



Report of the Personnel and City Organization Committee

Meeting Date: July 21, 2025

The Committee convened on Monday, July 21, at 7 pm in the 3rd Floor Conference Room with remote participation by Zoom.

Present were Councilors Caroline Bays, chair; Nicole Gardner, secretary; John Gannon, vice chair; and Councilor Vinnie Piccirilli.

Staff present were City Manager George Proakis, Deputy City Manager Emily Monea, and Director of Human Services Jenna Bancroft. Jacky Van Leeuwen joined via Zoom.

Councilor Bays called the meeting to order at 7:01 pm. The purpose of the meeting was to discuss the Reorganization Plan as submitted by the City Manager.

The Manager began by introducing Jenna Bancroft, who joined City Administration a few weeks ago. Her team now oversees Community Wellness, the Food Pantry, and the Wayside/SSRS partnership. Ms. Bancroft expressed her enthusiasm about returning to Watertown.

Mr. Proakis then proposed the following two organization changes.

First, he proposed that 4 department heads – Treasurer/Collector, Assessing, Procurement, and Information Technology – formally report directly to the City Manager. These positions had been reporting to the Assistant Manager for Finance; however this role was recently eliminated by the Council during budget hearings. These department heads have already been reporting informally to the Manager, so this change brings clarity and aligns with current operations. The Committee had no specific questions or comments on this proposal.

Second, the Manager proposed that the Veterans' Services Officer (VSO) position be moved under the Human Services team, reporting to the Human Services Director. The VSO will continue to serve as the ADA Coordinator. Ms. Bancroft noted the title will be updated to reflect both responsibilities. Centralizing related roles within Human Services may facilitate future administrative support and efficiency. The new team will move to the Parker Building once renovations are complete; until then, it will remain in City Hall.

Councilor Gannon inquired whether adequate flexibility and support would be provided to serve our veterans effectively. Ms. Bancroft confirmed that veterans' needs will remain the top priority. Mr. Proakis added that new hires will receive training and certification through the Executive Office of Veteran Affairs.

Ms. Bancroft shared that the updated job description is ready to post and that there is strong interest in the position.

Mr. Proakis asked if the members of the PCO had objection to posting the job as soon as possible, in hopes of a positive vote from the Council when it meets in August. The Committee had no concerns or objections.

→ **Action Item: Councilor Gardner made a motion, seconded by Councilor Gannon, that the Committee recommend the City Council approve the proposed amended organization as presented by the Manager. The motion passed unanimously.**

The meeting adjourned with a unanimous vote at 7:18 pm.
Report prepared by Nicole Gardner

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

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To: Honorable City Council

From: George Proakis, City Manager

Date: July 8, 2025

RE: Agenda Item – Administrative Reorganization Plan

Attached please find an Administrative Reorganization Plan for the administrative reorganization of City departments by administrative code.

Deputy City Manager Emily Monea will bring this up under Communications from the City Manager at the July 8, 2025, City Council Meeting. I respectfully request the matter be referred to Committee for further review and consideration.



George J. Proakis
City Manager

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TO: Honorable City Council

FROM: George J. Proakis, City Manager

DATE: July 8, 2025

SUBJECT: FY 2026 ORGANZATIONAL CHANGES – EXPLANATORY 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 the 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:

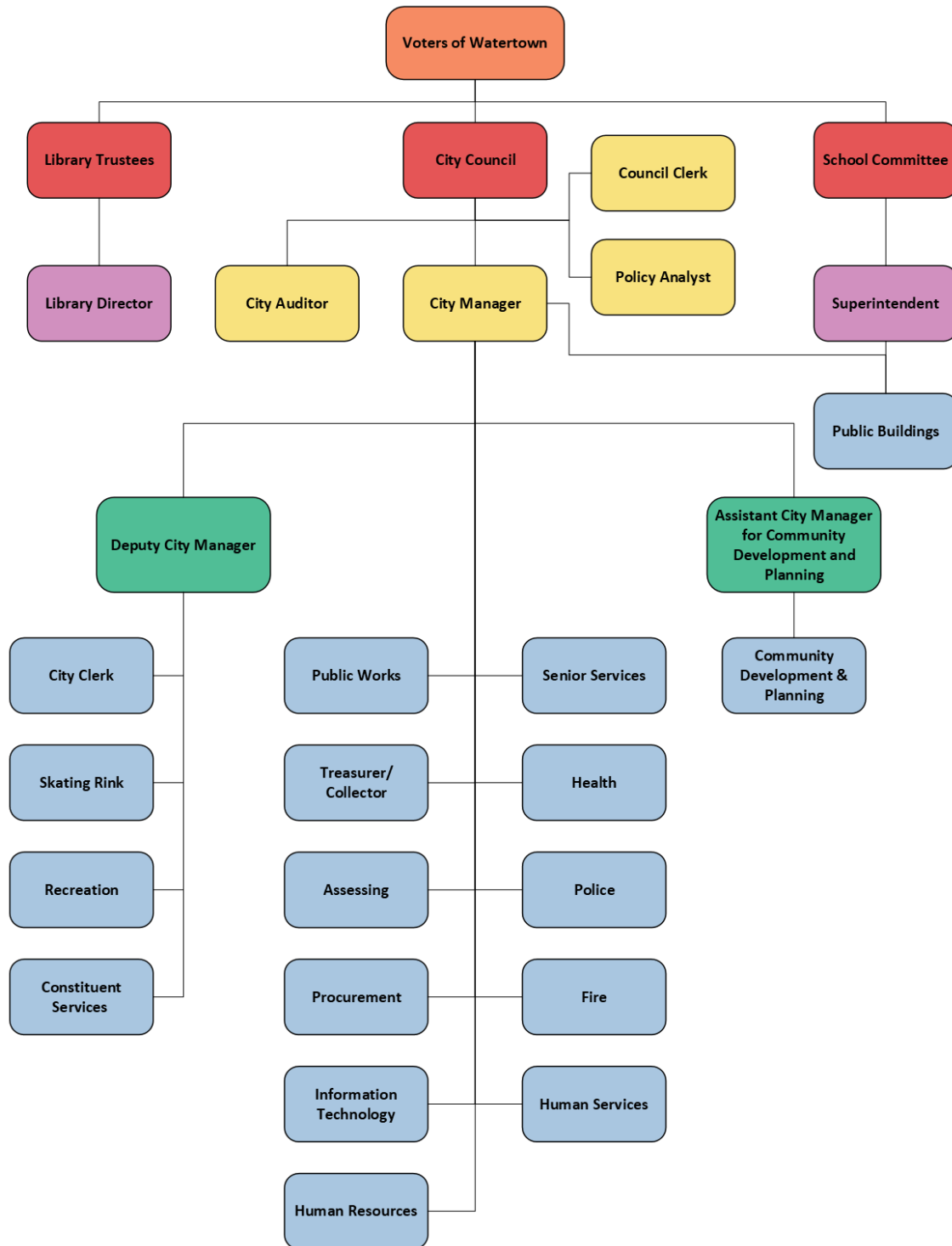
Assistant City Manager for Finance

The Assistant City Manager for Finance position will be eliminated, and the department heads that reported to the Assistant City Manager for Finance will now report to the City Manager. The Management & Grants Specialist will report to the Deputy City Manager.

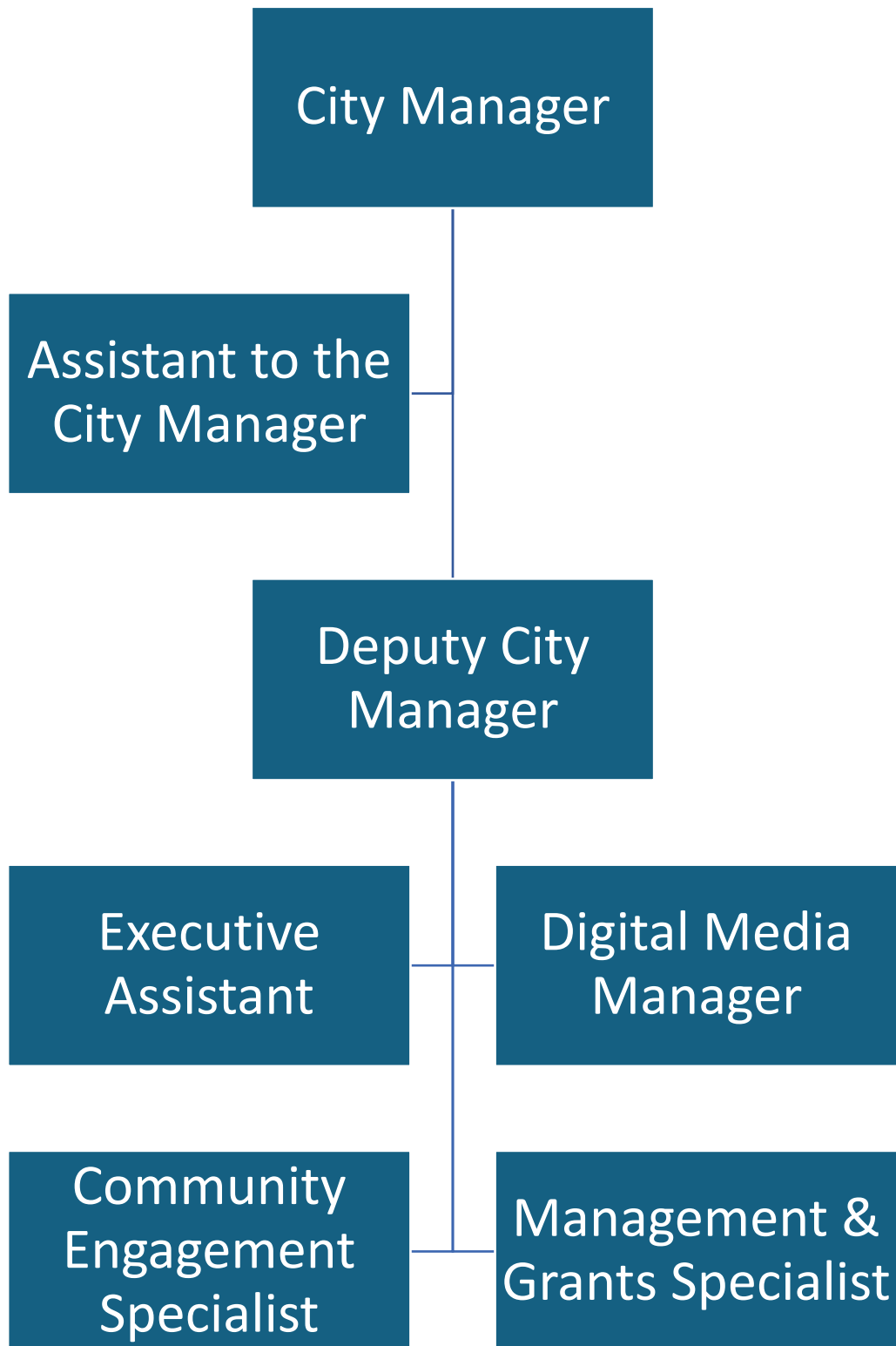
Veterans Services

Veterans Services will no longer be a stand-alone department, and the Veterans Services Officer will report to the Human Services Director.

City of Watertown – Proposed Amended Organization



City Manager's Office – Proposed Amended Organization



Human Services Department – Proposed Amended Organization

