



Watertown City Council

**Committee on Personnel and City Organization
Meeting
Tuesday, May 13, 2025 at 6:00 PM
Louis P. Andrews Upper Conference Room - Third
Floor**

Agenda

Pursuant to Chapter 2 of the Acts of 2025, the meeting and public hearing will be conducted with remote opportunities for participation. Remote participation and access methods include:

ACCESS INFORMATION:

- A. This meeting will be held on May 13, 2025 at 6:00 P.M. Location: Louis P. Andrews Upper Conference Room
- B. The Public may join the virtual meeting online: <https://watertown-ma.zoom.us/j/84903173358>
- C. Public may join the virtual meeting audio only by phone: (877) 853-5257 or (888) 475-4499 (Toll Free) and enter Webinar ID: 849 0317 3358
- D. Public may comment through email: ngardner@watertown-ma.gov
- E. Please Visit the Committee on Personnel and City Organization Webpage here: https://watertownma.portal.civicclerk.com/?category_id=85

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1. Call to Order
 2. Discussion
 - A. City Reorganization Plan - Human Services Department
 3. Adjournment

ELECTED OFFICIALS

Caroline Bays,
Chair

John G. Gannon,
Vice Chair

Nicole Gardner,
Secretary



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
citymgr@watertown-ma.gov

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: April 14, 2025

RE: Administrative Reorganization Plan

Attached please find excerpt pages from the Fiscal Year 2025 Budget that was submitted on April 8, 2025.

I will bring this up under Communications from the City Manager at the April 22, 2025 City Council Meeting and respectfully request the matter be referred to Committee for further review and consideration.



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George J. Proakis
City Manager

TO: Honorable City Council
FROM: George J. Proakis, City Manager 
DATE: April 8, 2025
SUBJECT: FY 2026 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.

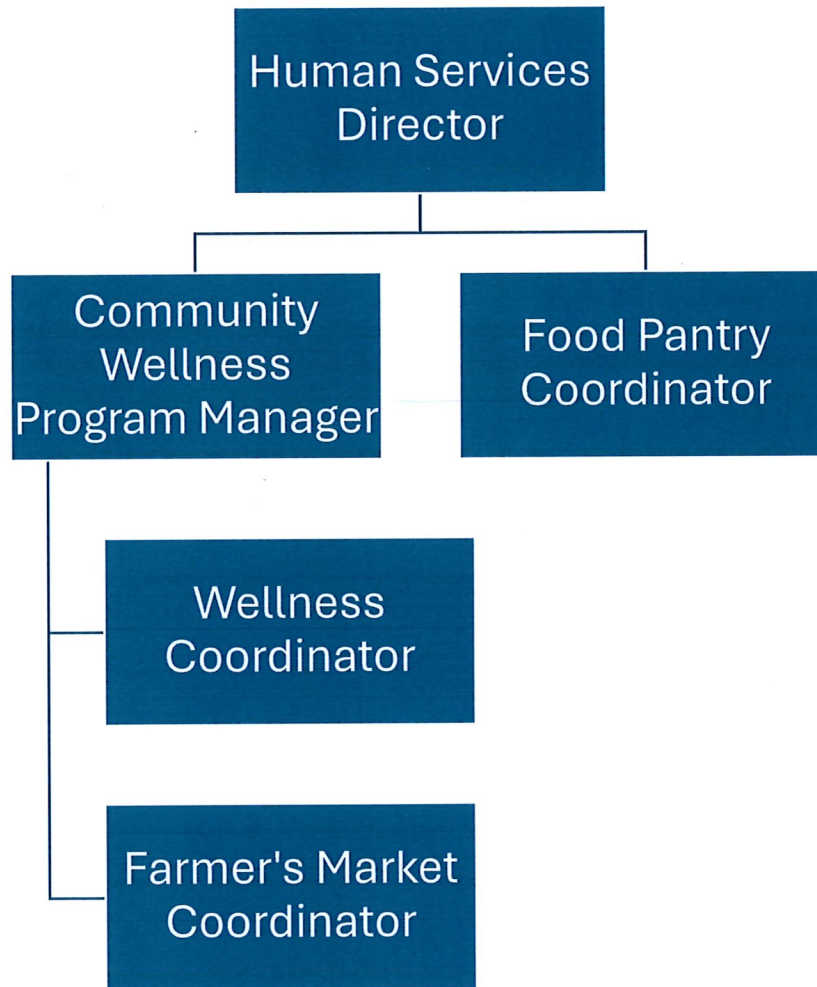
3. Reorganization Plan

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:

Human Services Department

There will be a Human Services Department with a Human Services Director that will house the Watertown Food Pantry and the Live Well Watertown program. The department is being formed consistent with the approved Health & Human Services Study.

Organizational Chart



The Wellness Team is removed from the Community Development and Planning Department to become a part of this new department. Likewise, the Food Pantry Coordinator is removed from the Senior Services Department to become a part of this new department.

The organization of all other departments will remain as established in the FY 2025 Organizational Message.