



George J. Proakis
City Manager

CITY OF WATERTOWN

Office of the City Manager

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6465
www.watertown-ma.gov

TO: Honorable City Council

FROM: George Proakis, City Manager

DATE: April 30, 2024

SUBJECT: FY 2025 ORGANZATIONAL CHANGES – EXPLANITORY MESSAGE

Pursuant to the provisions of Article 6, Section 6-2 of the City of Watertown Home Rule Charter, I herewith present the attached Administrative Reorganization Plan for the administrative reorganization of City departments by administrative code. This Administrative Reorganization Plan shall be subject to the referral, public hearing, report, and approval process as specified in Section 6-2 of the Home Rule Charter as further explained below.

1. Reorganization Plan by Administrative Code – City Charter Process

As noted above, this Administrative Reorganization Plan is being submitted pursuant to Article 6, Section 6-2 of the City of Watertown Home Rule Charter. This provision of the Charter authorizes the City Manager to “from time to time prepare and submit to the city council reorganization plans which may, unless prohibited by general law or the charter, reorganize, consolidate, or abolish any existing city agency in whole or in part, establish new city agencies, and prescribe the functions of any city agency.”

The process for consideration of such a reorganization by administrative code is as follows:

- A. The City Manager may submit a reorganization plan to the City Council with an explanatory note
- B. Upon receipt of the plan by the City Council, City Council shall refer plan to an appropriate standing committee for study and report.
- C. Within thirty days of such referral a public hearing on the plan would be held either before the standing committee or the full City Council.
- D. Within fourteen days following conclusion of the public hearing, a report of the standing committee would be filed, either approving or disapproving the plan.
- E. Upon the ninetieth day following City Council receipt of the plan (unless the plan itself specifies a later date) the plan becomes effective unless disapproved by the City Council.
- F. A reorganization plan submitted by administrative code may not be amended by the City Council but shall either be approved or disapproved in the form as submitted.

2. Explanatory Note

Article 3, Section 3-2 of the City of Watertown Home Rule Charter designates the City Manager as the City's chief administrative officer. The powers and duties of the City Manager include administration of all officers appointed by the City Manager and their respective agencies. The City Manager is also responsible for the coordination of activities of all agencies under his control with the activities of all other City agencies, whether elected or appointed by other elected officials. This Administrative Reorganization Plan is submitted pursuant to and in fulfillment of the duties and responsibilities of the City Manager and in the interest of improving the effectiveness of the City's administration. This plan is hereby offered to the City Council for action in accordance with Article 6, Section 6-2 of the City's Home Rule Charter.

3. Reorganization Plan

Included with this Explanatory Message is the proposed Administrative Reorganization Plan submitted to the City Council by the City Manager pursuant to Article 6, Section 6-2 of the City's Home Rule Charter. With the honorable City Council's approval of the organizational changes contained in the Administrative Reorganization Plan pursuant to the Charter procedures outlined above, and in accordance with the FY 25 budget submission, the City Departments will operate with the following organizational changes:

Assistant City Manager for Finance

The position noted in the FY 2024 organizational chart as Chief Financial Officer will be known as the Assistant City Manager for Finance. The Assistant City Manager for Finance will be a part of the City Manager's office, and will supervise direct staff, including but not limited to the Management & Grant Analyst, and will also become the direct supervisor of:

- City Treasurer / Collector
- Chief Assessor
- Procurement Director

The Treasury Department, Assessing Department and Procurement Departments will be city departments (not divisions), as initially planned in the FY 2024 budget and administrative ordinance.

Community Development & Planning

Community Development & Planning will be reorganized, to be divided into three divisions and four teams, as follows

- Inspectional Services Division
- Community Design Division
- Planning & Zoning Division
- Events Team
- Wellness Team
- Zoning & Code Enforcement Team
- Sustainability Team

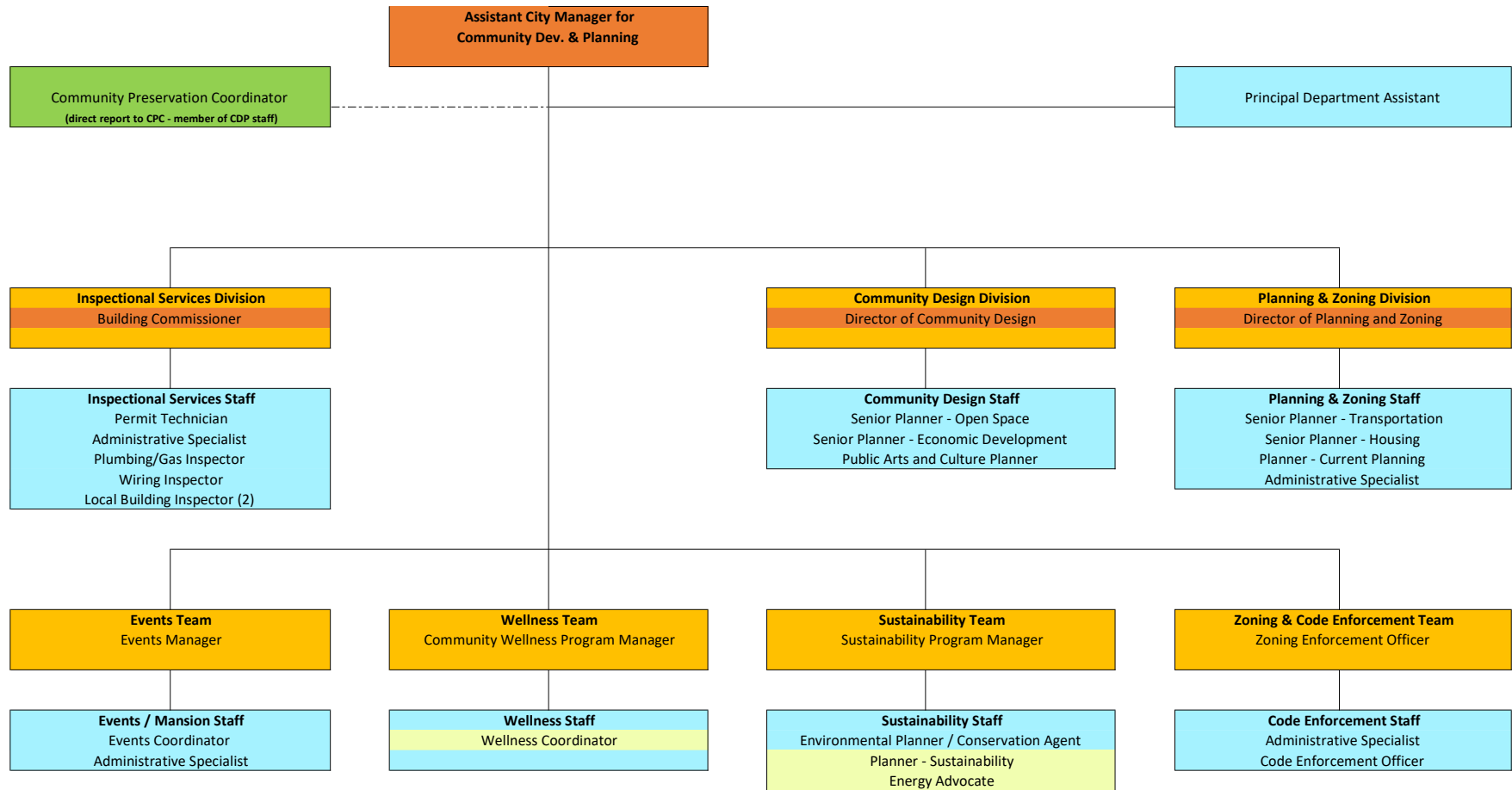
Public Buildings

Public Buildings will have four divisions, one of which includes four teams:

- Administration & Finance Division
- Construction & Capital Improvements Division
- Energy & Systems Division
- Maintenance and Operations Division, with the following teams: Trades & Maintenance Team; City Custodians Team; School Custodians Day Team; School Custodians Night Team

All other organization of departments will remain as established in the FY 2024 Organizational Message.

Community Development and Planning - Proposed Amended Organization



Public Buildings - Proposed Amended Organization

