

**BATAVIA CITY COUNCIL  
BUSINESS MEETING**

**City Hall - Council Board Room  
One Batavia City Centre  
Monday, June 8, 2015  
7:00 PM**

**AGENDA**

- I. Call to Order
- II. Invocation – Councilperson Christian
- III. Pledge of Allegiance
- IV. Approval of April 2015 Minutes
- V. Approval of April Monthly Financial Statements
- VI. Assignment of Agenda Items
- VII. Communications
- VIII. Council President Report
  - a. Announcement of the next regular City Council Conference meeting to be held on Monday, June 22, 2015 at 7:00 p.m. at the City Hall Council Board Room, 2<sup>nd</sup> Floor, City Centre.
- IX. City Attorney's Report
- X. City Manager's Report
  - a. Grant update
- XI. Committee Reports
- XII. Public Comments
- XIII. Council Responses to Public Comments
- XIV. Unfinished Business
- XV. New Business
  - #42-2015 A Resolution to Declare Department of Public Works, Fire Department and Police Department Vehicles and Equipment Surplus for the Purpose of Salvage and Disposal

- #43-2015 A Resolution Introducing a Local Law Amending §190-9, R-2 Residential Districts, (A) Permitted Principal Uses, (3), and §190-39, Parking Requirements, (A) Off-Street Parking (2), (A), (9) of the Batavia Municipal Code to Prohibit Boardinghouse, Lodging House, Rooming House and Tourist Home as a Permitted Principle Use
- #44-2015 A Resolution Introducing a Local Law Amending §143 Rooming Houses to Prohibit New Applications for Rooming Houses
- #45-2015 A Resolution in Support of the New York State Abandoned Property Neighborhood Relief Act of 2015
- #46-2015 A Resolution Adopting the City of Batavia Comprehensive Emergency Management Plan (CEMP)
- #47-2015 A Resolution Awarding a Purchase Contract for Thermal Imaging Cameras
- #48-2015 A Resolution Classifying the 2014 CDBG Microenterprise Assistance Grant as a Type II Action under the State Environmental Quality Review Act (SEQR)
- #49-2015 A Resolution Amending the Vacation Policy for Non-Union Employees
- #50-2015 A Resolution Setting Forth Certain Required Findings of Fact and Authorizing an Installment Purchase Contract Tandem Axle Dump Truck with Dump Body and Plow Package for use in the City's Department of Public Works at a Maximum Estimated Cost of \$225,000
- #51-2015 A Resolution Recognizing \$50,000 of Video Lottery Terminal State Compact Money to Transfer to the Sidewalk Reserve

XVI. Executive Session... Employment Matters

XVII. Adjournment

**GENERAL FUND  
CITY OF BATAVIA  
FOR PERIOD ENDED - April 30, 2015**

5/20/2015 3:34 PM

DESCRIPTION	ADJUSTED BUDGET	YTD TOTAL	% OF BUDGET	YTD 2014	YTD Change %	Change \$
<b>Revenues</b>						
Real Property Taxes	\$ 5,070,713.00	\$ 5,134,824.83	101.26%	\$ 5,029,777.83	2.09%	\$ 105,047
Payments in Lieu of Tax	\$ 64,590.00		0.00%			\$ -
Interest & Pen. on Tax	\$ 175,000.00	\$ 5,068.42	2.90%	\$ 4,773.75	6.17%	\$ 295
Sales and Use Tax	\$ 6,150,000.00	\$ -	0.00%	\$ 193.64	-100.00%	\$ (194)
Utility Gross Receipts Tax	\$ 210,000.00	\$ 3,055.65	1.46%	\$ 3,815.78	-19.92%	\$ (760)
Cable TV Franchise	\$ 210,000.00		0.00%			\$ -
Clerk/Treasurer Fees	\$ 32,000.00	\$ 3,710.22	11.59%	\$ 2,185.65	69.75%	\$ 1,525
Marriage Licenses	\$ 3,000.00	\$ 560.00	18.67%	\$ 360.00	55.56%	\$ 200
Other Gen Govern Dept Inc.	\$ 15,840.00		0.00%			\$ -
Police Fees	\$ 2,700.00	\$ 277.25	10.27%	\$ 241.00	15.04%	\$ 36
Dog Seizure Fees	\$ 600.00	\$ 40.00	6.67%	\$ 50.00	-20.00%	\$ (10)
Vital Statistics Fees	\$ 33,000.00	\$ 3,030.00	9.18%	\$ 1,951.00	55.30%	\$ 1,079
Ambulance service revenue	\$ -					\$ -
Public Works Services	\$ 12,000.00		0.00%			\$ -
Fines & Forfeited Bail	\$ 108,108.00		0.00%			\$ -
Maintenance Fee - Ice Rink	\$ 35,630.00		0.00%			\$ -
Park User Fees	\$ 3,000.00	\$ 325.00	10.83%	\$ 325.00	0.00%	\$ -
Special Recreat. Fac Charges	\$ 32,189.00		0.00%			\$ -
Other Culture & Rec income	\$ 3,000.00		0.00%			\$ -
Zoning Fees	\$ 1,500.00	\$ 100.00	6.67%			\$ 100
Code Violation Charges	\$ 35,500.00	\$ (125.00)	-0.35%	\$ 4,435.00	-102.82%	\$ (4,560)
EMS Program	\$ 53,990.00	\$ (15,395.00)	-28.51%	\$ (18,800.00)	-18.11%	\$ 3,405
Interest and Earnings	\$ 5,000.00		0.00%	\$ 255.15	-100.00%	\$ (255)
Interest and Earnings Reserves	\$ -			\$ 568.21	-100.00%	\$ (568)
Rental of Real Property	\$ 46,000.00	\$ 1,808.52	3.93%	\$ 13,349.75	-86.45%	\$ (11,541)
Rental, other - facility usage	\$ 500.00	\$ 150.00	30.00%	\$ 130.00	15.38%	\$ 20
Business/Occup. Licenses	\$ 5,000.00		0.00%	\$ 200.00	-100.00%	\$ (200)
Games of Chance	\$ 100.00		0.00%			\$ -
Bingo Licenses	\$ 2,500.00	\$ 63.95	2.56%	\$ 71.72	-10.83%	\$ (8)
Dog Licenses	\$ 12,000.00	\$ 1,070.50	8.92%	\$ 1,212.50	-11.71%	\$ (142)
Licenses, Other	\$ 700.00	\$ 802.28	114.61%	\$ 156.94	411.20%	\$ 645
Bldg/Alter Permits	\$ 45,000.00	\$ 13,169.11	29.26%	\$ 3,881.00	239.32%	\$ 9,288
Street Opening Permits	\$ 10,000.00	\$ 550.00	5.50%	\$ 200.00	175.00%	\$ 350
Plumbing Permits	\$ 5,000.00	\$ 174.00	3.48%	\$ 244.00	-28.69%	\$ (70)
Permits, Other	\$ 5,000.00	\$ 3,860.00	77.20%	\$ 3,750.00	2.93%	\$ 110
Parking ticket fees	\$ 35,000.00	\$ 4,275.00	12.21%	\$ 2,750.00	55.45%	\$ 1,525
Forfeiture of Deposits	\$ 500.00		0.00%			\$ -
White Goods	\$ -					\$ -
Sale of Scrap/Excess Mat.	\$ 2,000.00		0.00%			\$ -
Minor Sales	\$ 1,300.00	\$ 87.17	6.71%	\$ 216.64	-59.76%	\$ (129)
Minor Sales - EMS Program	\$ -					\$ -
Sale of Real Property	\$ -					\$ -
Sale of Equipment	\$ -					\$ -
Insurance Recoveries	\$ -			\$ (14,916.16)	-100.00%	\$ 14,916
Other Comp for Loss	\$ -					\$ -
Refund-Prior Year Exps	\$ -	\$ 1,031.00				\$ 1,031
Healthcare Premiums	\$ 74,370.00	\$ 11,879.05	15.97%	\$ 17,122.30	-30.62%	\$ (5,243)
Healthcare Revenue	\$ -	\$ 3,442.63				\$ 3,443
Gifts and Donations	\$ -					\$ -
VLT	\$ -					\$ -
Unclassified Revenue	\$ 1,000.00		0.00%			\$ -
Reserve revenue	\$ -					\$ -
Per Capita State Aid	\$ 1,750,975.00	\$ 1,504,868.00	85.94%	\$ 1,504,868.00	0.00%	\$ -
Mortgage Tax	\$ 105,000.00		0.00%			\$ -
Real Property Tax Admin	\$ -					\$ -
State Aid - Record Mgmt	\$ 3,271.00		0.00%			\$ -
Rail Infrastructure Invest. Act	\$ -					\$ -
State Aid - Public Safety	\$ 59,251.31	\$ 786.92	1.33%			\$ 787
Consolidate Highway (CHIPS)	\$ 201,800.00		0.00%			\$ -
State Aid - Sidewalk repair	\$ -					\$ -
Recreation Program	\$ 19,217.00	\$ 3,442.00	17.91%			\$ 3,442
Arterial Reimbursement	\$ 157,400.00		0.00%			\$ -
State Aid - Planning Studies	\$ 15,000.00		0.00%	\$ (16,599.26)	-100.00%	\$ 16,599
Assessment Parcel Reimb	\$ -					\$ -
Fed. Aid - Bullet Proof Vest	\$ 1,850.00		0.00%			\$ -
Fed. Aid - Crime Control	\$ -			\$ (4,166.40)	-100.00%	\$ 4,166
Fed Aid - Commun. Improv.	\$ -					\$ -
Interfund Transfers	\$ 230,500.00		0.00%			\$ -
<b>TOTAL REVENUES</b>	\$ 15,047,594.31	\$ 6,686,931.50	44.44%	\$ 6,542,603.04	2.21%	\$ 144,328

**GENERAL FUND  
CITY OF BATAVIA  
FOR PERIOD ENDED - April 30, 2015**

5/20/2015 3:34 PM

DESCRIPTION	ADJUSTED BUDGET	YTD TOTAL	% OF BUDGET	YTD 2014	YTD Change %	Change \$
<b>Expenses</b>						
City Council	\$ 51,700.00	\$ 14,687.40	28.41%	\$ 8,980.94	63.54%	\$ 5,706
City Manager	\$ 158,600.00	\$ 9,208.60	5.81%	\$ 7,051.01	30.60%	\$ 2,158
Finance	\$ 156,206.00	\$ 3,526.68	2.26%	\$ 2,836.11	24.35%	\$ 691
Administrative Services	\$ 316,602.97	\$ 62,726.54	19.81%	\$ 45,549.02	37.71%	\$ 17,178
Clerk-Treasurer	\$ 141,376.00	\$ 5,148.24	3.64%	\$ 8,018.03	-35.79%	\$ (2,870)
City Assessment	\$ 137,562.00	\$ 19,797.29	14.39%	\$ 18,591.06	6.49%	\$ 1,206
Legal Services	\$ 221,055.00	\$ 14,325.00	6.48%	\$ 14,530.50	-1.41%	\$ (206)
Personnel	\$ 130,605.20	\$ 7,102.29	5.44%	\$ 4,789.29	48.30%	\$ 2,313
Engineering	\$ 47,000.00		0.00%			\$ -
Elections	\$ 11,835.00	\$ 11,835.00	100.00%	\$ 34,735.00	-65.93%	\$ (22,900)
Public Works Admin	\$ 94,310.00	\$ 5,408.30	5.73%	\$ 3,724.85	45.20%	\$ 1,683
City Facilities	\$ 303,782.06	\$ 41,639.19	13.71%	\$ 6,976.46	496.85%	\$ 34,663
Information Systems	\$ 76,668.00	\$ 41,495.00	54.12%	\$ 41,495.00	0.00%	\$ -
Contingency	\$ 250,000.00		0.00%			\$ -
Police	\$ 3,626,596.08	\$ 208,499.56	5.75%	\$ 152,671.88	36.57%	\$ 55,828
Fire	\$ 3,484,189.20	\$ 220,706.82	6.33%	\$ 148,215.89	48.91%	\$ 72,491
Control of Dogs	\$ 1,310.00	\$ 956.45	73.01%	\$ 772.25	23.85%	\$ 184
Inspection	\$ 291,906.85	\$ 17,463.97	5.98%	\$ 14,017.31	24.59%	\$ 3,447
Vital Statistics	\$ 18,330.00	\$ 1,033.71	5.64%	\$ 639.10	61.74%	\$ 395
Maintenance Admin	\$ 176,990.00	\$ 9,992.66	5.65%	\$ 11,580.01	-13.71%	\$ (1,587)
Street Maintenance	\$ 549,955.00	\$ 24,384.75	4.43%	\$ 14,536.63	67.75%	\$ 9,848
Public Works Garage	\$ 473,102.00	\$ 20,315.92	4.29%	\$ 13,767.24	47.57%	\$ 6,549
Snow Removal	\$ 514,583.94	\$ 40,673.29	7.90%	\$ 5,315.17	665.23%	\$ 35,358
Street Lights/Traf Signals	\$ 279,849.00	\$ 2,483.31	0.89%	\$ 7,150.39	-65.27%	\$ (4,667)
Sidewalk Repairs	\$ 318,558.00		0.00%			\$ -
Community Development	\$ 20,565.97		0.00%	\$ 207.51	-100.00%	\$ (208)
Economic Development	\$ -					\$ -
Council on Arts	\$ 2,250.00	\$ 2,250.00	100.00%	\$ 2,250.00	0.00%	\$ -
Parks	\$ 583,078.40	\$ 32,019.16	5.49%	\$ 21,257.63	50.62%	\$ 10,762
Summer Recreation	\$ 68,659.68	\$ 795.21	1.16%	\$ 1,377.73	-42.28%	\$ (583)
Youth Services	\$ 185,325.00	\$ 7,724.04	4.17%	\$ 4,804.01	60.78%	\$ 2,920
Historic Preservation	\$ 2,395.00	\$ 40.00	1.67%	\$ 50.00	-20.00%	\$ (10)
Celebrations	\$ 14,570.00	\$ 1,907.85	13.09%	\$ 40.62	4596.82%	\$ 1,867
Planning & Zoning Boards	\$ 3,200.00	\$ 414.93	12.97%	\$ 139.07	198.36%	\$ 276
Storm Sewers	\$ 208,419.25	\$ 7,717.55	3.70%	\$ 5,792.63	33.23%	\$ 1,925
Refuse & Recycling	\$ 62,430.00	\$ 1,303.50	2.09%	\$ 1,550.61	-15.94%	\$ (247)
Street Cleaning	\$ 117,180.00	\$ 4,547.07	3.88%	\$ 2,394.55	89.89%	\$ 2,153
Medical Insurance	\$ 1,658,640.00	\$ 184,594.20	11.13%	\$ 90,152.10	104.76%	\$ 94,442
Debt Service	\$ 643,846.00	\$ (19,946.34)	-3.10%	\$ (25,900.41)	-22.99%	\$ 5,954
Energy Lease	\$ 73,255.00		0.00%			\$ -
Transfer for capital projects	\$ -		#DIV/0!			\$ -
Transfer to other funds	\$ 398,230.00		0.00%			\$ -
Capital Reserves	\$ 201,303.00		0.00%			\$ -
<b>TOTAL EXPENSES</b>	\$ 16,076,019.60	\$ 1,006,777.14	6.26%	\$ 670,059.19	50.25%	\$ 336,718
<b>Operating Income (Loss)</b>		\$ 5,680,154.36		\$ 5,872,543.85	-3.28%	\$ (192,389)

**WATER FUND**  
**CITY OF BATAVIA**  
**FOR PERIOD ENDED - April 30, 2015**

DESCRIPTION	ADJUSTED BUDGET	YTD TOTAL	% OF BUDGET	YTD 2014	YTD Change %
<b>Revenues</b>					
Metered Water Sales	\$ 2,396,204.00	\$ 327,733.57	13.68%	\$ 138,799.29	136.12%
Bulk Water Sales	\$ 15,000.00	\$ 163.00	1.09%	\$ 134.86	20.87%
Water Service Charges	\$ 2,500.00	\$ 1,105.00	44.20%	\$ 654.99	68.70%
Capital Improvement fee	\$ 116,762.00	\$ 13,634.24	11.68%	\$ 9,128.04	49.37%
Int/Pen-Water Rents	\$ 35,000.00	\$ 3,190.01	9.11%	\$ 2,929.23	8.90%
County Contract	\$ 1,347,170.00		0.00%		
Other Govt - Walnut St Const	\$ -				
Interest and Earnings	\$ 1,000.00		0.00%	\$ 198.89	-100.00%
Interest and Earnings-Reserve	\$ -			\$ 413.25	-100.00%
State Aid - Rate study	\$ -				
State Aid - Planning	\$ -				
Rental of Real Property	\$ 550,000.00		0.00%		
Sale of scrap	\$ -			\$ 2,443.10	-100.00%
Gain on disposition of asset	\$ -				
Insurance recoveries	\$ -				
Healthcare premiums	\$ 8,100.00		0.00%		
Healthcare revenue	\$ -	\$ 359.12			
Unclassified revenue	\$ 5,000.00	\$ 325.00	6.50%	\$ 532.29	-38.94%
Reserve revenue	\$ -				
Interfund transfers	\$ -				
<b>Total Revenue</b>	<b>\$ 4,476,736.00</b>	<b>\$ 346,509.94</b>	<b>7.74%</b>	<b>\$ 155,233.94</b>	<b>123.22%</b>
<b>Expenses</b>					
Contingency	\$ 18,489.00		0.00%		0.00%
Water Admin	\$ 2,322,892.14	\$ 562,037.36	24.20%	\$ (496,035.88)	-213.31%
Pump Station & Filtration	\$ 1,617,386.63	\$ 40,108.45	2.48%	\$ 45,425.39	-11.70%
Water Distribution	\$ 357,250.00	\$ 25,973.62	7.27%	\$ 13,205.10	96.69%
Medical Insurance	\$ 172,910.00	\$ 24,419.28	14.12%	\$ (543.87)	-4589.91%
Debt Service bonds	\$ 29,695.00	\$ (3,396.43)	-11.44%	\$ (5,626.11)	-39.63%
Energy lease	\$ 17,481.00		0.00%		
Transfer to Other Funds	\$ 279,070.00		0.00%		
Capital Reserves	\$ 82,086.00		0.00%		
<b>Total Expense</b>	<b>\$ 4,897,259.77</b>	<b>\$ 649,142.28</b>	<b>13.26%</b>	<b>\$ (443,575.37)</b>	<b>-246.34%</b>
<b>Operating Income (Loss)</b>		<b>\$ (302,632.34)</b>		<b>\$598,809.31</b>	<b>-150.54%</b>

**Consumption**

\*consumption in 1,000 gallons

	2015	Difference	2014	Difference	2013
April	68,893	14.34%	60,255	-2.56%	61,837
May	20,338	22.24%	16,638	-16.37%	19,894
June		-100.00%	20,649	4.18%	19,821
July		-100.00%	67,810	0.85%	67,240
August		-100.00%	20,993	-6.42%	22,434
Sept		-100.00%	22,085	-3.66%	22,923
Oct*		-100.00%	76,963	-12.35%	87,803
Nov		-100.00%	21,574	-6.76%	23,137
Dec		-100.00%	21,477	-4.43%	22,473
Jan*		-100.00%	75,713	1.62%	74,507
Feb		-100.00%	20,758	-22.53%	26,795
March		-100.00%	22,267	0.86%	22,077
<b>Total</b>	<b>89,231</b>	<b>-80.05%</b>	<b>447,182</b>	<b>-5.05%</b>	<b>470,941</b>

**SEWER FUND**  
**CITY OF BATAVIA**  
**FOR PERIOD ENDED - April 30, 2015**

DESCRIPTION	ADJUSTED BUDGET	YTD TOTAL	% OF BUDGET	YTD 2014	YTD Change %
<b><u>Revenues</u></b>					
Sewer Rents	\$ 2,466,509.00	\$ 347,603.13	14.09%	\$ 258,395.18	34.52%
Sewer Surcharge	\$ -	\$ -		\$ 13,390.17	-100.00%
Int/Pen-Sewer Rents	\$ 25,000.00	\$ 1,077.41	4.31%	\$ 1,226.28	-12.14%
Interest and earnings	\$ 1,280.00		0.00%	\$ 197.20	-100.00%
Interest & Earnings Cap. Rsv	\$ -			\$ 182.61	-100.00%
Healthcare premiums	\$ 1,600.00		0.00%		
Healthcare revenue	\$ -	\$ 326.10			
Unclassified revenue	\$ 70,000.00	\$ 29,011.50	41.45%	\$ 5,806.50	399.64%
Interfund transfers inc	\$ -				
Reserve revenue	\$ -				
<b>Total Revenues</b>	<b>\$ 2,564,389.00</b>	<b>\$ 378,018.14</b>	<b>14.74%</b>	<b>\$ 279,197.94</b>	<b>35.39%</b>
<b><u>Expenses</u></b>					
Contingency	\$ 28,000.00		0.00%		
Wastewater Admin	\$ 301,343.57	\$ 14,863.09	4.93%	\$ 13,110.33	13.37%
Sanitary Sewers	\$ 389,655.00	\$ 17,003.50	4.36%	\$ 12,407.80	37.04%
Wastewater Treatment	\$ 877,853.74	\$ 30,271.81	3.45%	\$ 40,423.34	-25.11%
Medical Insurance	\$ 156,380.00	\$ 22,696.36	14.51%	\$ 823.61	2655.72%
Debt Service	\$ 188,528.00	\$ (1,622.55)	-0.86%	\$ (3,548.41)	-54.27%
Energy lease	\$ 7,251.00		0.00%		
Transfer to Other Funds	\$ 574,330.00		0.00%		
Transfers for Capital projects	\$ -				
Capital Reserves	\$ 120,500.00		0.00%		
<b>Total Expenses</b>	<b>\$ 2,643,841.31</b>	<b>\$ 83,212.21</b>	<b>3.15%</b>	<b>\$ 63,216.67</b>	<b>31.63%</b>
<b>Operating Income (Loss)</b>		<b>\$ 294,805.93</b>		<b>\$ 215,981.27</b>	<b>36.50%</b>

**Consumption**

\*consumption in 1,000 gallons

	2015	Difference	2014	Difference	2013
April	105,899	17.73%	89,954	-4.78%	94,469
May	20,308	-62.36%	53,952	11.96%	48,189
June		-100.00%	20,497	4.17%	19,677
July		-100.00%	102,880	5.70%	97,334
Aug		-100.00%	58,595	5.90%	55,333
Sept		-100.00%	22,017	-3.65%	22,851
Oct *		-100.00%	109,123	-1.18%	110,430
Nov		-100.00%	61,673	3.69%	59,481
Dec		-100.00%	21,399	-4.47%	22,400
Jan *		-100.00%	113,840	-1.29%	115,332
Feb		-100.00%	55,705	-3.78%	57,892
March		-100.00%	22,119	0.77%	21,950
<b>Total</b>	<b>126,207</b>	<b>-82.75%</b>	<b>731,754</b>	<b>0.88%</b>	<b>725,338</b>

**WORKERS COMPENSATION FUND**  
**CITY OF BATAVIA**  
**FOR PERIOD ENDED - April 30, 2015**

DESCRIPTION	ADJUSTED BUDGET	YTD TOTAL	% OF BUDGET	YTD 2014	YTD Change %
<b><u>Revenues</u></b>					
Workers Compensation	\$ 467,260.00		0.00%		
Interest and earnings	\$ -			\$ 2.24	-100.00%
Interest and earnings - Cap Rsrvs	\$ -				
Insurance Recoveries	\$ 64,040.00		0.00%		
Reserve revenue	\$ 30,000.00		0.00%		
<b>Total Revenues</b>	\$ 561,300.00	\$ -	0.00%	\$ 2.24	-100.00%
Contractual Expense	\$ 334,120.00	\$ 33,773.48	10.11%	\$ 29,023.82	16.36%
<b>Total Expenses</b>	\$ 334,120.00	\$ 33,773.48	10.11%	\$ 29,023.82	16.36%
<b>Operating Income/(Loss)</b>		\$ (33,773.48)		\$ (29,021.58)	16.37%

**#42-2015**

**A RESOLUTION TO DECLARE DEPARTMENT OF PUBLIC WORKS, FIRE  
DEPARTMENT AND POLICE DEPARTMENT VEHICLES AND EQUIPMENT  
SURPLUS FOR THE PURPOSE OF SALVAGE AND DISPOSAL**

**Motion of Councilperson**

**WHEREAS**, the Department of Public Works, Fire Department and Police Department have declared the vehicles and equipment listed below surplus and the cost of needed repairs exceeding the vehicle's value; and

**WHEREAS**, the City of Batavia requires a surplus declaration of property to be made prior to disposal or sale of vehicles and equipment; and

**WHEREAS**, any revenue received from disposal is to be put into the respective department's equipment reserve fund general, fund revenue or be used for trade in value for approved equipment replacement; and

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Batavia that the City Manager is authorized to declare the following as surplus for the purpose of salvage and disposal; and

**BE IT FURTHER RESOLVED**, that the City Manager be and hereby is authorized to make the necessary budget transfers in the 2015-2016 budget:

- 2001 Dodge Pickup, Vin#3B7KC26Z41M550446, Unit 304
- 1992 International 10 Wheel Dump Truck Vin#IHTGLCUT6NH46O2O6, Unit 203
- 1990 International Paystar Roll-off Truck Vin#2HTTGGRT1LC02953, Unit 410
- 1998 Chevrolet 3500 4x4 Pickup Truck with Meyers Plow  
Vin#1GCGK24R7WZ196410 – Unit 400
- 1998 (Homemade) Parks Trailer ID#NYA515147
- 2011 Ford Crown Victoria Police Interceptor Vin#2FABP7BVXBX157325
- 2013 Ford Police Interceptor Sedan Vin#1FAHP2M86DG124254
- 2 Hurst Hydraulic Hose Reel
- 2005 Chevrolet Tahoe Vin# 1GNEK13V65R235929
- 2009 Dodge Durango Vin# 1D8HB38P49F712670

**Seconded by Councilperson  
and on roll call**



**#43-2015**

**RESOLUTION INTRODUCING A LOCAL LAW AMENDING §190-9, R-2  
RESIDENTIAL DISTRICTS, (A) PERMITTED PRINCIPAL USES, (3), AND  
§190-39, PARKING REQUIREMENTS, (A) OFF-STREET PARKING (2), (a), (9)  
OF THE BATAVIA MUNICIPAL CODE TO PROHIBIT BOARDINGHOUSE,  
LODGING HOUSE, ROOMING HOUSE AND TOURIST HOME AS A  
PERMITTED PRINCIPLE USE**

**Motion of Councilperson**

**BE IT RESOLVED**, that Local Law No. 2 of the Year 2015 entitled “**LOCAL LAW NO. 2 OF THE YEAR 2015 CITY OF BATAVIA TO AMEND §190-9, R-2 RESIDENTIAL DISTRICTS, (A) PERMITTED PRINCIPAL USES, (3), AND §190-39, PARKING REQUIREMENTS, (A) OFF-STREET PARKING (2), (a), (9) OF THE BATAVIA MUNICIPAL CODE TO PROHIBIT BOARDINGHOUSE, LODGING HOUSE, ROOMING HOUSE AND TOURIST HOME AS A PERMITTED PRINCIPLE USE**” be introduced before the City Council of Batavia, New York; and

**BE IT FURTHER RESOLVED**, that copies of the aforesaid proposed Local Law be laid upon the desk of each member of the City Council by the City Clerk; and

**BE IT FURTHER RESOLVED**, that the City Council hold a public hearing on said proposed Local Law in the Council Board Room, Second Floor, One Batavia City Centre, Batavia, New York, at 7:00 p.m. on Monday, June 22, 2015; and

**BE IT FURTHER RESOLVED**, that the City Clerk publish or caused to be published a public notice in the official newspaper of the City of said public hearing at least five (5) days prior thereto.

**Seconded by Councilperson  
and on roll call**

**LOCAL LAW NO. 2 OF THE YEAR 2015  
CITY OF BATAVIA**

**TO AMEND §190-9, R-2 RESIDENTIAL DISTRICTS, (A) PERMITTED  
PRINCIPAL USES, (3), AND §190-39, PARKING REQUIREMENTS, (A) OFF-  
STREET PARKING (2), (a), (9) OF THE BATAVIA MUNICIPAL CODE TO  
PROHIBIT NEW APPLICATIONS FOR BOARDINGHOUSE, LODGING  
HOUSE, ROOMING HOUSE AND TOURIST HOME AS A PERMITTED  
PRINCIPLE USE**

**Be It Enacted** by the City Council of the City of Batavia, New York as follows:

**Section 1.     §190-9. Residential Districts**

A. Permitted principal uses.

- (3) Boardinghouse, lodging house, rooming house, tourist home, but not tourist camps or cabins. [Effective July 1, 2015 boardinghouse, lodging house, rooming house and tourist home will not be a permitted principle use for new applications. Only existing permits prior to July 1, 2015 will be authorized.]

**Section 2.     §190-39. Residential Districts**

A. Off-street parking.

- (2) Residential and related uses. Minimum parking spaces required for residential and related uses:

- (a) Provisional parking standards.

[9] Boarding- or rooming house: one space for each ~~bedroom~~ [roomer.]

Deletions designated by ~~strikeout~~

Additions designated as [brackets]

**#44-2015**  
**A RESOLUTION INTRODUCING A LOCAL LAW AMENDING §143**  
**ROOMING HOUSES TO PROHIBIT NEW APPLICATIONS FOR ROOMING**  
**HOUSES**

**Motion of Councilperson**

**BE IT RESOLVED**, that Local Law No. 3 of the Year 2015 entitled “**LOCAL LAW NO. 3 OF THE YEAR 2015 CITY OF BATAVIA TO AMEND §143 ROOMING HOUSES TO PROHIBIT NEW APPLICATIONS FOR ROOMING HOUSES**” be introduced before the City Council of Batavia, New York; and

**BE IT FURTHER RESOLVED**, that copies of the aforesaid proposed Local Law be laid upon the desk of each member of the City Council by the City Clerk; and

**BE IT FURTHER RESOLVED**, that the City Council hold a public hearing on said proposed Local Law in the Council Board Room, Second Floor, One Batavia City Centre, Batavia, New York, at 7:00 p.m. on Monday, June 22, 2015; and

**BE IT FURTHER RESOLVED**, that the City Clerk publish or caused to be published a public notice in the official newspaper of the City of said public hearing at least three (3) days prior thereto.

**Seconded by Councilperson**  
**and on roll call**

**LOCAL LAW NO. 3 OF THE YEAR 2015  
CITY OF BATAVIA**

**TO AMEND §143 ROOMING HOUSES TO PROHIBIT NEW APPLICATIONS  
FOR ROOMING HOUSES**

**Be It Enacted** by the City Council of the City of Batavia, New York as follows:

**Section 1.     §143. Rooming Houses**

§ 143-1. Title.

This chapter shall be known and may be cited as the "City of Batavia Rooming House Ordinance."

§ 143-2. Purpose and intent.

In recognition of the ~~influx~~ [saturation] of ~~semiresident persons~~ [rooming houses] in the city, it is the intent of this chapter to permit [existing] owners of dwellings to ~~provide~~ [maintain] sanitary, safe and attractive rooming houses for ~~such~~ persons, in order to promote the public health, welfare and safety of the community. [It is also the intent of this chapter to prevent new rooming houses from be established after the enactment of this amendment.]

§ 143-3. Definitions.

As used in this chapter, unless the context or subject matter otherwise requires, the following definitions shall apply:

**ROOMER**

A roomer shall be any person renting or hiring habitation space in a dwelling unit hereinbefore defined, not within the second degree of kindred and who does not occupy such space as an incident of employment therein.

**ROOMING HOUSE**

A rooming house shall be a dwelling unit used wholly for habitation, where rooms for more than two and up to 20-[10] people who would not be classified as a family unit as described in the City of Batavia zoning regulations are offered for hire, with or without meals, with or without kitchen facilities.

§ 143-4. Applicability.

- A. In order to protect the public health, welfare and safety of the community, no person shall operate a rooming house within the City of Batavia without obtaining a permit issued by the ~~Housing Inspector~~ [Code Enforcement Officer] upon the approval of the Planning Board [and Development Committee.] Such permit may be issued, provided that the procedures and standards of this chapter have been complied with.
- B. This chapter shall apply to existing buildings and dwelling houses [that have already received a permit to operate a rooming house prior to July 1, 2015. No new permits shall be issued by the Planning and Development Committee following July 1, 2015 other than renewal permits as outlined in § 143-5 of this chapter.]~~intended to be renovated and buildings newly constructed for the accommodation of roomers as herein defined.~~
- C. All provisions of the City of Batavia Municipal Code shall apply to the provisions of this chapter, except where exemptions are specifically authorized by this chapter.

§ 143-5. [Renewal of] Permits.

The ~~issuance of a~~ [renewal of a] permit to operate a rooming house shall be granted upon the approval of the ~~Housing Inspector~~ [Code Enforcement Officer] subject to specific terms and conditions as herein provided. If any of these conditions are violated, the permit is subject to revocation [or not being renewed.]

A. General provisions. The following general provisions shall apply:

- ~~(a) All applications for a rooming house permit shall be accompanied by a fee as set from time to time by resolution of the City Council.~~
- (1) All rooming house permits shall be renewed each and every year prior to January 1, and such permit shall be valid for the ensuing calendar year [only.]
- (2) The annual fee for renewing a rooming house permit shall be as set from time to time by resolution of the City Council.
- (3) In the event that a rooming house is sold or the ownership is in any way changed, the existing permit shall be terminated and a new application shall be made as hereinabove set forth. Under no circumstances shall a permit for a rooming house be assigned. Change of ownership without a new application being made shall be grounds for revocation of such permit.
- ~~(4) Any person wishing to operate a rooming house shall make application for a permit. A rooming house operating prior to October 13, 1971, shall not be bound to the restrictions contained in § 143-6 which were not in force at that~~

~~date. Any change in ownership of such a rooming house shall terminate such exemption, however, and the new owner must make application for a rooming house permit.~~

~~(5) No structure changes, alterations or modifications to rooming houses operating prior to October 13, 1971, shall be made except to reduce the degree of nonconformance with the restrictions of this chapter.~~

~~(6)~~(4) Rooming houses legally operating and duly licensed at the time of adoption of the ordinance from which this chapter is derived, and/or which may constitute nonconforming uses under the zoning regulations of the City of Batavia, shall be entitled to the issuance of a license under this chapter upon compliance with all of the provisions of this chapter except those restrictions contained in § 143-6.

B. Procedures for ~~obtaining~~ [renewing a rooming house permit or new application due to change in ownership.] In order to ~~operate a~~ [renew a] rooming house [permit] within the City of Batavia, the following procedures shall be followed:

(1) Applications for a rooming house permit [renewal] shall be ~~in triplicate~~ [completed,] and ~~upon forms~~ furnished by the office of the ~~Chief Inspector~~ [Code Enforcement Officer]. The application shall consist of a sworn statement setting forth:

~~(b)~~(a) The name, address and telephone number of all persons involved as owners and/or operators of the proposed rooming house, a statement detailing a description of the building, ~~the present accommodations therein and the proposed renovations to be made;~~ information regarding the number of roomers to be accommodated and with specific information on the number of persons in each bedroom; ~~information regarding the square footage of the area of living space within the building and the square footage regarding the area of the proposed bedrooms.~~

~~(b)~~ Where the applicant for a rooming house permit is a nonresident, the application shall identify the name, address and telephone number of a local agent designated to act on behalf of the owner and responsible for the maintenance of the rooming house.

~~(c)~~ [An inspection by the Code Enforcement Officer of the property and compliance with section 143-6 of this chapter.]

~~(d)~~ In addition there shall be submitted detailed plans, both of the building and the lot upon which the building stands, and detailed use plans of the interior of the building, showing the rooms, their designated purposes, and the square footage of each room, location of windows and doorways and other pertinent information which the office of the ~~Chief Inspector~~ deems

~~necessary to protect and promote the public health, welfare and safety of the community. There shall also be set forth in the plans the type of renovation which will be made, with specific mention of building materials, electrical fixtures and type of heating.~~

- (2) In considering the ~~granting~~ [renewal or new application for] ~~of a license~~ [permit to operate] for a rooming house, the ~~Housing Inspector~~ [Code Enforcement Officer] shall take into consideration: ~~the general adaptability of the particular dwelling for renovation as a rooming house;~~

~~(a) Potential traffic problems~~ [that have arisen without resolve;]

~~the improvement of the property and of the neighborhood,~~

~~(b) [The] where the present structure is unsafe or in an unsanitary~~ [safety and/or sanitary] condition [of the structure], and the appearance of the building in the neighborhood;

~~(a)(c)~~ [Refusal to permit an inspection of the property by the Code Enforcement Officer;

~~(b)(d)~~ False statements on the application permit;

~~(e)(e)~~ Permittee's conviction of a crime;

~~(d)(f)~~ Any act or conduct of the permittee which indicates his/her unfitness to operate a rooming house;

~~(e)(g)~~ Any activity which affects the safety or tranquility of the surrounding community;]

~~and that by granting such a permit, enable a safe, sanitary and attractive building to be made available for rooming house purposes, where a need for same exists.~~

- (3) In the event the application is denied, the ~~Housing Inspector~~ [Code Enforcement Officer] shall notify the applicant of such action and indicate the reasons for such denial in writing.

- (4) In the event that the application is approved, the ~~Housing Inspector~~ [Code Enforcement Officer] shall set forth all the details and conditions for the granting of such permit in writing to the applicant. In such instances, all and any repairs or improvements, pursuant to the report of the ~~Housing Inspector~~ [Code Enforcement Officer,] shall be considered as conditions for the granting of a permit and shall be made by the applicant as directed prior to the issuance of the permit.

- (5) The granting of such a permit shall also include the conditions necessary for maintenance and renewal of such permit. Under the terms and conditions of

this chapter of the City of Batavia Municipal Code, a rooming house permit shall be subject to revocation if prescribed terms and conditions upon which the permit was issued are not kept and/or it is found that the operations of such rooming house create an adverse impact upon the neighborhood. Adverse impact may include but shall not be limited to: excessive noise, [criminal activity by the roomers on the premise,] undue disturbances affecting the neighborhood and inadequate property maintenance and upkeep.

- C. Enforcement. The ~~Housing Inspector~~ [Code Enforcement Officer] shall have all the powers and duties to enforce this chapter and to make inspections, serve notices and orders, and take any other appropriate action, except as otherwise provided in this chapter.
- D. Revocation of permit.
- (1) The ~~Housing Inspector~~ [Code Enforcement Officer,] if he or she determines that reasonable grounds exist, may refer to the City Planning Board-[and Development Committee] for a hearing to revoke any permit issued under this chapter.
  - (2) The ~~Housing Inspector~~ [Code Enforcement Officer] shall give written notice to the holder of the rooming house permit of the charges, and the time, date and place that they will be presented to the Planning Board [and Development Committee.] Any permit may be revoked for making any false statement in the application for a permit; for a violation of any of the terms and conditions upon which the permit was issued; for any disorderly, indecent or immoral conduct on the premises; or for a violation of any of the rules or regulations, ordinances or laws of the United States, State of New York, County of Genesee or the City of Batavia.
  - (3) The ~~Housing Inspector~~ [Code Enforcement Officer] shall cause notice of such referral and the reason or reasons therefor to be served upon the persons named in the application as the owner or holder and also upon the owner of record of the premises so used as a rooming house. Said service shall be by registered mail with a return receipt, directed to the holder of the permit at the subject premises and to the owner of the address of said owner last known to the ~~Housing Inspector~~ [Code Enforcement Officer,] or by personal or substituted service.
  - (4) If the City Planning Board-[and Development Committee] finds reasonable cause, the City Planning Board-[and Development Committee] shall set a public hearing to consider revocation of the permit and shall cause a notice thereof specifying the time, date and place of the public hearing to be served in the same manner as above provided. If the City Planning Board-[and Development Committee] finds, after the public hearing, that revocation of the permit is in the best interest of the community, the operator shall be notified



of this decision in writing and an appropriate time for discontinuance of the rooming house established.

§ 143-6. Standards.

The following standards shall be met by an applicant for a rooming house permit:

- A. All applicable provisions of the New York State Uniform Fire Prevention and Building Code, 9 NYCRR Executive Volume B, shall apply to this chapter and shall be the standard imposed by the Bureau of Inspection in determining the fitness of the building for a rooming house, as hereinbefore provided, and shall determine the standards for violations.
- B. The owner or operator of any such rooming house shall provide one car space for each roomer owning and/or keeping a motor vehicle.
- C. A rooming house, as hereinbefore provided, must conform to the zoning requirements as set forth in Chapter 190, Zoning, of this Code.
- D. The maximum number of occupants permitted shall be in compliance with the provisions of the New York State Uniform Fire Prevention and Building Code, 9 NYCRR Executive Volume B, and its applicable standards.
- E. To ensure compliance with the New York State Uniform Fire Prevention and Building Code, ~~all~~[any] plans and specifications [for the structure] shall be prepared by either a New York State registered architect or licensed professional engineer.
- F. No sign advertising the location of a rooming house or the availability of rooms shall be permitted.

§ 143-7. Penalties for offenses.

- A. The penalties for a violation of any of the provisions of this chapter shall be as prescribed in Chapter 1, General Provisions, Article II, General Penalty, of the City of Batavia Municipal Code. In addition to other remedies, the City of Batavia may institute appropriate action to restrain, prevent, enjoin, abate, correct or remove any violation and to take such other legal action as is necessary to carry out the terms and provisions of this chapter.
- B. The remedies provided for herein shall be cumulative and not exclusive and shall be in addition to any other remedies provided by law; and all remedies may be pursued concurrently or consecutively, and the pursuit of any remedy shall not be construed as an election or waiver of the right to pursue any and all of the others.

§ 143-8. Appeals.

A. Any person affected by any notice of violation or order issued in connection with the enforcement of any provision of this chapter concerning buildings or structures, or of any rule or regulation adopted pursuant thereto or the denial of issuance of permit, may request and shall be granted a hearing before the ~~City Planning Board~~ [City Planning and Development Committee,] provided that such person shall file in the ~~Office of the Chief Inspector~~ [Department of Public Works] a written request for such hearing, setting forth a brief statement of the grounds therefor, designating the person and his or her address upon whom orders may be served, and setting forth the reasons why such notice of violation or order should be modified or withdrawn.

~~B. If this request~~ Is filed within 10 days after the service of notice of violation or order, compliance with such notice shall not be required while the hearing is pending, except in emergencies or as otherwise provided.

Deletions designated by ~~strikeout~~  
Additions designated as [brackets]

**#45-2015**

**A RESOLUTION IN SUPPORT OF THE NEW YORK STATE ABANDONED  
PROPERTY NEIGHBORHOOD RELIEF ACT OF 2015**

**WHEREAS**, vacant and abandoned properties are an epidemic in New York's municipalities and dealing with these distressed properties can be an expensive, time-consuming task for local officials; and

**WHEREAS**, vacant and abandoned properties that are also entangled in mortgage foreclosure present great challenges for the City of Batavia since foreclosures drag on for years, restricting the City's efforts to address the social costs that these blighting properties have on neighboring parcels and the surrounding community as a whole; and

**WHEREAS**, vacant and abandoned properties strain the resources of the City's police, fire and public works departments, depreciate property values, reduce property tax revenue, attract crime and degrade the quality of life of remaining residents; and

**WHEREAS**, the vacant and abandoned properties contribute to the loss of population, loss of businesses, real estate speculation and poverty; and

**WHEREAS**, the City of Batavia has determined that most of the vacant and abandoned properties within the City of Batavia are single family residences and that the annual impact of the properties include, but are not limited to \$25,000 in delinquent property taxes, \$20,000 in lost water and sewer revenue, \$10,000 in City staff time, \$11,300 in unpaid fees and fines per property and over \$500,000 in lost resident retail buying power. In addition, between 2009-2014 the average assessed value for a single family home increased 1.8%, however the average assessed value for a vacant/abandoned home decreased 5.1%; and

**WHEREAS**, relevant provisions of existing State law, enacted in 2009, governing the maintenance of abandoned residential properties impose a duty on plaintiff-mortgagees to maintain vacant residential properties only after a judgment of foreclosure and sale has been entered by a court; and

**WHEREAS**, this recent State law has in many instances proven inadequate to address the growing number of vacant and abandoned properties falling into disrepair in the City of Batavia and in many similarly situated municipalities across New York State because many such properties are not subject to a pending foreclosure action, and many that are subject to a pending foreclosure have not proceeded, and will not in the foreseeable future proceed, to a court judgment of foreclosure and sale; and

**WHEREAS**, there is evidence showing that many current and former New York homeowners have been misled into believing they need to leave their homes earlier in the foreclosure process than the law actually requires, thus resulting in even more vacant and abandoned residential properties throughout our communities; and

**WHEREAS**, the "Abandoned Property Neighborhood Relief Act of 2015" (A. 06932, S.04781) would help the City of Batavia and similarly situated municipalities and their residents across the State better address the growing problem of vacant and abandoned residential properties by creating a statewide registry of such properties that can be electronically accessed by such municipalities; and

**WHEREAS**, the "Abandoned Property Neighborhood Relief Act of 2015" would help the City of Batavia and similarly situated municipalities and their residents across the State better address the growing problem of vacant and abandoned residential properties by imposing a duty on mortgagees and their loan servicing agents to promptly report these properties to the statewide registry and take earlier, pre-foreclosure, action to identify, secure and maintain such vacant and abandoned properties; and

**WHEREAS**, the "Abandoned Property Neighborhood Relief Act of 2015" would help the City of Batavia and similarly situated municipalities and their residents across the State better address the growing problem of vacant and abandoned residential properties by providing a much needed and readily available source of information on vacant and abandoned residential properties to local officials throughout the State; and

**WHEREAS**, the "Abandoned Property Neighborhood Relief Act of 2015" would help the City of Batavia and similarly situated municipalities and their residents across the State better address the growing problem of vacant and abandoned residential properties by establishing an "Abandoned Property Neighborhood Relief Fund," comprised of civil penalties collected by the Attorney General in enforcement actions under the Act, which Neighborhood Relief Fund monies would be expended by the Attorney General in the form of Enforcement Assistance Grants to counties, cities, towns and villages to assist localities across the State in their own enforcement efforts under the Act; and

**WHEREAS**, the "Abandoned Property Neighborhood Relief Act of 2015" would help the City of Batavia and similarly situated municipalities and their residents across the State better address the growing problem of vacant and abandoned residential properties by also establishing a statewide toll-free hotline that community residents can use to report suspected vacant and abandoned properties to the Attorney General and receive information regarding the status of registered properties, including the identity of the mortgagee or agent responsible for maintaining them; and

**WHEREAS**, the "Abandoned Property Neighborhood Relief Act of 2015" would help the City of Batavia and similarly situated municipalities and their residents across the State better address the growing problem of vacant and abandoned residential properties by ensuring that homeowners are provided with clear and early notice that they are legally entitled to remain in their homes until ordered to leave by a court; and

**NOW THEREFORE BE IT RESOLVED**, that the City Council of the City of Batavia hereby calls on the Governor, the New York State Assembly and the New York State Senate to promptly enact the "Abandoned Property Neighborhood Relief Act of 2015."

**BE IT FURTHER RESOLVED**, that a certified copy of this resolution be sent to Governor Andrew Cuomo, Attorney General Eric T. Schneiderman, New York State Senator Michael Ranzenhofer and New York State Assemblyman Steve Hawley.

**BE IT FURTHER RESOLVED**, the Act is consistent with the City's Strategic Plan in achieving Key Intended Outcome's identified under the Vibrant, Livable Neighborhoods and Healthy and Growing Economy strategic priorities.

**Seconded by Councilperson**  
**And on roll call**

**#46-2015**  
**A RESOLUTION ADOPTING THE CITY OF BATAVIA COMPREHENSIVE  
EMERGENCY MANAGEMENT PLAN (CEMP)**

**Motion of Councilperson**

**WHEREAS**, the City of Batavia recognizes the need to have a coordinated approach to major incidents and disasters that affect the City; and

**WHEREAS**, the City of Batavia has the statutory responsibilities to develop, implement, and maintain an effective Emergency Management Plan under New York State Executive Law, Article 2B; and

**WHEREAS**, the City of Batavia has developed an Emergency Management Team to oversee and complete these functions for the City; and

**WHEREAS**, all City departments having responsibilities contained within this plan have acknowledged and agreed upon their roles and responsibilities; and

**NOW THEREFORE IT BE RESOLVED**, that the City of Batavia's Comprehensive Emergency Management Plan is hereby adopted as the emergency management plan for the City of Batavia, NY.

**Seconded by Councilperson**  
**And on roll call**

**CITY OF BATAVIA, NEW YORK  
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**

***Section i - Executive Summary***

This is the City of Batavia's Comprehensive Emergency Management Plan (CEMP).

Contained herein is the updated Comprehensive Emergency Management Plan (CEMP) for the City of Batavia. This plan supersedes any previous emergency management plan (s) implemented by the City of Batavia for this purpose. It provides a framework in which the all city departments can plan and perform their respective emergency functions during a disaster or national emergency. This plan recognizes the need for ongoing Emergency Management Planning by all departments within the City of Batavia.

This plan attempts to be all inclusive in combining the four phases of Emergency Management:

- Mitigation
- Preparedness
- Response
- Recovery

This Comprehensive Emergency Management Plan (CEMP) consists of the basic plan and two supporting annexes (Incident Response Annex, Functional Annex). The CEMP is a single comprehensive plan, which encompasses all hazards for the purposes of organizing and coordinating emergency response personnel, city resources, and operations within the city. The CEMP represents a legal document, which provides the framework and guidance for all emergency preparedness, response, and recovery activities associated with the city. The CEMP also assigns the various tasks associated with each type of different emergency.

Standard Operating Guidelines (SOGs) support the CEMP and provide assistance and direction in implementing the necessary actions or procedures. SOGs are based on the CEMP task assignments and detail specific response procedures and actions. Site Specific Emergency Action Plans (EAP) identify names, locations, call lists, and other essential information necessary for the various types of disasters and emergencies impacting the city. Force-specific SOGs provide personnel assignments, call-up procedures, line of authority, special equipment use and other necessary materials. The SOGs should support and be consistent with the CEMP.

This plan is in accordance with existing Federal, State, and local statutes. It will be revised and updated as required. All recipients are requested to advise the City of Batavia Emergency Manager of any changes which might result in its improvement or increase its usefulness.

---

*City Manager*

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*Date*





**CITY OF BATAVIA, NEW YORK  
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**

***Section iii – Plan Approval Page***

To all recipients:

Effective Date: XXXX, 2015

This document is the updated Emergency Management Plan for the City of Batavia. This plan supersedes any previous emergency management plan (s) implemented by the City of Batavia for this purpose. It provides a framework in which the all city departments can plan and perform their respective emergency functions during a disaster or national emergency. This plan recognizes the need for ongoing Emergency Management Planning by all departments within the City of Batavia.

This plan is in accordance with existing Federal, State, and local statutes. It will be revised and updated as required. All recipients are requested to advise the City of Batavia Emergency Manager of any changes which might result in its improvement or increase its usefulness.

**City of Batavia Emergency Management Team**

<b>Name</b>	<b>Signature</b>	<b>Date</b>
<hr/> <i>City Manager</i>	<hr/>	<hr/>
<hr/> <i>Assistant City Manager</i>	<hr/>	<hr/>
<hr/> <i>Fire Chief / Emergency Manager</i>	<hr/>	<hr/>
<hr/> <i>Police Chief</i>	<hr/>	<hr/>
<hr/> <i>Director of Public Works</i>	<hr/>	<hr/>
<hr/> <i>City Council President</i>	<hr/>	<hr/>

**CITY OF BATAVIA, NEW YORK**  
**COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**

**Section - iv- Record of Distribution**

Personnel and Departments on the distribution list are those identified as essential to knowing the framework of the Comprehensive Emergency Management Plan (CEMP).

<b>Copy Number</b>	<b>Individuals Name, Title, Department</b>	<b>CEMP Distribution Date</b>	<b>Date of Receipt</b>
<b>1</b>	City Manager		
<b>2</b>	Assistant City Manager		
<b>3</b>	City Council		
<b>4</b>	Fire Department		
<b>5</b>	Police Department		
<b>6</b>	Department of Public Works		
<b>7</b>	Bureau of Maintenance		
<b>8</b>	Water & Wastewater		
<b>9</b>	Water Plant		
<b>10</b>	Youth Bureau		
<b>11</b>	School District		
<b>12</b>	Hospital		
<b>13</b>	Sheriff		
<b>14</b>	Genesee County Office of Emergency Management		
<b>15</b>	State Police		
<b>16</b>	County Manager		
<b>17</b>	Veterans Administration		



## Record of Changes

Section v - Record of Change and CEMP Change Request Form  
Page 2 of 3

**CITY OF BATAVIA, NEW YORK  
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**

**CEMP CHANGE REQUEST**

To: City of Batavia Emergency Manager

Recommended Changes, Corrections, Additions, and Deletions to the Comprehensive Emergency Management Plan

Any user of this plan is encouraged to recommend changes to this plan that the user feels might enhance or clarify a particular portion of the area being addressed. Suggested changes should be submitted to the City of Batavia Emergency Manager, for coordination, comment, concurrence, and approval. The format of suggested changes should be by Basic Plan or Annex, Section, Paragraph/Subparagraph and page number.

**CHANGE:**

**SHOULD READ:**

Submitted by \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**CITY OF BATAVIA, NEW YORK**  
**COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**

***Section I – Introduction and Purpose***

**Introduction**

This plan results from the recognition on the part of the City of Batavia, Local government and State officials that a comprehensive plan was needed to enhance the city's ability to manage emergency and disaster situations. This plan was prepared by City officials working cooperatively with County and State Agency counterparts in a planning effort.

This City Plan constitutes an integral part of a County and Statewide Emergency Management program and contributes to its effectiveness. Authority to undertake this effort is provided by both Article 2B of the New York State Executive Law and the New York State Defense Emergency Act.

In the past, government action was taken primarily when disaster struck. Today, the need for a comprehensive emergency management system at the Local, State and Federal levels of government, to deal effectively before, during and after an emergency occurs is apparent. This Plan outlines the actions to be taken by the city to establish such a management capability.

The development of this plan included a systematic investigation and analysis of potential hazards which could affect the city, an assessment of the capabilities existing in the city to deal with potential problems and finally, the development of a multi-year projection of necessary actions and their fiscal requirements to achieve the management goals and objectives of this plan.

**Purpose and the Objectives of the Plan**

The purpose of this Comprehensive Emergency Management Plan (CEMP) is to develop a comprehensive emergency management program, which seeks to mitigate the effects of various hazards, to prepare for measures, which will preserve life and minimize damage, to respond during emergencies and provide assistance, and to establish a recovery system to return the city to normal operational status.

This plan defines policies and responsibilities concerning how to mitigate, prepare for, respond to, and recover from the effects of, natural disasters, technological accidents, and other major disrupting incidents, including acts of terrorism.

1. The City of Batavia, in cooperation with the other members of the community, endeavors to prevent/mitigate, prepare for, respond to, and recover from natural and man-made disasters which threaten the lives, safety, or property of the citizens of the City by:
  - Identifying major natural and man-made hazards which threaten life, property and/or the environment that are known or thought to exist.
  - Providing an efficient, comprehensive organizational structure for emergency response personnel.
  - Assigning emergency management responsibilities and tasks.

**CITY OF BATAVIA, NEW YORK**  
**COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**

- Describing predetermined actions (responsibilities, tasks) to be taken by city departments, and other cooperating organizations and institutions to eliminate or mitigate the effects of these threats and to respond effectively and recover from an emergency or disaster.
- Managing emergency operations within the city by coordinating the use of resources available from city and county agencies, private industry, civic and volunteer organizations, and when needed, state and federal agencies.
- Providing for effective assignment and utilization of city employees.
- Documenting the current capabilities and existing resources of city departments and other cooperating organizations and institutions, which must be maintained, to enable accomplishment of those predetermined actions.
- Providing for the continuity of city government during and after an emergency or disaster.
- Providing for the rapid and orderly start of recovery, restoration and rehabilitation of persons and property affected by emergencies.
- Enhancing cooperation (mutual aid agreements and memorandums of agreements) and coordination with cooperating community agencies, neighboring jurisdictions, and county, state, and federal agencies.
- Providing an emergency planning team comprised of department representatives as identified and utilized through this plan for continuing review and revision of the plan exercise planning and evaluation, reviewing and offering recommendations on City of Batavia Emergency Management Initiatives.

2. This Basic Plan will provide guidance for:

- Prevention/mitigation, preparedness, response and recovery policy and procedures.
- Disaster and emergency responsibilities.
- Training and public education activities.

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***Section II – Legal Authority***

**Legal Authority**

This Plan, in whole or in part, may rely upon the following laws for the power necessary for its development and implementation.

**City, County, and State**

1. City of Batavia Resolution# - ????
2. Genesee County CEMP
3. New York State Executive Law, Article 2-B
4. New York State Defense Emergency Act, as amended

**Federal**

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. 5121
2. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
3. Emergency Management and Assistance, 44 CFR
4. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
5. Homeland Security Act of 2002
6. Homeland Security Presidential Directive. *HSPD-5*, Management of Domestic Incidents
7. Homeland Security Presidential Directive. *HSPD-3*, Homeland Security Advisory System
8. National Incident Management System
9. National Response Framework
10. National Strategy for Homeland Security, July 2002
11. Nuclear/Radiological Incident Annex of the National Response Framework



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***Section III – Roles and Responsibilities***

The City of Batavia has the primary responsibility for disaster mitigation, preparedness, response, and recovery activities within the City using the Incident Command System. The Integrated Emergency Management System is the cornerstone of the city's emergency and disaster preparedness, response, recovery, and mitigation programs. This includes both City and non-city organizations that have a role in saving lives, caring for the injured, recovering the dead, mitigating property loss, and restoring services and facilities. The City will plan for disasters, direct operations, mobilize and coordinate resources, and mitigate the impact of disasters within the limits of their available resources and capabilities.

It is the responsibility of residents to educate themselves on preparedness activities and ensure that they have the supplies and resources to sustain themselves for at least three days; however, we recommend a week.

City departments' emergency management responsibilities are outlined in this plan. Assignments are made within the existing framework of the City of Batavia's capabilities, and existing organizational responsibilities. The Fire Department is designated to coordinate all emergency management activities of the City.

City responsibilities are closely related to the responsibility of Genesee County to manage all phases of an emergency. The County has the responsibility to assist the City in the event that the City has fully committed their resources and are still unable to cope with any disaster.

Similarly, New York State is obligated to provide assistance to the County after resources have been exhausted and the County is unable to cope with the disaster.

The development of this plan included a systematic investigation and analysis of potential hazards which could affect the city, an assessment of the capabilities existing in the city to deal with potential problems and finally, the development of a multi-year projection of necessary actions and their fiscal requirements to achieve the management goals and objectives of this plan.

1. The City of Batavia in cooperation with the other members of the community, endeavors to prevent/mitigate, prepare for, respond to, and recover from natural and man-made disasters which threaten the lives, safety, or property of the citizens of the City of Batavia by:
  - Identifying major natural and man-made hazards which threaten life, property and/or the environment that are known or thought to exist.
  - Providing an efficient, comprehensive organizational structure for emergency response personnel.
  - Assigning emergency management responsibilities and tasks.
  - Describing predetermined actions (responsibilities, tasks) to be taken by city departments, and other cooperating organizations and institutions to eliminate or mitigate the effects of these threats and to respond effectively and recover from an emergency or disaster.
  - Managing emergency operations within the city by coordinating the use of resources available from county and municipal governments, private industry, civic and volunteer organizations, and when needed, state and federal agencies.

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- Providing for effective assignment and utilization of city employees.
- Documenting the current capabilities and existing resources of city departments and other cooperating organizations and institutions, which must be maintained to enable accomplishment of those predetermined actions.
- Providing for the continuity of city government during and after an emergency or disaster.
- Providing for the rapid and orderly start of recovery, restoration and rehabilitation of persons and property affected by emergencies.
- Enhancing cooperation (mutual aid agreements and memorandums of understanding) and coordination with county agencies, neighboring jurisdictions, state, and federal agencies.
- Providing an emergency planning team comprised of department representatives as identified and utilized through this plan for continuing review and revision of the plan exercise planning and evaluation, reviewing and offering recommendations on City of Batavia Emergency Management Initiatives.

Authority to undertake this effort is provided by NYS Executive Law, Article 2-B, Section 23 and New York State Defense Emergency Act.

2. This Basic Plan will provide guidance for:
  - Prevention/mitigation, preparedness, response and recovery policy and procedures.
  - Disaster and emergency responsibilities.
  - Training and public education activities.

**A. City Council**

1. Provide policy direction through the City Manager.
2. Adopt emergency management mutual aid plans and agreements and such ordinances, resolutions, rules and regulation as are necessary to implement emergency plans and agreements.
3. Responsible for assuring that emergency preparedness, mitigation, response and recovery activities are carried out within the City, through the CEMP.
4. Provide visible leadership to the community.
5. Appropriate funds to provide emergency preparedness programs and mitigation activities within the City.

**B City Manager - Responsibilities, Powers, and Succession**

1. Serve as Chief Executive Officer of the City  
May take command of the city emergency response organization if the scope and magnitude of the emergency indicates the necessity of personal management and direction of the response and recovery operations;
2. Appoint an Emergency Manager for the City
3. Manage City staff in their emergency management duties.
4. Declare Local State of Emergency
5. Issue notice of evacuation or sheltering as appropriate
6. Enforce and administer provisions, emergency orders, waive local laws, ordinances, and regulations laws, and ordinances governing the City

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7. Plan, coordinate, and direct the work of City departments to prepare for, mitigate against, respond to and recover from a disaster.
8. Report to the City Council on general conditions, disaster circumstances, and the financial condition of the City.
9. Advise the City Council regarding emergency policies for the City.
10. Represent the City regarding the coordination of emergency response, mutual aid agreements, inter-local agreements, disaster recovery, etc.
11. Oversee the development, implementation, and maintenance of continuity of government plans.

**C Assistant City Manager**

1. Assume the duties of the City Manager in his/her absence,  
If the City Manager is unable, due to absence or incapacitation, to perform the functions described in the preceding section B (1), the following line of command and succession has been established to ensure continuity of government and the direction of emergency operations:
  - a. The Assistant City Manager shall be in command until the City Manager is available.
  - b. The Fire Chief/Emergency Manager shall be in command until the Assistant City Manager or City Manager is available.
  - c. The Police Chief shall be in command until the Fire Chief, Assistant City Manager or City Manager is available.
2. Serve as Liaison Officer for the City during a disaster, if not acting as the City Manager.
3. Assist in intergovernmental coordination of emergency response and recovery.
4. Assist in recovery planning and operations and continuity of government planning
5. Lead for ESF # 14, Long Term Community Recovery and Mitigation

**D Emergency Manager**

1. Manage the operations of the EOC during a disaster and serves as the EOC Manager at the EOC as appropriate.
2. Provide technical assistance and information to City Departments regarding emergency management, disaster response operations, and recovery.
3. Assure that the CEMP and supporting procedures are reviewed and updated annually.  
The CEMP should be reviewed and updated annually with revised pages distributed by May 1<sup>st</sup> of each year.
4. Locate, configure, and equip an EOC as needed.
5. Develop procedures for activating, operating, and managing the EOC.
6. Assist in developing and implementing a training program in emergency management tasks for City employees.
7. Develop and conduct periodic emergency management exercises.
8. Prepare a post-disaster report and critique for the City Manager.
9. Develop and coordinate a Community Education and Preparedness Program.
10. Draft a Disaster Proclamation for signature and promulgation by the City Manager.
11. Chair the City's Emergency Management Team.
12. Coordinate mitigation and preparedness activities through the County's Hazard Mitigation Plan.
13. Facilitates coordination between the City and:
  - a. The Incident Commander;
  - b. Other municipalities in Genesee County;

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- c. Genesee County emergency response organizations;
  - d. Local governments outside the County;
  - e. Division of Homeland Security & Emergency Services, Office of Emergency Management Office (DHSES-OEM)
  - f. Private emergency support organizations; and
  - g. Volunteer agencies
14. Lead for ESF 5 – Emergency Management

**E Fire Chief**

The Fire Chief may serve as the Incident Commander or as part of a Unified Command Team or as the Operations Section Chief depending on the nature of the incident. Fire functions and responsibilities include (see ESF #4 Fire Services):

- 1. Fire prevention
- 2. Fire suppression
- 3. Emergency Medical Services
- 4. Emergency rescue
- 5. Damage assessment
- 6. Hazardous Materials preparedness and response
- 7. Evacuation management
- 8. Lead on ESF's # 4 Fire Fighting, # 10 Hazardous Materials Response

**F Police Chief**

The Police Chief may serve as the Incident Commander or as part of a Unified Command Team or as the Operations Section Chief depending on the nature of the incident.

Police functions and responsibilities include (see ESF #13 Public Safety, Law Enforcement, & Security and ESF # 9 Urban Search and Rescue):

- 1. Law enforcement
- 2. Traffic and crowd control
- 3. Staging and perimeter security
- 4. Explosive ordinance disposal
- 5. Protection of critical facilities (including the EOC)
- 6. Evacuation management
- 7. Crime scene control
- 8. Mass care management
- 9. Lead on ESF's # 13 Public Safety, Law Enforcement, and Security,

**G Public Works Director**

May serve as the Operations Section Chief depending on the nature of the incident.

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1. Maintain and manage public works' assets.
2. Provide technical assistance to Emergency Management Team and City staff during disaster response and recovery operations.
3. Oversee the operations of contractors, service providers, and emergency response agencies regarding public works projects and assets.
4. Maintain master files of public works' projects, development construction records, street operations and maintenance, and other relevant documents.
5. Advise the Emergency Manager regarding codes, policies, and procedures for any response or recovery activity involving City roads, rights-of-way, or facilities.
6. Provide oversight for Public Works crews, and liaison with other agencies engaged in emergency response and recovery activities. Examples of these needs are: repair of water mains, pumps, motors, valves, fire hydrants, storage tanks, etc.; operating and servicing heavy road and construction equipment and vehicles; cleaning and repairing ditches, culverts, and catch basins; traffic control; repairing streets; repairing traffic control signs and signals; clearing ice, snow, or debris from streets.
7. Assist in damage assessment and reporting.
8. Provide periodic response and recovery work progress reports to the EOC.
9. Provide on-site direction and guidance to City employees during emergency operations; inspect work in progress to ensure compliance with codes and safety practices.
10. Maintain liaisons with all utility providers within the city to allow for ease of working relationships during emergency situations.

**H City Clerk/Treasurer**

1. Serve as custodian of official records and perform official certification.
2. Supervise Records Management Program for the City.
  - a. Identify critical documents and essential records;
  - b. Assist departments in identifying, managing, and storing essential records;
  - c. Develop and implement a disaster recovery program for essential records.
3. Oversee the preparation and publishing of official legal notices.
4. Maintain City Council databases of ordinances, resolutions, minutes, policies, etc.
5. Assists in the Documentation Unit of the Planning Section in the EOC when it is activated.

**I City Attorney**

1. Serve as chief legal advisor to the City.
2. Provide legal advice to the City Council, City Manager, and department heads regarding emergency response and recovery operations.
3. Interpret laws, rulings, and regulations and issue legal opinions.
4. Prepare ordinances, resolutions, contracts, and other documents relating to emergency operations.

**J Deputy Director Finance**

1. Supervise the City's finance staff.

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2. Oversee the central financial and management information system of the City.
3. Manage and supervise the finance, accounting, and reporting operations of the City during a disaster, including all financial controls, audits, and reports. Ensure that proper documentation is maintained for all emergency-related expenditures, including payroll.
4. Supervise and direct the City's cash management functions; oversee the City's funds; maintain necessary banking relationships.
5. Develop and implement emergency financial and procurement procedures as required. Coordinate with the City's bank and major vendors.
6. Establish a unique project number for each disaster for all disaster-related expenses.
7. Prepare and report data for recovery of disaster relief funds.
8. Establish provisions for emergency signature authority for City checks during an emergency.
9. Coordinate with the City's bank to establish emergency provisions for cash and lines of credit.
10. Gather, interpret, and report information on emergency costs and expenditures.
11. Project the costs of various disaster recovery options; prepare fiscal plans and projected budgets for disaster recovery.
12. Maintain databases on emergency resource providers (equipment and material).
13. Manage the City's Risk Management functions.
14. Be responsible for the Administrative/Finance Chief Section of the EOC, when it is activated
15. Support the City's continuity of government planning
16. Lead with HR on ESF #7 – Resource Support

**K Human Resources Specialist**

1. Develop and implement personnel policies and procedures for emergency operations, to include any special considerations for those employees with disabilities.
2. Maintain master personnel files, to include current employee emergency notification information that are accessible during an emergency, ensuring confidentiality of materials in accordance with state and federal laws.
3. Plan to staff the EOC in the Resource Unit of the Planning Section to conduct check-in activities, maintain the status of all incident resources and assist in identifying needed staff for upcoming operational periods.
4. Develop and implement an educational program in emergency management tasks for all City employees.
5. Develop a program to support the safety and wellbeing of City employees' families during a disaster.
6. Lead with Finance on ESF 7 – Resource Support

**L Information Technology Contractor**

1. Develop and maintain a program for protection and recovery of the City's data processing resources during/after a disaster.
2. Oversee the restoration of City data processing capabilities during a disaster.
3. Provide software, hardware, maps, and administrative support.
4. Provide support to departments in computer network coordination and software support.
5. Ensure backup and secure storage of centrally-managed data.

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6. Control data security as defined in City policies.
  7. Provide computer assistance to City staff, network backup, and maintenance of the local area network.
  8. Oversee and support the City's voice, wireless, and telephone systems for emergency operations.
2. Managing Emergency Response
- A. Incident Command Post (ICP) and Emergency Operations Center (EOC)
1. On-scene emergency response operations shall be directed and controlled by the IC from an ICP located at or near the emergency site. This shall be the only command post at the emergency scene. All other facilities at the scene used by agencies for decision-making should not be identified as an ICP.
  2. The City EOC will be used to support the ICP activities and to coordinate City resources and assistance.
  3. An ICP will be selected by the IC, based upon the logistical needs of the situation, and located near but at a safe distance from the emergency site.
  4. If a suitable building or structure cannot be identified and secured for use as an ICP, the Genesee County Mobile Command Post may be used for this purpose.
  5. **1<sup>st</sup> choice.** The Primary City EOC will be the Fire Department Headquarters, 18 Evans Street Batavia, New York.
  6. **2<sup>nd</sup> choice.** If a disaster situation renders the Primary EOC inoperable, an auxiliary EOC may be established at the City Centre, One Batavia City Centre, Batavia, New York.
  7. **3<sup>rd</sup> choice.** If a disaster situation renders the 1<sup>st</sup> and 2<sup>nd</sup> choices inoperable, a 3rd choice may be established at the Batavia High School, State Street, Batavia.
  8. The EOC can provide for the centralized coordination of resources from a secure and functional location.
  9. City agencies and other organizations represented at the EOC will be organized according to ICS function under the direction of the Emergency Manager.
  10. Though organized by ICS function, each agencies' senior representative at the EOC will be responsible for directing or coordinating his or her agency's staff and resources. Where the agency is also represented at the scene in an ICS structure, the EOC representative will coordinate the application of resources with the agency's representative at the scene.
  11. The City Manager and Emergency Manager are responsible for managing the EOC or auxiliary EOC during emergencies.
  12. If required, the EOC will be staffed to operate continuously on a 24-hour a day basis. In the event of a 24-hour operation, two 12-hour shifts will be utilized. Designation of shifts will be established as conditions warrant by the City Manager or the Emergency Manager.
  13. Each agency will identify its personnel assigned to the EOC. This identification is to be provided to the Emergency Manager and updated periodically.
  14. Work areas will be assigned to each agency represented at the EOC.
  15. Internal security at the EOC during an emergency will be provided by the City of Batavia Police Department:
    - a. All persons entering the EOC will be required to check in at the security desk

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- located at the main entrance.
  - b. All emergency personnel will be issued a pass (permanent or temporary) to be worn at all times while in the EOC.
  - c. Temporary passes will be returned to the security desk when departing from the premises.
  - d. Both temporary and permanent passes shall be housed in the EOC for use during an event.
16. EOC space should be maintained in an emergency operating mode by the City Manager or Emergency Manager at all times. During non-emergency periods, the EOC can be used for meetings, training, and conferences.
17. The ICS Planning function is responsible for emergency situation reporting at the EOC and has established procedures and forms to be used.
18. The Emergency Manager maintains Standard Operating Procedures for activating, staffing, and managing the EOC. These SOPs can be found as an appendix to this section of the plan.

**B     Notification and Activation**

1. As described in an appendix, upon initial notification of an emergency to any City official, the City Official will notify the Emergency Manager who will immediately alert the appropriate City official(s). This initial notification may set into motion the activation of City first responders.
2. Each emergency is to be classified into one of three levels according to the scope and magnitude of the incident.
  - a. Level 1: Emergency conditions have occurred and are having a serious but limited impact on portions of the City of Batavia. An emergency situation without a serious threat to life, health, or property, which requires no assistance beyond initial first responders. On-site Incident Command in effect to stabilize the incident.
  - b. Response Level 2: Emergency conditions are having a serious effect on most or all of the City of Batavia; all city resources are heavily deployed. Multiple city sites affected.
  - c. Response Level 3: Emergency conditions are having a serious effect on most or all of the City of Batavia; resources are fully committed and the incident continues to expand. County assistance is needed.
3. First responders will be activated according to the Response Level classification.
  - a. For Response Level 1, only the staff of the appropriate department or bureau is activated.
  - b. For Response Level 2, the staff of the appropriate department or bureau is activated and augmented by select members of the City's first responders as determined by the City Manager or Emergency Manager at that time.
  - c. For Response Level 3, full EOC staffing is achieved as soon as possible. Except for first responders to the scene, assignment of City response personnel to other locations including the emergency scene will be made through the EOC. See appendix for further details.



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**TABLE 1 - ICS Function and Response Activities by Department**

<b>Agency</b>	<b>Primary ICS Function</b>	<b>Secondary ICS Function</b>	<b>Response Activities</b>
City Manager	Continuity of Government (COG)	1-Command	<b>Primary:</b> -Continuation of Essential City Operations -Declaration of State of Emergency -Promulgation of Emergency Orders  <b>Secondary</b> 1-Command of City Response Forces
Fire Chief Emergency Manager  <i>If incident is law enforcement driven, PD will assume command responsibilities. Emergency Manager assumes an operational role.</i>	Command	Operations	<b>Primary:</b> -Command of City Response Forces;  <b>Secondary</b> -Scene Operations Officer
Asst. City Manager	Public Information Officer	1-Continuity of Government (COG)	<b>Primary:</b> -Dissemination of Emergency Public Information  <b>Secondary</b> 1-Continuation of Essential City Operations 1-Declaration of State of Emergency 1-Promulgation of Emergency Orders
Fire Department	Operations	1-Safety 2-Liaison 3-Logistics	<b>Primary:</b> -Fire Suppression/Control -Search and Rescue -HAZMAT Exposure Control -EOC Management <b>Secondary</b> 1-First Responder Protection 2-Liaison and Coordination with other governments and organizations 3-Communications; Warnings & Alerts
* Police Department Chief of Police Assistant Police Chief  <i>If incident is law enforcement driven, PD will assume command responsibilities. Emergency Manager assumes an operational role.</i>	Operations	1-Safety 2-Liaison 3-Logistics	<b>Primary:</b> -Activation / Coordination of Response Personnel -EOC Security -Warning Law Enforcement  <b>Secondary</b> 1-First Responder Protection 2-Liaison and Coordination with other governments and organizations 3-Communications; Warnings & Alerts

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Agency	Primary ICS Function	Secondary ICS Function	Response Activities
Public Works Dept	Operations	1-Planning	<b>Primary:</b> -Debris Removal and Disposal; Damage -Assessment; Sewage Control -Water, Waste Water Treatment, Snow Operations, Transportation  <b>Secondary</b> 1-Situation Assessment/Documentation; Advanced Planning
Clerk/Treasurer Bureau	Logistics	1-Finance	<b>Primary:</b> -Human Needs Assessment <b>Secondary</b> 1-Purchasing; Accounting; Records
Finance Bureau	Finance	1-Logistics	<b>Primary:</b> Purchasing; Accounting; Records <b>Secondary</b> -Human Needs Assessment
Human Resource Bureau	Logistics	1-Public Information Officer	<b>Primary:</b> -Human Needs Assessment <b>Secondary</b> 1-Alternate Public Information Officer

**C. Assessment and Evaluation**

1. As a result of information provided by the Operations and Planning sections, the Command Section will, as appropriate, in coordination with the Incident Commander:
  - a. Develop policies by evaluating the safety, health, economic, environmental, social, humanitarian, legal, and political implications of a disaster or threat;
  - b. Analyze the best available data and information on the emergency;
  - c. Explore alternative actions and consequences; and
  - d. Select and direct specific response actions.

**D. Declaration of State of Emergency & Promulgation of Emergency Orders**

1. In response to an emergency, or its likelihood, upon a finding that public safety is imperiled; the City Manager may proclaim a state of emergency pursuant to Section 24 of the State Executive Law, Article 2B.
2. Such a proclamation authorizes the City Manager to deal with the emergency situation with the full executive and legislative powers of City government.
3. This power is realized only through the promulgation of emergency orders. For example, emergency orders can be issued for actions such as:
  - a. Establishing curfews;
  - b. Restrictions on travel;
  - c. Evacuation of facilities and areas; and
  - d. Closing of places of amusement or assembly.

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4. The Appendix outlines the requirements for proclaiming a State of Emergency and promulgating Emergency Orders.

**E. Public Warning and Emergency Information**

1. In order to implement public protective actions there shall be a timely, reliable, and effective method to warn and inform the public.
2. Activation and implementation of public warning is an Operations section responsibility.
3. Information and warnings to the public that a threatening condition is imminent or exists can be accomplished by the following resources. Though public warning may, in many cases, be implemented solely by on-scene personnel, the use of the following systems in order of preference may also be utilized and require strict coordination with the EOC:
  - a. Emergency Alert System (EAS), involves the use of the broadcast media including television, radio, cable TV, to issue emergency warnings. The County Emergency Management Office can assist with this notification.
  - b. NYAlert – The New York State Emergency Management Office (SEMO) provides the NY-ALERT web site for information and notification purposes. System can be activated from any web based computer.
  - c. Reverse 9-1-1. This system allows for the County's PSAP to send a scripted message to multiple pre-selected properties.
  - d. City Web Site – The City Web Site – Home Page will be updated with current Emergency situation status.
  - e. NOAA Weather Radio (NWR) - Continuous 24-hour radio broadcasts of the latest weather information including severe weather warnings directly from the Weather Service office in Buffalo. NWR will also broadcast non-weather-related emergency warnings. Emergency broadcasts on the NWR can also be initiated by select City officials.
  - f. Emergency service vehicles with public address capabilities. Many police and fire vehicles in the City are equipped with public address capabilities. These vehicles may be available, in part, during an emergency for "route alerting" of the public. This capability exists City-wide but should not be relied upon for public warning.
  - g. Door-to-door public warning can be accomplished in some situations by the individual alerting of each residence/business in a particular area. This can be undertaken by any designated group such as police officers and firefighters, visiting each building in the affected area and relaying the emergency information to the building occupants. To achieve maximum effectiveness, the individual delivering the warning message should be in official uniform with a prescribed message.
4. Special institutions such as schools, hospitals, nursing homes, major industries, and places of public assembly are encouraged to obtain and use tone-activated receivers/monitors with the capability to receive NOAA Weather Radio (NWR).
5. Special arrangements may be made for providing warning information to the hearing impaired and, where appropriate, non-English speaking population groups.

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6. The Public Information Officer (PIO), if established, or its function, a part of the Command structure, may, in coordination with on-scene Incident Command:
    - a. Establish and manage a Joint Information Center (JIC) from where to respond to inquiries from the news media and coordinate all official announcements and media briefings;
    - b. Authenticate all sources of information being received and verify accuracy;
    - c. Provide essential information and instructions including the appropriate protective actions to be taken by the public, to the broadcast media, and press;
    - d. Coordinate the release of all information with the key departments and bureaus involved both at the EOC and on-scene;
    - e. Check and control the spreading of rumors;
    - f. Arrange and approve interviews with the news media and press by emergency personnel involved in the response operation; and
    - g. Arrange any media tours of emergency sites.
  7. The JIC may be established at the EOC or at any location where information flow can be maintained, without interfering with emergency operations.
- F. Emergency Medical and Public Health
1. A high impact disaster can cause injury and death to large numbers of people. In addition, damage to and destruction of homes, special facilities, and vital utilities may place the public at substantial risk of food and water contamination, communicable diseases, and exposure to extreme temperatures.
  2. There may be established within the Operations section an appropriately designed Emergency Medical/Public Health function to ensure that health and medical problems are being addressed.
- G. Humanitarian Needs
1. The Planning and Operations functions are responsible for ascertaining what human needs have been particularly caused by an emergency and responding to those unmet needs with the available resources of City government and with the assistance of volunteer agencies and the private sector.
  2. There may be established within the Operations section a Human Needs Branch to perform the tasks associated with #1 above.
  3. In the City of Batavia there are 2 volunteer agencies; one is the American Red Cross and the second one is The Salvation Army, whose purpose is to assist in the coordination of the delivery of human services in the City of Batavia and to advise the City Manager on human needs issues.
  4. Whenever a Human Needs Branch is not established by the Operations section, the Operations section will confer with the respective representative of American Red Cross or The Salvation Army.

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5. Designated American Red Cross Shelters/Reception Centers located within the City of Batavia.

a. Shelters

- Batavia High School  
260 State Street  
Batavia, New York 14020
- John Kennedy School  
166 Vine Street  
Batavia, New York 14020
- NYS School for the Blind  
2A Richmond Avenue  
Batavia, New York 14020
- Notre Dame High School  
73 Union Street  
Batavia, New York 14020
- Department of Veterans Affairs  
222 Richmond Avenue  
Batavia, New York 14020

b. Reception Centers

- Saint James Church  
405 East Main Street  
Batavia, New York 14020
- Office for the Aging  
2 Bank Street  
Batavia, New York 14020
- First Presbyterian Church  
300 East Main Street  
Batavia, New York 14020

H. Restoring Public Services

1. The Operations and Planning sections are responsible for ascertaining the emergency's effect on the infrastructure and the resultant impact on public services including transportation, electric power, fuel distribution, public water, telephone, and sewage treatment and ensuring that restoration of services is accomplished without undue delay.
2. There may be established within the Operations section a Public Infrastructure Branch to perform the tasks associated with #1 above.
3. In the event of a major power outage, the Operations section will assign a representative from

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National Grid to the City EOC for the purpose of facilitating communications and information flow between the utility and the Operations section.

**I. Resource Management**

1. The Planning function is responsible for the identification and allocation of additional resources needed to respond to the emergency situation.
2. Resources owned by the City shall be used first in responding to the emergency.
3. All City-owned resources are under the control of the City Manager during an emergency and can be utilized as necessary.
4. Resources owned by other municipalities outside of City of Batavia can be utilized upon agreement between the requesting and offering governments.
5. Resources owned privately cannot be commandeered or confiscated by government during an emergency. However, purchases and leases of privately owned resources can be expedited during an emergency. In addition, it is not uncommon for the private sector to donate certain resources in an emergency.

**J. Standard Operating Procedures and other supporting plans**

1. Each City agency assigned responsibility under this response portion of the plan is required to have its own Standard Operating Procedures (SOPs). These SOPs address activation of personnel, shift assignments at the EOC, assignment to the field including the Incident Command Post (if applicable), coordination with other agencies, drills, exercises, and ICS training.
2. Each agency SOP is to be updated at least annually and reviewed by the Emergency Planning Team at a joint planning meeting held annually.
3. Copies of each SOP are retained by the Department.
4. The following documents support this plan and are appended to it.
  - a. Standard Operating Procedure EOC
  - b. Standard Operating Procedure Declaring State of Emergency & Issuing Emergency Orders
  - c. Standard Operating Procedure Issuing Local Emergency Orders.
  - c. Sample Declaration of Local State of Emergency
  - d. Sample Local Emergency Order

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***Section IV – Emergency Planning Committee (CEPC)***

1. The City Emergency Planning Committee will be comprised of:
  - A. City Manager
  - B. Assistant City Manager
  - C. City of Batavia Fire Chief/Emergency Manager
  - D. City of Batavia Police Chief
  - E. City of Batavia Public Works Director
  - F. City of Batavia Assistant Police Chief
  - G. City of Batavia Superintendent of Water/Wastewater
  - H. City of Batavia Superintendent of Bureau of Maintenance
2. The City Emergency Planning Committee will:
  - a) identify potential hazards in the City
  - b) determine the probable impact each of those hazards could have on people and property
  - c) delineate the geographic areas affected by potential hazards, plot them on maps, and designate them as hazard areas
3. Significant potential hazards to be identified and analyzed include natural, technological, and human-caused hazards.
4. To comply with (2) and (3) above, hazards that pose a potential threat have been identified and analyzed by the City Emergency Planning Committee (CEPC) utilizing HAZNY or other HVA analysis tools.
5. Assists in establishing City priorities and actions to be carried-out by participating agencies and response providers.
6. Evaluates the safety, health, economic, social, environmental, legal and political impacts of the threat to the city.
7. Evaluates and makes recommendations to the City Manager regarding alternative actions and consequences for emergency response and recovery
8. The City Emergency Planning Committee will meet annually in February of each year to review the CEMP and make any recommended changes.

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***Section VI– Continuity of Operations***

**A. Line of succession**

**City Emergency Management:**

The City of Batavia Fire Chief (Emergency Manager) shall oversee the operations of the Operations Center. In the event that the Fire Chief is unable to manage these functions, the Police Chief (Deputy Emergency Manager) shall assume this responsibility. The next in the chain-of-command is the Assistant Police Chief.

**City Government:**

In the event that the City Manager is unavailable or unable to perform the duties necessary in the operations plan, these duties should be performed by:

- a. Assistant City Manager
- b. Fire Chief
- c. Police Chief
- d. Director of Public Works

**City Departments:**

Each City Department is responsible for designating its own line of succession.

**B. Alternate facilities**

In the event the Primary Emergency Operations Center is unavailable, the Alternate Emergency Operations Center will be used as an alternate facility.

- a. Primary EOC – Fire House Training Room
- b. Secondary EOC – City Hall Break Room
- c. County EOC—Emergency Management Training Center

Individual City Departments should have their own alternate facilities identified in their departmental SOG's.

**C. Safekeeping vital records**

The City Clerk shall be responsible for the safekeeping of vital records for the City. Plans and procedures defined in the City Operations procedures define this process.

**D. Administration and logistics**

In the event that the City's resources prove inadequate during an emergency, operation requests will be made from higher levels of government and other agencies in accordance with existing or emergency-negotiated mutual aid agreements and understandings. Such agreements may take the form of personnel, equipment, supplies or other available resources. All agreements and understandings will be entered into by authorized officials and will be formalized in writing whenever possible.



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**E. Operating procedures**

Continuity of operations can be enhanced by individual department maintaining their own emergency operating procedures independent of the City's Emergency operations plan.

**F. Personnel Issues and Security**

Emergency operations can stress the City's human resources. Personnel issues that may arise from the activation of ESF's can be solved in some cases by activation of certain volunteer groups (such as Red Cross, Salvation Army for ESF #6.) For issues that cannot be solved by volunteers, the City can request assistance from Genesee County Emergency Management Office, or higher levels of government to meet staffing requirements.

**G. Communications**

Continuity of Communications systems is accomplished by the City through a redundant communications system. Genesee County Main Dispatch, 165 Park Road, Batavia, NY 14020. Genesee County Back Up Dispatch, 14 West Main Street.

**H. Exercises and training**

Exercises and training are vital to the effectiveness of the comprehensive emergency management plan and its supporting procedures. These activities validate the operational concepts and resource preparation needed to carry out emergency functions. Training programs are designed to enhance proficiency in general emergency management subjects and to train designated personnel for their roles under operational plans and procedures.

Exercises are conducted to determine if plans and procedures are operationally sound and to meet mandated requirements. Thorough critiques by participants, controllers, and evaluators, strengths and weaknesses encountered during the exercise are identified and corrected. Changes to plans and procedures are incorporated immediately, if necessary, or in the next review cycle. If an exercise reveals a proficiency problem, training is enhanced to address that need.

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***Section VII – Situation and Assumptions***

***A. Situation***

The City of Batavia is exposed to hazards which have the potential for disrupting the community, causing damage, and creating casualties. Possible natural hazards include, for example, tornadoes, extreme high winds, flooding, and winter storms. There are other disaster situations that could develop within the City of Batavia, and can include a hazardous materials incident, fire, transportation accident, civil disorder, terrorism, or an energy crisis. The City Hazard Vulnerability Analysis provides additional detail on local hazards.

***B. Assumptions***

1. The City will continue to be exposed to the hazards reflected in the Hazard Vulnerability Analysis as well as others that may develop. It is the responsibility of the City to undertake a comprehensive emergency management system to protect life and property from the effects of disasters, both natural and manmade.
2. City officials recognize their responsibilities regarding the safety and well being of the public.
3. City officials will assume their responsibilities when the Emergency Management Plan is implemented.
4. If properly coordinated and implemented, this plan will help to reduce or prevent disaster related losses.
5. The City recognizes that they do not have all the resources needed to accommodate every situation, disaster, or emergency and may need outside assistance.
6. When the emergency exceeds the cities capability to respond, they will request assistance from the Genesee County Emergency Management Office. In addition, the private sector and voluntary organizations may be requested to provide aid and assistance.
7. This plan is based upon the concept that the emergency functions for the various groups involved in emergency management will generally parallel their daily functions. To the extent possible, the same personnel and material resources will be employed in both cases.
8. Those daily functions that do not contribute directly to the emergency operation may be suspended for the duration of the emergency. The efforts normally required for those functions will be redirected to accomplishing emergency tasks by the agency concerned.
9. The City is required to utilize their own facilities, equipment, supplies, personnel and resources first.
10. The City Manager has the authority to direct and coordinate emergency operations and may delegate this authority
11. When City resources are inadequate, assistance from Genesee County may be utilized through the mutual aid system.
12. This plan does not contain a listing of city resources; consequently, it must be used in conjunction with the County Resource List. The County Emergency Manager ensures a resource inventory list which includes source and quantity, is kept current, and is readily available in the EOC.

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13. The County Emergency Manager may coordinate responses for requests for assistance with local governments in Genesee County.
14. The County Emergency Manager may obtain assistance from other counties or the State when the emergency disaster is beyond the resources of Genesee County.
15. Requests for assistance to the State will be submitted by the County of Genesee through the Region V Office, of the New York State Emergency Management Office (SEMO) and presupposes the utilization and expenditure of personnel and resources at the local level.
16. County and State assistance is supplemental to local emergency efforts.
17. Direction and control of state risk reduction, response and recovery actions is exercised by New York State Disaster Preparedness Commission (DPC), coordinated by the State Emergency Management Office (SEMO).
18. Upon the occurrence of an emergency or disaster clearly beyond the management capability and emergency resources of the city and local and agencies, the Governor may find that federal assistance is required and may request assistance from the President by requesting a declaration of a "major disaster/emergency."

**C. *Emergency Management Phases***

**1. Mitigation**

Mitigation activities are those long-term activities which lessen the undesirable effects of unavoidable hazards. Some examples are adopting new building codes, tax incentives/disincentives for locating outside/inside a floodplain, zoning and land use management, safety codes, and public education.

**2. Preparedness**

Preparedness activities serve to develop the response capabilities needed if an emergency should arise. Planning, training and exercising are among the activities conducted under this phase. Other examples are warning systems, enhanced communication systems, evacuation plans, and mutual aid agreements.

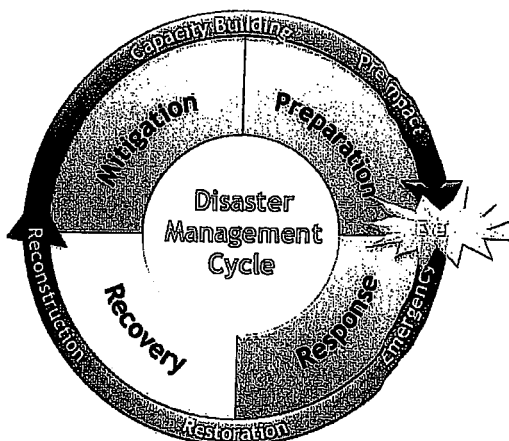
**3. Response**

Response is the process of providing emergency services during a crisis. These activities help to reduce casualties and damage, and speed recovery efforts. Response activities include activating warning systems, initiating evacuation plans, rescue operations and other similar activities.

**4. Recovery**

Recovery is both a short and long-term process. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal or improved, state of affairs. The recovery period is also a favorable time to institute mitigation measures, particularly those related to the recent emergency. Examples of recovery actions would be temporary housing and food, restoration of non-vital government services, reconstruction of damaged areas, counseling programs, and damage insurance/loans and grants.

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**D. Execution**

1. The plan assigns responsibility for emergency management to existing City departments and agencies. The assignments are made within the framework of the present capability and existing organizational responsibilities. No new management organization is created. Each department has determined the management organization and procedures needed to fulfill the responsibilities assigned to it. Accordingly, each City department's management responsibilities are outlined in separate plans and operating procedures, which form part of the overall plan.
2. In an emergency there will be two levels of control (reference NIMS ICS). The first level of control will normally be near the incident site. The second level will be at a central location (EOC) where overall coordination will be exercised. The City of Batavia Fire Department is designated to provide the centralized coordination of all these management activities, including coordination of resources, manpower and services and the centralized direction of requests for assistance.
3. City responsibilities are closely related to the responsibility of the local levels of government within the county, i.e., towns and incorporated villages, to manage all phases of disasters. The city has a responsibility to assist the local and county government in the event that they have fully committed their resources and are still unable to cope with any disaster. Similarly, New York State is obligated to provide assistance to the city after resources have been exhausted and the county is unable to cope with the disaster.
4. In an emergency, the governmental body having jurisdiction will respond to the scene. The on-scene management will fall under the jurisdiction of the local department best qualified to conduct the rescue, recovery and control operations. For example, the fire department will assume on-scene control of a fire or hazardous material incident. The department's senior representative at the scene will become the on-scene commander and will be responsible for the overall recovery operations. Specific emergency management guidance for situations requiring special knowledge, technical expertise, and resources may be addressed in separate annexes attached to the plan. Examples of this type of situation are emergencies resulting from hazardous materials transportation accidents, chemical spills and radiological incidents.
5. In responding to the various emergencies which frequently occur within the city, it is essential the organization be structured to provide maximum flexibility to satisfy functional requirements. An

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organizational chart may be developed to reflect all agencies which are involved in a major incident, however, in the majority of the cases only a limited number of resources may be called upon to assist.

6. In cases where local resources to contend with an emergency do not exist or have been depleted, the City of Batavia Emergency Manager should request assistance through the Genesee County Office of Emergency Management.
7. It is imperative all personnel involved in emergency response actions know when and under what circumstances this CEMP will be implemented.

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***Section VIII – Hazard Vulnerability Analysis***

A Hazard Vulnerability Analysis is a process for determining the emergency management needs of a community. One aspect involves knowledge of the kinds of hazards to which the city is vulnerable. This knowledge includes the probability of the event occurring at varying levels of intensity at varying locations throughout the city. Determinations of probability, intensity, and location can be made on the basis of historical evidence, empirical research, or community perception. There are hazardous events which occur infrequently (or may not have occurred but could occur) yet would have catastrophic effects and require extraordinary emergency management responses. For some hazards, historical and quantitative data are available regarding their key characteristics while for others we must rely upon assumptions of location, intensity, and probability.

Another aspect of the Hazard Vulnerability Analysis is knowledge of the city. This involves an inventory of the area and resources of the city susceptible to damage (vulnerability) and an assessment of the loss (risks) that would result from the occurrence of an event at a given location. This knowledge of the city includes such things as the number of people and the value of property that would be affected by an event, as well as the communications, transportation, food supply or other systems of society exposed to interruption or collapse.

When knowledge of hazards is combined with knowledge of their potential impacts on the city, the result is a measure of the vulnerability of the city. Adequate information about the hazards will enable the city to know how frequently damage from an event would occur, what the extent of the damage would be, and which portions of the city would be damaged. When the data for each hazard are combined, the city can determine its relative vulnerability to each hazard. This will allow assignment of priorities for emergency management needs.

A Hazard Vulnerability Analysis has been conducted for the City of Batavia and those identified as being most significant are identified in **TABLE 1**— *such incidents could include hazardous materials incidents, drought, floods, utilities disruption, tornadoes, winter storms, transportation accidents, chemical, nuclear, biological, and radiological attacks and civil disorders.*

**Risk Reduction**

1. City agencies are authorized to:
  - a. Promote policies, programs, and activities to reduce hazard risks in their areas of responsibility.
  - b. Examples of the above are:
    - Encourage the adoption of comprehensive community development plans, zoning ordinances, subdivision regulations, and building codes that are cognizant of and take into account significant hazards in the City.
    - Encourage lending institutions to require risk reduction as a condition of funding in areas prone to hazards.

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- Promote compliance with and enforcement of existing laws, regulations, and codes that are related to risk reduction.
- 2. The CEMP is responsible for land use management of City-owned land and the review and approval of land use management actions throughout the City, including:
  - a. Authorizing City land use management programs.
  - b. Developing and adopting comprehensive master plans for community development, zoning ordinances, subdivision regulations, and building codes.
  - c. Review and approval of local zoning and subdivision actions.
- 3. In all planning activities, potential significant hazards affecting the City of Batavia will be taken into account..
- 4. The plan will identify specific hazard reduction actions that could be taken for those hazards determined by to be most significant.

**D. Emergency Response Capability Assessment**

- 1. Periodic assessment of the City's capability to manage the emergencies that could be caused by the hazards identified in the City is a critical part of Risk Reduction.
- 2. The CEPC will:
  - a. Assess the City's current capability for dealing with those significant hazards that have been identified and analyzed, including but not limited to:
    - The likely time of onset of the hazard.
    - The impacted communities' preparedness level.
    - The existence of effective warning systems.
    - The communities' means to respond to anticipated casualties and damage.
- 3. To assist the CEPC in its assessment, the Emergency Manager will conduct table-top exercises based upon specific hazards and hazard areas identified by the CEPC.
- 4. The CEPC will identify emergency response shortfalls and make recommendations for implementing corrective actions to the Council President.

**E. Training of Emergency Personnel**

- 1. The Emergency Manager has the responsibility to:
  - a. Arrange and conduct training programs for City first responders.
  - b. Encourage and support training for City first responders.
  - c. Such training programs will:
    - Include information on the characteristics of hazards and their consequences and the implementation of emergency response actions including protective measures, notification procedures, and available resources.

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- Include National Incident Management System (NIMS) compliant, ICS training, focusing on individual roles.
- Conduct meetings as needed, but no less than annually, with all parties concerning disaster interface.
- Provide first responders with a variety of skills necessary to help reduce or eliminate hazards and increase their effectiveness to respond to and recover from emergencies of all types.
- Be provided in crisis situations, that requires additional specialized training and refresher training.
- d. Conduct periodic exercises and drills to evaluate local capabilities and preparedness, including a full scale operational exercise that tests a major portion of the elements and responsibilities in the CEMP.
- e. Consult with the City departments in developing training courses and exercises.
- 2. All City departments' assigned emergency functions are responsible to develop an in-house training program to further train their employees in their duties and procedures.

**F. Public Education and Awareness**

1. The Emergency Manager is responsible for:
  - a. Providing education on disaster preparedness for residents of the City of Batavia.
  - b. Making the public aware of existing hazards in the community.
  - c. Familiarizing the public with the kind of protective measures the City has developed to respond to any emergency arising from the hazard.
2. This education will:
  - a. Cover all significant hazards.
  - b. Be available free of charge.
3. Federal Emergency Management Agency (FEMA) pamphlets, books, and kits dealing with all aspects of emergency management, and materials developed by NYS – Homeland Security-Emergency Management, as appropriate, will be made available for use in the program.

**G. Monitoring of Identified Hazard Areas**

1. The City Public Works Department will develop, with the necessary assistance of other City departments, the capability to monitor identified hazard areas, in order to detect hazardous situations in their earliest stages, such as early flood notification.
2. As a hazard's emergence is detected, this information is to be immediately provided to the Emergency Manager.
3. When appropriate, monitoring stations may be established regarding specific hazard areas where individuals responsible to perform the monitoring tasks can be stationed.
4. Monitoring tasks include detecting the hazard potential and taking measurements or observations of the hazard. Examples of such are rising water levels, toxic exposure levels, slope and ground movement, mass gatherings, the formation and breakup of ice jams, shore erosion, dam conditions, and the skywatch and skywarn programs.



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5. All City hazard monitoring activity will be coordinated with, and make use of, where available, local governments, private industry and utility companies, and volunteer agencies, as appropriate.

**Table 1**

**HAZARD ANALYSIS RESULTS FOR THE CITY OF BATAVIA/COUNTY OF  
GENESEE using HAZNY as provided by the SEMO**

<b>HAZARD</b>	<b>RATING</b>	<b>CLASSIFICATION</b>
Hazardous Materials – In Transit	308	Moderately High
Ice Storm	287	Moderately High
Fire	284	Moderately High
Flood	280	Moderately High
Hazardous Material – Fixed Site	273	Moderately High
Water Supply – Issue	262	Moderately High
Transportation Accident	255	Moderately High
Earthquake	238	Moderately Low
Electrical Grid Failure	238	Moderately Low
Winter Storm	225	Moderately Low
Dam Failure	222	Moderately Low
Severe Storms/High Winds	218	Moderately Low
Ice Jam	197	Moderately Low
Terrorism	196	Moderately Low
Drought	188	Moderately Low
Tornado	176	Moderately Low
Air Contamination	166	Moderately Low
Extreme Temperatures	166	Moderately Low
Civil Unrest	163	Moderately Low

*These results of the Hazard Analysis were reported by Genesee County on 02/18/05.*

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***Section IX – Recovery***

**I. Damage Assessment**

- A. All departments and agencies in the City must participate in damage assessment activities.
- B. The Emergency Manager is responsible for:
  - 1. Coordinating damage assessment activities with the City during and following an emergency.
  - 2. Designating a Damage Assessment Officer for each emergency. The City's primary designated Damage Assessment Officer will be a City Code Enforcement Official.
  - 3. Organizing and forming damage assessment teams, pre-emergency, throughout the City.
- C. All City departments and agencies will cooperate fully with the Damage Assessment Officer in damage assessment activities including:
  - 1. Pre-emergency
    - a. Identifying City agencies, personnel, and resources to assist and support damage assessment activities;
    - b. Identifying non-government groups such as non-profit organizations, trade organizations, and professional people that could provide damage assessment assistance;
    - c. Fostering agreements between local government and the private sector for technical support;
    - d. Utilizing geographic information systems (GIS) in damage assessment; and
    - e. Participate in annual training.
  - 2. Emergency
    - a. Obtaining and maintaining documents, maps, photos, and video tapes of damage;
    - b. Reviewing procedures and forms for reporting damage to higher levels of government; and
    - c. Determining if County assistance is required in the damage assessment process.

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3. Post-emergency
  - a. Advise city departments of assessment requirements;
  - b. Selecting personnel to participate in damage assessment survey teams;
  - c. Arranging for training of selected personnel in damage assessment survey techniques;
  - d. Identifying and prioritizing areas to survey damage;
  - e. Assigning survey teams to selected areas; and
  - f. Completing damage assessment survey reports and maintaining records of the reports.

D. It is essential that from the outset of the emergency, city response employees keep detailed records of expenditures for:

- a. Labor used;
- b. Use of owned equipment;
- c. Use of borrowed or rented equipment;
- d. Use of materials from existing stock;
- e. Contracted services for emergency response; and
- f. Submitting damage assessment reports to the County Emergency Management Office & State Emergency Management Office.

**FEMA Personnel and Equipment Cost Forms:**

The following forms are a starting point for documenting personnel and equipment tracking costs used during an emergency. Additional forms can be found at link to website:

**<http://www.fema.gov/help/forms.shtm>**

90\_049 Request for Public Assistance  
90\_091 Project Worksheet  
90\_091a Project Worksheet - Damage Description and Scope of Work Continuation Sheet  
90\_091b Project Worksheet - Cost Estimate Continuation Sheet  
90\_091c Project Worksheet - Maps and Sketches Sheet  
90\_091d Project Worksheet - Photo Sheet  
90\_118 Validation Worksheet  
90\_121\_05\_2010 PNP Facility Questionnaire  
90\_123\_2 Force Account Labor Summary Record  
90\_124 Materials Summary Record  
90\_125 Rented Equipment Summary Record  
90\_126\_04\_2010 Contract Work Summary Record

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- E. Damage assessment will be conducted by City assessment teams and, if needed County government employees, such as Public Works engineers, building inspectors, assessors and members of non-profit organizations, such as the American Red Cross and the Salvation Army. When necessary, non-government personnel from the fields of engineering, construction, insurance, property evaluation, and related fields, may supplement the effort.
- Code Enforcement Disaster Assistance Response (CEDAR) is also available from the State if required through the County Emergency Management Office.
- F. There will be two types of damage assessment: infrastructure (damage to public property and the infrastructure); individual assistance (IA) teams (impact on individuals and families, agriculture, and private sector).
- G. City damage assessment information will be reported to the Damage Assessment Officer at the EOC.
- H. Employees from City departments and bureaus, assigned damage assessment responsibilities, will remain under the control of their own departments, but will function under the technical supervision of the Damage Assessment Officer during emergency conditions.
- I. All assessment activities in the disaster area will be coordinated with the on-site Incident Commander (when appropriate) and the EOC Manager.
- J. The Damage Assessment Officer, in conjunction with the Emergency Manager, will prepare a Damage Assessment Report which will contain information on:
1. Destroyed property;
  2. Property sustaining major damage; and
  3. Property sustaining minor damage, for the following categories:
    - a. Damage to private property in dollar loss to the extent not covered by insurance:
      - homes
      - businesses
      - industries
      - utilities
      - hospitals, institutions, and private schools
    - b. Damage to public property in dollar loss to the extent not covered by insurance:
      - road systems
      - bridges
      - water control facilities such as dikes, levees, channels
      - public buildings, equipment, and vehicles
      - publicly-owned utilities

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- parks and recreational facilities
- c. Cost in dollar value will be calculated for individual assistance in the areas of mass care, housing, and individual family grants.
- e. Community services provided beyond normal needs.
- f. Debris clearance and protective measures taken such as pumping, sandbagging, construction of warning signs and barricades, emergency levees, etc.
- g. Financing overtime and labor required for emergency operations.
- 4. SEMO's damage assessment guidance, with appropriate forms, is available from the County Emergency Management Office.
- K. The Emergency Manager will submit the Damage Assessment Report to the County Emergency Management Office. This is required for establishing the eligibility for any State and/or Federal assistance.
  - 1. Forms for collecting this information are contained in SEMO's *Public Assistance Handbook of Policies and Guidelines for Applicants*, obtainable from the County Emergency Management Office.
- L. Unless otherwise designated by the City Manager, the City Clerk will serve as the City's authorized agent in disaster assistance applications to State and Federal government.
- M. The City Clerk/Treasurer will:
  - 1. Attend public assistance applicant briefings conducted by State and Federal emergency officials;
  - 2. Review SEMO's Public Assistance Handbook of Policies and Guidelines for Applicants;
  - 3. Obtain from the Damage Assessment Officer maps showing disaster damaged locations documented with photographs and video tapes;
  - 4. Prepare and submit an Application for Public Assistance;
  - 5. Assign local representatives who will work with Federal/State representatives;
  - 6. Coordinate with City Agencies and complete the application in accordance with the guidelines in (b).

**II. Planning for Recovery**

- A. Recovery includes community development and redevelopment.
- B. Community development is based on a comprehensive community development plan prepared under direction of and with technical assistance provided by the City Manager and the Emergency Planning Committee.

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- C. Comprehensive community development plans are officially adopted by the City as the official policy for development of the community.
- D. The City of Batavia will support land use planning and the corresponding plan implementation tools such as zoning ordinances, subdivision regulations, and building codes, and have pre-disaster prevention and mitigation capability by applying these methods successfully after disasters.
- E. A central focal point of analytical and coordinative planning skills which could obtain the necessary leadership and backing when needed is required to coordinate the programs and agencies necessary to bring about a high quality level of recovery and community redevelopment.
- F. The City Manager will decide whether the recovery will be managed through existing organizations with planning and coordinative skills or by a recovery task force created exclusively for this purpose.
  - 1. A recovery task force will:
    - a. Direct the recovery with the assistance of City departments and bureaus.
    - b. Prepare a local recovery and redevelopment plan, unless deemed unnecessary, pursuant to section 28-a, of the State Executive Law.
- G. The recovery and redevelopment plan shall include:
  - 1. Replacement, reconstruction, removal, relocation of damaged/destroyed infrastructures/buildings.
  - 2. Establishment of priorities for emergency repairs to facilities, buildings, and infrastructures.
  - 3. Economic recovery and community development
  - 4. New or amended zoning ordinances, subdivision regulations, building, and sanitary codes.
- H. Recovery and redevelopment plan will account for and incorporate to the extent practical, relevant existing plans, and policies.
- I. Prevention and mitigation measures should be incorporated into all recovery planning where possible.
- J. Responsibilities for recovery assigned to local governments depend on whether or not a State disaster emergency has been declared pursuant to Article 2-B of the State Executive Law.

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- K. If the Governor declares a state disaster emergency, which has also impacted the City of Batavia, then under Section 28-a, the City has the following responsibilities:
1. To prepare a local recovery and redevelopment plan, unless the city council determines such a plan to be unnecessary or impractical.
  2. Within 15 days after declaration of a state disaster, the City shall report to the State Disaster Preparedness Commission (DPC) through the County Emergency Management Office, whether the preparation of a recovery and redevelopment plan has been started and, if not, the reasons for not preparing the plan.
  3. Proposed plans shall be presented at a public hearing upon 5 days' notice published in a newspaper of general circulation in the area impacted and transmitted to the radio and television media for publications and broadcast.
  4. The local recovery and redevelopment plan shall be prepared within 45 days after the declaration of a state disaster and shall be transmitted to the DPC. The DPC shall provide its comments on the plan within 10 days after receiving the plan.
  5. A plan shall be adopted by the City of Batavia within 10 days after receiving the comments of the DPC.
    - a. The adopted plan:
      - May be amended at anytime in the same manner as originally prepared, revised, and adopted; and
      - Shall be the official policy for recovery and redevelopment within the municipality.

**III. Reconstruction**

- A. Reconstruction consists of 2 phases:
1. Phase 1 - short term reconstruction to return vital life support systems to minimum operating standards.
  2. Phase 2 - long term reconstruction and development which may continue for years after a disaster and will implement the officially adopted plans, policies and programs for redevelopment including risk reduction projects to avoid the conditions and after a disaster and will implement officially adopted plans and policies, including risk reduction projects, to avoid conditions and circumstances that led to the disaster.
- B. Long term reconstruction and recovery includes activities such as:
1. Scheduling planning for redevelopment;
  2. Analyzing existing State and Federal programs to determine how they may be modified or applied to reconstruction;
  3. Conducting of public meetings and hearings;
  4. Providing temporary housing and facilities;
  5. Public assistance;

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6. Coordinating County/State/Federal recovery assistance;
  7. Monitoring of reconstruction progress; and
  8. Preparation of periodic progress reports to be submitted to SEMO.
- C. Reconstruction operations must conform to existing City, County, State, and Federal laws and regulations concerning environmental impact.
- D. Reconstruction operations in and around designated historical sites must conform to existing State and FEMA guidelines.
- IV. Public Information on Recovery Assistance
- A. The Public Information Officer (PIO) is responsible for making arrangements with the broadcast media and press to obtain their cooperation in adequately reporting to the public on:
1. What kind of emergency assistance is available to the public;
  2. Who provides the assistance;
  3. Who is eligible for assistance;
  4. What kinds of records are needed to document items which are damaged or destroyed by the disaster;
  5. What actions to take to apply for assistance; and
  6. Where to apply for assistance.
- B. The following types of assistance may be available:
1. Food stamps (regular and/or emergency);
  2. Temporary housing (rental, mobile home, motel);
  3. Unemployment assistance and job placement (regular and disaster unemployment);
  4. Veteran's benefits;
  5. Social Security benefits;
  6. Disaster and emergency loans (Small Business Administration, Farmers Home Administration);
  7. Tax refund;
  8. Individual and family grants; and
  9. Legal assistance
- C. All the above information will be prepared jointly by the City, County, State, and Federal PIO as appropriate and furnished to the media for reporting to public.



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***Section X – Declaring an Emergency***

Instructions for declaring a local State of Emergency

- A. Only the City Manager, or a person acting for the City Manager pursuant to Article 2B and the CEMP, can declare a local State of Emergency for all of, or anywhere in, the City of Batavia.
- B. A local State of Emergency is declared pursuant to Section 24 of the State Executive Law, Article 2B.
- C. A State of Emergency can be declared in response to, or anticipation of, a threat to public safety.
- D. A declaration of a local State of Emergency may be verbal or written.
  - a. If a declaration is verbal, the declaration shall be followed with a written format.
- E. The declaration shall include the time and date, the reason for the declaration, the area involved, and the expected duration.
- F. The written declaration shall be kept on file in the City Clerk/Treasurer's Office.
  - a. A copy of the declaration shall be forwarded to the County's Emergency Management Office.
- G. A local State of Emergency shall be declared BEFORE Emergency Orders are issued.
- H. A local State of Emergency shall be formally rescinded when the declaration is no longer needed.
- I. Only the City Manager, or person acting for, may rescind a local State of Emergency.
- J. Though a rescission may be verbal, if the declaration was written, the rescission shall also be written.
- K. The rescission should include the time and date of the original declaration, the reason for the local State of Emergency, and the time and date the State of Emergency is rescinded.
- L. The written rescission shall be kept on file in the City Clerk/Treasurer's Office.
- M. Declaring and Emergency Instructions and Template are located in Incident Annex A

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***Section XI – Issuing Local Emergency Evacuation and Sheltering Orders***

Instructions for issuing Local Emergency Orders:

- A. Local Emergency orders can be issued only if there is a State of Emergency in effect pursuant to Section 24 of State Executive Law, Article 2B.
- B. Local Emergency Orders can be issued at the City level by the City Manager or an individual acting on behalf of the City Manager pursuant to the City's CEMP (see City succession plan).
- C. Local Emergency Orders must be written.
- D. Local Emergency orders shall include:
  - a. the time initiated (list of actions)
  - b. the date they take effect
  - c. the reason for the order
  - d. the action required (shelter or evacuation)
  - e. area(s) impacted by the order
  - f. estimated duration of the order
- E. A Local Emergency Order expires automatically after five (5) days. It can be rescinded before that by its own terms, or by the City Manager. The order is automatically rescinded when the State of Emergency is rescinded.
- F. The City Manager may extend Local Emergency Orders for periods not to exceed five (5) days each during a State of Emergency.
- G. Local Emergency Orders shall be published as soon as practical in a newspaper of general circulation and provided to radio and television media for broadcast.  
City news outlets:
  - a. WBTA – 1490 AM – Local radio
  - b. The Daily News – Local Newspaper
  - c. The Batavian – On-Line Local News
  - d. City of Batavia Home Page
  - e. Local Network Television Stations in Buffalo and Rochester
- H. Local Emergency Orders shall be executed in duplicate and filed within seventy-two (72) hours or as soon as practical in the City Clerk/Treasurer's Office and the County Emergency Management Office.
- I. Local Emergency Orders shall be shall be refiled if they are extended.

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**Evacuation, Sheltering Policy**

1. Evacuation is an action that is implemented by the City or County government officials. It is an organized, phased, and supervised dispersal of residents and others from dangerous or potentially dangerous areas.
2. Where lives are endangered, protective action recommendations are issued by the appropriate local government officials. City evacuation plans must be coordinated by city government and must be in accordance with county and state plans.
3. Some disasters provide enough time for warning to allow for an orderly, well-planned evacuation. Other disasters do not allow for sufficient warning or preparation for evacuation.
4. Evacuation plans must consider the movement of residents and others with mobility impairments and those with transportation disadvantages.
5. Shelters and mass feeding sites will be available for evacuees working in conjunction with local government and volunteer organizations. When shelter facilities are activated, the county will work with city officials to ensure they accommodate the provisions of the Americans with Disabilities Act (ADA). Care and shelter plans will address the access and functional needs of people with disabilities and older adults to allow for sheltering in general population shelters, which includes household pets and service animals.
6. Evacuation and shelter instructions will be issued to the broadcast media through the Public Broadcasting System.
7. City officials will coordinate the evacuation requirements with county emergency management prior to, during, and following a disaster. This includes, but is not limited to, timeliness of evacuation, initiating evacuation procedures, issuing joint public information statements, and determining evacuation routes and shelter locations. Types of evacuations include:
  - a. **Spontaneous Evacuation** - Some residents or others in the threatened area(s) may observe an emergency incident or receive unofficial word of an actual or perceived threat and, without receiving instructions to do so, elect to evacuate the area. Their movement, means, and direction of travel is unorganized and unsupervised.
  - b. **Voluntary Evacuation** - This is a warning to residents or others within a designated area that a threat to life and property exists or is likely to exist in the immediate future. Individuals issued this type of warning or orders are not required to evacuate; however, it would be to their advantage to do so.
  - c. **Mandatory or Directed Evacuation** - This is a warning to residents or others within the designated area that an imminent threat to life and property exists and individuals must evacuate in accordance with the instructions of city officials. It

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will be the responsibility of the individual to make arrangements for transporting family and personal belongings whenever evacuation is performed. Persons who are physically or financially unable to carry out the recommendations of city or county local government should inform the appropriate authorities in order to take advantage of local operating procedures and plans for persons with special needs.

8. The GCEMO shall be prepared to assist the city, as requested, with resources to effectively and timely evacuate residents and others with special needs from harm's way.
9. Re-entry - Following a disaster, city, county, and possibly state authorities will jointly decide when it is safe for residents and others to return to their homes and businesses. Information will be broadcast to the public to facilitate and control the re-entry.

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***Section XII – Emergency Operations Center***

**I. Introduction**

- A. The City of Batavia Emergency Operations Center (EOC), located at 18 Evans Street, City Fire Headquarters City Hall, serves as a location where multiple agencies and departments coordinate emergency response and recovery activities for the City in support of on-scene operations.
  - 1. 1<sup>st</sup> alternative, City Hall, One Batavia City Centre, Batavia, NY
  - 2. 2<sup>nd</sup> alternative. County EOC, 7690 State Street Road, Batavia.
- B. The Assistant City Manager and Emergency Manager are responsible for maintaining the EOC in a State of Readiness and providing for its continued operation during an emergency.

**II. Readiness**

- A. The Assistant City Manager and Emergency Manager maintains at the EOC:
  - 1. A current alert notification roster of all city, private sector, and volunteer emergency support services personnel assigned to the EOC (both in hard copy and in the city network computer system).
  - 2. A current chart and/or checklist of response activities required during emergencies (both in hard copy and in the city network computer system).
  - 3. Current maps and data, including a county map depicting municipal boundaries, main roads and waterways; individual maps of each town, village, and city in the county depicting all public roads; population and special facility data for each municipality (both in hard copy and in the EOC computer system).
  - 4. Current copies of agencies' response plans/procedures.
  - 5. A situation display board for recording and reporting during the progress of an emergency.
  - 6. A "daily activities" log (both in hard copy and in the city network computer system).
  - 7. A current resource inventory (both in hard copy and in the city network computer system).
  - 8. EOC space is to be maintained in an emergency operations mode by the Assistant Manager and Emergency Manager at all times. During non-emergency periods, the EOC can be used for meetings, training, and conferences.

**III. Activation**

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- A. Each emergency in the City of Batavia should be classified into one of four Response Levels, according to the scope and magnitude of the situation:
1. **Response Level 0:** No emergency situation, facility readiness status maintained through planning sessions, training, drills, and exercises.
  2. **Response Level 1:** Controlled emergency situation without serious threat to life, health, or property, which requires no assistance beyond initial first responders.
  3. **Response Level 2:** Limited emergency situation with some threat to life, health, or property, but confined to limited area, usually within one municipality or involving small population.
  4. **Response Level 3:** Full emergency situation with major threat to life, health, or property, involving large population and/or multiple municipalities.
- B. Initial notification of an emergency is typically received at the Genesee County Public Safety Answering Point (PSAP) where the information is recorded.
- C. Upon initial notification of an emergency (or a potential emergency), the County's PSAP should immediately notify the appropriate response agency(s) who shall respond and determine the severity of the incident. Depending on the incident a Response Level may be assigned for the purpose of activating the appropriate City employees as described below:
1. **For Response Level 1:** only the Department Directors are notified and activated as appropriate.
  2. **For Response Level 2:** Response Level 1 employees are activated and augmented by select employees of the City response organization as determined by the Emergency Manager.
  3. **For Response Level 3:** full EOC staffing is achieved as soon as possible. Except for first responders to the scene, assignment of City response employees to other locations including the emergency scene will be made through the EOC.
- D. Initial notification of an emergency (or potential emergency) to a City department/bureau/employee other than the County's PSAP requires the recipient to notify the Emergency Manager.
- E. In every situation, the Emergency Manager can modify the EOC staffing as the situation requires.
- F. For every emergency or disaster, the Response Level can shift from one level to another as the event escalates or de-escalates. EOC staffing should also change accordingly.

**IV. Staffing**

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- A. The levels of staffing will vary according to the Response Level and the actual demands of the situation.
- B. For a Level 3 emergency or disaster, with full EOC staffing, staff will be organized into the five ICS groups: Command, Operations, Planning, Logistics, and Finance/Administration.
- C. For a Level 3 activation, 24-hour continuous EOC operations will likely be necessary until the situation de-escalates.
- D. Each agency/organization assigned to the EOC will be prepared to maintain continuous operations using two 12-hour shifts (6:00am to 6:00pm and 6:00pm to 6:00am).
- E. Upon the initiation of the 12-hour shifts by the City Manager each agency will update its shift rosters to the Operations Officer.
- F. For lesser emergencies (Levels 1 and 2), where there is no need for a major City response, the formal use at the EOC of distinct ICS groups may be limited. In these situations, the Emergency Manager, under the authority of the City Manager, will normally be responsible for all ICS functions and may utilize distinct ICS groups as needed.

**V. Situation Reporting**

- A. The ICS Planning function is responsible for emergency situation reporting and will:
  - 1. Provide a uniform reporting format for all situations reporting to ensure that the information reported is precise, concise, and clear.
  - 2. After the occurrence of an emergency, ensure that information on the emergency is collected and reported as soon as possible.
  - 3. Receive copies of all messages and/or situation reports from the Incident Commander and local and State government officials sent to the EOC pertaining to an emergency situation.
  - 4. Periodically request situation reports from each agency represented at the EOC.
  - 5. Select for posting, in chronological order on the situation board, the crucial situation reports and damage assessment information.
  - 6. In preparation of the Incident Action Plan, analyze the situation reports and prepare an overall situation report. The report should contain the following information:
    - a. Date of time of emergency
    - b. Type, response level, and location
    - c. Specific area affected (including number of people)
    - d. Number of injured (estimated)
    - e. Number of dead (estimated)
    - f. Extent of damage (estimated)
    - g. Damage or loss of municipal response equipment

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- h. Roads closed
  - i. States of emergency declared
  - j. Emergency order issued
  - k. Mutual aid called upon
  - l. Major actions taken
- 7. Provide the report to the EOC Manager, who reports to the City Manager and the County Emergency Management Office.
- 8. Based upon the report, conduct regular briefings to the Command and Operations Section.
- 9. Prepare and provide follow-up situation reports on a regularly scheduled basis to the City Manager and Emergency Manager.
- 10. Maintain an event log to include all pertinent disaster-related information.

**VI. Security**

- A. Internal security at the EOC will be provided by the City Police Department during a Level 2 and Level 3 emergency or disaster; during a Level 1 emergency, any security requirements will be provided as deemed necessary.
- B. All persons entering and exiting the EOC will be required to check in at the security desk, located near the main entrance.
- C. All emergency personnel will be issued a pass to be worn at all times while in the EOC.
  - 1. Passes shall be kept in the EOC for use by the Police Department.
- D. Anyone seen in the EOC without a visible pass will be approached by the Police Department and dealt with appropriately.
- E. Temporary passes will be returned to the security desk when departing from the premises.



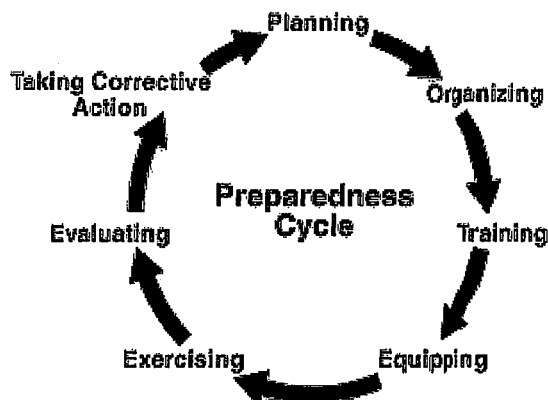
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***Section XIII – Training of Personnel***

**Training of City Personnel**

Each city department, organization or agency that participates in emergency management response and activities for the City of Batavia has the responsibility to promote and take part in training that will assure effective implementation of the policies and provisions of this plan.

**Emergency Preparedness Training Cycle**



Emergency preparedness related training is sponsored and/or conducted using the opportunities and resources available among the following agencies and is coordinated with the City of Batavia Fire Department (Emergency Manager).

- City of Batavia Department of Human Resource
- City of Batavia Fire Department
- City of Batavia Police Department
- Genesee County Emergency Management Office
- Genesee County 911 Center
- Local EMS (Mercy)
- The American Red Cross
- Salvation Army
- NYS Office of Emergency Management (NYSOEM)
- NYS Office of Fire Prevention and Control (OFPC)
- NYS Department of Health (NYSDOH)
- NY State Police
- NYS Homeland Security and Emergency Services
- NYS Department of Environmental Conservation
- NYS Department of Transportation
- Federal Emergency Management Agency (FEMA)

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Regular training programs and opportunities offered locally or in the state focus on the following emergency management topics or skills, but other training programs are available to address special training needs and related priorities.

**National Incident Management System (NIMS) Training**

Homeland Security Presidential Directive (HSPD-5) *Management of Domestic Incidents* calls for the establishment of a single, comprehensive national incident management system. This policy has been further endorsed by the State of New York in Executive Order 26.1. The National Incident Management System (NIMS) provides a systematic and cooperative approach to guide departments and agencies at all levels of government, as well as the private sector and other support organizations, in responding to emergency incidents and protecting life, property and the environment.

The above directives and endorsements require that all local governments and emergency response organizations in the City of Batavia comply with NIMS implementation efforts, which includes participation in Incident Command System (ICS) training and application of the ICS system in an emergency.

The City of Batavia Fire Department has the responsibility to coordinate NIMS training programs for City personnel as designated by the City Manager and Emergency Manager. All City departments assigned to emergency functions are responsible for participating or developing an in-house training capability so that they can further train personnel in their duties and procedures, as personnel are assigned to additional or advanced response duties.

Further information regarding ICS training and guidance regarding the types of ICS training that apply to your department and personnel are located at the end of this document by department or can be obtained from the City of Batavia Fire Department.

Based on the management or emergency response roles of city personnel and emergency responders training typically follows the ICS courses when determining the kinds of training their staff will need to meet NIMS requirements.

**City of Batavia Required ICS Training**

The following policy pertains to Federal and Incident Management Training Requirements, as well as developing Personnel Preparedness for the City of Batavia and its employees.

**Who:**

**ALL** City of Batavia Employees. **All newly hired employees** are required to take the required courses, based on the position held, within six (6) months of employment. Current employees, if they have not already done so, are required to take the training as instructed by the fire Chief/Emergency Manager as outlined in this Policy Statement.

## **CITY OF BATAVIA, NEW YORK COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**

### **Why:**

**Homeland Security Presidential Directive (HSPD)-5 Management of Domestic Incidents:**

HSPD-5 was issued by President Bush on February 28, 2003, to improve management of domestic incidents by establishing a single, comprehensive **national incident management system**. The Homeland Security Act of 2002, created the Department of Homeland Security (DHS) and assigned the Secretary of Homeland Security responsibility for coordinating federal emergency operations within the United States. Federal emergency operations include preparing for, responding to, and recovering from terrorist attacks, major disasters, and other emergencies. DHS coordinates federal resources when any one of several conditions occurs:

1. a federal department or agency requests their assistance
2. The resources of state and local authorities are overwhelmed and they request federal assistance
3. More than one federal department or agency is substantially involved in responding to an incident
4. The President directs the Secretary to assume responsibility for managing the domestic incident.

HSPD-5 also recognizes the role that state, tribal, and local governments; nongovernmental organizations; and the private sector play in managing incidents. Initial responsibility for managing domestic incidents generally falls on local and state authorities. When their resources are overwhelmed, or when federal property is involved, the federal government provides assistance.

In order to provide a consistent, coordinated, nation-wide approach for emergency operations across all levels of government, HSPD-5 directed DHS to develop and administer a **National Incident Management System (NIMS)** and a **National Response Plan**. Together, NIMS and the NRP provide an approach for federal, state, and local governments to effectively prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

**What:** City-wide National Incident Management System (NIMS) Program

**Where:** Online Training OR Class room instruction.

**When:** New hires within 6 months of hire; all employees must receive the training.

**Why:** The City of Batavia participates in the NIMS and ICS Training Programs. This participation aids city employees in being properly trained with the same training program as other local municipalities in Genesee County, the State of New York, and on a National level.

**100%** employee compliance assists the City with obtaining available grant funding, and other opportunities for resources, etc.

### **Initial and Refresher Training**

Initial training is required to ensure that essential knowledge and skills are obtained for familiarity in

operating within the Incident Command System. Refresher training is recommended, especially for personnel who are not regularly involved in operating within the Incident Command System.

### Training Requirements Key:

- ## City Hall

[illegible]

# CITY OF BATAVIA, NEW YORK

## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

### Department of Public Works

Department of Public Works and Inspection				All City Employees				Senior Staff	Senior Staff, Mid-level Mgmt, 1st Line Supervisors	NIMS Component and Subcomponent - Job Specific Training				ICS Position Specific Courses								OSHA Annual Required Training									
Status	Dept	Name	Title	IS-100.b	IS-100PWb	IS-100 Lab	IS-700a	IS-800.B	IS-22	NIMS Executive Workshop	ICS-200	ICS-300	ICS-400	IS-701	IS-702	IS-703	IS-704	IS-705	IS-706	IS-707	P-400	P-402	P-403	P-404	P-430	P-440	P-450	P-460	P-480	1815.120	1815.125
Department of Public Works																															
FT	NON UNION/CITY	VACANT	Director of Public Works	X																											
FT	CSEA	Janice Smith	Admin. Assistant																												
Bureau of Inspection																															
FT	CSEA	Ronald Panek	Code Enforcement Officer																												
FT	CSEA	Douglas Randall	Code Enforcement Officer																												
FT	CSEA	Meg Chilano	Clerk Typist																												
FT	CSEA	Jimmy Sheflin	Code Enforcement Officer/ Parking	X																											

### Bureau of Maintenance:

Bureau of Maintenance				All City Employees					Senior Staff, Mid-level Mngt, 1st Line Supervisors	NIMS Component and Subcomponent - Job Specific Training					ICS Position Specific Courses					OSHA Annual Required Training												
Status	Dept	Name	Title	IS-100.b	IS-100PWb	IS-100 Lab	IS-700a	IS-800.B	IS-22	NIMS Executive Workshop	ICS-200	ICS-300	ICS-400	IS-701	IS-702	IS-703	IS-704	IS-705	IS-706	IS-707	P-400	P-402	P-403	P-404	P-430	P-440	P-450	P-460	P-480	1815.120	1815.125	
FT	NON UNION/CITY	Raymond Tourt	Superintendent public works	X																												
FT	CSEA	Laura Amis	Sr. Clerk Typist	X																												
FT	CSEA	Scott Allen	Auto Mech. Supervisor	X																												
FT	CSEA	Jimmy Ficarella	Public Works Supervisor	X																												
FT	CSEA	Brett Stevenson	Public Works Supervisor	X																												
FT	AFSCME-Maintenance	Christopher Avino	Heavy Equipment Operator - BOM	X																												
FT	AFSCME-Maintenance	Jerry Guliste	Heavy Equipment Operator - BOM	X																												
FT	AFSCME-Maintenance	Richard Lavrincik	Heavy Equipment Operator - BOM	X																												
FT	AFSCME-Maintenance	James Lawson	Heavy Equipment Operator - BOM	X																												
FT	AFSCME-Maintenance	Rod Martin	Heavy Equipment Operator - BOM	X																												
FT	AFSCME-Maintenance	Ciro Matarazzo	Heavy Equipment Operator - BOM	X																												
FT	AFSCME-Maintenance	Brian Metz	Heavy Equipment Operator - BOM	X																												
FT	AFSCME-Maintenance	Peter Pahula	Heavy Equipment Operator - BOM	X																												
FT	AFSCME-Maintenance	Gary Raphael	Heavy Equipment Operator - BOM	X																												
FT	AFSCME-Maintenance	Richard Reeves	Heavy Equipment Operator - BOM	X																												
FT	AFSCME-Maintenance	Brett Stevenson	Heavy Equipment Operator - BOM	X																												
FT	AFSCME-Maintenance	Shawn McAllister	Heavy Equipment Operator - BOM																													
FT	AFSCME-Maintenance	Kevin Hamilton	Heavy Equipment Operator - BOM																													
FT	AFSCME-Maintenance	Zachary Alwardt	Heavy Equipment Operator - BOM																													
FT	AFSCME-Maintenance	Joseph Selapack	Heavy Equipment Operator - BOM																													
FT	AFSCME-Maintenance	Shawn Easton	Laborer																													
FT	AFSCME-Maintenance	Thomas Garlock	Laborer																													
FT	AFSCME-Maintenance	Craig Ruston	Auto Mechanic																													
FT	AFSCME-Maintenance	Mark Mayeu	Auto Mechanic																													
FT	AFSCME-Maintenance	Ronald Richards	Auto Mechanic																													
PT	Recycling attendant	Edward LaValley	PT Recycling Attendant																													
PT	Recycling attendant	Greg Steele	PT Recycling Attendant																													

# CITY OF BATAVIA, NEW YORK

## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

### Bureau of Water & Waste Water:

Bureau of Water & Waste Water				All City Employees				Senior Staff, Mid-Level Mgt., 1st Line Supervisors	NIMS Component and Subcomponent - Job Specific Training				ICS Position Specific Courses						OSHA Annual Required Training													
Status	Dept	Name	Title	IS-100.b	IS-100PW/b	IS-100 Lab	IS-700a	IS-800.B	IS-22	NIMS Executive Workshop	ICS-200	ICS-300	ICS-400	IS-701	IS-702	IS-703	IS-704	IS-705	IS-706	IS-707	P-400	P-402	P-403	P-404	P-430	P-440	P-450	P-460	1910.120	1910.1203		
Bureau of Water & Waste Water																																
FT	NON UNION/CITY	Matthew Worth	Supr. Water and W/Water	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	CSEA	William Jeffrey Davis	Supervisor Water and W/Water	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	CSEA	Eric Volk	Chief Waste Water	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	CSEA	Charles Nellans	Chief Water Operator	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	AFSCME-Water/Was	Thomas Meyer	Electrician	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	AFSCME-Water/Was	Peter Gravano	Sen. WS Maintenance Mech.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	AFSCME-Water/Was	John Senko	Wastewater Treatment Operator	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	AFSCME-Water/Was	Kevin Volk	Wastewater Treatment Operator	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	AFSCME-Water/Was	David Petersen	Wastewater Treatment Operator	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	AFSCME-Water/Was	David Colantonio	Water Treatment Plant Operator	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	AFSCME-Water/Was	Nicholas Colantonio	Water Treatment Plant Operator	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	AFSCME-Water/Was	Joseph Kozio	Water Treatment Plant Operator	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	AFSCME-Water/Was	Robert Shawn Bigsby	Water Treatment Plant Operator	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	AFSCME-Water/Was	Nelson Weibel	Water Treatment Plant Operator	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	AFSCME-Water/Was	Keith Worthington	Water Treatment Plant Operator	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	AFSCME-Water/Was	Michael Ficarella	WS Maintenance Worker	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	AFSCME-Water/Was	Douglas Houseknecht	WS Maintenance Worker	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	AFSCME-Water/Was	David Mosicki	WS Maintenance Worker	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	AFSCME-Water/Was	Justin Euren	WS Maintenance Worker	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	AFSCME-Water/Was	Jonathan Cervone	Building Maintenance Worker	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

### Police Department

Police Department				All City Employees				Senior Staff, Mid-level Mgt., 1st Line Supervisors	NIMS Component and Subcomponent - Job Specific Training	ICS Position Specific Courses										OSHA Annual Required Training														
Status	Dept	Name	Title	IS-100.b	IS-100 Lab	IS-100PW/b	IS-700a	IS-800.B	IS-22	NIMS Executive Workshop	ICS-200	ICS-300	ICS-400	IS-701	IS-702	IS-703	IS-704	IS-705	IS-706	IS-707	P-400	P-402	P-403	P-404	P-430	P-440	P-450	P-460	P-480	1910.200	1910.220	1910.228	1910.230	
FT	NON UNION/CITY	Shawn Huebusch	Police Chief	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	NON UNION/CITY	Robert Yeager	Deputy Chief	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Daniel Coffey	Sergeant	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Matthew Luley	Sergeant	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Christopher Camp	Sergeant	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Eric Bolles	Sergeant	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Todd Crossett	Detective Sergeant	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Kevin Czora	Police Detective	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Paul Caffo	Police Detective	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Thad Mart	Police Detective	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Richard Schauf	Police Detective Youth	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Eric Hill	Police Detective Youth	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Jason Davis	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Kevin DeFelice	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	James DeFreze	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Vacancy	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Jason Wilson	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Frank Kimjack	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Marc Lawrence	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Darryle Streeter	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Christopher Lindsay	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Jamie Givens	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Chad Richards	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Felicia De Groot	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Mitchell Cowen	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Peter Flanagan	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Eric Fodis	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Stephen Cronmiller	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Nadim Catovic	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Devon Rahula	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Matt Wolaczek	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	CSEA	Karen Benedict	Clerk Typist	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	CSEA	Celeste Sirzelecki	Clerk Typist	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Youth Bureau																																		
FT	CSEA	Toni Funke	Youth Bureau coordinator	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	CSEA	Lydia Schauf	Youth Center Program Asst.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

# CITY OF BATAVIA, NEW YORK COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

## Fire Department

Fire Department				All City Employees				Senior Staff, Mid-level Mgmt, 1st Line Supervisors	NIMS Core/Component and Subcomponent - Job Specific Training				ICS Position Specific Courses										OSHA Annual Required Training									
Status	Dept	Name	Title	IS-100.b	IS-100PWB	IS-100 Lab	IS-700a	IS-800.LB	IS-22	NIMS Executive Workshop	ICS-200	ICS-300	ICS-400	IS-701	IS-702	IS-703	IS-704	IS-705	IS-706	IS-707	P-400	P-402	P-403	P-404	P-430	P-440	P-450	P-460	P-480	1910.1200	1910.1330	
FT	NON UNION/CITY	James Maxwell	Fire Chief	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF	Craig Williams	Fire Department Captain	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF		Fire Department Captain	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF	Gregory Shilvock	Fire Department Captain	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF	Daniel Herberger	Fire Department Captain	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF	Marlin Hinz	Fire Dept. Lieutenant	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF	Jeffery Whitcombe	Fire Dept. Lieutenant	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF	David Green	Fire Dept. Lieutenant	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF	Robert Fix	Fire Dept. Lieutenant	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF	David Adams	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF	Douglas Cecere	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF	Thomas Douglas	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF	Charles Hammon	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF	Gregory Ireland	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF	Anne Kleinbach	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF	Michael Morris	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF	Mark Sachell	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF	Arthur Smith	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF	Richard Stefani	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF	Timothy Stengel	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF	Jeffery Stevens	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF	Robert Tedford	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF	Jerome Yoder	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF	Michael Dorgan	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF	Collin Byrne	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF	Ryan Hendershott	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF	James Cali	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF	Christopher Morasco	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF	Adam Palumbo	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF	Ryan Barber	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF	Christina Marinaccio	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF	Nathan Kinne	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF	Ryan Whitcombe	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF	Zech Gowanlock	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF		Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF		Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF		Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	CSEA	Patty Palmer	Sr. Clerk Typist	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

## ICS Courses and Method of Training

Course #	Course Title / Description	Method of Training	
IS & ICS Courses		On-Line	Class Room
IS-700	National Incident Management System (NIMS) an Introduction	Y	N
IS-800	National Response Framework (NRF), an Introduction	Y	N
IS-22	Are you Ready!	Y	N
ICS-100	Introduction to the Incident Command System	Y	Y
ICS-100LEb	Introduction to the Incident Command System for Law Enforcement	Y	N
ICS-100PWB	Introduction to the Incident Command System for Public Works Personnel	Y	N
ICS-200	ICS for Single Resources and Initial Action Incidents	Y	Y
ICS-300	Intermediate ICS	N	Y
ICS-400	Advanced ICS	N	Y

**CITY OF BATAVIA, NEW YORK  
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**

NIMS Component and Subcomponent Training		On-Line	Class Room
	NIMS Executive Workshop for Elected Officials	N	Y
IS-701	NIMS Multiagency Coordination System	Y	N
IS-702	NIMS Public Information Systems	Y	N
IS-703	NIMS Resource Management	Y	N
IS-704	NIMS Communication and Information Management	Y	N
IS-705	NIMS Preparedness <i>(not yet available)</i>	N	N
IS-706	NIMS Intrastate Mutual Aid, An Introduction	Y	N
IS-707	NIMS Resource Typing <i>(not yet available)</i>	N	N

ICS Position Specific Courses		On-Line	Class Room
P-400	All Hazards Incident Commander	N	Y
P-402	All Hazards Liaison Officer	N	Y
P-403	All Hazards Public Information Officer	N	Y
P-404	All Hazards Safety Officer	N	Y
P-430	All Hazards Operations Section Chief	N	Y
P-440	All Hazards Planning Section Chief	N	Y
P-450	All Hazards Logistics Section Chief	N	Y
P-460	All Hazards Finance Section Chief	N	Y
P-480	All Hazards Information and Intelligence Function	N	Y

### **On-Line Course Registration**

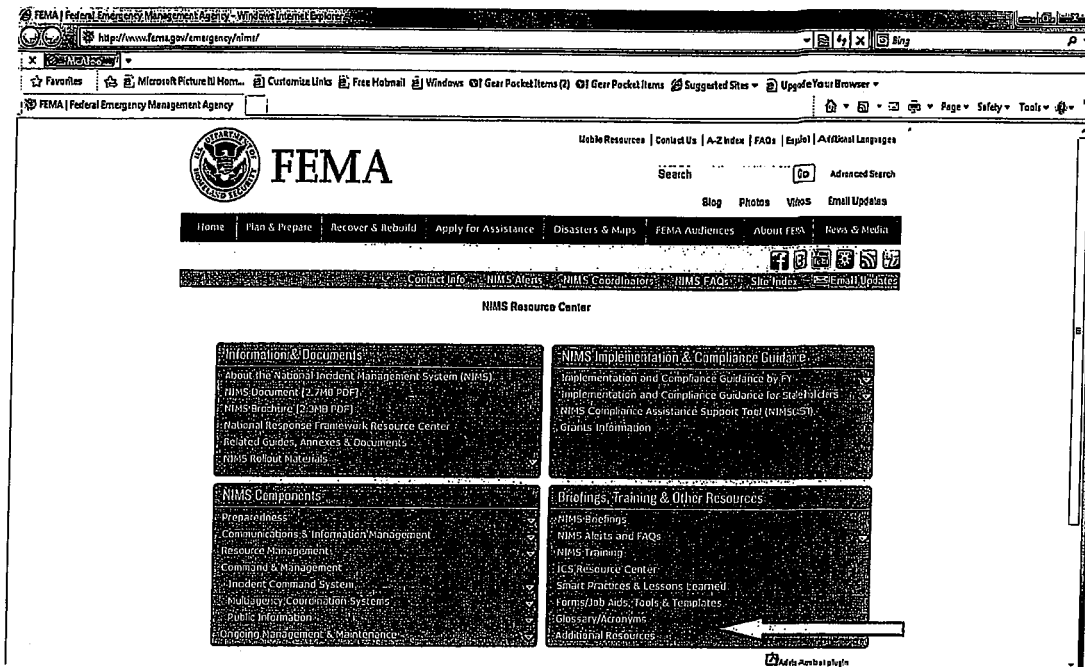
#### **How:**

**Step one:** Go to <http://www.fema.gov/emergency/nims/>. Step by step instructions are provided for your use in accessing the training required. When you log on to the website <http://www.fema.gov/emergency/nims/>, you will enter the FEMA NIMS Resource Center. You are encouraged to navigate this site to learn more about the NIMS Program.



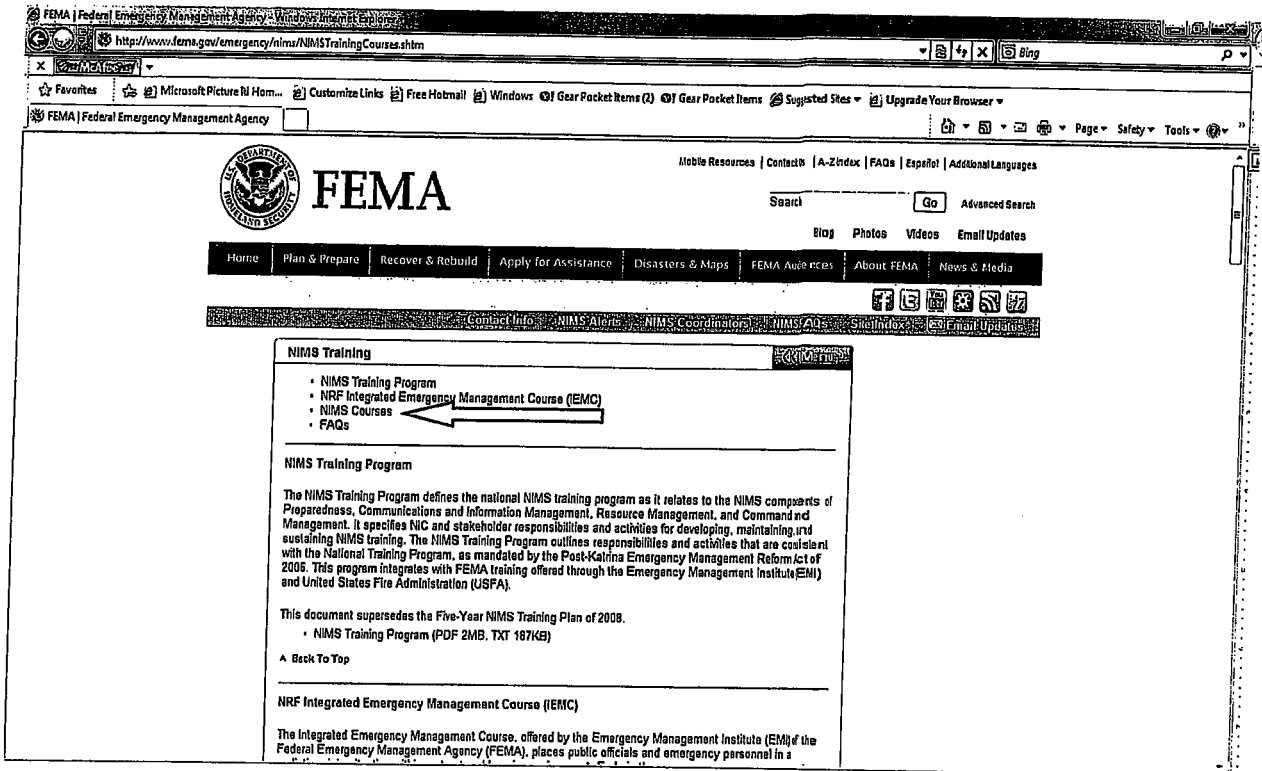
# CITY OF BATAVIA, NEW YORK COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

Step two: Click on “NIMS Training”



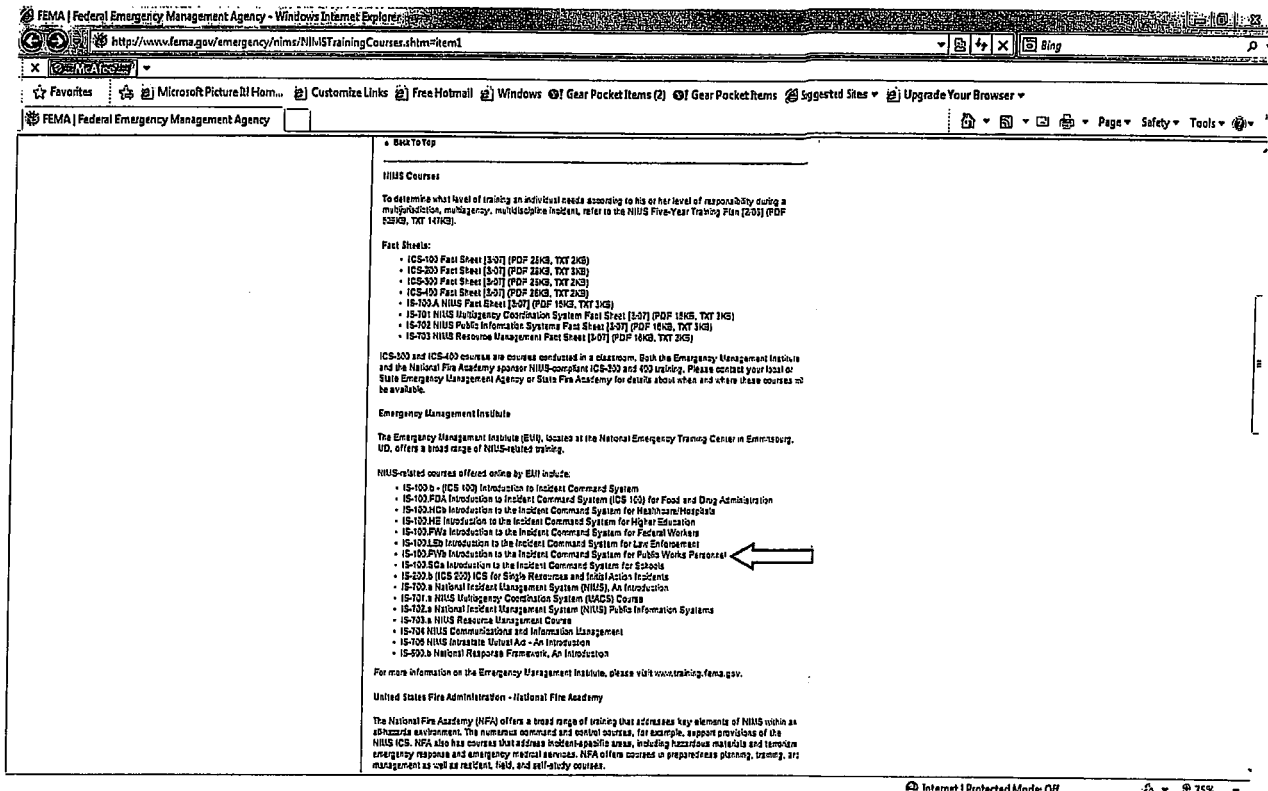
# CITY OF BATAVIA, NEW YORK COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

Step three: Click on "NIMS Courses".



# CITY OF BATAVIA, NEW YORK COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

**Step four:** Select the course you are required to take and click on the link. For example, to take the IS-100PWb course, click on the course titled IS-100.PWb Introduction to the Incident Command System for Public Works Personnel



**Step five:** Once you click on the above referenced course, you will find three options on the right side of this site.

The First Section Titled "Take this Course" is the interactive EMI Learning Site. Click on this to take the course you selected on the previous screen.

The Second Section Titled "Downloads for Classroom" are useful study materials. Click on this to take you to course study materials.

The Third Section Titled "Take Final Exam" is for you to complete the required exam. Click on this link to take the final exam for the course you selected previously.

When you start the exam, follow the instructions. When you have successfully completed the exam, you will receive a certificate via the email system. When prompted to do so, make sure you provide a City email address to receive your certificate. **Once you receive your certificate please forward a copy to your Department Manager the Fire Chief, and Human Resources.** The copy of your certificate will be maintained in your City of Batavia Personnel File.

**CITY OF BATAVIA, NEW YORK**  
**COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**

It is important to remember that if you transfer to a different position within the City of Batavia, please check with your supervisor to make sure you take any additional courses if required.

**Future Use:**

You may follow the steps in this “**How To**” section of the Employee Emergency Response Manual. You are strongly encouraged to visit this site whenever you feel that you need to refresh your skills and knowledge. This online learning tool provides valuable training in the event it is required to do your job

**#47-2015**  
**A RESOLUTION AWARDING A PURCHASE CONTRACT FOR THERMAL  
IMAGING CAMERAS**

**Motion of Councilperson**

**WHEREAS**, the City has advertised for competitive, sealed bids for the purchase of thermal imaging cameras used for structural interior firefighting operations; and

**WHEREAS**, two (2) companies submitted bids, and one (1) low bidder was identified for the purchase of thermal imaging cameras; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Council of the City of Batavia that the contract be awarded to the lowest responsible bidder hereinafter identified.

<b>Company Name</b>	<b>Bid Amount</b>
Municipal Emergency Services	\$11,445.00
DiVal Safety & Supplies	\$12,656.25

**Seconded by Councilperson  
and on roll call**

**#48-2015**

**A RESOLUTION CLASSIFYING THE 2014 CDBG MICROENTERPRISE  
ASSISTANCE GRANT AS A TYPE II ACTION UNDER THE STATE  
ENVIRONMENTAL QUALITY REVIEW ACT (SEQR)**

**Motion of Councilperson**

**WHEREAS**, that in accordance with the National Environmental Policy Review Act (NEPA) and the New York State Environmental Quality Review Act (SEQR), the City Council of the City of Batavia hereby designates itself to serve as lead agency to coordinate the environmental review of the provision of Microenterprise Assistance Program; and

**WHEREAS**, in its capacity as lead agency, the City Council has caused to be prepared as environmental assessment of the significance of and potential environmental impact of this project; and

**WHEREAS**; the City Council hereby accepts the environmental assessment of the project, prepared by LaBella Associates, D.P.C.; and

**WHEREAS**, the City Council further declares that, based on the environmental assessment which has been prepared, it finds that the project is exempt (Type II Action) under SEQR and categorically excluded under the National Environmental Policy Act (NEPA); and

**NOW THEREFORE, BE IT RESOLVED THAT**, the City Council has determined that an Environmental Impact Statement will not be required and the environmental review process is hereby concluded.

**Seconded by Councilperson  
and on roll call**

**#49-2015**

**A RESOLUTION AMENDING THE VACATION POLICY FOR NON-UNION  
EMPLOYEES**

**Motion of councilperson**

**WHEREAS**, the City Council of the City of Batavia wishes to amend the current vacation policy for its non-union City employees to provide adequate time off for non-union employees, recruitment of new employees and consistency with other employers; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Batavia, that the following policy is hereby adopted for all non-union City employees:

Increments: Employees shall be eligible for a vacation increment during the calendar year in which they reach the service time requirements for each of the increments or, provided that at the time of hire, the City Manager may give credit for previous experience in setting the vacation increment.

New Employees: New employees must complete 6 months of continuous service before one week of vacation leave shall be granted. After satisfying the initial 12 months of continuous service, the employee shall become eligible for vacation pursuant to the Increments section of this policy.

**Seconded by Councilperson  
and on roll call**

**#50-2015**

**A RESOLUTION SETTING FORTH CERTAIN REQUIRED FINDINGS OF FACT AND  
AUTHORIZING AN INSTALLMENT PURCHASE CONTRACT TANDEM AXLE DUMP  
TRUCK WITH DUMP BODY AND PLOW PACKAGE FOR USE IN THE CITY'S  
DEPARTMENT OF PUBLIC WORKS AT A MAXIMUM ESTIMATED COST OF \$225,000  
Motion of Councilperson**

**WHEREAS**, the City Manager of the City has evaluated, in cooperation with the City's professional financial advisors, the advantages and disadvantages of lease/purchase financing as compared to the most similar type of financing available to the City under the Local Finance Law to purchase one (1) Navistar 7600 series 4X6 cab and chassis up fit to a dump truck with snow plow and deicing equipment as provided by TENCO; and

**WHEREAS**, such officials have determined that lease/purchase financing through US Bancorp Government Leasing and Finance, Inc. presents the most attractive long-term option for the City under these circumstances, in that the City would be able to obtain an attractive fixed interest rate for the duration of the financing of the vehicle and associated equipment, without having to incur the annual expenses (and interest rate fluctuation risk) associated with the annual renewal of bond anticipation notes; and

**WHEREAS**, a determination as to the most advantageous method of long term financing under prevailing market conditions is set forth in the written analysis prepared by Municipal Solutions, Inc., in its capacity as financial advisor to the City for this transaction, which analysis is attached hereto as Schedule A; and

**WHEREAS**, Section 109(b) of the General Municipal Law of New York (the "Statute") authorizes a City to enter into an installment purchase contract (whether in the form of a lease/purchase agreement, installment sale agreement or other similar agreement) providing for periodic payments by the City for the purpose of financing equipment, machinery or apparatus; and

**WHEREAS**, the lease/purchase proposal from US Bancorp Government Leasing and Finance, Inc. (the essential terms of which are described in the lease proposal letter from US Bancorp Government Leasing and Finance, Inc., dated May 14, 2015, a copy of which is attached hereto as Schedule B) was judged by the City Manager and the City's professional advisors to be the most advantageous to the City, allowing the City to acquire the vehicle and associated equipment at the lowest total cost and under the most favorable arrangements; and

**WHEREAS**, under the terms of the Statute, the express written approval of the City Council of the City (the "Council") is a prerequisite to the entry by the City into any such lease/purchase arrangements; and

**WHEREAS**, the City is willing to proceed with this stated manner of financing of the Vehicle and associated Equipment, and is prepared to grant such approval; and



**NOW, THEREFORE, BE IT RESOLVED**, that the Council, acting on the basis of (i) the analysis of Municipal Solutions, Inc., dated May 15, 2015 and attached hereto as Schedule A, and (ii) the lease proposal from US Bancorp Government Leasing and Finance, Inc., dated May 14, 2015 and attached hereto as Schedule B (the "Proposal Letter"), hereby authorizes and approves in all respects the entry by the City into lease/purchase financing arrangements with US Bancorp Government Leasing and Finance, Inc. in the amount of \$182,210, for a 7-year term, under the interest rate arrangements as set forth in the Proposal Letter, and otherwise on the general terms and pursuant to the documents described in the Proposal Letter, subject to final review and approval by appropriate City officials and by the City's legal counsel, for the financing of the City's acquisition of the Vehicle and associated Equipment, all pursuant to the provisions of Section 109(b) of the Statute; and be it further

**BE IT FURTHER RESOLVED**, that Council approves of the financing documents for such transaction (including, without limitation, the documents generally described in or contemplated by the Proposal Letter) (collectively, the "Documents"), and authorizes and directs the City's execution, delivery and performance of the Documents subject to the provisions of Section 109(b) of the General Municipal Law of New York; and be it further

**BE IT FURTHER RESOLVED**, that the City Manager, as chief fiscal officer of the City, is hereby authorized and directed to execute and deliver the Documents (with such amendments, additions or alterations as may, in the discretion of the City Manager, be appropriate); and be it further

**BE IT FURTHER RESOLVED**, that the City Manager and other appropriate City officials are hereby authorized and directed to proceed with the implementation of all steps reasonably necessary and appropriate to allow for the City's entry into such described lease/purchase arrangements, so that the City's acquisition of the Vehicle and associated Equipment on financing terms satisfactory to the City may be expedited; and be it further

**BE IT FURTHER RESOLVED**, that this Resolution shall be effective immediately, and the City Clerk shall enter this resolution into the official minutes of the City Council of the City.

**Seconded by Councilperson**  
**And on roll call**

**SCHEDULE A**

**(ATTACH COPY OF ANALYSIS AND RECOMMENDATION, DATED MAY 15, 2015,  
FROM MUNICIPAL SOLUTIONS, INC.)**

**Batavia, C - Dump Truck & Equipment - 2015**

**7-Year Serial Bond**

ASSUMPTIONS:	Issue size:	\$182,210
	Est. Int. Rate:	2.500%

Fiscal Years	Principal Due June 1	Est. Int. Due June 1	Est. Int. Due December 1	Total Est. Int.	Total Prin & Int
2017	\$27,210	\$4,416.06	\$1,937.50	\$6,353.56	\$33,563.56
2018	25,000	1,937.50	1,625.00	3,562.50	28,562.50
2019	25,000	1,625.00	1,312.50	2,937.50	27,937.50
2020	25,000	1,312.50	1,000.00	2,312.50	27,312.50
2019	25,000	1,000.00	687.50	1,687.50	26,687.50
2020	25,000	687.50	375.00	1,062.50	26,062.50
2021	30,000	375.00	0.00	375.00	30,375.00
<b>TOTALS</b>	<b>\$182,210</b>	<b>\$11,354</b>	<b>\$6,938</b>	<b>\$18,291</b>	<b>\$200,501</b>

Assumptions:

Issue Bond on June 12, 2015

First Principal Due June 1, 2016

Cost of bond counsel services = \$3,500

Cost of financial advisor to market bond issue = \$1,900

Total Cost of Borrowing of Bond Issue

\$18,291 Interest Expense

5,400 Bond Counsel and Financial Advisor Fees

\$23,691 Total Cost of Bond borrowing.

**7-Year Municipal Lease Semi-Annual Payments**

ASSUMPTIONS:	Loan Amount	\$182,210
	Interest Rate:	2.2400%

<u>Payment Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Payment</u>
6/1/2016	\$10,188.58	\$4,104.36	\$14,292.94
12/1/2016	12,366	1,926.64	14,292.94
6/1/2017	12,505	1,788.14	14,292.94
12/1/2017	12,645	1,648.08	14,292.94
6/1/2018	12,786	1,506.46	14,292.94
12/1/2018	12,930	1,363.25	14,292.94
6/1/2019	13,075	1,218.44	14,292.94
12/1/2019	13,221	1,072.01	14,292.94
6/1/2020	13,369	923.93	14,292.94
12/1/2020	13,519	774.20	14,292.94
6/1/2021	13,670	622.79	14,292.94
12/1/2021	13,823	469.68	14,292.94
6/1/2022	13,978	314.86	14,292.94
12/1/2022	14,135	158.32	14,292.94
<b>TOTALS</b>	<b>182,210</b>	<b>17,891.16</b>	<b>200,101.16</b>

Assumptions:

Lease Dated June 12, 2015

First Principal and Interest Due June 1, 2016

Cost of local attorney's services = \$3,500

Cost of financial advisor to market lease = \$1,200

Total Cost of Municipal Lease

\$17,891 Interest Expense

4,700 Bond Counsel and Financial Advisor Fees

\$22,591 Total Cost of Lease

Total Cost of Bond @ 2.50%:	\$23,691
Total Cost of Lease @ 2.24%:	\$22,591
Savings of Lease vs. Bond:	<u>\$1,100</u>

**Recommendation: The City enter into the Lease Purchase Contract with USBancorp.**

**SCHEDULE B**

**(ATTACH COPY OF LEASE PROPOSAL LETTER,  
DATED MAY 14, 2015, FROM US BANCORP GOVERNMENT LEASING AND FINANCE,  
INC.)**



All of **us** serving you®

## Government Leasing and Finance

May 14, 2015  
City of Batavia, NY

At your request, U.S. Bancorp Government Leasing and Finance, Inc. ("USBGLF") has prepared for your consideration the following proposal for financing ("Proposal"). This is only a proposal and does not represent a commitment by U.S. Bancorp Government Leasing and Finance, Inc.

Interest Rate:	See Attached Amortization Schedules
Prepayment:	103% of outstanding balance on any payment date
Rate Expiration:	July 11, 2015
Opinions:	The Borrower will provide a validity opinion
Amortization Schedule:	Attached
Escrow:	Funds will be deposited into a no fee U.S. Bank N.A. escrow account at closing

The Lease will be structured as a tax-exempt installment financing agreement, with title in the Borrower's name and USBGLF holding a security interest in the equipment during the term. The financing is "triple-net" with the Borrower responsible for taxes, maintenance and insurance. Documentation will be provided by USBGLF, including (i) standard representations, warranties and covenants by the Borrower pertaining to the accuracy of information, organization, authority, essential use, compliance with laws, pending legal action, location and use of collateral, insurance, financial reporting and financial covenants; and (ii) standard USBGLF provisions pertaining to events of default and remedies available upon default. This offer is subject to the execution of all documentation by the Borrower within a reasonable time and in form and substance acceptable to Borrower, USBGLF and USBGLF's counsel, including terms and conditions not outlined in this Proposal.

This Proposal is conditioned on there being no material adverse change in the financial condition of the Borrower. Additionally, the terms and conditions outlined herein are subject to final review and approval (including collateral and essential use review) by USBGLF's business, legal, credit, and equipment risk management personnel. If you would like to proceed, please complete the Essential Use Application and return along with a link to your 3 most recent Comprehensive Annual Financial Reports.

Thank you for the opportunity to present this proposal. Other financing options are available on request.

Sincerely,

Lyn Nita  
Vice President  
Direct (908)894-5520  
[Lyn.nita@usbank.com](mailto:Lyn.nita@usbank.com)

[usbank.com](http://usbank.com)

**Quote/Bid Proposal Form:**

**City of Batavia, Genesee County, New York  
\$182,210 Installment Purchase Contract (Lease/Purchase) Financing  
for the Acquisition of a Tandem Axle Dump Truck and Related Equipment**

Jason Molino, City Manager / Lisa Neary, Deputy Dir. of Finance  
City of Batavia

Phone Number: (585) 345-6330

Fax Bid: (585) 343-8182

Email Bid: [jmolino@bataviacity.org](mailto:jmolino@bataviacity.org)  
& [lneary@bataviacity.org](mailto:lneary@bataviacity.org)

Maggie Smith, Associate

Municipal Solutions, Inc.

Phone Number: (585) 768-2136

Fax Bid: (585) 768-2133

Email Bid:

[maggie.smith@bataviacity.org](mailto:maggie.smith@bataviacity.org)

Lessor/Agent: US Bank Government Leasing & Finance Inc.

Address: 10 Small Rock Lane  
Lima, OH 45801

Phone Number: 915 844-5520 Fax Number: 616 797-3963

E-mail Address: lyn@usbank.com

Contact Person: Lyn Kitz Title: Vice President

Signature: [Signature] Date: 5/14/15

Repayment Schedule	Interest Rate	% of 5-Year Swap Rate Week Ending 5/1/2015*	Equal Payment Amounts	Total Payments
5 Years / Quarterly	1.94%	122.78%	9,731.65	194,433.00
5 Years / Semi-Annual	1.96%	124.65%	19,465.81	194,658.10
7 Years / Quarterly	2.22%	119.35%	7,162.17	360,540.00
7 Years / Semi-Annual	2.24%	126.43%	14,324.34	366,101.10

**Please attach a payment schedule(s) with your quote.**

Upon verbal or written notification of successful bid award, the successful bidder shall be required to promptly deliver the proposed forms of the leasing documents to both the City, at the above address, and to the City's Attorney at:

James Coniglio, Esq.,  
Underberg & Kessler, LLP  
300 Bausch and Lomb Place  
Rochester, NY 14604  
Phone: (585) 258-2856; Fax (585) 258-2821  
E-mail: [jconiglio@ukllp.com](mailto:jconiglio@ukllp.com)

\* Available at <http://www.fitchratings.com/webcontent/swaprates.pdf>

City of Batavia, NY

Compound Period ..... : Quarterly

Nominal Annual Rate .... : 1.940 %

## CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Loan	06/01/2015	182,210.00	1		
2 Payment	06/01/2016	9,721.65	20	Quarterly	03/01/2021

## AMORTIZATION SCHEDULE - Normal Amortization

Date	Payment	Interest	Principal	Balance
Loan 06/01/2015				182,210.00
2015 Totals	0.00	0.00	0.00	
1 06/01/2016	9,721.65	3,560.67	6,160.98	176,049.02
2 09/01/2016	9,721.65	853.84	8,867.81	167,181.21
3 12/01/2016	9,721.65	810.83	8,910.82	158,270.39
2016 Totals	29,164.95	5,225.34	23,939.61	
4 03/01/2017	9,721.65	767.61	8,954.04	149,316.35
5 06/01/2017	9,721.65	724.18	8,997.47	140,318.88
6 09/01/2017	9,721.65	680.55	9,041.10	131,277.78
7 12/01/2017	9,721.65	636.70	9,084.95	122,192.83
2017 Totals	38,886.60	2,809.04	36,077.56	
8 03/01/2018	9,721.65	592.64	9,129.01	113,063.82
9 06/01/2018	9,721.65	548.36	9,173.29	103,890.53
10 09/01/2018	9,721.65	503.87	9,217.78	94,672.75
11 12/01/2018	9,721.65	459.16	9,262.49	85,410.26
2018 Totals	38,886.60	2,104.03	36,782.57	
12 03/01/2019	9,721.65	414.24	9,307.41	76,102.85
13 06/01/2019	9,721.65	369.10	9,352.55	66,750.30
14 09/01/2019	9,721.65	323.74	9,397.91	57,352.39
15 12/01/2019	9,721.65	278.16	9,443.49	47,908.90
2019 Totals	38,886.60	1,385.24	37,501.36	
16 03/01/2020	9,721.65	232.36	9,489.29	38,419.61
17 06/01/2020	9,721.65	186.34	9,535.31	28,884.30
18 09/01/2020	9,721.65	140.09	9,581.56	19,302.74
19 12/01/2020	9,721.65	93.62	9,628.03	9,674.71
2020 Totals	38,886.60	652.41	38,234.19	
20 03/01/2021	9,721.65	46.94	9,674.71	0.00
2021 Totals	9,721.65	46.94	9,674.71	
Grand Totals	194,433.00	12,223.00	182,210.00	

## City of Batavia, NY

Compound Period ..... : Semiannual

Nominal Annual Rate .... : 1.960 %

## CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Loan	06/01/2015	182,210.00	1		
2 Payment	06/01/2016	19,405.81	10	Semiannual	12/01/2020

## AMORTIZATION SCHEDULE - Normal Amortization

Date	Payment	Interest	Principal	Balance
Loan 06/01/2015				182,210.00
2015 Totals	0.00	0.00	0.00	
1 06/01/2016	19,405.81	3,588.82	15,816.99	166,393.01
2 12/01/2016	19,405.81	1,630.65	17,775.16	148,617.85
2016 Totals	38,811.62	5,219.47	33,592.15	
3 06/01/2017	19,405.81	1,456.45	17,949.36	130,668.49
4 12/01/2017	19,405.81	1,280.55	18,125.26	112,543.23
2017 Totals	38,811.62	2,737.00	36,074.62	
5 06/01/2018	19,405.81	1,102.92	18,302.89	94,240.34
6 12/01/2018	19,405.81	923.56	18,482.25	75,758.09
2018 Totals	38,811.62	2,026.48	36,785.14	
7 06/01/2019	19,405.81	742.43	18,663.38	57,094.71
8 12/01/2019	19,405.81	559.53	18,846.28	38,248.43
2019 Totals	38,811.62	1,301.96	37,509.66	
9 06/01/2020	19,405.81	374.83	19,030.98	19,217.45
10 12/01/2020	19,405.81	188.36	19,217.45	0.00
2020 Totals	38,811.62	563.19	38,248.43	
Grand Totals	194,058.10	11,848.10	182,210.00	



City of Batavia, NY

Compound Period ..... : Quarterly

Nominal Annual Rate .... : 2.220 %

## CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Loan	06/01/2015	182,210.00	1		
2 Payment	06/01/2016	7,162.17	28	Quarterly	03/01/2023

## AMORTIZATION SCHEDULE - Normal Amortization

Date	Payment	Interest	Principal	Balance
Loan 06/01/2015				182,210.00
2015 Totals	0.00	0.00	0.00	
1 06/01/2016	7,162.17	4,078.86	3,083.31	179,126.69
2 09/01/2016	7,162.17	994.15	6,168.02	172,958.67
3 12/01/2016	7,162.17	959.92	6,202.25	166,756.42
2016 Totals	21,486.51	6,032.93	15,453.58	
4 03/01/2017	7,162.17	925.50	6,236.67	160,519.75
5 06/01/2017	7,162.17	890.88	6,271.29	154,248.46
6 09/01/2017	7,162.17	856.08	6,306.09	147,942.37
7 12/01/2017	7,162.17	821.08	6,341.09	141,601.28
2017 Totals	28,648.68	3,493.54	25,155.14	
8 03/01/2018	7,162.17	785.89	6,376.28	135,225.00
9 06/01/2018	7,162.17	750.50	6,411.67	128,813.33
10 09/01/2018	7,162.17	714.91	6,447.26	122,366.07
11 12/01/2018	7,162.17	679.13	6,483.04	115,883.03
2018 Totals	28,648.68	2,930.43	25,718.25	
12 03/01/2019	7,162.17	643.15	6,519.02	109,364.01
13 06/01/2019	7,162.17	606.97	6,555.20	102,808.81
14 09/01/2019	7,162.17	570.59	6,591.58	96,217.23
15 12/01/2019	7,162.17	534.01	6,628.16	89,589.07
2019 Totals	28,648.68	2,354.72	26,293.96	
16 03/01/2020	7,162.17	497.22	6,664.95	82,924.12
17 06/01/2020	7,162.17	460.23	6,701.94	76,222.18
18 09/01/2020	7,162.17	423.03	6,739.14	69,483.04
19 12/01/2020	7,162.17	385.63	6,776.54	62,706.50
2020 Totals	28,648.68	1,766.11	26,882.57	
20 03/01/2021	7,162.17	348.02	6,814.15	55,892.35
21 06/01/2021	7,162.17	310.20	6,851.97	49,040.38
22 09/01/2021	7,162.17	272.17	6,890.00	42,150.38
23 12/01/2021	7,162.17	233.93	6,928.24	35,222.14

## City of Batavia, NY

Date	Payment	Interest	Principal	Balance
2021 Totals	28,648.68	1,164.32	27,484.36	
24 03/01/2022	7,162.17	195.48	6,966.69	28,255.45
25 06/01/2022	7,162.17	156.82	7,005.35	21,250.10
26 09/01/2022	7,162.17	117.94	7,044.23	14,205.87
27 12/01/2022	7,162.17	78.84	7,083.33	7,122.54
2022 Totals	28,648.68	549.08	28,099.60	
28 03/01/2023	7,162.17	39.63	7,122.54	0.00
2023 Totals	7,162.17	39.63	7,122.54	
Grand Totals	200,540.76	18,330.76	182,210.00	

City of Batavia, NY

Compound Period ..... : Semiannual

Nominal Annual Rate .... : 2.240 %

## CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Loan	06/01/2015	182,210.00	1		
2 Payment	06/01/2016	14,292.94	14	Semiannual	12/01/2022

## AMORTIZATION SCHEDULE - Normal Amortization

	Date	Payment	Interest	Principal	Balance
Loan	06/01/2015				
2015 Totals		0.00	0.00	0.00	182,210.00
1	06/01/2016	14,292.94	4,104.36	10,188.58	172,021.42
2	12/01/2016	14,292.94	1,926.64	12,366.30	159,655.12
2016 Totals		28,585.88	6,031.00	22,554.88	
3	06/01/2017	14,292.94	1,788.14	12,504.80	147,150.32
4	12/01/2017	14,292.94	1,648.08	12,644.86	134,505.46
2017 Totals		28,585.88	3,436.22	25,149.66	
5	06/01/2018	14,292.94	1,506.46	12,786.48	121,718.98
6	12/01/2018	14,292.94	1,363.25	12,929.69	108,789.29
2018 Totals		28,585.88	2,869.71	25,716.17	
7	06/01/2019	14,292.94	1,218.44	13,074.50	95,714.79
8	12/01/2019	14,292.94	1,072.01	13,220.93	82,493.86
2019 Totals		28,585.88	2,290.45	26,295.43	
9	06/01/2020	14,292.94	923.93	13,369.01	69,124.85
10	12/01/2020	14,292.94	774.20	13,518.74	55,606.11
2020 Totals		28,585.88	1,698.13	26,887.75	
11	06/01/2021	14,292.94	622.79	13,670.15	41,935.96
12	12/01/2021	14,292.94	469.68	13,823.26	28,112.70
2021 Totals		28,585.88	1,092.47	27,493.41	
13	06/01/2022	14,292.94	314.86	13,978.08	14,134.62
14	12/01/2022	14,292.94	158.32	14,134.62	0.00
2022 Totals		28,585.88	473.18	28,112.70	
Grand Totals		200,101.16	17,891.16	182,210.00	

**#51-2015**

**A RESOLUTION RECOGNIZING \$50,000 OF VIDEO LOTTERY TERMINAL STATE  
COMPACT MONEY TO TRANSFER TO THE SIDEWALK RESERVE**

**Motion of Councilperson**

**WHEREAS**, the City of Batavia for the fiscal year ending March 31, 2015 received state assistance ("VLT compact money") as an eligible city in which a video lottery gaming facility is located, in the amount of \$440,789; and

**WHEREAS**, pursuant to General Municipal Law 6-n the City of Batavia has an established Sidewalk Reserve fund for the cost of reconstruction of existing sidewalks within the City; and

**WHEREAS**, the City of Batavia has received a \$768,800 Transportation Alternatives Program (TAP) sidewalk grant, *Healthy Schools Corridor*, to complete a total of \$961,000 of sidewalk improvements by 2018. The total project includes a \$192,200 local match of funds and requires the City to commit funds to the City's Sidewalk Reserve fund for this project; and

**WHEREAS**, the City of Batavia is desirous to continue to fund the Sidewalk Reserve for future projects; and

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Batavia, effective March 31, 2015, does hereby transfer \$50,000 to the Sidewalk Reserve.

**Seconded by Councilperson  
and on roll call**

## **MOTION TO ENTER EXECUTIVE SESSION**

### **Motion of Councilperson**

**WHEREAS**, Article 7, Section 105(1)(f), of the Public Officer's Law permits the legislative body of a municipality to enter into Executive Session to discuss "...the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation...".

**NOW, THEREFORE, BE IT RESOLVED**, by the Council of the City of Batavia, that upon approval of this Motion, the City Council does hereby enter into Executive Session.

**Seconded by Councilperson  
and on roll call**

