FACTS, CONSIDERATIONS, AND OPTIONS

OPENING REMARKS

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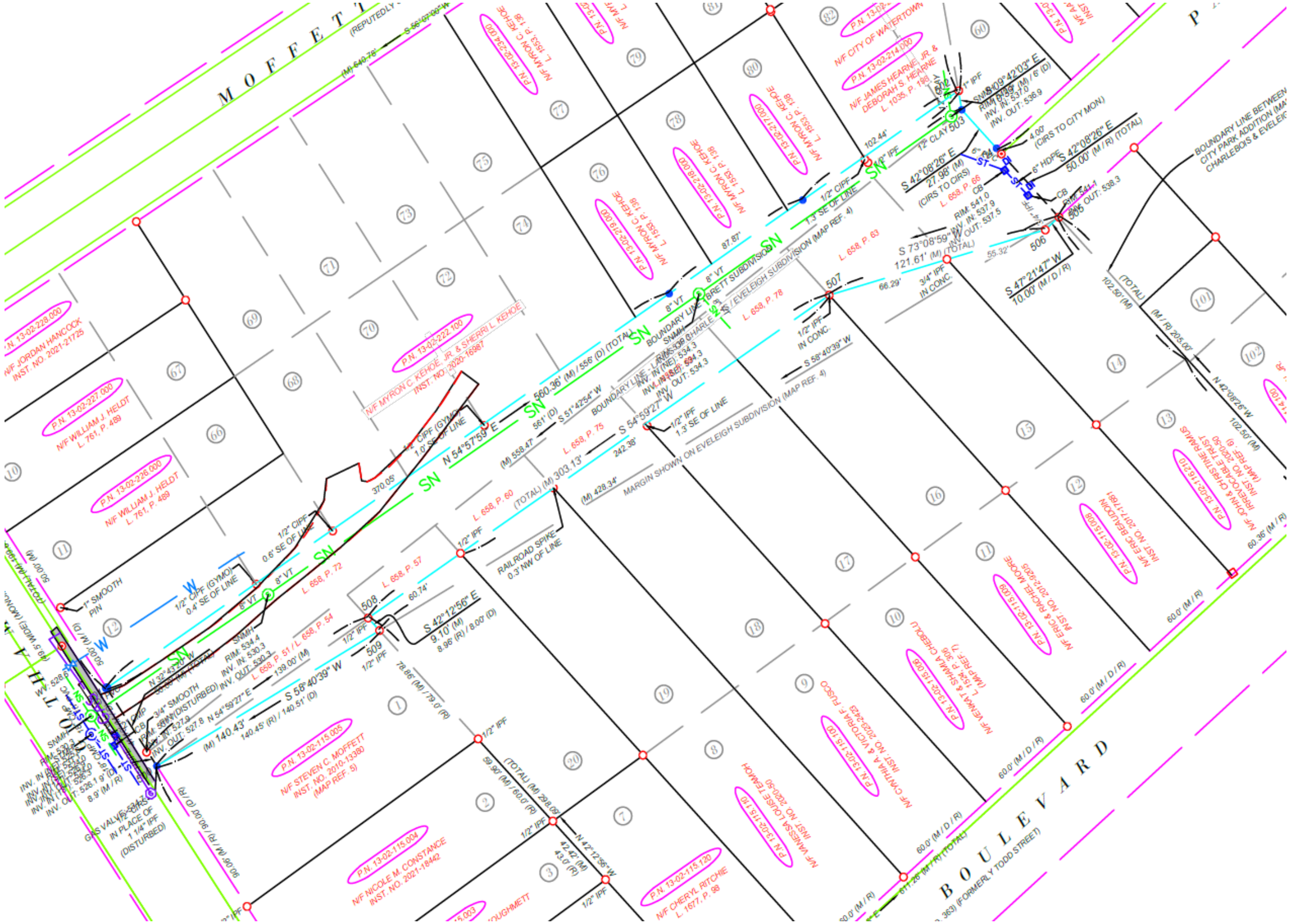
EXISTING SURVEY

Boundary survey was completed in 2025 as part of Spot Sewer repair project for WOTS



EXISTING SURVEY

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CONDITIONS / CONSIDERATIONS

Any work or upgrade to a water main will require New York State Department of Health (NYSDOH) review and approval. NYSDOH may require upgrades from current main sizes to a standard minimum 8-inch.

- Hydraulics will impact the decision and options
- If 6-inch is permissable, pipe cost will be reduced (there is a surplus in the Water Distribution yard).

All but Option 1 will require easements

- Construction easement
- Permanent easement (restrictions to future use)
- Both construction and permanent

Pawling street has 8 galvanized services
Pawling street has 2 existing drainage structures that discharge directly into the sanitary sewer

Moffet street has 4 galvanized services

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OPTION 1

Extend existing water main on Pawling Street w/ new pipe and tap into the Gotham Street water main

OPTION 2

Extend existing water main on Moffet and Pawling Streets to common property lines on “Moffet Street” <u>AND</u>

Construct a water main between “Moffet Street” along common property lines and tie into the extended main on “Pawling Street” <u>AND</u>

Continue the Pawling Street water main to Gotham Street and Tap into the existing 8” main

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OPTION 3

Extend existing water mains on Moffet and Pawling Streets to common property lines on "Moffet Street" AND

Construct a water main between "Moffet Street" along common property lines and tie into the extended main on "Pawling Street" AND

Continue the Moffet Street water main to Gotham Street and tie into the existing 8" stub

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OPTION 4

Extend existing water mains on Moffet and Pawling Streets to common property lines on “Moffet Street” <u>AND</u>

Construct a water main between “Pawling Street” along common property lines and tie into “Hamilton Street South”

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COSTS

OPTIONS	GALVANIZED SERVICES	Approximate Length (LF)	MATERIAL COSTS 6 INCH ($)	MATERIAL & INSTALLATION COSTS – 8 INCH ($)
1	N/A	640	0.00	128,300
2	N/A	1035	0.00	207,520
3	N/A	1045	0.00	208,980
4	N/A	800	0.00	159,500
Pawling – Full Street	8	1765	N/A	353,060
Moffett – Full Street	4	1720	N/A	343,940

Notes:

Galvanized services are tabulated based on how many were found from Gotham Street to Franklin Street on affected streets

All pipe used will be Ductile-Iron Class 52

Estimates are based on bid cost received for the Burlington Street Reconstruction Project

Costs do not include road reconstruction, cost of valves, tapping sleeves, hydrant assemblies, services to houses, testing and cleaning

CLOSING REMARKS

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Watertown Municipal Area

WINTER ICE SCHEDULE

OPENING REMARKS

The Watertown Hockey Association and the Figure Skating Club of Watertown have been longstanding users of the Watertown Municipal Arena since the facility opened, over 50 years ago.

For many years, both the Watertown Hockey Association and the Figure Skating Club of Watertown have maintained consistent and reliable ice schedules. This stability has allowed each organization to build and sustain quality youth programs that families can depend on year after year.

Consistent ice availability is essential to the long-term success of any program. It enables organizations to establish predictable practice schedules, develop age-based programming, and provide a clear pathway for participants to progress as their skills develop.

Maintaining stable ice schedules is critical to preserving the strength and continuity of youth hockey and figure skating in Watertown.

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Other Facilities

A web search of **ice arena ice allocation policies** identified numerous examples from various municipalities and arena operators.

Although the policies vary by facility, the following slides highlight common themes, priorities, and allocation processes that are consistently incorporated into these policies.

Ice Allocation

Rogers Activity Center, MN

GUIDING PRINCIPLES
The following principles served as the framework for developing the Allocation Policy and should continue to be considered when implementing and/or interpreting the various policy statements:

Access and Equity: policy to ensure fair and equitable access to ice in terms of allocation and in the application of fees and charges.

Processing Priority
The priority for processing ice time requests is:
1st Renewal: existing user requests are reviewed and approved annually.
2nd Increased Ice: existing users request for increased ice time will be considered only if ice is available and demand can be demonstrated.
3rd New: Requests are only considered if ice is available.

Ice Allocation

City of Plymouth, MI

- All requests for Ice Time shall be granted based upon the following priority of use ranking:

1. City of Plymouth Recreation programs, leagues and events run by the Recreation Department.
2. Returning organizations that have contracted the Ice Arena during the previous season. *(These organizations shall receive the same amount of ice hours contracted as last season but not necessarily the same time slots. This shall be determined by City Staff to optimize the ice rentals for the arena).*
3. Returning organizations that are now requesting additional ice times.
4. Returning organizations that have the greatest number of City of Plymouth resident participants.
5. Community based Organizations and Governments that have more than 50% participants that are residents of the City of Plymouth.
6. Community based Organizations and Governments that have more than 50% participants that are residents of the Plymouth Canton School District.
7. Community based Organizations and Governments.
8. Non-Community based Organizations and Governments.

Ice Allocation

Middlesex Centre

Priority for Prime-Time Ice Allocation

The priority for prime-time ice allocation will be:

- **First Priority:** Municipality of Middlesex Centre Recreation Division programs and services such as recreational skating programs;
- **Second Priority:** Minor Sport Groups that provide programs serving youth 21 years of age and under and that are not currently in a pre-approved license agreement;
- **Third Priority:** Tournaments & Special Events;
- **Fourth Priority:** Municipal Groups; and
- **Fifth Priority:** Non-Municipal Groups.

Groups who have an approved contractual license agreement for ice time are outside of the above priority listing. However, the Municipality may, at its discretion, allow for amendments year-to-year based on prime-time ice availability.

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New Organizations

Common theme amongst many existing policies - historical scheduling, ice availability and serving an unmet need.

ICE ALLOCATION:

17. **Precedent**

Historical precedent will be a principle of the allocation system to allow all ice permit holders to maintain their existing ice permit times on an annual basis, until such time as the permit holder surrenders that time. Allocation procedures apply to new requests, time surrendered by an existing permit holder, or in the event that new facilities are made available.

3. **New Organizations:**

New organizations may be included in the system, if it is demonstrated through a registration process that there are sufficient participants to qualify for ice time allocation and if there is surplus ice time available. The registration for new organizations must include the payment of the applicable registration fee to the organization.

Accommodating new groups by reducing the number of hours available to existing groups, will be considered only in cases where a program is being introduced that will provide service to a previously non-serviced segment of the population, or where a new program is being introduced that is not available through an existing organization.

6. New user groups

New groups of users may be included in the allocation of ice time if it is demonstrated (through the annual registration process) that there are sufficient participants to qualify for ice time and that there is sufficient ice available. Given that new groups have the potential of reducing the number of hours available to existing users, new user groups will only be considered in cases where a program provides a service to previously un-serviced segments of the population or where a new program is being introduced that is not available through existing organizations.

F: Ice Allocation - Historical Precedent
It is recognized that it is advantageous to maintain a reasonable amount of consistency in ice time scheduling from year to year and therefore due consideration will be given to the allocation of ice according to previous years. Significant changes to ice allocations shall be based on significant changes to registration levels and composition or other emerging trends and needs.

(c) **New Applications**: The Advisory Board will consider allocating ice time to "new" groups, as per the priorities in this Policy, only if ice time is available and demand can be demonstrated.

6.0 HISTORICAL PRECEDENT

It will be a principle of the allocation system to give **due consideration** to the allocation of ice according to previous years. Significant changes to previous year's ice shall be based on changes to registration levels, registration compositions or to emerging needs. This includes section 7.0 Tournaments/Special Events.

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User Groups

Watertown Hockey Association
Figure Skating Club of Watertown
Watertown Wolves
Jefferson Community College
Immaculate Heart Central

Public Skate
Skate & Shoot
Slip, Slide & Skate
Power Play Sports
Adult Hockey Groups
Single Use Rentals

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WHA Ice Turn-In Summary 2025-2026

Turned in Times Saturday	Turned in Times Sunday	Times Turned in Weekdays
7:00-8:00am: 21	7:00-8:00am: 14	Tuesday 4:40-5:55pm: 1
8:00-9:00am: 5	8:00-9:00am: 0	Tuesday: 9:00-10:00pm: 3
9:00-10:00am: 6	9:00-10:00am: 3	Wednesday: 7:20-8:30pm: 1
11:00-12:00pm: 3	10:00-11:00am: 2	Friday: 3:00-4:30pm: 1
4:00-5:30pm: 4	11:00-12:00pm: 2	
5:40-6:50pm: 5	3:10-4:40pm: 3	
44	24	5

**WHA decreased turn in time from 2024-2025 to 2025-2026 by 40hrs.*

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Ice Schedule – Option 1

This option mirrors the 2025-2026 ice schedule with no significant changes for the current season.

Notable Adjustments

- Wolves' games moved to 7:00pm puck drop (+30mins)
- Power Play add Monday night from 8:40-10:10 pm, outside of the IHC season.
- Proposing WHA & Figure Skating Club pay the current hourly rate, with limited ability to turn in time.
- Approximate $35/hr. increase for WHA.
- WHA has requested to maintain their ice allotment and schedule from last year.
- Figure Skating has requested additional hours beyond last years allocation.

Ice Allocation

- WHA: 24:25 – 24:55hrs
- Figure Skating:
  - Winter: 13:35 – 14:05hrs
  - Fall: Additional 1:55hrs
  - Spring: Additional 3:55hrs
- Wolves: 11hrs (avg)
- JCC: 8hrs (avg)
- Adult Hockey: 3.5hrs
- Power Play: 2.5hrs
- Public:
  - Total: 20
  - Regular Prime: 6

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Ice Schedule – Option 2

This option removes ice time from the Watertown Hockey Association, during prime-time hours, when ice was seldom turned in (4x total).

Notable Adjustments

- Increased ice allocation for Power Play.
- WHA losses 3hrs/40min of weekly prime-time ice.
  - Sunday 3:10-4:40pm
  - Monday 7:40-8:40pm
  - Wednesday 7:20-8:30pm
- Wolves' games moved to 7:00pm puck drop (+30mins)
- Rate adjustments remain the same as noted option 1.

Ice Allocation

- WHA: 20:45-21:15hrs
- Figure Skating: 14 – 18hrs
- Wolves: 11hrs
- JCC: 8hrs
- Adult Hockey: 3.5hrs
- Power Play: 6hrs
- Public:
  - Total: 20
  - Regular Prime: 6

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Ice Schedule

Option 1

2026-2027													
Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
7:00-105	WHA	7:00-8:15	JCC	7:00-8:15	JCC	7:00-8:15	JCC	7:00-8:15	JCC	7:00-8:15	X	7:00-12:00	WHA
1:15-3:00	PS	8:30-9:50	SS	8:30-9:50	SS	8:30-9:50	SS	8:30-9:50	SS	8:30-9:50	SS	12:10-2:10	FS
3:10-4:40	WHA	10:00-11:30	Wolves	10:00-11:30	Wolves	10:00-11:30	Wolves	10:00-11:30	Wolves	10:00-11:30	Wolves	2:20-3:50	Public
4:50-6:50	FS	12:00-2:30	Public	12:00-2:30	Public	12:00-2:30	Public	12:00-2:30	Public	12:00-2:30	Public	4:00-6:50	WHA
7:00-8:15	Adult	2:45-5:50	FS	3:00-4:30	SS / IHC	3:00-4:30	FS / IHC	3:00-4:30	SS / IHC	2:45-6:50	FS	7:00-9:00	PS/Wolves
8:30-10:00	PS	6:00-8:30	WHA	4:40-7:25	WHA	4:40-7:10	FS	5:00-7:10	WHA	7:00-7:50	PP/Wolves	9:10-10:10	SS/Wolves
		8:40-10:10	PP / IHC	7:30-8:50	Public	7:20-8:30	WHA	7:20-8:50	Public	8:00-10:00	PS/Wolves		
				9:00-10:00	WHA	8:40-10:00	Adult	9:00-10:00	Adult				

Option 2

2026-2027 - PP													
Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
7:00-105	WHA	7:00-8:15	JCC	7:00-8:15	JCC	7:00-8:15	JCC	7:00-8:15	JCC	7:00-8:15	X	7:00-12:00	WHA
1:15-3:00	PS	8:30-9:50	SS	8:30-9:50	SS	8:30-9:50	SS	8:30-9:50	SS	8:30-9:50	SS	12:10-2:10	FS
3:10-4:40	PP	10:00-11:30	Wolves	10:00-11:30	Wolves	10:00-11:30	Wolves	10:00-11:30	Wolves	10:00-11:30	Wolves	2:20-3:50	Public
4:50-6:50	FS	12:00-2:30	Public	12:00-2:30	Public	12:00-2:30	Public	12:00-2:30	Public	12:00-2:30	Public	4:00-6:50	WHA
7:00-8:20	Adult	2:45-5:50	FS	3:00-4:30	SS / IHC	3:00-4:30	FS / IHC	3:00-4:30	SS / IHC	2:45-6:50	FS	7:00-9:00	PS/Wolves
8:30-10:00	PS	6:00-7:30	WHA	4:40-7:25	WHA	4:40-7:10	FS	5:00-7:10	WHA	7:00-7:50	PP/Wolves	9:10-10:10	SS/Wolves
		7:40-8:40	PP	7:30-8:50	Public	7:20-8:30	PP	7:20-8:50	Public	8:00-10:00	PS/Wolves		
		8:40-10:10	PP / IHC	9:00-10:00	WHA	8:40-10:00	Adult	9:00-10:00	Adult				

City of Watertown NEW YORK

Recommendation and Future Considerations

1. Recommendation - Based on the historical ice usage of our long-time leaseholders, their current requests, and widely adopted ice allocation practices within the industry, staff recommends proceeding with option one for the upcoming winter season.

During the winter months, staff can develop an ice allocation policy to guide future scheduling.

Should additional ice time become available during the season, staff recommends working collaboratively with existing user groups, including Power Play, to accommodate as much of the existing demand as possible.

2. Future Considerations – Develop and establish a new policy that includes but is not limited to:

- Defined ice times, prime, shoulder, non-prime
- Rental blocks
- Submittal request timeframe
- Priority groups
- *New user groups
- Requests for increased ice time
- Decision-making process
- Payments
- Cancellations
- Ice reallocation

**As part of this new policy there will need to be a cap on the number of groups that we host.*

We will suggest that cap be limited to the Watertown Wolves, JCC, IHC, WHA, Figure Skating Club, Power Play and Community Skate.

Any new organization requesting ice time will have to wait until one of the current organizations either reduces ice time or ceases operations.

DISCUSSION

City of Watertown
NEW YORK

Citywide Revaluation
Executive Information Report
City of Watertown Assessment Department

City of Watertown
NEW YORK

Today's Discussion

- What is a Revaluation?
- Current Assessment Roll
- Assessment Quality
- Process
- Benefits & Considerations
- Financial Considerations
- Questions

What is a Revaluation?

Assessment

Property characteristics are reviewed and analyzed using current data.

Market Value

Properties are valued based on current market conditions.

Fair Distribution

Values are applied uniformly to promote equity and a fair distribution of the tax burden.

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Assessment Quality

UPV	COD	PRD	Equalization
0% – 100%	0 – 30	0.90 – 1.10	0% – 100%
69%	**24.26**	**1.01**	**73%**
	Above Guideline	Minimal Bias	
The overall level of assessments compared to market value.	Measures the uniformity of assessments. The guideline is 15.00 or less.	Measures the overall bias in assessments. The ideal range is 0.98 – 1.03.	The percentage of market value that is assessed. State standard is 100%.

What This Means

These indicators show how well assessments reflect market value and how uniform they are across the City. Strong results support fairness, equity, and public confidence in the assessment roll.

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The Citywide Revaluation Process

From Planning to Final Roll

1 PROJECT AUTHORIZATION
Council direction, project planning, and budget authorization.

2 PROCUREMENT
Develop specifications, issue RFP, evaluate proposals, and select consultant.

3 PROJECT PLANNING
Establish project schedule, assign responsibilities, and plan public outreach.

4 DATA COLLECTION
Review property inventory, inspections, and verify property characteristics.

5 MARKET ANALYSIS
Analyze sales, develop valuation models, and conduct quality review.

6 VALUATION
Develop proposed assessments and conduct internal quality control.

7 INFORMAL REVIEW
Meet with property owners and review factual corrections.

8 TENTATIVE ASSESSMENT ROLL
File Tentative Roll and issue required notices.

9 GRIEVANCE PROCESS
Board of Assessment Review hearings.

10 FINAL ASSESSMENT ROLL
File Final Assessment Roll and begin ongoing maintenance.

A comprehensive process to ensure accurate, fair, and equitable assessments.
The full project typically takes 18–24 months, depending on scope and resources.

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Benefits of a Citywide Revaluation

Equity

Ensures all properties are assessed fairly based on market value.

Updated Values

Reflects current market conditions and property values.

Fair Distribution

Promotes a fair and balanced distribution of the tax burden.

Transparency

Increases public confidence through accurate and consistent assessments.

Considerations of a Citywide Revaluation

Cost

A significant financial investment is required for a citywide revaluation.

Staff

Staff time and resources are needed for project administration and support.

Public Outreach

Effective communication and education are essential for public understanding.

Timeline

A revaluation is a multi-phase project that spans 18–24 months or more.

Financial Considerations

Estimated investment for a citywide revaluation.

Estimated Cost

$300K–$600K

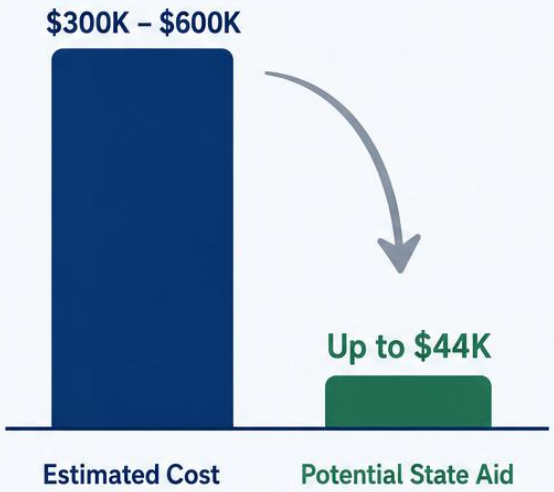
Typical cost range for a citywide revaluation, depending on scope and property mix.

Potential State Aid

Up to $44K

Aid for Cyclical Reassessments (ACR) program may provide reimbursement for a portion of eligible costs.

Cost vs. State Aid



A revaluation is an investment in accuracy, equity, and fairness.
While costs are significant, the potential state aid can help offset expenses and support a successful project.

Questions?

Thank you for your time
and consideration.

Staff Report

August 10, 2026

To: Honorable Mayor and City Council

From: Eric F. Wagenaar, City Manager

Subject: Clean Watertown Refuse and Recycle Initiatives

Following Council's request to review the "Clean Watertown" initiatives, the City Staff, gathered the feedback below.

Recommendation #1 – Increased Public Awareness

We have already taken several steps to support this recommendation. These include promoting Refuse Services on Newzjunky, promoting Refuse services at all Watertown Stewarts locations, supporting a WWNY story, and adding refuse advertisement to City bus. We are prepared to engage Community Broad Casters for a promotional commercial. Lastly, DPW continues to promote the City's refuse program with the Water Dept welcome packets, we will add information to the new City welcome packet, and we will continue to showcase our new fleet at community events and other public outreach opportunities throughout the city.

Recommendation #2 – Enhanced New Resident Outreach

We have concerns with providing free stickers to new City residents. Generally, municipalities are prohibited from providing gifts of public funds for private purposes pursuant to Article VIII, Section 1 of the New York State Constitution. Private benefit could occur if the benefit is merely incidental to the goal of achieving an overall public good. As a reminder, City Refuse services about 30% of the city.

As an alternative and as mentioned above, the city will be introducing a welcome packet for new homeowners that will include information about the municipal refuse program, enrollment procedures, and available services.

To proceed with the recommendation, it should be approved by council.

Recommendation #3 – Multiple Property Program

There are significant concerns with the proposal to encourage participation by multi-family property owners through discounted refuse rates. It is our assessment that the program would present logistical and administrative challenges, increase operational costs, and place additional demands on the department. Based on current operations, the anticipated benefits do not outweigh the additional administrative costs and complexities associated with implementing this program.

Legal review comment: When acting within its enumerated powers, a municipality (i.e., the City) can set varying rates for services so long as the implementation of such varying rates is not discriminatory. See generally AA & M Carting Service v. Town of Hempstead, 183 A.D.2d 738 (2d Dep't 1992) (upholding a municipality's disparate rates for commercial hauling vs. residential hauling). So long as the city provides a "rational basis" for the disparate rates, the city may avoid a discrimination challenge. Should the City desire to implement this recommendation, we strongly suggest that the attorney participate in the drafting of the resolution adopting the new rate schedule and specifying the basis for the disparate fees.

Recommendations #4 & #5 – Returning Customer Program & Customer Referral Program

The city has concerns with the implementation of these programs because they may present operational and administrative challenges. Based on current operations, the anticipated benefits do not outweigh the additional administrative costs and complexities.

Legal review comment: I believe if drafted properly, the City could implement a disparate rate system for new customers (i.e., Recommendation #4). However, any such resolution would need to be carefully drafted to avoid a discrimination challenge (see Recommendation #3 above). Admittedly, it may be difficult for the City to rationalize the disparate treatment of old users vs. new users when usage is identical. If implemented, I can absolutely foresee members of the public complaining as to why long-time users are being penalized by having to pay higher costs when compared to those who may have left the program and returned (i.e., new users). Any resolution would need to be carefully drafted to properly justify the disparate treatment and counter those arguments.

I also believe, if drafted properly, the City could implement a customer referral program and/or an incentive program that would reduce the rates of, eligible users (i.e., Recommendation #5). Once again, any resolution implementing these disparate rates would need to be carefully drafted to avoid possible discrimination claims.

Regardless of the legalities above, I defer to staff on the logistical challenges that may exist in implementing these recommendations.

Recommendation #6 – Sticker-by-Mail Program

We recommend increasing the promotion of our locations for sticker sales and determining the results of the enhanced promotional / marketing programs, before considering this option. There could be challenges associated with a sticker-by-mail program, including issues related to lost mail, delayed deliveries, and claims that stickers were not received. It would be difficult to validate claims of lost stickers or stickers not received.

Recommendation #7 – Program Operations Review

We will develop a quarterly report like the sales tax and hydro reports.