



**BATAVIA CITY COUNCIL  
BUSINESS MEETING**

**City Hall - Council Board Room  
One Batavia City Centre  
Monday, September 14, 2015  
7:00 PM**

**AGENDA**

- I. Call to Order
- II. Invocation – Councilperson Doeringer
- III. Pledge of Allegiance
- IV. Approval of August 2015 Minutes
- V. Approval of July 2015 Financials
- VI. Assignment of Agenda Items
- VII. Communications
  - a. YWCA Stiletto & Sneaker Run – October 1, 2015, 5:30 to 6:30 p.m.
- VIII. Council President Report
  - a. Announcement of the next regular City Council Conference Meeting to be held on Monday, September 28, 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
- XI. Committee Reports
- XII. Public Comments
- XIII. Council Responses to Public Comments
- XIV. Unfinished Business

**XV. New Business**

- #73-2015 A Resolution to enter into an Agreement with Erdman Anthony for Engineering Services for the City of Batavia Healthy Schools Corridor**
- #74-2015 A Resolution to Close-Out Capital Projects**
- #75-2015 A Resolution to Use Facility Reserves for Youth Bureau Fence Repair**
- #76-2015 A Resolution to Appoint Members to Various City Committees/ Boards**
- #77-2015 A Resolution Authorizing the City Council President to Sign an Agreement with Elan Planning, Design & Landscape Architecture PLLC to Provide Consulting Services to Prepare an Update to the City Comprehensive Master Plan**
- #78-2015 A Resolution to Amend the 2015-2016 Community Development Department Budget to Reflect the Comprehensive Plan Update Project**

**XVI. Executive Session... Employment Matters**

**XVII. Adjournment**

**GENERAL FUND  
CITY OF BATAVIA  
FOR PERIOD ENDED - July 31, 2015**

DESCRIPTION	ADJUSTED BUDGET	YTD TOTAL	% OF BUDGET	YTD 2014	YTD Change %	Change \$
<b>Revenues</b>						
Real Property Taxes	\$ 5,070,713.00	\$ 5,041,556.33	99.42%	\$ 5,029,777.83	0.23%	\$ 11,779
Gain-Sale Tax Acquired Prop	\$ -	\$ -		\$ 30,837.30	-100.00%	\$ (30,837)
Payments in Lieu of Tax	\$ 64,590.00	\$ 63,346.35	98.07%	\$ 61,032.68	3.79%	\$ 2,314
Interest & Pen. on Tax	\$ 175,000.00	\$ 20,459.53	11.69%	\$ 39,527.03	-48.24%	\$ (19,068)
Sales and Use Tax	\$ 6,150,000.00	\$ 1,522,975.47	24.76%	\$ 1,526,723.72	-0.25%	\$ (3,748)
Utility Gross Receipts Tax	\$ 210,000.00	\$ 54,499.22	25.95%	\$ 59,829.46	-8.91%	\$ (5,330)
Cable TV Franchise	\$ 210,000.00		0.00%			\$ -
Clerk/Treasurer Fees	\$ 32,000.00	\$ 13,352.61	41.73%	\$ 8,482.05	57.42%	\$ 4,871
Charges for tax redemption	\$ -	\$ 300.00		\$ 1,350.00	-77.78%	\$ (1,050)
Marriage Licenses	\$ 3,000.00	\$ 1,882.50	62.75%	\$ 2,252.50	-16.43%	\$ (370)
Other Gen Govern Dept Inc.	\$ 15,840.00		0.00%			\$ -
Police Fees	\$ 2,700.00	\$ 963.50	35.69%	\$ 885.75	8.78%	\$ 78
Dog Seizure Fees	\$ 600.00	\$ 200.00	33.33%	\$ 340.00	-41.18%	\$ (140)
Vital Statistics Fees	\$ 33,000.00	\$ 12,080.00	36.61%	\$ 10,026.00	20.49%	\$ 2,054
Ambulance service revenue	\$ -			\$ 99.27	-100.00%	\$ (99)
Public Works Services	\$ 12,000.00		0.00%	\$ 5,327.03	-100.00%	\$ (5,327)
Fines & Forfeited Bail	\$ 108,108.00	\$ 40,019.50	37.02%	\$ 27,915.00	43.36%	\$ 12,105
Maintenance Fee - Ice Rink	\$ 35,630.00		0.00%			\$ -
Park User Fees	\$ 3,000.00	\$ 2,360.00	78.67%	\$ 1,700.00	38.82%	\$ 660
Special Recreat. Fac Charges	\$ 32,189.00		0.00%			\$ -
Other Culture & Rec income	\$ 3,000.00	\$ 2,000.00	66.67%	\$ 3,000.00	-33.33%	\$ (1,000)
Zoning Fees	\$ 1,500.00	\$ 450.00	30.00%	\$ 150.00	200.00%	\$ 300
Code Violation Charges	\$ 35,500.00	\$ 5,035.00	14.18%	\$ 11,302.00	-55.45%	\$ (6,267)
EMS Program	\$ 53,990.00	\$ (9,220.00)	-17.08%	\$ (4,385.00)	110.26%	\$ (4,835)
Interest and Earnings	\$ 5,000.00	\$ 749.99	15.00%	\$ 1,309.29	-42.72%	\$ (559)
Interest and Earnings Reserves	\$ -	\$ 2,503.12		\$ 568.21	340.53%	\$ 1,935
Rental of Real Property	\$ 46,000.00	\$ 19,174.60	41.68%	\$ 18,620.78	2.97%	\$ 554
Rental, other - facility usage	\$ 500.00	\$ 460.00	92.00%	\$ 315.00	46.03%	\$ 145
Business/Occup. Licenses	\$ 5,000.00	\$ 635.00	12.70%	\$ 1,305.00	-51.34%	\$ (670)
Games of Chance	\$ 100.00	\$ 20.00	20.00%	\$ 30.00	-33.33%	\$ (10)
Bingo Licenses	\$ 2,500.00	\$ 416.15	16.65%	\$ 438.74	-5.15%	\$ (23)
Dog Licenses	\$ 12,000.00	\$ 4,356.00	36.30%	\$ 4,662.00	-6.56%	\$ (306)
Licenses, Other	\$ 700.00	\$ 925.63	132.23%	\$ 1,441.14	-35.77%	\$ (516)
Bldg/Alter Permits	\$ 45,000.00	\$ 23,039.36	51.20%	\$ 10,595.50	117.44%	\$ 12,444
Street Opening Permits	\$ 10,000.00	\$ 4,010.00	40.10%	\$ 2,760.00	45.29%	\$ 1,250
Plumbing Permits	\$ 5,000.00	\$ 860.00	17.20%	\$ 1,126.00	-23.62%	\$ (266)
Permits, Other	\$ 5,000.00	\$ 4,370.00	87.40%	\$ 4,795.00	-8.86%	\$ (425)
Parking ticket fees	\$ 35,000.00	\$ 11,825.00	33.79%	\$ 8,750.00	35.14%	\$ 3,075
Forfeiture of Deposits	\$ 500.00	\$ 125.00	25.00%	\$ 275.00	-54.55%	\$ (150)
White Goods	\$ -					\$ -
Sale of Scrap/Excess Mat.	\$ 2,000.00	\$ 61.00	3.05%	\$ 4,789.80	-98.73%	\$ (4,729)
Minor Sales	\$ 1,300.00	\$ 245.76	18.90%	\$ 387.77	-36.62%	\$ (142)
Minor Sales - EMS Program	\$ -					\$ -
Sale of Real Property	\$ -					\$ -
Sale of Equipment	\$ -					\$ -
Insurance Recoveries	\$ -	\$ 20,423.39		\$ 6,050.89	237.53%	\$ 14,373
Other Comp for Loss	\$ -	\$ 34.87		\$ 238.10	-85.35%	\$ (203)
Refund-Prior Year Exps	\$ -	\$ 1,031.00				\$ 1,031
Healthcare Premiums	\$ 74,370.00	\$ 14,805.10	19.91%	\$ 17,806.43	-16.86%	\$ (3,001)
Healthcare Revenue	\$ -	\$ 7,929.57		\$ 7,757.50	2.22%	\$ 172
Gifts and Donations	\$ -					\$ -
VLT	\$ 125,000.00	\$ 440,789.00	352.63%	\$ 440,789.00	0.00%	\$ -
Unclassified Revenue	\$ 1,000.00	\$ 145,131.23	14513.12%	\$ 559.37	25845.48%	\$ 144,572
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	\$ 76,560.12	72.91%	\$ 57,776.71	32.51%	\$ 18,783
Real Property Tax Admin	\$ -			\$ 11,484.93	-100.00%	\$ (11,485)
State Aid - Record Mgmt	\$ 3,271.00	\$ 2,616.00	79.98%	\$ 9,797.00	-73.30%	\$ (7,181)
Rail Infrastructure Invest. Act	\$ -					\$ -
State Aid - Public Safety	\$ 59,251.31	\$ 6,961.94	11.75%	\$ 3,266.16	113.15%	\$ 3,696
Consolidate Highway (CHIPS)	\$ 201,800.00		0.00%			\$ -
State Aid - Sidewalk repair	\$ -					\$ -
Recreation Program	\$ 19,217.00	\$ 3,442.00	17.91%	\$ 550.00	525.82%	\$ 2,892
Arterial Reimbursement	\$ 157,400.00		0.00%			\$ -
State Aid - Planning Studies	\$ 48,437.26		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	\$ -			\$ -		\$ -
Fed Aid - Public Safety	\$ 100,000.00		0.00%	\$ 9,064.60	-100.00%	\$ (9,065)
Interfund Transfers	\$ 230,500.00		0.00%			\$ -
<b>TOTAL REVENUES</b>	<b>\$ 15,306,031.57</b>	<b>\$ 9,070,628.84</b>	<b>59.26%</b>	<b>\$ 8,931,761.28</b>	<b>1.55%</b>	<b>\$ 138,878</b>

**GENERAL FUND  
CITY OF BATAVIA  
FOR PERIOD ENDED - July 31, 2015**

DESCRIPTION	ADJUSTED BUDGET	YTD TOTAL	% OF BUDGET	YTD 2014	YTD Change %	Change \$
<b>Expenses</b>						
City Council	\$ 51,700.00	\$ 18,635.56	36.05%	\$ 18,444.72	1.03%	\$ 191
City Manager	\$ 158,600.00	\$ 40,728.66	25.68%	\$ 41,700.82	-2.33%	\$ (972)
Finance	\$ 156,206.00	\$ 38,227.24	24.47%	\$ 39,958.03	-4.33%	\$ (1,731)
Administrative Services	\$ 316,602.97	\$ 134,541.08	42.50%	\$ 97,079.86	38.59%	\$ 37,461
Clerk-Treasurer	\$ 141,376.00	\$ 58,941.48	41.69%	\$ 56,822.72	3.73%	\$ 2,119
City Assessment	\$ 137,562.00	\$ 37,527.26	27.28%	\$ 36,941.37	1.59%	\$ 586
Legal Services	\$ 221,055.00	\$ 50,505.04	22.85%	\$ 87,184.92	-42.07%	\$ (36,680)
Personnel	\$ 130,805.20	\$ 33,576.27	25.71%	\$ 40,354.76	-16.80%	\$ (6,778)
Engineering	\$ 47,000.00	\$ 7,500.00	15.96%	\$ 4,258.31	76.13%	\$ 3,242
Elections	\$ 11,835.00	\$ 11,835.00	100.00%	\$ 34,735.00	-65.93%	\$ (22,900)
Public Works Admin	\$ 94,310.00	\$ 23,271.07	24.68%	\$ 22,865.20	1.78%	\$ 406
City Facilities	\$ 303,782.06	\$ 113,916.10	37.50%	\$ 63,156.53	80.37%	\$ 50,760
Information Systems	\$ 76,668.00	\$ 47,369.00	61.78%	\$ 89,616.76	-47.14%	\$ (42,248)
Contingency	\$ 250,000.00		0.00%			\$ -
Police	\$ 3,621,952.94	\$ 920,599.79	25.42%	\$ 964,707.53	-4.57%	\$ (44,108)
Fire	\$ 3,485,157.00	\$ 898,910.14	25.79%	\$ 919,536.53	-2.24%	\$ (20,626)
Control of Dogs	\$ 1,310.00	\$ 1,013.32	77.35%	\$ 786.89	28.78%	\$ 226
Inspection	\$ 289,131.85	\$ 72,354.51	25.02%	\$ 108,449.35	-33.28%	\$ (36,095)
Vital Statistics	\$ 18,330.00	\$ 4,174.45	22.77%	\$ 4,132.35	1.02%	\$ 42
Maintenance Admin	\$ 176,990.00	\$ 46,195.67	26.10%	\$ 48,896.32	-5.52%	\$ (2,701)
Street Maintenance	\$ 549,955.00	\$ 146,518.23	26.64%	\$ 193,618.75	-24.33%	\$ (47,101)
Public Works Garage	\$ 473,102.00	\$ 125,348.09	26.49%	\$ 86,281.30	45.28%	\$ 39,067
Snow Removal	\$ 514,583.94	\$ 98,777.35	19.20%	\$ 17,060.34	478.99%	\$ 81,717
Street Lights/Traf Signals	\$ 279,849.00	\$ 61,696.33	22.05%	\$ 56,883.35	8.46%	\$ 4,813
Sidewalk Repairs	\$ 318,558.00		0.00%	\$ 14,047.85	-100.00%	\$ (14,048)
Parking Lots	\$ -	\$ -		\$ 1,001.43	-100.00%	\$ (1,001)
Community Development	\$ 20,600.00	\$ 8,110.47	39.37%	\$ 14,597.34	-44.44%	\$ (6,487)
Economic Development	\$ 11,988.00		0.00%	\$ 4,850.00	-100.00%	\$ (4,850)
Council on Arts	\$ 2,250.00	\$ 2,250.00	100.00%	\$ 2,250.00	0.00%	\$ -
Parks	\$ 580,426.67	\$ 191,998.43	33.08%	\$ 239,141.95	-19.71%	\$ (47,144)
Summer Recreation	\$ 68,659.68	\$ 27,691.51	40.33%	\$ 27,543.39	0.54%	\$ 148
Youth Services	\$ 185,325.00	\$ 40,083.56	21.63%	\$ 37,973.44	5.56%	\$ 2,110
Historic Preservation	\$ 2,395.00	\$ 183.26	7.65%	\$ 96.46	89.99%	\$ 87
Celebrations	\$ 14,570.00	\$ 3,039.99	20.86%	\$ 1,816.22	67.38%	\$ 1,224
Planning & Zoning Boards	\$ 3,200.00	\$ 830.64	25.96%	\$ 224.90	269.34%	\$ 606
Storm Sewers	\$ 208,419.25	\$ 28,700.40	13.77%	\$ 40,962.34	-29.93%	\$ (12,262)
Refuse & Recycling	\$ 62,430.00	\$ 7,677.78	12.30%	\$ 6,853.86	12.02%	\$ 824
Street Cleaning	\$ 117,180.00	\$ 15,960.64	13.62%	\$ 14,702.23	8.56%	\$ 1,258
Medical Insurance	\$ 1,658,640.00	\$ 625,293.25	37.70%	\$ 599,693.50	4.27%	\$ 25,600
Debt Service	\$ 643,846.00	\$ 56,156.45	8.72%	\$ 171,990.69	-67.35%	\$ (115,834)
Energy Lease	\$ 73,255.00		0.00%			\$ -
Transfer for capital projects	\$ 125,000.00	\$ 125,000.00	100.00%			\$ 125,000
Transfer to other funds	\$ 398,230.00	\$ 19,740.00	4.96%			\$ 19,740
Capital Reserves	\$ 201,303.00	\$ 201,303.00	100.00%			\$ 201,303
<b>TOTAL EXPENSES</b>	<b>\$ 16,203,939.56</b>	<b>\$ 4,346,181.02</b>	<b>26.82%</b>	<b>\$ 4,211,217.31</b>	<b>3.20%</b>	<b>\$ 134,984</b>
<b>Operating Income (Loss)</b>		<b>\$ 4,724,447.82</b>		<b>\$ 4,720,533.97</b>	<b>0.08%</b>	<b>\$ 3,914</b>

**WATER FUND  
CITY OF BATAVIA  
FOR PERIOD ENDED - July 31, 2015**

DESCRIPTION	ADJUSTED BUDGET	YTD TOTAL	% OF BUDGET	YTD 2014	YTD Change %
<b>Revenues</b>					
Metered Water Sales	\$ 2,386,204.00	\$ 642,851.23	26.83%	\$ 662,111.87	-2.91%
Bulk Water Sales	\$ 15,000.00	\$ 8,831.11	58.87%	\$ 8,610.17	2.57%
Water Service Charges	\$ 2,500.00	\$ 2,750.00	110.00%	\$ 1,124.99	144.45%
Capital improvement fee	\$ 116,762.00	\$ 43,278.28	37.07%	\$ 28,639.50	51.11%
Int/Pen-Water Rents	\$ 35,000.00	\$ 8,541.98	24.41%	\$ 7,809.63	9.38%
County Contract	\$ 1,347,170.00	\$ 324,240.00	24.07%	\$ 329,155.00	-1.49%
Other Govt - Walnut St Const	\$ -				
Interest and Earnings	\$ 1,000.00	\$ 1,232.44	123.24%	\$ 864.37	42.56%
Interest and Earnings-Reserve	\$ -	\$ 1,505.75		\$ 413.43	264.21%
State Aid - Rate study	\$ -				
State Aid - Planning	\$ -				
Rental of Real Property	\$ 550,000.00	\$ 137,500.00	25.00%	\$ 137,500.00	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	\$ -	\$ 827.18		\$ 755.48	9.49%
Grants from Local Governments	\$ -	\$ 10,160.00		\$ -	
Unclassified revenue	\$ 5,000.00	\$ 1,090.90	21.82%	\$ 1,576.29	-30.79%
Reserve revenue	\$ -	\$ 142,507.11			
Interfund transfers	\$ -				
<b>Total Revenue</b>	<b>\$ 4,476,736.00</b>	<b>\$ 1,325,315.96</b>	<b>29.60%</b>	<b>\$ 1,181,003.83</b>	<b>12.22%</b>
<b>Expenses</b>					
Contingency	\$ 18,489.00		0.00%		0.00%
Water Admin	\$ 2,322,892.14	\$ 595,943.58	25.66%	\$ 567,201.92	5.07%
Pump Station & Filtration	\$ 1,584,266.63	\$ 295,236.98	18.64%	\$ 284,931.23	3.62%
Water Distribution	\$ 357,250.00	\$ 113,924.67	31.89%	\$ 87,660.09	29.96%
Medical Insurance	\$ 172,910.00	\$ 53,605.62	31.00%	\$ 48,891.88	9.64%
Debt Service bonds	\$ 29,695.00	\$ 1,934.82	6.52%	\$ 2,181.65	-11.31%
Energy lease	\$ 17,481.00		0.00%		
Transfer to Other Funds	\$ 279,070.00	\$ 63,101.11	22.61%		
Capital Reserves	\$ 82,086.00	\$ 82,086.00	100.00%		
<b>Total Expense</b>	<b>\$ 4,864,139.77</b>	<b>\$ 1,205,832.78</b>	<b>24.79%</b>	<b>\$ 990,866.57</b>	<b>21.69%</b>
<b>Operating Income (Loss)</b>		<b>\$ 119,483.18</b>		<b>\$190,137.26</b>	<b>-37.16%</b>

**Consumption**

\*consumption in 1,000 gallons

	2015	Difference	2014	Difference	2013	Difference
April	68,893	14.34%	60,255	-2.56%	61,837	2.43%
May	20,338	22.24%	16,638	-16.37%	19,894	-4.81%
June	21,102	2.19%	20,649	4.18%	19,821	-9.13%
July	70,939	4.61%	67,810	0.85%	67,240	-10.36%
August	21,623	3.00%	20,993	-6.42%	22,434	-5.81%
Sept	22,223	0.62%	22,085	-3.66%	22,923	-8.17%
Oct*		-100.00%	76,963	-12.35%	87,803	-26.06%
Nov		-100.00%	21,574	-6.78%	23,137	-4.80%
Dec		-100.00%	21,477	-4.43%	22,473	-2.45%
Jan*		-100.00%	75,713	1.62%	74,507	-8.21%
Feb		-100.00%	20,758	-22.53%	26,795	12.78%
March		-100.00%	22,267	0.86%	22,077	-2.28%
<b>Total</b>	<b>225,118</b>	<b>-49.66%</b>	<b>447,182</b>	<b>-5.05%</b>	<b>470,941</b>	<b>-9.52%</b>

**SEWER FUND**  
**CITY OF BATAVIA**  
**FOR PERIOD ENDED - July 31, 2015**

DESCRIPTION	ADJUSTED BUDGET	YTD TOTAL	% OF BUDGET	YTD 2014	YTD Change %
<b>Revenues</b>					
Sewer Rents	\$ 2,466,509.00	\$ 837,125.15	33.94%	\$ 851,070.19	-1.64%
Sewer Surcharge	\$ -	\$ 22,235.81		\$ 19,129.81	16.24%
Int/Pen-Sewer Rents	\$ 25,000.00	\$ 4,862.62	19.45%	\$ 4,720.14	3.02%
Interest and earnings	\$ 1,280.00	\$ 11,072.26	865.02%	\$ 702.70	1475.67%
Interest & Earnings Cap. Rsv	\$ -	\$ 777.92		\$ 182.61	326.00%
Healthcare premiums	\$ 1,600.00		0.00%		
Healthcare revenue	\$ -	\$ 751.12		\$ 700.21	7.27%
Unclassified revenue	\$ 70,000.00	\$ 143,534.90	205.05%	\$ 43,187.45	232.35%
Interfund transfers	\$ -				
Reserve revenue	\$ -	\$ 120,500.00			
<b>Total Revenues</b>	<b>\$ 2,564,389.00</b>	<b>\$ 1,140,859.78</b>	<b>44.49%</b>	<b>\$ 919,693.11</b>	<b>24.05%</b>
<b>Expenses</b>					
Contingency	\$ 28,000.00		0.00%		0.00%
Wastewater Admin	\$ 301,343.57	\$ 74,516.49	24.73%	\$ 66,376.07	12.26%
Sanitary Sewers	\$ 389,655.00	\$ 87,658.98	22.50%	\$ 67,012.56	30.81%
Wastewater Treatment	\$ 877,853.74	\$ 186,334.99	21.23%	\$ 208,391.37	-10.58%
Medical Insurance	\$ 156,380.00	\$ 46,843.60	29.95%	\$ 44,716.19	4.76%
Debt Service	\$ 188,528.00	\$ 3,708.70	1.97%	\$ 4,259.35	-12.93%
Energy lease	\$ 7,251.00		0.00%		
Transfer to Other Funds	\$ 574,330.00	\$ 1,950.00	0.34%		
Transfers for Capital projects	\$ -				
Capital Reserves	\$ 120,500.00	\$ 120,500.00	100.00%		
<b>Total Expenses</b>	<b>\$ 2,643,841.31</b>	<b>\$ 521,512.76</b>	<b>19.73%</b>	<b>\$ 390,755.54</b>	<b>33.46%</b>
<b>Operating Income (Loss)</b>		<b>\$ 619,347.02</b>		<b>\$ 528,937.57</b>	<b>17.09%</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	20,897	1.95%	20,497	4.17%	19,677
July	108,610	5.57%	102,880	5.70%	97,334
Aug	60,763	3.70%	58,595	5.90%	55,333
Sept	22,148	0.59%	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>338,625</b>	<b>-53.72%</b>	<b>731,754</b>	<b>0.88%</b>	<b>725,338</b>

**WORKERS COMPENSATION FUND**  
**CITY OF BATAVIA**  
**FOR PERIOD ENDED - July 31, 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	\$ -	\$ 12.85		\$ 6.63	93.82%
Interest and earnings - Cap Rsrvs	\$ -	\$ 151.33		\$ 37.24	306.36%
Refund of prior year expenses	\$ -	\$ 74.95		\$ -	
Insurance Recoveries	\$ 64,040.00		0.00%		
Reserve revenue	\$ 30,000.00	\$ 24,370.00	81.23%		
 <b>Total Revenues</b>	 \$ 561,300.00	 \$ 24,609.13	 4.38%	 \$ 43.87	 55995.58%
 Contractual Expense	 \$ 561,300.00	 \$ 210,634.00	 37.53%	 \$ 175,921.13	 19.73%
 <b>Total Expenses</b>	 \$ 561,300.00	 \$ 210,634.00	 37.53%	 \$ 175,921.13	 19.73%
 <b>Operating Income/(Loss)</b>		 \$ (186,024.87)		 \$ (175,877.26)	 5.77%

pd 8/19/15  
46



City of Batavia  
Batavia, New York 14020  
(585) 345-6300

Official Use Only:

2015-29  
Event Application #

Event Application Fee - \$25.00 (non-refundable)  
(A separate permit must be issued for each item requested)

YWCA of Genesee County, Inc.

Name of Renter / Sponsor / Organization

Stiletto & Sneaker Walk

Type / Name of Event

5:30 p.m. Thursday, October 1

Date(s) & Time(s) of Event

Profit

☐

Non-Profit

☒

CONTACT INFORMATION:

Jeanne Walton

Primary Contact Name

301 North St., Batavia, NY 14020

Primary Contact Address

jwalton@ywcagenesee.org

E-Mail Address

(585) 409-9019

Home Phone #

Cell Phone #

Other #

Secondary Contact Name

Secondary Contact Address

E-Mail Address

Home Phone #

Cell Phone #

Other #

EVENT DAY CONTACT INFORMATION:

Jeanne Walton

Contact Name

(585) 409-9019

Home Phone #

Cell Phone #

Other #

Location of your event: YWCA, 301 North St., Batavia

Please provide details of your event: Registration goes from 4:30-5:30 p.m. with the walk to begin after opening remarks by the executive director and special guest Steve Tasker. The walk is on Vine, Main, Jackson, Ellicott to the old county courthouse, and Main, Bank, Washington, Ross to North.

Will there be alcohol at your event? Yes ☐ No ☒ If yes, complete the following:

Type of alcoholic beverage to be served: Liquor ☐ Wine ☐ Beer ☐

Will you be providing alcohol to your group? Yes ☐ No ☒

Will you be selling alcohol to your group? Yes ☐ No ☒ Insurance certificate WILL BE required with Liquor Legal.

Will people be allowed to bring alcohol to the event? Yes ☐ No ☒

Who will be applying to the NYS Liquor Authority for the permit to sell?

It is the Applicant's responsibility to police the area during the gathering to make sure all Alcohol Beverage Control rules are followed. Also, after the event Applicant is responsible to dispose of all empty bottles and debris.

\*\*If you are contracting with a group to sell alcohol during your event on city property, separate insurance is required from them with Liquor Legal in addition to your insurance.\*\*



**EVENT INFORMATION (required):**

Thursday, October 1      3 p.m.      Thursday, October 1      7 p.m.  
Set-Up Date:      Set-Up Time:      Tear Down Date:      Tear Down Time:

**PLEASE LIST ALL DATES / TIMES AND CROWD INFORMATION BELOW:**

Thursday, Oct. 1      5:30 p.m.      6:30 p.m.      400      1 flatbed/stage, 3 tables  
Date:      Start Time:      End Time:      Estimated Crowd Size:      # of Vendors / Displays

Date:      Start Time:      End Time:      Estimated Crowd Size:      # of Vendors / Displays

**WILL THE EVENT INCLUDE:**

Parade:      Yes ☐      No ☒      (MAP OF DESIRED ROUTE MUST BE ATTACHED)  
Run or Walk:      Yes ☒      No ☐      (MAP OF DESIRED ROUTE MUST BE ATTACHED)  
Music:      Yes ☐      No ☒      (SITE DRAWING OF STAGE OR DJ LOCATION ATTACHED)  
Street Closure(s):      Yes ☒      No ☐      (MAP OF CLOSED STREETS AND DROP LOCATION OF BARRICADES)  
Other:      Yes ☐      No ☐      (MAP OF DESIRED ROUTE MUST BE ATTACHED)

Fireworks or Hazardous Materials?      Yes ☐      No ☒      Carnival or Amusement Rides?      Yes ☐      No ☒

Name of Company Providing Above:      Company Contact/Representative      ( )      Phone #

Address, Street      City      Zip Code

Music:      Live Group ☐      Recorded/DJ ☐

Name of Company Providing Above:      Company Contact/Representative      ( )      Phone #

Address, Street      City      Zip Code

**CITY SERVICES SUPPORT:**

**City Code 66-15, D-2**      *The City reserves the right, as part of the permitting process, to require the applicant to pay for additional operational costs of the City associated with the event.*

FOR EVENTS IN CITY PARKS, GARBAGE PICK-UP WILL BE MADE ONLY TO GARBAGE CANS ON SITE.  
ADDITIONAL GARBAGE MUST BE BAGGED AND REMOVED FROM PREMISES BY EVENT SPONSOR.

**ELECTRIC:**

Will electric be needed for the event?      Yes ☐      No ☒

What will you be providing electric to? \_\_\_\_\_

Will generators be used?      Yes ☐      No ☒

**If yes, INCLUDE SITE DRAWING INDICATING PLACEMENT/LOCATION OF GENERATOR**

**SIZE OF GENERATOR(S)** \_\_\_\_\_ **FUEL SOURCE - GAS - ☐ - DIESEL - ☐ - PROPANE - ☐**

**TENTS/CANOPIES:**

Will Tents/Canopies or other membrane structures be erected at event? Yes ☒ No ☐  
Will a bounce house or other air supported structures be erected at event? Yes ☐ No ☒

Please list size(s) of Tents/Canopies or other temporary structures erected. \_\_\_\_\_

**ANCHORING INTO PAVEMENT IS PROHIBITED!**

If anchoring in grass, soil areas please contact the NYS Dig Safe # at: 1-800-962-7962 or 811

**STREET CLOSURE(S):**

**ANY EVENT REQUIRING A STREET CLOSURE REQUIRES 90 DAY ADVANCE NOTICE**

Will street(s) need to be closed for the event? Yes ☒ No ☐ Reason: Flatbed/stage will be at front of 301 North St., and we would like to have a section of North (from Vine to Ross) closed from 5-6 p.m.

**List Street(s) and Cross Street(s) that will be affected:**

<u>North Street</u>	<u>Vine Street</u>	&	<u>Ross Street</u>
<small>Street to be closed</small>		<small>Cross Streets</small>	
	<u>Manhattan Avenue</u>	&	<u>Columbia Avenue</u>
<small>Street to be closed</small>		<small>Cross Streets</small>	
		&	
<small>Street to be closed</small>		<small>Cross Streets</small>	
		&	
<small>Street to be closed</small>		<small>Cross Streets</small>	

Will street barricades be requested from the City? Yes ☒ No ☐ How Many? 8

Will traffic cones be requested from the City? Yes ☒ No ☐ How Many? 6

*(Drop off locations of requested items must be identified on the site drawing)*

**BANNERS / SIGNS OR OTHER DECORATIONS ARE NOT TO BE ATTACHED  
TO STREET BARRICADES, TRAFFIC CONES, LIGHT POLES, OR ANY OTHER CITY PROPERTY**

Are there any other city materials or personnel requested for the event? Identify below: *(there may be additional costs)*

Police escorts along the walk and to help at intersections: Main & Jackson, courthouse to Main, Main & Bank, Washington & Ross, across North back to 301 North St

**POLICE**

Will City Police Officers be requested for the event? Yes ☒ No ☐

**FINAL DETERMINATION FOR NUMBER OF POLICE OFFICERS  
and UTILIZATION WILL BE AT THE DISCRETION OF THE CITY.**

**PLEASE NOTE:**

1. Be as specific as possible in the description so we have the best understanding of your event. Also, be clear as to what you would like provided by the City. Applications should be submitted at least 30 days in advance.
2. Fire hydrants, Cross Streets/Alleys and Store Fronts **Shall Not Be Blocked** by any Vehicle or Concession at any time.
3. An Emergency Vehicle Safety Lane Must be Maintained at All times at All Locations
4. Fuel Containers Must be of an Approved type and Must be Properly Secured
5. Deep Fryers Must Be Approved. Commercial Types Require a Type "K" Portable Fire Extinguisher
6. All Food Vendors Must Have a Type ABC Fire Extinguisher. All Fire Extinguishers Must Be Inspected Within The Last Year. **A Valid Health Department Permit Must Be Displayed.**
7. No grease or substance of any kind may be discharged upon the streets, sidewalks, or into the storm drains and/or sewers
8. City Sign Ordinances Shall Be Complied With At All Times And In All Regards
9. No paint or other markings may be placed on the street surface.
10. Any overtime and/or material costs in excess of \$500, as determined by City Departments, must be paid by the event sponsor or other party
11. The application fee is due at time of submission of the application and is non-refundable.
12. If approved, a Certificate of Liability Insurance of at least \$1,000,000 naming the City of Batavia as an additional insured for at least the day(s) of the event must be submitted to the City Clerk prior to the event date.

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**Hold Harmless Agreement**

YWCA of Genesee Co. the organizer/sponsor, shall indemnify, hold harmless, assume liability for and defend the City of Batavia, its employees, officers and agents from any and all damages, costs and expenses including but not limited to, attorney's fees, court costs, and all other sums which the City of Batavia its employees, officers and agents may pay or become obligated to pay on account of any and every demand, claim or assertion of liability, or any claim founded thereon, arising or alleged to have arisen out of the activities described in this special event application and sanctioned by the permit issued by the City of Batavia or by any act or omission of the YWCA (Organizer/Sponsor), its members, agents, employees, volunteers, officers, or directors in relation to activities described in this application and sanctioned by the issuance of a special event permit.

8.19.2015

Date:

YWCA of Genesee County

Name of Event Sponsor:

Joanem Walton Executive Director

Authorized Signature, Title

Joanem Walton

Name - Printed or Typed

The rules and information contained within this application have been read and will be adhered to.

8.19.2015

Date:

Joanem Walton

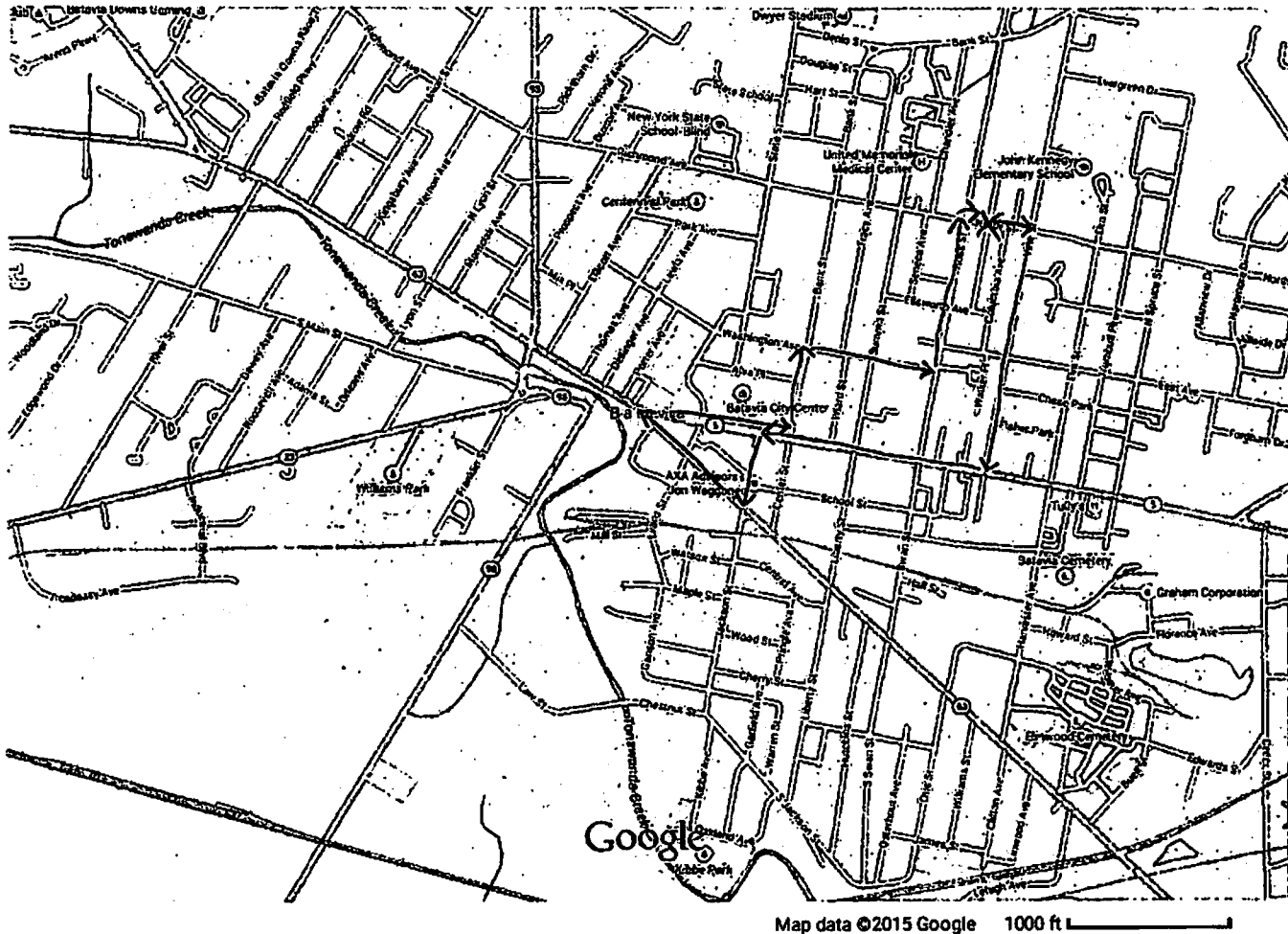
Signature of Applicant:

Please forward this application to:

City Clerk's Office  
Attention: Events Applications Department  
One Batavia City Centre  
Batavia, New York 14020



X-START



**#73-2015**  
**A RESOLUTION TO ENTER INTO AN AGREEMENT**  
**WITH ERDMAN ANTHONY FOR ENGINEERING SERVICES**  
**FOR THE CITY OF BATAVIA HEALTHY SCHOOLS CORRIDOR**

Motion by Councilperson

**WHEREAS**, a Project for the Reconstruction of Sidewalks for Healthy Schools Corridor, P.I.N. 4755.93, is eligible for funding under Title 23 U.S. Code, as amended, that calls the apportionment of the costs of such program to be borne at the ratio of 80% Federal funds and 20% non-federal funds; and

**WHEREAS**, the City of Batavia desires to advance the Project, and has previously entered into an Agreement with the New York State Department of Transportation (NYSDOT) for the City to administer this project, and

**WHEREAS**, a request for proposals were received for a consultant to perform the Engineering Services, and a committee of City and NYSDOT personnel selected Erdman Anthony to perform the work; and

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Batavia approves the award of a contract for Engineering Services for the Reconstruction of Sidewalks for the Healthy Schools Corridor to Erdman Anthony for \$ 210,000 or as otherwise modified by New York State Department of Transportation.

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

**#74-2015**  
**A RESOLUTION TO CLOSE-OUT CAPITAL PROJECTS**

**Motion of Councilperson**

**WHEREAS**, the City of Batavia should periodically close capital projects which are completed; and

**WHEREAS**, the project completed at this time that requires official closing is listed as follows:

**#0802 Economic Stimulus Project**

**WHEREAS**, the City Council concurs with this list and directs to close out the specified capital project effective September 14, 2015; and

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Batavia that the project listed above be closed.

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

**#75-2015**  
**A RESOLUTION TO USE FACILITY RESERVES FOR YOUTH BUREAU FENCE**  
**REPAIR**

**Motion of Councilperson**

**WHEREAS,** The City of Batavia approved in the 2015/20156 budget to use \$25,000 of facility reserve to repair the Youth Bureau roof; and

**WHEREAS,** the lowest bid for the Youth Bureau roof was \$9,113 therefore leaving a remainder of budgeted reserves in the amount of \$15,887; and

**WHEREAS,** the City of Batavia Youth Bureau's fence is in need of repair as their posts are rotting therefore not keeping the fence in an upright position and the fence's gate is in need of replacement. Such repairs are estimated to cost approximately \$5,000; and

**NOW, THEREFORE, BE IT RESOLVED,** by the City Council of the City of Batavia that the City Manager is authorized to use up to \$5,000 of budgeted reserves to repair the fence and fence gate at the Youth Bureau.

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

**#76-2015**  
**A RESOLUTION TO APPOINT MEMBERS**  
**TO VARIOUS CITY COMMITTEES/ BOARDS**

**Motion of Councilperson**

**WHEREAS**, certain vacancies exist on various City Committees/Boards; and

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Batavia that the following appointments be made:

**Board of Assessment Review**

Ron Jackett

September 30, 2020


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





## City of Batavia

To: Honorable City Council

From: Jason Molino, City Manager 

CC: Planning and Development Committee

Date: September 2, 2015

Subject: Comprehensive Plan Update

In December 2014 the City received \$75,000 of grant funding from the Cleaner Greener Communities (CGC) Program to prepare an update to the City's Comprehensive Master Plan. Prior to receiving this grant the City Council designated \$100,000 to Committed Fund Balance in anticipation of completing a Comprehensive Plan Update in the upcoming year. The grant requires the City to make a \$25,000 local match for a total project cost of \$100,000.

In May 2015 City Council charged the City Planning and Development Committee (PDC) with overseeing the Comprehensive Plan Update, to include reviewing and recommending a planning consultant to lead the update process. At the August 10, 2015 Council meeting, staff advised City Council that a Request for Proposals (RFP) had been issued and that the PDC would be reviewing submittals and making a recommendation to City Council for action at the September 14<sup>th</sup> Council meeting.

The City received submittals from 10 planning/consulting firms interested in the City's project. The PDC members reviewed and ranked each proposal separately according to a predetermined set of criteria which was outlined in the RFP. After ranking each firm, the PDC conducted personal interviews with the top four firms. Following the review and interview process, Elan Planning, Design & Landscape Architecture PLLC, a Saratoga Springs, New York based planning consulting firm is recommended as the firm to assist the City with the Comprehensive Plan Update.

Attached please find two resolutions: 1) authorizing the Council President to execute an agreement for services for the Comprehensive Plan Update project and 2) authorizing the budget amendments to recognize the grant funding and use of committed fund balance for the project.

Once Elan has been hired they will begin with a kick off meeting with the Steering Committee to develop a Community Engagement Plan as well as begin collecting data for the purpose of identifying issues and the necessary improvements within City. As a component of the data collection process numerous

**Office of the City Manager**  
One Batavia City Centre  
Batavia, New York 14020

Phone: 585-345-6330  
Fax: 585-343-8182  
[www.batavianewyork.com](http://www.batavianewyork.com)

meetings with businesses, residents and staff members, will be conducted to understand challenges faced within the City and possible solutions moving forward. Also there will be an extensive community outreach and engagement process to gain community input and consensus.

With information collected from the public engagement process the consultants will develop plan goals, objectives and implementation strategies for various subject areas integrating best practices and principles. Anticipated deliverables will be goals and objectives for each subject area, maps and graphics and an implementation strategy including funding opportunities. Lastly, a final draft report will be prepared, reviewed by the Steering Committee and the public and subject to a public hearing prior to City Council adoption, this is to include State Environmental Quality Review Act (SEQRA) requirements.

This process takes approximately 12-18 months to complete and provides the City with a plan and strategy, developed with significant community participation, outlining the City's vision for the next 10 years. The City's current award winning Strategic Business Plan would then be used to monitor and implement the Comprehensive Plan recommendations and policies.

Elan is familiar with the City in that they were a sub-consultant with developing the City's Brownfield Opportunity Area (BOA) Plan. Here is Elan's website to review prior work completed by the firm for other communities, <http://www.elanpd.com>.

### **Budget Impact**

The total project cost is \$100,000. It is recommended the City will utilize the \$75,000 grant from the CGC program and \$25,000 from committed fund balance which was designated in 2014 for this purpose to fund the project. Only \$25,000 of committed fund balance is requested at this time to meet the local match portion of the project. Once complete, the Comprehensive Plan will require some level of zoning code update consistent with the new plan. Only at that time may a recommendation be made to proceed with a zoning code update and subsequent requests to utilize remaining committed fund balance for such purposes.

### **Recommendation**

The Planning and Development Committee recommends the City engage with Elan Planning, Design & Landscape Architecture PLLC for planning services to assist with the development of the City's Comprehensive Plan update. The City Attorney has reviewed and approves the professional services agreement with Elan.

### **Documents**

1. Professional Services Agreement – Elan Planning, Design and Landscape Architecture, PLLC
2. Resolutions #77-2015 and #78-2015

Please feel free to contact me if you have any questions or require additional information about the project or process.

**PROFESSIONAL SERVICES AGREEMENT – ELAN PLANNING, DESIGN & LANDSCAPE  
ARCHITECTURE, PLLC**

**THIS AGREEMENT** made on the 9th day of September in the year of Two  
Thousand and Fifteen 2015

**BETWEEN:**

City of Batavia  
One Batavia City Centre  
Batavia, NY 14020 (hereinafter “Client”)

**and:**

Elan Planning, Design & Landscape Architecture PLLC  
(hereinafter “Elan”)  
18 Division Street, Studio 304  
Saratoga Springs, NY 12866

**WITNESSETH THAT:**

**WHEREAS**, Elan is interested in preparing a Comprehensive Plan Update for the City of  
Batavia for the Client, and

**WHEREAS**, the Client is seeking to establish a relationship that will provide for a team  
approach to allow for the integration of data and resources from a variety of sources, and

**WHEREAS**, Elan has certain professional experience that qualifies it to assist the Client  
in this regard, and

**NOW, THEREFORE**, the parties hereto mutually agree as follows:

**THE CLIENT AND ELAN AGREE AS SET FORTH BELOW.**

**ARTICLE 1 ELAN'S SERVICES**

See Attachment A Scope of Services

**ARTICLE 2 CLIENT'S RESPONSIBILITIES**

§ 2.1 The Client agrees to cooperate with Elan and use reasonable efforts to make  
available on a timely basis all technical information, maps, data, and related materials  
that may have a direct or indirect bearing on work to be performed by Elan and pay all  
proper fees when billed.

§ 2.2 The Client shall designate a representative authorized to act on the Client's behalf  
with respect to the Project. The Client or such authorized representative shall render  
decisions in a timely manner pertaining to documents submitted by Elan in order to avoid  
unreasonable delay in the orderly and sequential progress of Elan's services.

**ARTICLE 3 ELAN'S RESPONSIBILITIES**

§ 3.1 Elan agrees to carry out all services set forth in Attachment A in a professional  
manner.

§ 3.1 INSURANCE: Elan agrees to name the City additional insured

#### **ARTICLE 4 TERMINATION OR SUSPENSION**

§ 4.1 This Agreement may be terminated by either party upon not less than fifteen days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 4.2 If the Client fails to make payment when due Elan for services and expenses, Elan may, upon fifteen days' written notice to the Client, suspend performance of services under this Agreement. Unless payment in full is received by Elan within fourteen days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, Elan shall have no liability to the Client for delay or damage caused the Client because of such suspension of services.

§ 4.3 In the event of termination, Elan shall be compensated for services performed prior to termination as accepted and approved by the Client, together with Reimbursable Expenses then due.

#### **ARTICLE 5 MISCELLANEOUS PROVISIONS**

§5.1 This Agreement shall be governed by the law of New York State.

§ 5.2 The Client and Elan, respectively, bind themselves, their partners, successors, assigns to the other party to this Agreement and to the partners, successors, assigns of such other party with respect to all covenants of this Agreement. Neither Client nor Elan shall assign this Agreement without the written consent of the other.

§ 5.3 This Agreement represents the entire agreement between the Client and Elan and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Client and Elan.

§ 5.4 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or Elan.

§ 5.5 The documents prepared by Elan shall be the property of the Client and Elan and may be used by either party for any purpose.

#### **ARTICLE 6 PAYMENTS TO THE ELAN**

##### **§ 6.1 PAYMENTS ON ACCOUNT OF ELAN'S SERVICES**

§ 6.2 Payments on account of Elan's services shall be made monthly upon presentation of the Elan's statement of services rendered or as otherwise provided in this Agreement, following review and approval by the Client based on Elan's performance through the date of billings

**PROFESSIONAL SERVICES AGREEMENT – ELAN PLANNING, DESIGN & LANDSCAPE  
ARCHITECTURE, PLLC**

§ 6.3 An initial payment as set forth in Section 7.1 is the minimum payment under this Agreement.

**ARTICLE 7 BASIS OF COMPENSATION**

The Client shall compensate the Elan as follows:

§ 7.1 AN INITIAL PAYMENT OF Zero Dollars and Zero Cents (\$0.00) shall be made upon execution of this Agreement and credited to the Client's account at final payment.

§ 7.2 COMPENSATION FOR ELAN'S SERVICES, as described in Article 1, Elan's Services, shall be computed as follows:

A lump sum fee of One Hundred Thousand Dollars and Zero Cents (\$100,000.00) for Professional Services. Should the Client seek services beyond those set forth in Article 1, a revised scope of services and fee will be prepared and enacted upon mutual agreement between the Client and Elan as an amendment to this contract. Fees will be based on Elan's published rates of \$135 per hour for Principals, \$65 - \$135 per hour for staff and \$65 per hour for administration. This rate is for 2015 and is subject to change annually on January 1<sup>st</sup>.

§ 7.3 PAYMENTS on account of Elan's services and for Reimbursable Expenses shall be made in accordance with § 7.5. Payment shall be based on percent complete for each task as stated in monthly statement by Elan to the Client.

§ 7.4 Payments are due and payable Thirty (30) days from the date of Elan's invoice. Amounts unpaid Thirty (30) days after the invoice date shall bear interest at the rate of 1.50% per annum, or in the absence thereof, at the legal rate prevailing from time to time at the principal place of business of Elan.

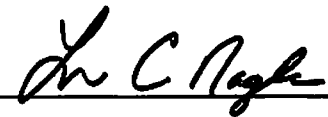
This Agreement entered into as of the day and year first written above.

#

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CLIENT: City of Batavia, Council President Brooks Hawley

DATE



September 9, 2015

ELAN: Lisa C. Nagle, Principal

DATE

## **ATTACHMENT A - SCOPE OF SERVICES**

### **COMPREHENSIVE PLAN UPDATE for the CITY OF BATAVIA, NY**

#### **TASK 1 – KICK-OFF MEETING**

Elan will work with the Steering Committee on the development of the plan update. The role of the Steering Committee will be to guide development of the plan update, facilitate communication with the community and stakeholders, and build commitment and collaboration throughout the process.

Topics at the initial scoping meeting will include, but are not limited to, the following:

- project scope and how the budget will be directed
- review project goals and objectives
- outline community engagement and participation (including stakeholder and focus group identification)
- responsibilities of the participants
- time frames and deadlines
- expected products
- exchange of existing relevant information (maps, reports, etc.)
- Initial SWOT analysis

##### **Task 1 Deliverables:**

- *Meeting summary*
- *Project schedule*
- *Steering Committee kick-off meeting (Meeting #1)*

#### **TASK 2 - COMMUNITY ENGAGEMENT & COMMUNICATION**

Community engagement is a fundamental element of a successful planning project and “Community Building” involves the community leadership, the general public, the private sector, and other organizations that are involved with community betterment and revitalization. Having the support of residents, business owners, and elected leaders for this project will ensure its long-term success of the plan.

In order to be successful the community engagement process should be designed to allow the general public and a variety of stakeholders to contribute to the understanding of the issues and concerns in the city and provide a venue for new ideas that can help sustain its future. The community engagement process outlined for the plan update is intended to provide the community with the appropriate information to help shape options for the future. It should afford the community the opportunity to learn about and participate in the development of this Plan.

The following list of community engagement techniques will be reviewed with the Steering Committee and the options for community engagement will be selected. The listing of potential stakeholders is intended as a starting point and will also be refined with input from the Steering Committee.

##### **2.1 Development of a Guiding Community Engagement Plan**

Elan will develop a detailed Community Engagement Plan (CEP) as an outcome of the initial meeting outlined in Task 1 above. The CEP will identify key stakeholders and outline the community engagement techniques, and include targeted meeting dates.

##### **2.2 Stakeholder Identification**

Elan will work with the Steering Committee to establish an initial stakeholder list. It may include representation from City staff, and other organizations such as the Batavia Development Corporation, Genesee County Economic Development Center, Genesee Community College, and other members of the business community.

**2.3 Stakeholder Interviews.** If deemed appropriate, Elan may conduct a series of interviews in the early stages of project development. These interviews are intended to uncover latent needs and issues while educating stakeholders on the process and intentions of the project. Elan will conduct up to 10 interviews over two consecutive days.

#### **2.4 Focus Group Meetings**

If deemed appropriate, Elan may lead up to three Focus Group meetings all to be scheduled in one day. Groups for consideration include: Genesee County Chamber of Commerce, Batavia Business Improvement District, Vibrant Batavia, and City departments such as the City Manager's Office, Department of Public Works, Youth Bureau, etc.

#### **2.5 General Public Meetings**

In addition to the highly interactive public engagement events, Elan, if deemed appropriate, may hold 2-3 general, audience style public meetings. The format will likely include a brief presentation followed by Q&A from the audience. These meetings will be held to present the draft plan, final plan, and the 'adoption' meeting with the City Council.

#### **2.6 Organized Community Event (i.e., BBQ, evening gathering, etc.)**

Communities often come together to celebrate and enjoy local traditions, food, art, history, etc. Depending upon when other public engagement activities are scheduled, if there is a community event, the Project Team may 'go mobile' to collect information and input at a defined community event.

#### **2.7 Project Website, Facebook, and Twitter**

A highly interactive and graphically interesting website will be created for this project. The website will include all draft and final products that are produced, important links, explanation of the project partners, news, etc. This may be designed as a stand-alone website and linked to other websites such as the City, the BID, Vibrant Batavia, etc. The website will also be designed so that any member of the community can provide comments and suggestions. Facebook and Twitter may also be used to expand the reach of the project.

##### **2.7.1 Public Meetings Format and Schedule**

Elan is able to employ an Open House format for the project. As a public participation technique, an "Open House" is an informal setting that allows for one-to-one exchanges between any concerned/interested person and the public officials and professionals involved in the project. Attendees have the opportunity to mill around, going back and forth among displays of information and materials, familiarizing themselves with the various facets of the project. The Open House is a fluid, non-threatening environment to gather quality, insightful input. An Open House is also useful in getting attendees viewpoints and perceptions communicated directly to the professionals developing the project while removing opportunities for individual public grandstanding.

This scope assumes two Open House meetings connected to key milestones: Project Introduction and Community Assessment (Task 3) and Draft Vision, Goals and Recommendations (Task 5). Both meetings will be organized over the course of one day each (approximately 8 hours in duration). Elan will provide technical background materials, visual aids, and related materials for the meeting. A tentative schedule for the Open House events will be developed as part of the CEP. The City will be responsible for advertising and promoting the Open House events.

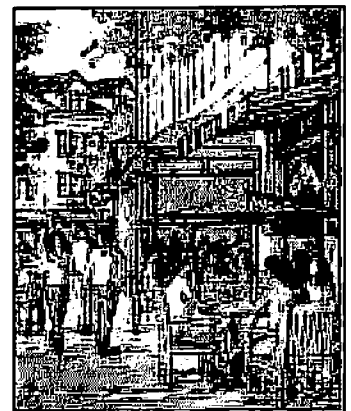
#### **2.8 Charrette Week**

As another option for proactive public engagement Elan can hold a multi-day charrette that will invite the public to participate in the future of Batavia. The multi-day charrette will be designed to allow for multiple ways in which the public can provide their thoughts, ideas, and concerns regarding the future of Batavia.

Charrette Week will include the following components.

##### **2.8.1 Initial Ideas Workshop**

The first night of the multi-day charrette will be dedicated to reviewing details on the existing conditions of the city. As such, it is proposed that Charrette Week be held at the conclusion of Task 3 so that information on physical conditions, land uses, zoning, basic



demographics, advantages and impediments can be shared with the general public.

Following is an agenda for the first evening of the multi-day charrette:

5:00pm	Open House to Review Existing Conditions
6:00pm	Welcome and Introductions
6:15 pm	Brief Presentation of the Study Purpose, Goals and Objectives
6:30 pm	Presentation of 'Early Thoughts' on strengths, weaknesses, opportunities and threats
7:45 pm	Breakdown into groups of no more than 10
	Exercise #1: After electing a group facilitator, use flip charts to answer key questions such as:
	• What are the best defining features of the City of Batavia?
	• What issues/concerns need to be addressed?
	• What's missing (store types, access, etc.)?
8:15pm	Exercise #2: Working with maps, markers, and tracing paper, allow participants to articulate graphically their ideas for Batavia's future.
8:45 pm	Group Summarize
8:50 pm	Conclude with Next Steps

### **2.8.2 Design Studio**

Following the first night's activities, the Project Team will setup an Open Design Studio, preferably in a storefront location in downtown for the duration of Charrette Week. The team will work on-site throughout the week in order to refine the future physical plan from the input gathered from community. The community and key stakeholders will be encouraged to stop in throughout the week as new issues come to mind and to check on the project's status.

### **2.8.3 Work-in-Progress Presentation (Preliminary Concept Review Workshop)**

At the conclusion of Charrette Week, the Project Team will present the week's work to the general public at a "Work-in-Progress" presentation. At this presentation, the Team will present the community input received throughout the week. The Team will present the draft Concept Plans and other findings. Following the presentation a question and answer session will generate responses from the attendees.

### **2.9 Citizen's Survey**

Another option would be to complete a survey of Batavia's residents to gage their preferences about future development and conservation. Results will be used to inform the vision and goals statement of the plan (Task 5.) Questions will include questions related to community redevelopment, neighborhood revitalization, bike and pedestrian connectivity, alternative energy and other key themes identified by the committee.

#### **Task 2 Deliverables:**

- *Community Engagement Plan*
- *Steering Committee Meeting (Meeting #2)*

## **TASK 3 – COMMUNITY ASSESSMENT**

The initial focus of this task is on preparing maps and data to assist in visualizing the city's physical features, land use patterns, zoning, and socio-economic make-up. Data will be collected from existing plans as well as from Genesee County and the NYS GIS Clearinghouse. With a base understanding of information collected, mapped where possible, and analyzed, Elan will conduct an assessment by topic area. The following tasks will be conducted as part of this task:

### **3.1 Review of Existing Plans and Socio-Economic Data**

Elan will review plans listed in the original RFP for the purposes of determining what has been accomplished, what is still relevant, and what is not necessary for a variety of reasons. In addition to the plans listed in the RFP, Elan will review other documents such as the 2014-1015 Strategic Plan and Business Plan, BOA Plan and plans that other groups such as Vibrant Batavia may have assembled. Elan will also examine socio-economic data to understand recent trends in population, housing, education, employment, income, etc.



### **3.2 GIS Mapping**

Data will be collected and mapped including existing land use, zoning, natural resources, historic resources, transportation systems, parks and recreation, etc. All maps and graphics will be used at public engagement meetings as well as posted to the project website.

### **3.3 Existing Plans Summary Report**

Documentation of policies and objectives from existing plans as they relate to the City of Batavia will be completed. This may include regional goals, best practices, and sustainable policies, among others.

### **3.4 Analyze Existing Conditions**

Using information collected in Tasks 3.1, 3.2, and 3.3 Elan will analyze and assess existing conditions in the City. An existing conditions report will be prepared that will include tables, charts, graphs, maps and other graphics. Topics to be assessed and analyzed include socio-economic data, infrastructure assessment, land use, zoning, natural resources, and historic resources.

### **3.5 Committee Workshop**

With information collected and analyzed, Elan will hold a workshop with the Steering Committee to conduct a series of 'mini-SWOTs' focusing on community functions, sectors, and assets all as described in the RFP. Elan will assemble the 'mini-SWOTs' into one summary document.

#### **Task 3 Deliverables:**

- *Existing Plans Summary Report*
- *Existing Conditions Report including:*
  - *Socio-Economic Analysis*
  - *GIS Mapping*
- *'Mini-SWOT' Analyses*
- *Steering Committee Meeting as a Workshop (Meeting #3)*

### **TASK 4 - STATUS REPORT AND ISSUE PRIORITIZATION**

Using the 'Mini-SWOT' analyses conducted as part of Task 3, Elan will work with the Steering Committee to prioritize the top 5-7 issues that will form the core of the Comprehensive Plan. This will be done via a visual interactive exercise using post-it notes. By making the ideas visible the Steering Committee will see how their own ideas fit together to develop a shared 'picture' of the most pressing issues facing the city.

#### **Task 4 Deliverables:**

- *Top 5-7 Issues*
- *Status Report*
- *Steering Committee Meeting as a Workshop (Meeting #4)*

### **TASK 5 – DRAFT VISION, GOALS, AND RECOMMENDATIONS**

The purpose of this task is to prepare a draft vision statement, goals, and recommendations on the topic areas that were identified as a result of Tasks 3 and 4.

#### **5.1 Vision and Goals Development**

Elan will hold working sessions with Steering Committee to prepare and refine a vision statement and to identify related goals. This task will likely be covered over 2-3 meetings and will be conducted in a workshop setting facilitated by Elan.

#### **5.2 Recommendations**

With a vision statement and goals complete, Elan will work with the Steering Committee to identify recommendations that relate to the vision and goals.

#### Task 5 Deliverables:

- *Draft Vision, Goals and Recommendations*
- *Steering Committee Meetings as a Workshop (Meetings #5, 6 and 7)*

### **TASK 6 - DRAFT COMPREHENSIVE PLAN UPDATE**

The purpose of this task is to summarize the findings of the previous tasks into a Draft Comprehensive Plan. The primary product of this Task is a graphical plan that articulates desired future land use patterns with focused areas of redevelopment. Often times, this map provides guidance to communities when the zoning ordinance is updated as a subsequent project.

#### **6.1. Graphic Future Land Use Plan**

Elan will work with the Steering Committee to review the spatial considerations of the vision, goals, and recommendations and create a Future Land Use Map.

#### **6.2. Comprehensive Plan Update Draft (Including Revised Vision, Goals, and Recommendations)**

All information collected from previous tasks will be summarized in an Comprehensive Plan that will be clear, concise, highly graphic, and transferrable. A public meeting will be held to present the draft plan in order to obtain feedback to ensure the committee covered the correct topics and if there is anything missing.

#### Task 6 Deliverables:

- *Draft Future Land Use Map*
- *Draft Comprehensive Plan Update*
- *Steering Committee Meetings as a Workshop (Meetings #8 and 9)*

### **TASK 7 - FINAL COMPREHENSIVE PLAN AND SEQR COMPLIANCE**

The purpose of this task is to prepare the final Comprehensive Plan Update for review and adoption by the City Council.

#### **7.1. Implementation Strategy**

The implementation strategy will describe the specific actions and projects that must be taken to achieve the desired objectives. While the Comprehensive Plan Update will be prepared in report format, an accompanying implementation matrix will be developed that lists each recommendation. The matrix will categorize each action item (i.e., organization/management, physical project, marketing, promotion, etc.), list them in priority order, and include the short-, intermediate-, and long-term actions that must be taken to redevelop the area or achieve the desired changes. Grant opportunities will be identified for each recommendation/action. The matrix will be filled in at an interactive Steering Committee meeting where members will be asked to assign their level of priority for each recommendation.

#### **7.1. City Council Review/Public Meeting over two meetings:**

- 7.3.1. City Council presentation of the plan – Elan will make an informal presentation to the City Council on the comprehensive plan. This meeting can be at a regularly scheduled Council meeting or be held on a separate evening.
- 7.3.2. Formal Public Hearing following City Council meeting for Adoption - After the City Council is briefed on the comprehensive plan, a formal public hearing will be scheduled for adoption. This meeting can be at a regularly scheduled Council meeting or be held on a separate evening.

#### **7.2. SEQRA Compliance**

The following will be completed in order to satisfy the State Environmental Quality Review Act.

- 7.2.1. Establishment of Lead Agency including preparation of resolutions
- 7.2.2. Preparation of the Long Environmental Assessment Form

- 7.2.3. Negative Declaration (Note: should a positive declaration be issued an additional scope of work and fee will be need to be negotiated between the Client and Elan)
- 7.2.4. Preparation of Required Filing Notices

### **7.3. Optional SEQR Compliance**

Elan will work with the committee to determine if a Generic Environmental Impact Statement (GEIS) will be created to satisfy the SEQRA requirements. If so, the comprehensive plan will be structured in order to meet the SEQRA requirements including the preparation of a Findings Statement.

### **7.4. Final Comprehensive Plan**

Elan will issue a final report in accordance with all requirements of the Client. In addition it will be succinct, easy to read, and highly graphic oriented.

#### **Task 7 Deliverables:**

- *Steering Committee Meeting (#10) to fill in Implementation Matrix*
- *Implementation Plan*
- *SEQRA Compliance*
- *Two City Council Meetings*

## **TASK 8 – PROJECT MANAGEMENT AND REPORTING REQUIREMENTS**

Having completed a Cleaner-Greener Grant for another community, Elan is familiar with NYSERDA's reporting requirements. This includes preparing the Project Benefits Metric Report, quarterly progress reports, conference calls with NYSERDA staff, and the final report and technology transfer.

#### **Task 8 Deliverables:**

- *Required Grant Materials*

**#77-2015**

**A RESOLUTION AUTHORIZING THE CITY COUNCIL PRESIDENT TO SIGN AN AGREEMENT WITH ELAN PLANNING, DESIGN & LANDSCAPE ARCHITECTURE PLLC TO PROVIDE CONSULTING SERVICES TO PREPARE AN UPDATE TO THE CITY COMPREHENSIVE MASTER PLAN**

**Motion of Councilperson**

**WHEREAS**, The City of Batavia last updated its Comprehensive Plan in 1997 and, at 18 years old, it is out of date and many of the plan recommendations have been implemented; and

**WHEREAS**, significant changes have happened since the last plan: downtown redevelopment, Business Improvement District formation, zoning changes, State Route 5 reconstruction, water agreements, financial constraints and area economic development projects; and

**WHEREAS**, more projects and initiatives are planned for the future: Brownfield Opportunity Area Strategic Site redevelopment, construction of the Ellicott Trail, Vibrant Batavia efforts, neighborhood improvements, the Science Technology and Advanced Manufacturing project in Genesee County and others; and

**WHEREAS**, the Comprehensive Plan, completed in 1997, was based on New Urbanist principles, and many of its recommendations, were innovative because it included the basic tenets and policies of Leadership in Energy and Environmental Design Neighborhood Development (LEED ND), Smart Growth and the Congress for New Urbanism (CNU): sustainable, compact, mixed use development; downtown redevelopment; preservation of historic and natural resources; high quality design; use of existing infrastructure and re-purposing or re-use of existing buildings; and

**WHEREAS**, it is time to update for the City's Comprehensive Plan not only for the community to assess its current assets and liabilities, but to incorporate the most up to date principles of Leadership in Energy and Environmental Design Neighborhood Development (LEED ND), Smart Growth and the Congress for New Urbanism (CNU) into the plan, as well as include elements for alternative energy, energy savings and green infrastructure which City leaders think are important for the City's future; and

**WHEREAS**, December 2014 the City received \$75,000 of grant funding from the Cleaner, Greener Communities (CGC) Program to prepare an update of the City's Comprehensive Plan and the grant requires a local match of \$25,000, for a total project cost of \$100,000; and

**WHEREAS**, the City Council designated the City Planning and Development Committee to act as the Steering Committee for the Comprehensive Plan update and that City staff assist the City Planning and Development Committee with preparing the updated Comprehensive Plan to include activities such as but not limited to, seeking proposals for and review and recommendation to City Council of a planning consultant to lead the planning process, data collection and analysis,

community engagement and any additional activities related to and necessary for preparing an updated Comprehensive Plan; and

**WHEREAS**, the City issued a Request of Proposal (RFP) for planning services, received ten submittals and the Steering Committee reviewed and interviewed planning firms to lead the planning process; and

**WHEREAS**, Elan Planning, Design & Landscape Architecture PLLC has been recommended by the Steering Committee for the Comprehensive Plan Update project; and

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Batavia hereby authorizes the City Council President to execute a Professional Services Agreement with Elan Planning, Design & Landscape Architecture PLLC, for planning and consulting services not exceed \$100,000; and

**BE IT FURTHER RESOLVED**, that this initiative was identified in the City's Strategic Plan in achieving Key Intended Outcome's identified under the Well-Managed City strategic priority.

**Seconded by Councilperson  
and on roll call**

**#78-2015**  
**A RESOLUTION TO AMEND THE 2015-2016 COMMUNITY DEVELOPMENT  
DEPARTMENT BUDGET TO REFLECT THE COMPREHENSIVE PLAN UPDATE  
PROJECT**

**Motion of Councilperson**

**WHEREAS**, that City Council by Resolution #79-2014 committed funds for City's local match for the NYSERDA grant and other related activities to updating and implementing the City's Comprehensive Master Plan; and

**WHEREAS**, the City of Batavia has received a grant in the amount of \$75,000 from the New York State Energy Research and Development (NYSERDA) for updating the City's Comprehensive Master Plan; and

**WHEREAS**, to properly account for the receipt and expenditure of this money, a budget amendment needs to be made; and

**NOW THEREFORE, BE IT RESOLVED**, that the City Council authorizes \$25,000 of Committed Fund balance by Resolution #79-2014 to be utilized as the City's local match for the above referenced NYSERDA grant for purposes of updating the City's Comprehensive Master Plan; and

**BE IT FURTHER RESOLVED**, by the City Council of the City of Batavia that the City Manager be and hereby is authorized to make the following budget amendments to the 2015-2016 budget effective September 14, 2015, to cover the revenues and expenditures associated with updating the City's Comprehensive Plan:

Increase revenue account:

001.0001.915.0001 Appropriated Assigned F/B	\$25,000
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001.0001.3902.1152 State Aid, Planning Studies	\$75,000
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Increase expenditure account:

001.6460.0423.1152 Community Dev Contracted Services	\$100,000
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**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**