



## **BATAVIA CITY COUNCIL CONFERENCE MEETING**

**City Hall - Council Board Room  
One Batavia City Centre  
Monday, September 28, 2015 at 7:00 PM**


### **AGENDA**

- I. Call to Order
- II. Invocation – Councilperson Pacino
- III. Pledge of Allegiance
- IV. Public Comments
- V. Council Response to Public Comments
- VI. Communications
- VII. Council President Report
  - a. Announcement of the next regular City Council Business meeting to be held on Tuesday, October 13, 2015 at 7:00 p.m. at the City Hall Council Board Room, 2<sup>nd</sup> Floor, City Centre.
- VIII. Legacy Gift Unveiling Update – Centennial Committee
- IX. Thomas “Rocket Car” – Dave Howe
- X. Deferred Compensation Plan
- XI. Feral Cats Discussion
- XII. Amend 2015-2016 Budget for Car Seat Grant
- XIII. Discussion Regarding Police Facility Task Force Recommendation
- XIV. Executive Session... Employment Matters
- XV. Adjournment



## City of Batavia

To: Honorable City Council

From: Jason Molino, City Manager 

Date: September 22, 2015

Subject: Centennial Committee Legacy Gift

Presenting at the September 28<sup>th</sup> Council meeting will be members of the Centennial Committee and Ed Smart from Smart Design Architecture, pllc. They would like to provide information on the Legacy Gift in honor of the City's Legacy Sponsors for the Centennial Celebration. Attached is a sketch of the Legacy Gift – Batavia Sundial to be located at the entrance of City Hall for display. The Legacy Gift has been sponsored by the business owners that contributed to the Centennial Celebration.




1 3D VIEW-1

BATAVIA SUNDIAL



## City of Batavia

To: Honorable City Council

From: Jason Molino, City Manager 

Date: September 22, 2015

Subject: Thomas "Rocket Car"

Present at the September 28<sup>th</sup> Council meeting will be Dave Howe on behalf of Kenneth Witt and group of antique automobile collectors. The attached memo from Mr. Witt outlines the group's interest in restoring an automobile, the "Rocket Car" that was developed and built in the City of Batavia.

As the memo explains, the group is looking to restore the antique vehicle and donate the car to the City for display. Mr. Howe will be present at the meeting to discuss the project and answer any questions. Accepting a restored car poses little risk to the City and could be displayed in the City's entrance foyer or in the City Centre concourse for public display. It is recommended that the City Council agree to accept the restored vehicle for permanent public display as it represents a significant achievement of the City's past.

September 21, 2015

City of Batavia  
City Hall  
One Batavia City Center  
Batavia, New York 14020

Dear Council Members,

A group of antique automobile collectors from the Batavia area have become aware of a unique car which has historic ties to the City of Batavia. The 1938 car, known as the Thomas "Rocket Car", was built by Mr. Charles Thomas at 3 Ellicott Ave near the present Dunn Tire Service Center. For background information I have attached an article about Mr Charles Thomas and his Thomas Car which appeared in the 1999 issue of the official publication of The Antique Automobile Club of America.

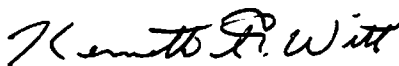
Individuals familiar with the Thomas Car agree that it should be preserved for future generations and Batavia's history. This group of interested collectors is working to acquire the Thomas Car, restore it and make a gift of the car to the City of Batavia for permanent public display.

On behalf of this group I have been directed to seek two agreements from The City of Batavia:

- 1) That the City of Batavia agree to accept a gift and ownership of the restored Thomas car.
- 2) That the City of Batavia agree to provide for the public display of this historic Batavia car.

The group of collectors has considerable historic documentation about the Thomas Car which can conveniently be shared with Council and the public.

Sincerely,

A handwritten signature in black ink, reading "Kenneth F. Witt". The signature is written in a cursive style with a large, stylized 'K' and 'W'.

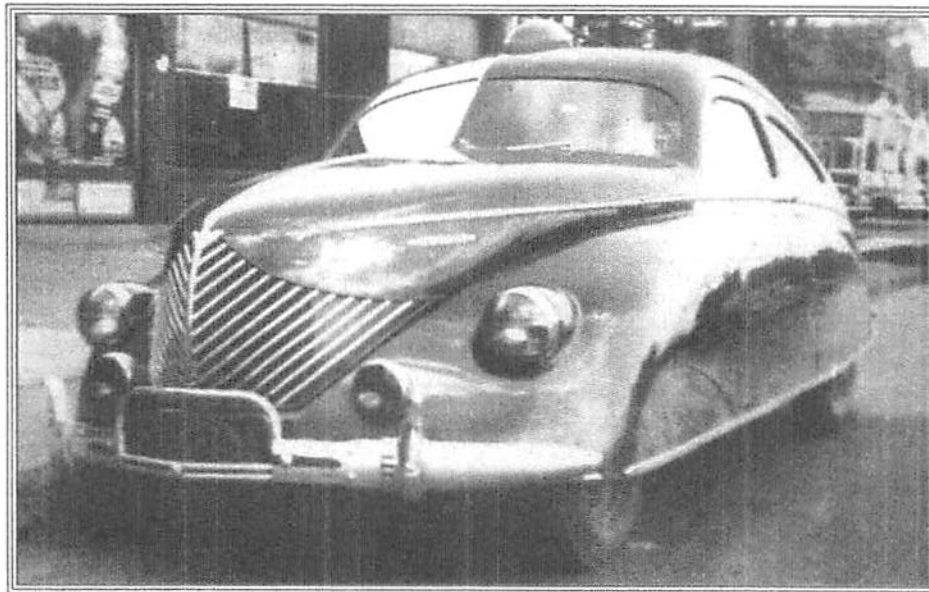
Kenneth F. Witt  
22 Pickthorn Dr.  
Batavia, NY 14020



# MR. CHARLES D. THOMAS

## A MAN AND HIS AUTOMOBILE THE 1938 THOMAS "ROCKET CAR"

by Gary W. Alt, Sr. and Mark C. Schleicher



Thomas "Rocket Car."

This is the story of Mr. Charles D. Thomas and his unique "Rocket Car." Only a few people in the antique automobile world may be aware of this remarkable man. This story is being told to reflect upon his achievements and to rightfully record his place in the annals of automotive history.

Born in Batavia, New York, in 1910, Thomas attended the General Motors Institute of Technology in Flint, Michigan, and graduated in 1932. It was during this training that the idea of the Thomas Rocket Car began to take shape. Details of his ideas were finally set forth in his postgraduate thesis in 1935. Following a period of

employment with General Motors, he returned to his hometown to build his dream car in a rented space at a Batavia auto repair shop. It was here that he met Norman Richardson, a young man just out of high school, who was a talented welder and body man. Mr. Thomas hired Richardson to do all the welding and to build the body! Their friendship would be a major influence on Thomas' future career.

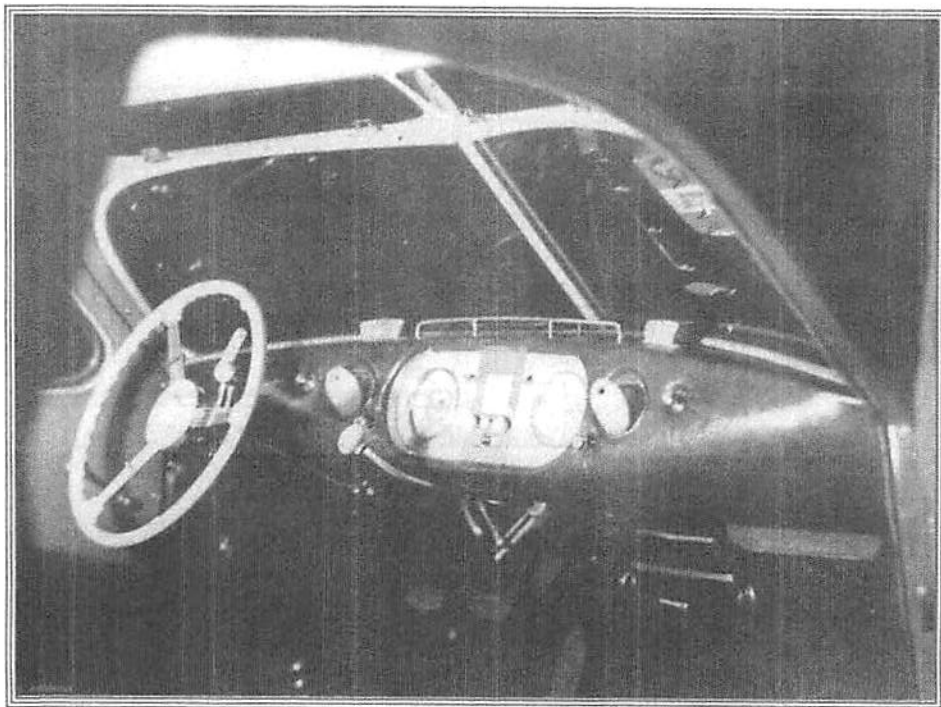
The goal was to build an automobile that could be mass produced inexpensively and combine the new ideas and technologies of Mr. Thomas' own design. It was his keen insight and assessment of the needs

of the automobile industry that led him to develop and build the 1938 Thomas Rocket Car, a hand-built, 6-passenger, two-door sedan. Only one was ever produced, and it bears serial number one (1).

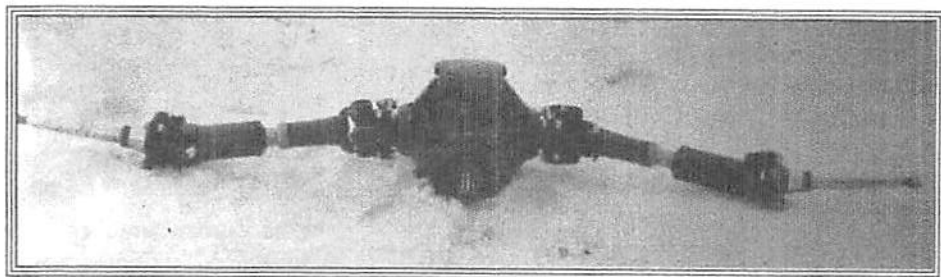
The most unique and innovative feature of the car is the patented "Ventriscopes," a periscope-type assembly mounted on the roof that served as a rear-view mirror, air vent and radio antenna. The primary reason for this design was to solve the problem of poor vision through the small rear windows of cars from that era. Also unique about the Rocket Car was the "slab sided" streamlined body design without separate fend-

ers or runningboards and all four wheel wells completely enclosed by skirts.

Many now standard automotive features were considered revolutionary on this vehicle including unit body construction in which the car has no frame and incorporates the body and suspension all in one; stepdown floor panels; four-wheel independent suspension accomplished by a series of short drive shafts, trailing arms, and eight universal joints; and extensive interior padding and a dual hydraulic master cylinder for safety. Clutch and brake pedals are suspended from above instead of coming through the floorboard. Other



*Cockpit of Rocket Car.*



*Rear axle of Thomas Rocket Car.*

features include concealed hinges, shatterproof drive, and "Dunlopillow" seat cushions custom designed by the

Dunlop Tire and Rubber Company. The Rocket Car is powered by a flat-head Ford V-8 motor.

The rolling chassis of the Rocket Car was completed and registered in New York State in 1938. Late in 1939, the entire car was completed. The following year, the Thomas Rocket Car toured western New York, Pennsylvania, and Ohio, appearing in dealers' showrooms and at auto shows. Mr. Thomas took the car to the Detroit area to meet with automotive executives of that era. After test runs on three of the leading proving grounds, the Thomas passed with flying colors. People of the industry were all in agreement that Mr. Thomas and his car were at least 10 years ahead of their time. Although the Thomas Rocket Car could indeed have been mass-produced inexpensively, the industry could not afford to retool for such an extensive design change. The 1938 Thomas, after being driven until the mid-fifties, was destined to fall into obscurity.

In 1940, The Amphibian Car Company was organized in nearby Buffalo, in anticipation of the war, to design and build amphibious vehicles. Charles Thomas was hired to design a combination tugboat/tractor that would tow ships in and out of water. He brought his friend Norman Richardson along as production superintendent. When The Amphibian Car Company went out of business, Mr. Thomas went to work for American Machine and Foundry.

Norman Richardson opened a collision shop, where he built a midget car. One of his customers, Lou

Horwitz, a former Packard executive and used car magnate, was impressed with the little car and discussed producing an inexpensive but sporty second car that would appeal to returning soldiers and their families. They needed a visionary automotive engineer. It was only natural that Richardson called his friend Charles Thomas to join a magnificent 4-year adventure known as the Playboy Motorcar Corporation. It was here that Mr. Thomas would use many of his ideas from the Rocket Car in producing 97 Playboys between 1947 and 1949. The Playboy proved to be a good little car and far ahead of its time. It probably would have been successful except for investor panic caused by the unrelated collapse of the Tucker. After Playboy, Mr. Thomas continued his career in automotive engineering, becoming a consultant in his later years.

One day while searching for a 1936 Chevrolet parts car, Lake Erie Region member Gary W. Alt, Sr., was fortunate to happen upon the long since forgotten Thomas Rocket Car and save it from possible destruction. It is complete but in need of total restoration. He was also fortunate to finally locate and reunite Mr. Thomas and his wife with their dream car, which they had not seen for 20 years.

Mr. Charles D. Thomas passed away in 1984 leaving behind a fine family and a piece of automotive history for all of us to enjoy. 🚗



## City of Batavia

**TO:** Jason Molino, City Manager  
**FROM:** Dawn Fairbanks, Human Resource Specialist  
**DATE:** September 23, 2015  
**SUBJECT:** Deferred Compensation Model Plan Amendment

Currently the City offers a deferred compensation plan to its employee's which is administered by Mass Mutual.

The New York State Deferred Compensation Board pursuant to Section 5 of the New York State Finance Law and the Regulations of the New York State Compensation Board has amended the Model Plan to allow ROTH 457 plan contributions. This will allow City of Batavia employees another option in planning for retirement.

**Budget Impact:** There is no budgetary impact.

**Supporting Document:**

1. Resolution with Exhibit A

The Compensation Plan will be available in the Human Resource Office if you would like to review – not included due to the size of the document.



**#-2015**  
**A RESOLUTION TO AMEND AND RESTATE THE DEFERRED  
COMPENSATION MODEL PLAN**

**WHEREAS**, the New York State Deferred Compensation Board (the "*Board*"), pursuant to Section 5 of the New York State Finance Law ("*Section 5*") and the Regulations of the New York State Deferred Compensation Board (the "*Regulations*"), has promulgated the Plan Document of the Deferred Compensation Plan for Employees of City of Batavia (the "*Model Plan*") and offers the Model Plan for adoption by local employers; and

**WHEREAS**, City of Batavia, pursuant to Section 5 and the Regulations, has adopted and currently administers the Model Plan known as the Deferred Compensation Plan for Employees of City of Batavia; and

**WHEREAS**, effective November 14, 2014 the Board amended the Model Plan with optional provisions selected in Schedule A, including allowing ROTH 457 plan contributions; and

**WHEREAS**, the Board has offered for adoption the amended and restated Model Plan to each Model Plan sponsored by a local employer in accordance with the Regulations; and

**WHEREAS**, upon due deliberation, City of Batavia has concluded that it is prudent and appropriate to amend the Deferred Compensation Plan for Employees of City of Batavia by adopting the amended Model Plan; and

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Batavia hereby amends the Deferred Compensation Plan for employees of the City of Batavia by adopting the amended Model Plan effective October 13, 2015 including the optional provisions in Schedule A, in the form attached here to as Exhibit A.

**Seconded by Councilperson  
and on roll call**

## SCHEDULE A

Effective date of last completion or amendment of this Schedule A: \_\_\_\_\_

### Instructions

This Schedule A and all later amendments to this Schedule A are part of the Plan document and should remain attached to the Plan document.

Schedule A is used by the Committee (1) TO ACTIVATE or TERMINATE optional Plan provisions described below, (2) TO MODIFY the default provisions of the Plan described below or (3) TO INDICATE that the default provisions described below will continue to apply under the Plan.

Each section of this Schedule A must be completed by the Committee in connection with the adoption of this amendment and restatement of the Plan. All selections made shall remain effective until this Schedule A is later amended by the Committee.

All section references refer to the corresponding sections of the Plan and all defined terms have the meanings ascribed to them in the Plan.

### Committee Elections – Optional Plan Provisions

#### **3.1(c) ROTH PROGRAM**

***Section 3.1(c) of the Plan permits Roth Contributions only if the Committee checks YES below. The Committee must also indicate below the effective date of this election. The Committee should check NO below to indicate that Roth Contributions will not be permitted under the Plan or, at a later time, to change prospectively (as of a specified effective date) a prior election under this section.***

The Plan shall maintain a Roth Program under which Participants may make Roth Contributions to the Plan, which Roth Contributions will be made and separately accounted for in compliance with the relevant provisions of the Plan and the Code.

☒ YES

☐ NO

Effective date: 10/13/15

#### **8.4(d) IN-PLAN ROLLOVER TO A ROTH ACCOUNT**

***Section 8.4(d) of the Plan permits Roth Contributions only if the Committee has checked YES above (permitting a Roth Program) and checked YES below allowing amounts that otherwise qualify as Eligible Rollover Distributions not attributable to Roth Contributions to be directly contributed to a Roth Account under the Plan. The Committee must also indicate below the effective date of this election. The Committee should check NO below to indicate that Eligible Rollover Distributions may not be directly rolled over to a Roth Account under the Plan or, at a later time, to change prospectively (as of a specified effective date) a prior election under this section.***

To the extent the Committee has resolved to implement and maintain a Roth Program pursuant to Section 3.1(c) of Schedule A, a Participant may elect to have the portion of his or her Plan Benefit that is not attributable to Roth Contributions or outstanding loans directly rolled over into a Roth Account in the Plan.

☐ YES (do not check YES unless Roth Program is in effect)

X NO

Effective date: 10/13/15

#### **3.1(e) SUSPENSION OF DEFERRALS AND CONTRIBUTIONS FOLLOWING AN UNFORESEEABLE EMERGENCY WITHDRAWAL**

***Section 3.1(e) of the Plan allows the Employer automatically to suspend deferrals and contributions for six months following the date a Participant receives an Unforeseeable Emergency withdrawal only if the Committee checks YES below. The Committee must also indicate below the effective date of this election. The Committee should check NO below to indicate that a suspension of deferrals and contributions will not be required or, at a later time, to change prospectively (as of a specified effective date) a prior election under this section.***

A Participant's deferrals and contributions will be suspended for a period of six months following a distribution due to an Unforeseeable Emergency withdrawal.

☐ YES

X NO

Effective date: 10/13/15

**7.2(b) AUTOMATIC DISTRIBUTION OF SMALL ACCOUNTS FOLLOWING A SEVERANCE FROM EMPLOYMENT**

***Section 7.2(b) of the Plan allows the Employer to automatically distribute certain small account balances following a Severance from Employment only if the Committee has checked YES below. The Committee must also indicate below the effective date of this election. The Committee should check NO to indicate that no automatic distribution will occur following a Severance from Employment or, at a later time, prospectively to change(as of a specified effective date) a prior election under this section.***

With respect to a Participant or an Alternate Payee whose Account or Alternate Payee Account does not exceed the amount set forth in Section 7.2(a) of the Plan, the Committee shall direct the automatic distribution of the Participant's Account and Rollover Account or the Alternate Payee's Alternate Payee Account as soon as practicable following the Participant's Severance from Employment.

☐ YES

☒ NO

Effective date: 10/13/15

**7.2(b) AUTOMATIC DISTRIBUTION OF INACTIVE SMALL ACCOUNTS**

***Section 7.2(b) of the Plan allows the Employer to automatically distribute certain small account balances in inactive accounts only if the Committee has checked YES below and indicated the small account amount below. The Committee must also indicate below the effective date of this election. The Committee should check NO to indicate that no automatic distribution of inactive small accounts will occur or, at a later time, prospectively to change (as of a specified effective date) a prior election under this section.***

7.2(b) Automatic Distributions after a Severance from Employment.

With respect to a Participant or an Alternate Payee whose Account or Alternate Payee Account does not exceed the amount set forth in Section 7.2(a) of the Plan, upon an Account Participant's Plan Benefit falling below \$\_\_\_\_\_, ***[Insert any whole dollar amount up to the dollar limit under Section 411(a)(11)(A) of the Code]*** to the extent that the requirements of Section 7.2(a) of the Plan are met, the Committee shall direct the automatic distribution of the Participant's Account and Rollover Account or the Alternate Payee's Alternate Payee Account in accordance with 7.2(b) of the Plan.

☐ YES (do not check YES unless a permissible amount is specified above)

☒ NO

Effective date: 10/13/15



### **7.3 PLAN LOANS FOR ACTIVE EMPLOYEES**

***Section 7.3 of the Plan allows active Employees to request a Plan loan only if the Committee has checked YES below. The Committee must also indicate below the effective date of this election. The Committee should check NO to indicate that no Plan loans will be permitted or, at a later time, prospectively (as of a specified effective date) to change a prior election under this section.***

***SECTION 14 If the Committee elects "YES" under Section 7.3, the Committee must also make an election as to the source of Plan loans under Section 7.3(e).***

Participants who are active Employees shall be eligible to request a Plan loan and may be granted a loan pursuant to the requirements of Section 7.3 of the Plan.

☐ YES (requires an election regarding the source under 7.3(e))

X NO

Effective date: 10/13/15

### **7.3(a) PLAN LOANS FOR PARTICIPANTS ON AN APPROVED LEAVE OF ABSENCE**

***Section 7.3(a) of the Plan allows Participants who are on an approved leave of absence to be eligible to request a Plan loan only if the Committee has checked YES above (permitting Plan loans for active Employees) and checked YES below extending the loan provisions to Participants on an approved leave of absence. The Committee must also indicate below the effective date of this election. The Committee should check NO to indicate that no Plan loans will be permitted for Participants on an approved leave of absence or, at a later time, prospectively to change (as of a specified effective date) a prior election under this section.***

Participants who are on an approved leave of absence from their Employer shall be eligible to request a Plan loan and may be granted a loan pursuant to the requirements of Section 7.3 of the Plan.

☐ YES (do not check YES unless Plan Loans are authorized for active Employees)

X NO

Effective date: 10/13/15

**7.3(e) SOURCE OF PLAN LOANS N.A.**

***Section 7.3 of the Plan allows the Committee to permit Plan loans (see elections above). If the Committee elects to permit Plan loans under Section 7.3, the Plan document states that the Committee must elect the source of Plan loans from the options set forth below. Only one option may be elected.***

- ☐ Plan loans shall be made solely from the Before Tax Deferral Account or, if applicable, Rollover Accounts relating to Rollover Contributions of before tax deferrals; or
- ☐ Plan loans shall be made pro rata (based on the balance in the Participant's Before Tax Deferral Account and Rollover Account relating to Rollover Contributions of before tax deferrals) from (i) the Before Tax Deferral Account or, if applicable, the Rollover Accounts relating to Rollover Contributions of before tax deferrals; and (ii) the Roth Account; or
- ☐ Participants shall elect whether to have a Plan loan made (i) entirely from such Participant's Before Tax Deferral Account and, if applicable, Rollover Accounts relating to Rollover Contributions of before tax deferrals; or (ii) pro rata (based on the balance in the Before Tax Deferral Account and Rollover Account relating to Rollover Contributions of before tax deferrals) from (A) the Before Tax Deferral Account or, if applicable, the Rollover Accounts relating to Rollover Contributions of before tax deferrals; and (B) the Roth Account.

**7.3(f) DURATION OF LOAN GRACE PERIOD N.A.**

***Section 7.3 of the Plan allows the Committee to permit Plan loans (see elections above). If the Committee permits Plan loans, the Plan document states that, unless the Committee makes an election below, any such loan will be in default if a Participant fails to make a required loan repayment within 90 days following the due date for such repayment. The Plan document refers to this period as the "Loan Grace Period."***

***Section 7.3 of the Plan allows the Committee to specify a shorter Loan Grace Period by indicating a period of fewer than 90 days below and by indicating that such election will apply to Plan loans made after the effective date specified below. The Committee may, at a later time, indicate (as of a specified effective date) a different Loan Grace Period by making a new election under this section.***

The Loan Grace Period for purposes of Section 7.3(f) shall be \_\_\_\_\_ days *[a number of days greater than 0 but less than 90]* following the due date of a Participant's scheduled loan repayment.

Effective date: 10/13/15

#### **8.1(c)(i) and (iii) MINIMUM LUMP SUM AMOUNT**

***Sections 8.1 (c)(i) and (iii) of the Plan allow a Participant who is otherwise eligible for a distribution under the Plan to elect to receive that distribution in a total or partial lump sum. The Plan document states that, unless the Committee makes an election below, the amount of a partial lump sum distribution cannot be less than \$100. The Plan document refers to this amount as the "Minimum Lump Sum Amount."***

***Sections 8.1(c)(i) and (iii) of the Plan allow the Committee to specify a different Minimum Lump Sum Amount by indicating a dollar amount below and by indicating that such Minimum Lump Sum Amount will apply to distributions made after the effective date specified below. The Committee may also indicate there is no Minimum Lump Sum Amount by inserting the "none" or "0" below. The Committee may, at a later time, indicate (as of a specified effective date) on a prospective basis a different Minimum Lump Sum Amount by making a new election under this section.***

The Minimum Lump Sum Amount shall be \$ 100.

Effective date:10/13/15

#### **8.1(c)(ii) MINIMUM INSTALLMENT AMOUNT**

***Section 8.1(c)(ii) of the Plan allows a Participant who is otherwise eligible for a distribution under the Plan to elect to receive that distribution in periodic monthly, quarterly, semi-annual or annual installments. The Plan document states that, unless the Committee makes an election below, the amount of an installment distribution cannot be less than \$100. The Plan document refers to this amount as the "Minimum Installment Amount."***

***Section 8.1(c)(ii) of the Plan allows the Committee to specify a different Minimum Installment Amount by indicating a dollar amount below and by indicating that such Minimum Installment Amount will apply to distributions made after the effective date specified below. The Committee may also indicate there is no Minimum Installment Amount by inserting the "none" or "0" below. The Committee may, at a later time, indicate (as of a specified effective date) on a prospective basis a different Minimum Installment Amount by making a new election under this section.***

The Minimum Installment Amount shall be \$100.

Effective date: 10/13/15

**8.1(c)(i) and (iii) MAXIMUM ANNUAL NUMBER OF PARTIAL DISTRIBUTIONS PER PLAN YEAR**

*Sections 8.1(c)(i) and (iii) of the Plan allow a Participant who is otherwise eligible for a distribution under the Plan to elect to receive that distribution in a total or partial lump sum. The Plan document states that, unless the Committee makes an election below, the maximum number of partial lump sum distributions in a Plan Year may not exceed 12. The Plan document refers to this amount as the "Maximum Annual Number of Partial Distributions."*

*Sections 8.1(c)(i) and (iii) of the Plan allow the Committee to specify a different Maximum Number of Partial Distributions per Plan Year by indicating a different limit below and by indicating that such limit will apply to distributions made after the effective date specified below. The Committee may, at a later time, indicate (as of a specified effective date) on a prospective basis a different Maximum Number of Partial Distributions for a Plan Year by making a new election under this section.*

The Maximum Annual Number of Partial Distributions for each Plan Year shall be 12.

Effective date: 10/13/15

**8.1(e) DISTRIBUTION WAITING PERIOD**

*Section 8.1(c) of the Plan allows a Participant who is otherwise eligible for a distribution under the Plan to elect to receive that distribution in a total or partial lump sum or in installments. Section 8.1(e) of the Plan document also states that, unless the Committee makes an election below, a distribution will be delayed for 45 days if the distribution would result in the Participant having an account balance of less than \$500. The Plan document refers to this period as the "Distribution Waiting Period."*

*Section 8.1(e) of the Plan allows the Committee to specify a different Distribution Waiting Period by indicating a different limit below and by indicating that such limit will apply to distributions made after the effective date specified below. The Committee may also indicate there is no Distribution Waiting Period by inserting the word "none" below. The Committee may, at a later time, indicate (as of a specified effective date) on a prospective basis a different Distribution Waiting Period for a Plan Year by making a new election under this Schedule A .*

The Distribution Waiting Period shall be 0 days.

Effective date: 10/13/15





## City of Batavia

To: Jason Molino, City Manager

From: Gretchen DiFante, Assistant City Manager *GD*

Date: September 24, 2015

Subject: Feral Cats

Following the March 23 City Council meeting during which I, along with members of UB Law School, presented research on TNVR and asked for Council's support for TNVR via a resolution and its support for the recommended next steps to put together a volunteer group to begin a TNVR implementation in the City of Batavia.

That evening council gave me direction to engage a broader audience in a task force that would fairly evaluate cat management techniques and come back with a recommendation. After that Council meeting, you and I met with County Manager, Jay Gsell, as it was our intent to gauge the interest of the County in having a single county-wide approach to community and feral cats. The County Manager expressed that his main concern for the implementation of any community cat management strategy was that of public health, and he asked us to include membership from the Genesee County Public Health Department on our task force.

The task force, which began meeting in May, is made up of the following members with me serving as facilitator:

Sarah Balduf, Genesee County Department of Public Health  
Ann Marie Brade, Genesee County Animal Control Officer  
Dr. Carolyn Caccamise, DVM  
Patty Famiglietti, NYS Department of Agriculture and Markets  
Kathy Schwenk, Spay our Strays

The goal of the task force was to evaluate all methods used to manage feral and community cats and make a recommendation to City Council on how to best manage them for our community. A follow up goal is to gain the same acceptance by the Genesee County Legislature.

The task force has evaluated available feral and cat control practices. Among them include:

- Trap and relocate
- Feeding bans
- Legislative actions
- Trap, Neuter, Vaccinate and Return (TNVR)

Note: the team did not spend time evaluating the, “destroy on site” method nor the trap, remove and euthanize method as it is the team’s strong opinion that these are inhumane measures and that the City will find it impossible to recruit volunteers to administer these programs in a legal and safe manner.

The team understands that in its goal of evaluating methods used to manage feral and community cats, the outcome of any method used needs to ***result in a reduction of these cats***. Team members also considered two common complaints about cats to determine how they could specifically be measured within the 5.2 square miles of the City of Batavia:

- **Public health dangers:** The diseases related to cats (other than rabies) are not reportable diseases; however the team did speak with local pediatricians to determine if they had seen an increase the City in the number of diseases associated with cats in the past five years; and they reported they had not. During the Council meeting, Sarah Balduf will review the rabies statistics and demonstrate how she arrived at the conclusion that cats do not present an immediate or imminent concern to the public health in the City of Batavia.
- **Harm to wildlife:** Our team had many discussions – both among ourselves and with others – regarding the issue of cats and wildlife. While we acknowledge that cats are a natural predator of birds and other wildlife, we do not have statistics nor can we find research available to demonstrate that cats are harming wildlife at alarming rates in the 5.2 square miles of the City of Batavia.

The task force members believe we have similar goals to those concerned about both issues outlined above – that being we all want to reduce the feral and community cat population in our City. Had there been evidence that demonstrated a significant community health issue or a significant threat to wildlife, the team would be recommending more drastic measures to City Council that would likely come at a high cost to the City taxpayers.

The team is recommending that City Council adopt a resolution in support of the following:

- A volunteer leader and team be identified to implement a program that incorporates trap, neuter, spay, release with a focus on adoption of litters and socialized strays and euthanization for cats that are dangerous or too sick to be relocated. The team would also be responsible to work with non-profit organizations to secure grant funding.
- The current team approach Genesee County lawmakers with the same recommendations.
- Analyze which local laws make the best sense for a county-wide effort and recommend changes to the laws regarding feral and community cats throughout Genesee County and in the City of Batavia. It should be noted that, while the task force investigated the many cat nuisance laws on the books in New York State, every community, by law, is required to give a cat owner or caretaker at least three days to make restitution and reclaim the cat. Batavia does not have the location nor the ability to house more than 4 – 5 cats at any given time; therefore to suggest a law with no way to implement it would be irresponsible at this point as most of our feral cat issues involve colonies of at least 30 cats.
- Work alongside the County and Community Based Organizations to determine how and where the City might house cats while awaiting owner/caretaker restitution.
- Citywide support of a TNVR approach that includes targeted litter/socialized cat adoption and the euthanization of cats too ill to be relocated.

Our team looks forward to presenting our research and recommendations at the City Council meeting on Monday evening.



# City of Batavia

To: Jason Molino, City Manager  
From: Jim Maxwell, Fire Chief  
Date: September 21, 2015  
Subject: Resolution to amend the Fire Department 2015-2016 Budget

Jason, attached is a Resolution to amend the Fire Department 2015-2016 to reflect the receipt of an award in the amount of \$5000.00 from the New York State Governor's Traffic Safety Committee.

This amendment will affect the following budget lines:

Increase revenue accounts:	
1.1.3389.1150	\$5000.00
Increase expense accounts:	
1.3410.0201.1150	\$5000.00

Should you have any questions please feel free to contact me.

**Fire Department**  
18 Evans Street  
Batavia, New York 14020



Phone: 585-345-6375  
Fax: 585-345-5639  
[www.batavianewyork.com](http://www.batavianewyork.com)

**#-2015**

**A RESOLUTION TO AMEND THE 2015-2016 FIRE DEPARTMENT BUDGET TO  
REFLECT THE RECEIPT OF A CAR SEAT GRANT, IN THE AMOUNT OF \$5,000**

**Motion of Councilperson**

**WHEREAS**, the City of Batavia Fire Department has received a grant in the amount of \$5,000 for Award period October 1, 2014 through September 30, 2015 from the New York State Governor's Traffic Safety Committee related to Car Seat Safety for increased child passenger safety and proper installation training of caregivers in an effort to reduce serious injury and death to children; and

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

**NOW THEREFORE, BE IT RESOLVED**, by the Council of the City of Batavia that the City Manager is authorized to make the following budget amendment to the 2015-2016 budgets effective September 29, 2015 to cover various Car Seat Program details and equipment purchases:

**Increase revenue accounts:**

**Increase revenue accounts:**

1.1.3389.1150	\$5000.00
---------------	-----------

**Increase expense accounts:**

1.3410.0201.1150	\$5000.00
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**Seconded by Councilperson  
and on roll call**



September 28, 2015

Council Conference Meeting

XIII. Discussion Regarding Police Facility Task Force Recommendation

08/10/2015

To: City Council of Batavia, NY

RE: Police Task Force Final Recommendation

Dear Councilmen and Councilwomen,

We are happy to report to Council that we have completed our work, and have overwhelmingly agreed upon a final recommendation regarding the future location of our Police Facility. As you are all aware, this Police Task Force was created by the authority of City Council on November 22, 2014. We were charged with a number of items and tasks and we have diligently researched, examined, studied, and debated in order to arrive at the very best solution for our City going forward. Attached you will find a number of items to refresh yourself with our mission and work. Included is a summary of every meeting the Task Force held, the original 7 locations the Geddis report identified, two separate matrixes which were created to rank options, a PowerPoint presentation we gave to solicit feedback from our fellow City residents, and finally a comprehensive financial analysis of the final recommendation.

The Task Force met as a group 10 times. We also met in small groups throughout the process to solicit and gather additional information from experts. These smaller groups explored issues of historical significance and rehabilitation, grant opportunities, traffic studies, parking counts, and flood plain research. We have roughly estimated that each member of the Task Force spent over 55 hours on this project from inception to completion.

It is our ultimate recommendation that the city should move forward with building a new Police Station located on Swan Street in the City of Batavia. We feel that the central location of this site, its availability, the low interest rate environment, the City's financial strength, and the current deficiencies with the current location make this a unique opportunity in the history of our City to make an investment for the future public safety of our citizens. We are keenly aware of the history of "can kicking" regarding this issue, and feel the time has come to move our City forward and provide our officers, employees, and citizens with a public safety facility on par with the demands and accessibility requirements today's world demands.

As a group, we are honored to serve our City, and hopeful that our groundwork will result in a plan of action that sees this project to completion.

Respectfully yours,

Marc A. Staley, 23 Prospect Ave (Chair)

Ashley Bateman, 27 Summit Street

Peter Garlock, 67 Ellicott Avenue

Alfred McGinnis, 16 Vernon Avenue

James Jacobs, 60 Otis Street

Bill Hayes, 22 Meadowcrest Drive

David Leone, 32 Bogue Avenue

# **CITY OF BATAVIA – CONFERENCE MINUTES**

## **MONDAY, SEPTEMBER 23, 2013**

Present were Council President Buckley and Councilpersons Canale, Christian, Doeringer, Briggs, Hawley, Pacino, Russell and Cipollone.

### **Call to Order**

Council President Buckley called the meeting to order at 7:00 PM. Council President Buckley led the Invocation and the Pledge of Allegiance.

### **Public Comments**

None.

### **Council Response to Public Comments**

None.

### **Communications**

The Batavia Jaycees submitted their application for a Halloween Parade on Sunday, October 27<sup>th</sup> at 1:00pm. Line up will be in front of Dan's Tire & Auto and they will proceed to Batavia's Original. Council approved.

### **Presentation of Financial Statements**

Laura Landers, Freed Maxick, noted that she met with the audit advisory committee on September 5<sup>th</sup> to discuss the audited financial statements for fiscal year ending 3/31/13. Ms. Landers noted that the fiscal year ended with a surplus of approximately \$294,000 bringing the fund balance to over \$5,806,000. She noted that sales tax increased for that year but that Council budgeted conservatively with relation to economically sensitive issues. Ms. Landers explained that budgeted expenditures continued to be greater than actual expenditures and fund balance has increased since 2009. She noted that the water fund generated a surplus and had since 2008. She stated, however, that the sewer fund had a net deficit of approximately \$34,000. Mr. Molino noted that the City was trying to achieve a 10% unassigned fund balance and that we were currently at about 8.5%. Mr. Molino suggested putting approximately \$900,000 of the unassigned fund balance into reserves for facility, sidewalks, employee benefits accrued liability, and fire equipment. He noted that approximately \$150,000 would be put to committed fund balance (which is a step below restricted) for resurfacing of South Jackson and Otis Streets. Councilperson Doeringer asked how he came up with the \$150,000 figure. Mr. Molino noted he used mill and paving bids from Richmond and North Streets as a ballpark but noted the City could piggyback on previously bid projects. Council President Buckley recalled that eight years ago the City was in bad shape. He thanked Mr. Molino and staff along with Council in how far they had come and it was because of everyone involved.

09/23/2013

### **Amendment to Verizon Lease Agreement**

Mr. Molino noted that Verizon leased space from the City and wanted to upgrade their existing equipment. Council agreed to move the item forward.

### **NYS Archives Grant**

Heidi Parker, City Clerk, noted that the City had received \$24,493 for a high-powered scanner/printer for digitization of maps and drawings. Mrs. Parker recommended Council accept the grant and amend the budget to reflect the grant funds. Council agreed to move the item forward.

### **Police Facility Analysis**

Mr. Molino noted that \$45,000 was budgeted for a police facility analysis, the building was over 100 years old, and was the former Brisbane Mansion. He explained that it was currently in poor working condition, very choppy because of the various uses over the past few years and received 10 submittals as a result of the RFP. He noted that the analysis would look at other locations within the City for the police station, provide estimated costs and consider renovation of the current building. Councilperson Canale wanted to see suggestion of future uses of the facility if the police department moved to another location. Councilperson Christian didn't want to spend \$45,000 because they had worked so hard to get to where they were now and wanted to wait a couple of years. Council President Buckley noted that the money was part of the budget and approved of spending the money for the analysis. Councilperson Russell felt it was long overdue and the conditions of the building warranted the improvements. Mr. Molino noted that discussions had been going on since 1991. Councilperson Pacino noted that she didn't want to give anyone \$45,000 but the building was 158 years old and if they didn't do anything it may fall apart and cost the City even more. Councilperson Russell noted that he wasn't in favor of spending \$45,000 if there wasn't follow through on the project. He noted that a lot of studies had taken place but there was never any action because of them. Councilperson Briggs felt that the cost of the studies and improvements would continue to increase so putting it off would just cost more. Councilperson Cipollone stated that it was up to Council to make sure we follow through with the project. Councilperson Christian thought the police department was supposed to be in City Hall. Council approved moving the item to the next business agenda.

\* \* \*

**Conference Meeting adjourned at 7:40 PM.**

**Respectfully submitted,**

**Heidi J. Parker  
Clerk-Treasurer**

09/23/2013

# **SPECIAL BUSINESS MEETING MINUTES**

## **CITY OF BATAVIA**

### **NOVEMBER 24, 2014**

The special business meeting of the City Council was held Monday, November 24, 2014 immediately following the conference meeting in the Council Chambers, One Batavia City Centre, Batavia, New York, with Council President Hawley presiding.

Present were Council President Hawley and Councilpersons Pacino, Briggs, Christian, Canale, Doeringer, Deleo and Jankowski. Councilperson Cipollone was absent

Council President Hawley called the meeting to order at 7:45 PM.

The Council President assigned the regular agenda items.

\* \* \*

#### **New Business**

#### **#82 - 2014**

#### **RESOLUTION TO APPOINT MEMBERS TO THE POLICE FACILITY TASK FORCE**

#### **Motion of Councilperson Briggs**

**WHEREAS**, on September 22, 2014 the City Council was presented the Police Department Facility Feasibility Study ("Study") which was completed by City staff and Geddis Architects ("Facilitators"); and

**WHEREAS**, the Study included a space needs assessment that examined seven (7) alternatives for making improvements to the Police Department facilities; and

**WHEREAS**, the City Council is desirous of creating an advisory Police Facility Task Force ("Task Force") comprised of residents and business leaders to review the alternatives and make a recommendation to City Council; and

**WHEREAS**, the Task Force is advisory only and can only make a recommendation to the City Council and City Council shall retain all decision making authority; and

**WHEREAS**, the duties of Task Force should be as follows:

1. Meet as a Task Force and review the Study to include a critical appraisal of the possible alternatives suggested.



2. To review the methodology of developing the specific functional program for the Batavia Police Department.
3. To discuss, investigate and visit the potential site locations; to include tours of the existing facility.
4. To review the cost estimate methodology, costs for each alternative, discuss un-anticipated cost areas and contingencies and possible funding sources.
5. Select an alternative for City staff to complete a financial analysis of the alternative, demonstrating the potential tax, budget and debt impacts based on the available information.
6. Every other month the Task Force shall provide a progress report to the City Council President who will promptly share the progress report with City Council.
7. The City Manager and staff shall provide support to the Task Force and shall attend meetings as requested by the Facilitators and Task Force.
8. Make a recommendation to City Council no later than July 1, 2015. The recommendation will include the financial analysis of the selected alternative and any conditions or suggestions for the City Council to consider.

**NOW THEREFORE, BE IT RESOVLED**, the Council of the City of Batavia does hereby appoint the aforementioned residents to serve on the Police Facility Task Force:

- |       |                                   |
|-------|-----------------------------------|
| I.    | Durin Rogers, 211 Naramore Drive  |
| II.   | Ashley Bateman, 27 Summit Street  |
| III.  | Peter Garlock, 67 Ellicott Avenue |
| IV.   | Alfred McGinnis, 16 Vernon Avenue |
| V.    | James Jacobs, 60 Otis Street      |
| VI.   | Marc Staley, 23 Prospect Street   |
| VII.  | Bill Hayes, 22 Meadowcrest Drive  |
| VIII. | David Leone, 32 Bogue Avenue      |

**BE IT FURTHER RESOLVED**, that the Police Chief is hereby appointed to serve on the Task Force as an Ex-officio non-voting capacity.

**Seconded by Councilperson Christian and on roll call approved 8-0.**

Councilperson Doeringer noted that he, Councilpersons Jankowski, Briggs and Pacino all met and recommended the names listed in the resolution for appointment. Councilperson Jankowski noted

that the 5<sup>th</sup> ward wasn't represented because there was no one interested in serving from that area. Councilperson Christian thanked everyone who volunteered for the task force.

\* \* \*

**Meeting adjourned at 7:50.**

**Respectfully submitted,**

**Heidi J. Parker  
Clerk-Treasurer**



# Batavia Police Department Facility Feasibility Study

*(summary of findings)*



## Introduction

FY 2013/14 budget to complete a Space Needs Assessment to examine alternatives for making improvements to the Police Department facilities.

- ✓ Construct a new police station on properties to be identified
- ✓ Construct renovations to create a new police station in existing buildings
- ✓ Construct renovations and/or additions to the existing police facility

RFP was issued in July 2013 – along with several site tours.

- 10 submittals were received
- Staff reviewed and recommended Geddis Architects team
- City Council awarded contract October 2013

## How old is 10 West Main Street?

- Completed in 1855.
- The first locomotive ran from the Atlantic Ocean to the Pacific Ocean on the Panama Railway.
- Texas was linked by telegraph to the rest of the United States, with the completion of a connection between New Orleans and Marshall, Texas.
- US Congress approved \$30,000 to test camels for military use.
- US Congress authorized registered mail.
- 1st train crossed 1st US railway suspension bridge, Niagara Falls.
- USS Constellation commissioned

The building cost \$25,000.

## Facility History

As far back as 1991 there was discussions regarding improvements, renovations, additions and relocations of the former City Hall and Police Department.

- 1991 – *Batavia City Hall: Condition Report*
- 1994 – *Genesee County Facilities Study: Proposal for City/County Courthouse & Office Building*
- 1997 – *Feasibility Study of Renovation of City Hall*
- 1998-2005 – *Joint Police/Sheriff Facility Discussions*
  - 2002 – *Study for a Joint Genesee County Sheriff & Batavia City Police Public Safety Building*
  - 2002 – *St. Jerome (Bank St.)*
  - 2004 – *Evaluation of the Old City Hall Structure for City Police Use*
- 2006 – *Police Facility Committee*

*Little to no work has been done over the past 25 years.*

## Current Conditions

The current Police Facility is a historic building originally constructed as a private residence by George Brisbane in 1855. In 1918 it was acquired by the City and converted into City Hall. An addition was added in 1963, re-organizing space. In 2004 a new City Hall was built and the structure was retained for sole use of the BPD.

### Operational Challenges:

- Building entrance is not secure.
- Public entry area is too small.
- Prisoner transfer and booking is not secure.
- Prisoner and public entrance is one and the same.
- Interview rooms are not isolated or secure.
- Storage of weapons and gear is insufficient and not co-located.
- Officer locker rooms are not adequate.
- Parking areas for police vehicles are commingled with public.

### Physical Challenges:

- Building egress is inadequate and not code compliant.
- Building is not ADA compliant.
- Building infrastructure is outdated and in need of replacement.
- Hazardous Materials exist.
- Installation of modern equipment (i.e. camera system) requires major work be done.

## Current Study Methodology

### Phase 1 – Situation Analysis Phase

- ✓ Met with City and BPD leadership, identified project goals and objectives, along with various tasks that needed to be assigned and completed.

### Phase 2 – Data Collection, Analysis and Evaluation Phase

- ✓ Collected and reviewed data and statistics and conducted staff interviews to better understand operations.
- ✓ Interviews provided additional insight to the strengths and weaknesses of current space.
- ✓ Created detailed space program considering current space use and recommendations to address current space deficiencies and future needs.
- ✓ Potential site locations were identified.

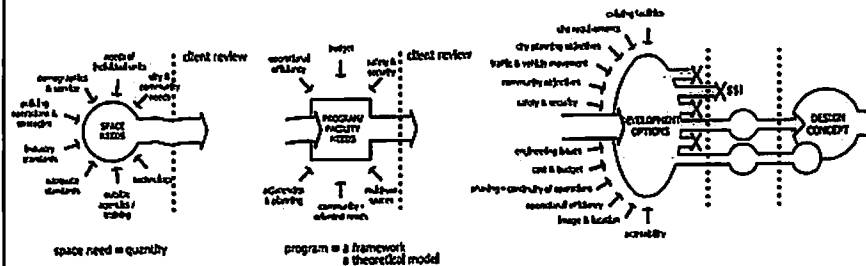
### Phase 3 – Concept Design Phase

- ✓ Utilized all collected data to generate design alternatives for most suitable sites.
- ✓ New construction block diagrams were created for vacant sites.
- ✓ With existing PD developed more detailed schematic design to best identify accurate level of renovation. Assisted with Haz. Mat. Assessment.
- ✓ Developed schematic site plans to show access, site movement and parking.
- ✓ Through this process certain sites became more suitable than others.

### Phase 4 – Findings and Report Phase

- ✓ All information was reviewed and evaluated and alternatives were based on pre-determined criteria (Selection Matrix).

## Current Study Methodology



## Needs Assessment & Functional Program

Current and future facility space needs were determined by using the following process:

- Understanding of current operations, working conditions, impact of facility on conducting efficient, effective and safe policing.
  - ❖ Included tours of facility with BPD staff, observing and asking questions
  - ❖ Reviewed existing drawings of facility and taking inventory of existing people, functions and space.
- Reviewed information on population growth and demographic changes
- Conducted two rounds of interviews:
  - ❖ First round - obtain detailed information on operations, current conditions, opinions on future changes within community, department, initial estimates of space needs. Compared this to industry standards for municipal police departments of similar size, and New York State requirements.
  - ❖ Second round - took information collected and discussed perceived space requirements, separation of 'needs' from 'wants' and more detailed analysis of the functions. This formed basis for draft space and function program.

## Staff & Space Summary

### Operational Areas (includes sworn & civilian personnel - see Table 2)

	Current	Future	Growth	Est	Req'd
1 - Administration	4	4.5	0.5	595	700
2 - Uniform Division	10	10-11	1	1,507	2,120
3 - Detective Division	5	5-6	1	1,087	2,090
4 - Youth Office	1	1	0	500	350
5 - Training	0	0	0	524	550
<b>Subtotal - Net Area</b>	<b>40</b>	<b>40-43</b>	<b>3</b>	<b>4,213</b>	<b>5,810</b> <sup>14.7</sup>

Note: Some future growth in the Police Department was considered for space planning purposes. It was not discussed if or when staffing may change, only that the proposed space program had the capacity to handle some additional growth in department size.

### Support Spaces

	Est	Req'd
6 - Common Areas	913	1,730
7 - Staff Amenities	1,090	1,475
8 - Public Areas	313	370
<b>Subtotal - Net Area</b>	<b>2,316</b>	<b>3,575</b> <sup>14.7</sup>
<b>Total Net Area</b>	<b>6,519</b>	<b>9,475</b> <sup>14.7</sup>
<b>Grossing Factor</b>	<b>2.55</b>	<b>1.40</b>
<b>Total Gross Floor Area</b>	<b>16,910</b>	<b>13,300</b> <sup>14.7</sup>

### 400 - Garages/Storage

	Est	Req'd
9 - Garages & Storage	700	2,800
<b>Net Area</b>	<b>700</b>	<b>2,800</b> <sup>14.7</sup>
<b>Grossing Factor</b>	<b>1.00</b>	<b>1.10</b>
<b>Gross Floor Area</b>	<b>700</b>	<b>1,200</b>

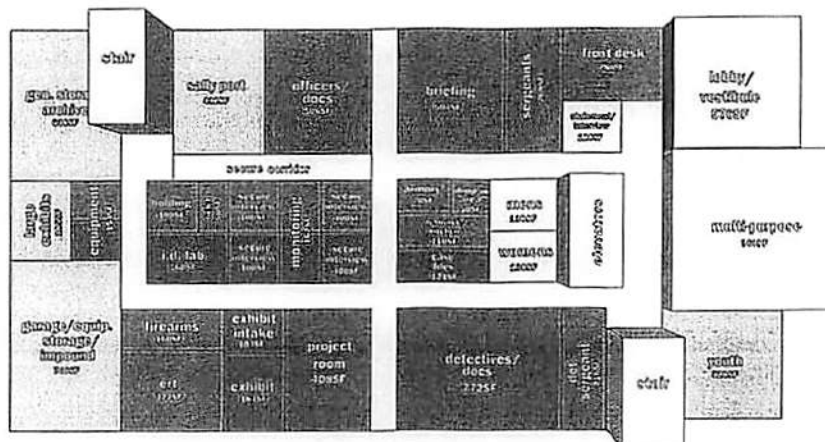
### Total Staff & Space Requirements

	Current	Future	Growth	Est	Req'd
Building Total	40	40-43	3	7,319	12,315
<b>Subtotal - Net Area</b>				<b>7,319</b>	<b>12,315</b> <sup>14.7</sup>
<b>Avg. Grossing Factor</b>				<b>2.31</b>	<b>1.34</b>
<b>Total Gross Floor Area</b>				<b>16,910</b>	<b>16,500</b> <sup>14.7</sup>

Internal Circulation, Existing Space - same existing areas include internal circulation, therefore comparison of net/usable ratios are not possible between existing and proposed space.

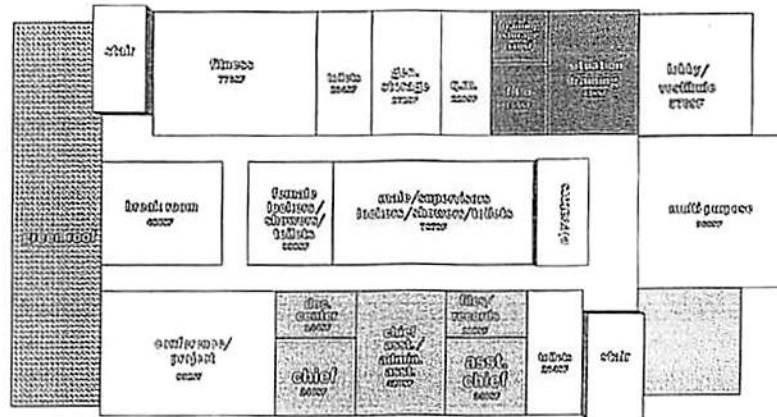
	Est	Req'd
<b>Additional GFA Required</b>	<b>421</b>	<b>(410)</b> <sup>14.7</sup>
<b>Space/Person (all areas)</b>		<b>16.4</b>
<b>Existing Gross Area</b>	<b>6,012</b>	<b>Level 2</b>
	<b>5,432</b>	<b>Level 3 (excl. Parole)</b>
	<b>5,470</b>	<b>Same</b>
	<b>16,910</b>	

## Alternative Sites and Scenarios

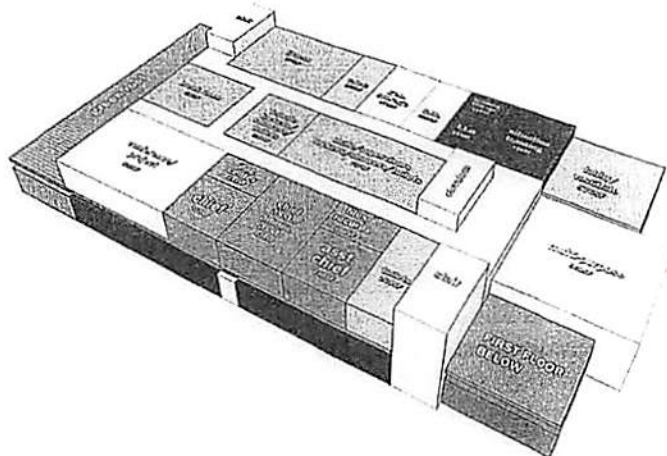




## Alternative Sites and Scenarios



## Alternative Sites and Scenarios



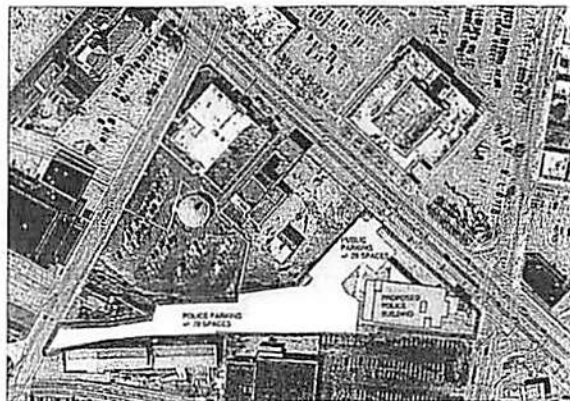
## Alternative Sites and Scenarios

This section includes a total of six (6) possible construction scenarios and provides observations regarding each site.

- Site Description
- Zoning
- Environmental
- Site Development Approach
- Summary Observations

## 56 Ellicott Street Site

This site is composed of three parcels that the City would need to assemble in order to create a viable building site. Three parcels total 2.36 acres.



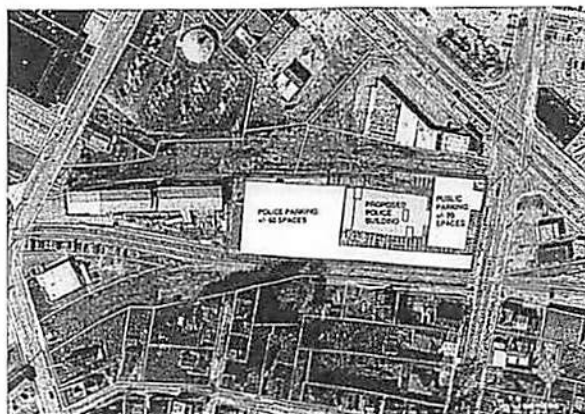
## 56 Ellicott Street Site

### Observations:

- The Site has good access to the Downtown area. Egress for emergency vehicles at this location is acceptable.
- All new construction allows best ability to meet program and operational needs of the Police Department.
- Location of the Site in a flood zone requires flood mitigation measures, discourages development of below grade structures and increases construction costs. It may compromise Police activities during a severe flood event.
- Environmental remediation will be required before development could begin, this will increase construction time and cost.
- The City has to foreclose on the Della Penna property and purchase the Santy properties.
- The future of the existing historic building (10 W. Main St.) is not addressed in this scenario; presumably it will be sold or re-purposed for another public use.
- Utilizing this site for a Police Station may compete with economic development intentions.

## 96-98 Jackson Street

This section consists of a single parcel of 1.9 acres currently by a Salvation Army Thrift Store.



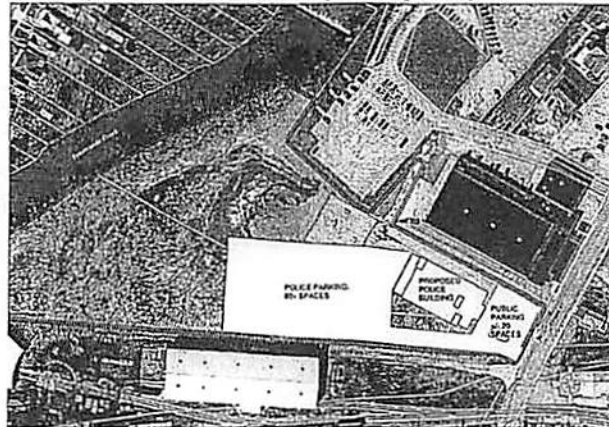
## 96-98 Jackson Street

### Observations:

- The Site has good access to the Downtown area. Emergency vehicle egress is favorable at this location.
- All new construction allows best ability to meet program and operational needs of the Police Department.
- Location of the Site in a flood zone requires flood mitigation measures, discourages development of below grade structures and increases construction costs. It may compromise Police activities during a severe flood event.
- A Phase I (possible Phase II) Environmental Site Assessment (ESA) should be performed on the site prior to purchase to identify any existing environmental impacts. If found, environmental remediation would be required.
- The City would have to purchase the property.
- The existing structure would have to be abated of any hazardous material prior to demolition.
- The future of the existing historic building (10 W. Main St.) is not addressed in this scenario; presumably it will be sold or re-purposed for another public use.

## 165 Evans Street

This site is composed of two parcels totaling 5.69 acres. The northern parcel (1.43 acres) is owned by the City of Batavia; the southern parcel is privately owned.



## 165 Evans Street

### Observations:

- The Site has good access to the Downtown area. Emergency vehicle egress is favorable at this location.
- All new construction allows best ability to meet program and operational needs of the Police Department.
- Location of the Site in a flood zone requires flood mitigation measures, discourages development of below grade structures and increases construction costs. It may compromise Police activities during a severe flood event.
- Environmental remediation is likely to be required before development could begin, this may increase construction time and cost.
- The City will have to purchase the larger parcel to have sufficient land for development.
- The future of the existing historic building (10 W. Main St.) is not addressed in this scenario; presumably it will be sold or re-purposed for another public use.

## Park Road Site (Sheriff's Office)

This alternative consists of co-locating at the existing County Sheriff's Facility. This building was completed in 2007 and also houses the County's Emergency Dispatch Center. It consists of a one story building with a separate garage structure to the north and east and communications tower to the south. There is separate surface parking for police vehicles and public vehicles.

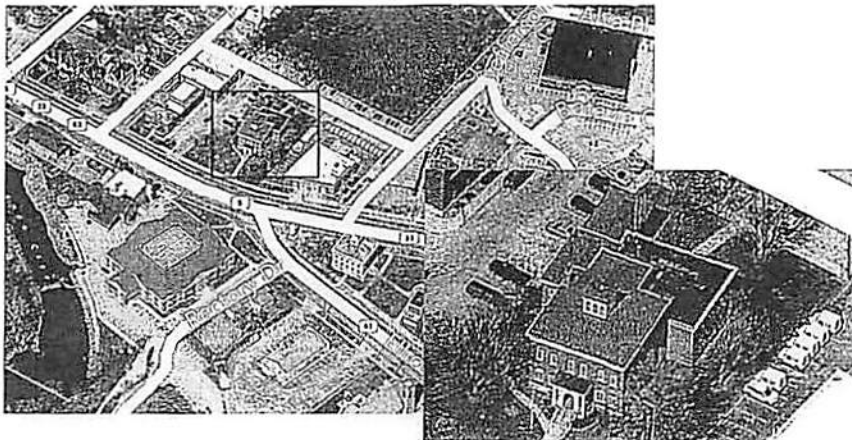


## Park Road Site (Sheriff's Office)

### Observations:

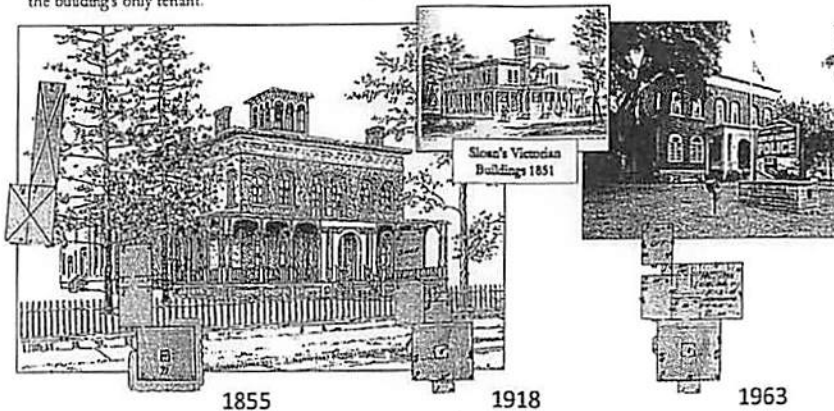
- This location is stand alone facility. The current Sheriff's facility would require additional alterations to achieve shared space model.
- The site is far removed from the downtown area. A satellite facility may be required so that the Police Dept. can have a visible downtown presence. Emergency vehicle egress is not an issue at this site, however the distance to travel to emergencies may provide for delayed response times.
- Due to capacity and operational issues, few of the core functional areas can be shared between the Police and Sheriff's Departments. The result is more of a "co-location" as opposed to an "integration".
- Since the Departments have different jurisdictions and serve different public needs, a clear identity for each should be maintained.
- In order to facilitate sharing of program spaces, it will be necessary to make some modifications to the existing building. The extent of these modifications will depend on exactly how many and which spaces are to be shared. A shared public entrance and lobby, for instance, may require it to be re-located to a position between the two facilities.
- The future of the existing historic building (10 W. Main St.) is not addressed in this scenario; presumably it will be sold or re-purposed for another public use.

## Renovation/Additions at 10 W. Main St.



## Renovation/Additions at 10 W. Main St.

Originally built as a single family home in 1855. In 1918 it was renovated and converted to the Batavia City Hall. In 1963 a two story addition was made on the north side of the original house. The building remained the City Hall until a new building was built in 2004 to house all City Administration except the Police Department, which then became the building's only tenant.



## Renovation/Additions at 10 W. Main St.

### Development Approach

Two approaches were investigated for the renovation of the existing building. In both cases the existing building is fully renovated and an addition is made.

#### Scheme A Demolish 1963 addition and construct a new three story addition:

- Demolish the 1963 addition.
- Build a new addition with a basement and two upper floors aligning with the floors of the original house.
- The interior of the existing building will be gutted to accommodate the program.
- An elevator and accessible toilets are added along with new egress stairs in the addition.
- The added basement space can accommodate an indoor pistol range.

#### Scheme B Retain entire existing structure and add new stair, elevator and garage:

- Retain the entire existing building with its multiple levels.
- A one story garage along with a new elevator, stair and entry lobby is contained in a new addition.
- The interior of the existing building will be gutted to accommodate the program including a new stair to create a second means of egress from all levels.
- An elevator and accessible toilets will also be added.

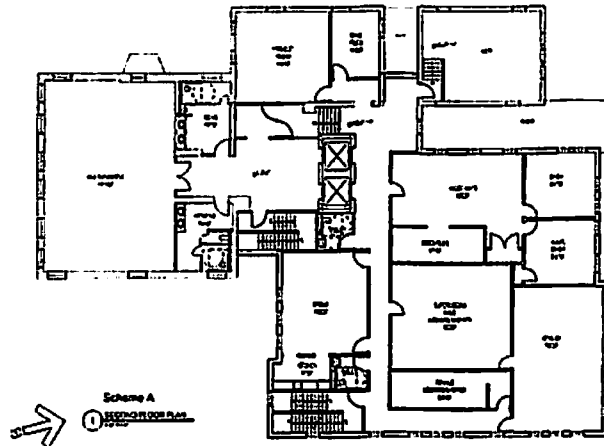
For both approaches, the public entry will be moved to the original front entry on Main St. Vehicular access to the site will remain in its current location though a means for restricting public access to police parking will be developed.





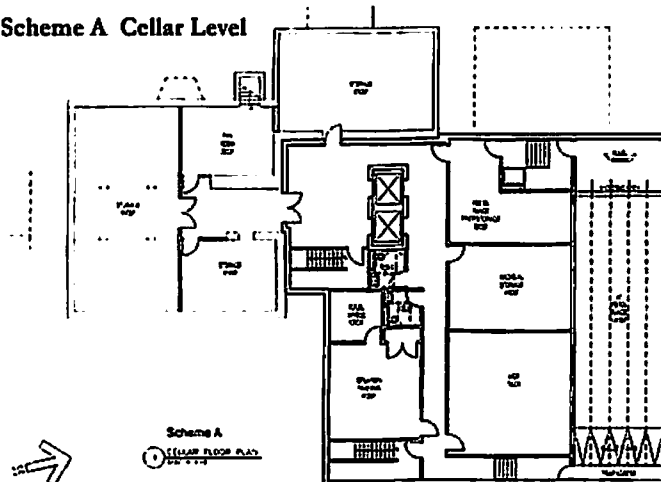
# Renovation/Additions at 10 W. Main St.

## Scheme A Second Floor



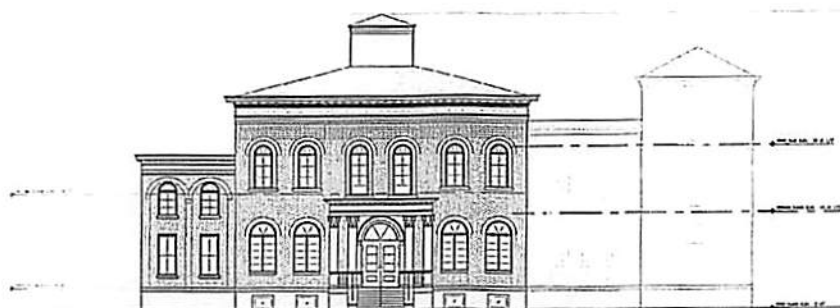
# Renovation/Additions at 10 W. Main St.

## Scheme A Cellar Level



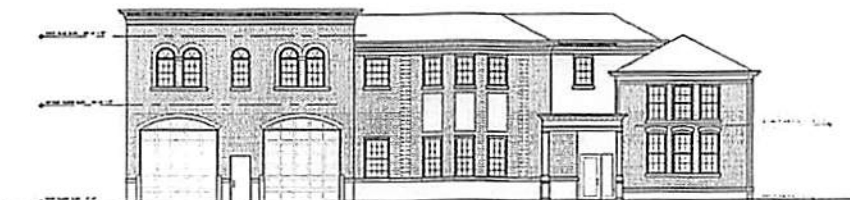
## Renovation/Additions at 10 W. Main St.

### Scheme A Main Street Elevation

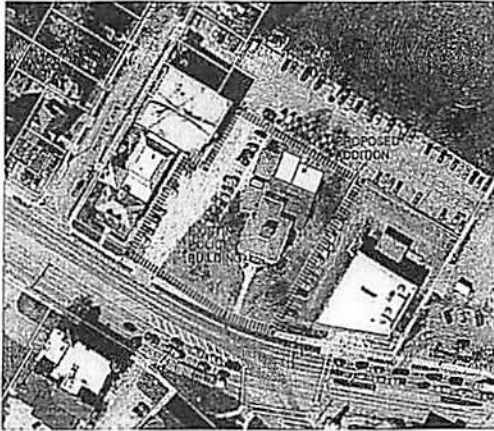


## Renovation/Additions at 10 W. Main St.

### Scheme A Parking Lot Elevation



## Renovation/Additions at 10 W. Main St.

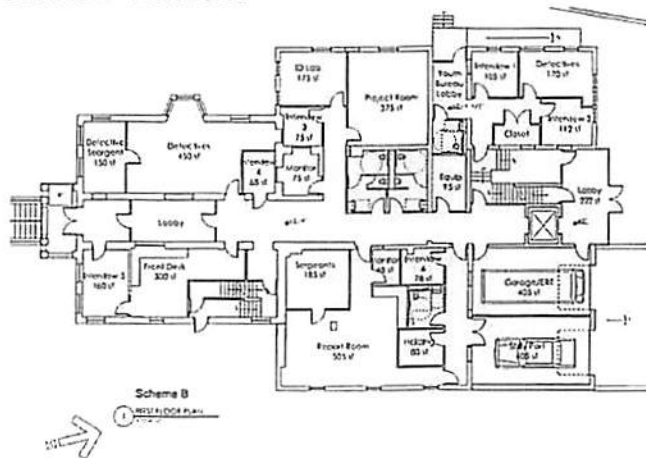


### Scheme B

Retain entire existing structure and add new stair, elevator and garage.

## Renovation/Additions at 10 W. Main St.

### Scheme B First Floor





## Renovation/Additions at 10 W. Main St.

### Observations:

- The Site has good access to the Downtown area, a prime consideration for the Police Department, however emergency vehicle egress is difficult most times of the day: *Both Options*
- Temporary relocation of the Police Dept. will be required during construction: *Both Options*
- Renovating an existing structure is less optimal than constructing new for achieving all the program goals: *Option A with more new construction (17,660 sf new; 11,116 sf renovated meets program goals more successfully than Option B (2,660 sf new; 17,858 sf renovated).*
- Environmental remediation will be required before development could begin, this may increase construction time and cost: *Both Options*
- Adequate Public and Secure Police Parking will be more difficult to achieve because of site constraints: *Both Options*
- The existing historical structure is completely renovated thus assuring its preservation: *Both Options*

## Status Quo at 10 W. Main St.

The current structure is composed of multiple floors and levels and a variety of changes of use over its 150 plus years in existence. Most notably, for a public facility, is that it does not meet ADA requirements.

- Improvements may be limited to only aesthetic appeal and some physical conditioning; any significant alterations would require the space/area be made ADA compliant.
- Any substantial mechanical or electrical improvements would also require ADA compliance.
- Although aesthetic improvements are important, they will not address the functionality of the building, safety of the staff or efficiency of operations of the police department.
- There are circumstances in which building improvements may not require ADA compliance, however City Council would be accepting a public policy that would purposefully not make the Police Station ADA complaint.

## Cost Considerations

### Police buildings are very specialized:

- Stringent construction codes
- 24/7 operations with low risk of failure
- Designed to support uninterrupted police operations in times of emergency

### This project is a significant investment for the City:

- It must meet needs for many years
- Requires robust construction and systems

### Budget includes all costs necessary to complete project:

- Furniture and specialized police furnishings
- Security, Communications and IT systems
- Design fees, legal fees, project management fees, permits
- Land acquisition, repurposing costs for the existing building, environmental assessment & remediation
- Project, design and construction contingencies and inflation

## Cost Comparisons

### Site's I, II and III

- Located in the Special Hazard Flood Area (SHFA) and require additional site preparation and construction to account for flood potential.
- Have confirmed or speculated environmental contamination requiring clean up prior to construction.
- Site's I and II have existing structures that will need hazardous material abatement and demolition.
- Requires property to be purchased.

### Site IV

- Stand alone facility. No shared space.
- Requires political will of City and County elected bodies and Sheriff.
- Ownership rights would have to be determined.

### PD Scheme's

- Requires hazardous abatement prior to construction.
- Requires relocation of PD for 12-18 months during construction.
- Unknown costs due to age of building.

Site I New Construction	Site II New Construction	Site III New Construction
56 Ellicott St.	96 Jackson St.	26 Evans St.
\$11.1MM- \$11.9MM	\$11.6MM- \$12.5MM	\$11.4MM- \$12.3MM

## Cost Comparisons

### Site's I, II and III

- Located in the Special Hazard Flood Area (SHFA) and require additional site preparation and construction to account for flood potential.
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### PD Scheme's

- Requires hazardous abatement prior to construction.
- Requires relocation of PD for 12-18 months during construction.
- Unknown costs due to age of building.

Site I New Construction	Site II New Construction	Site III New Construction	Site IV Co-Located
56 Ellicott St.	96 Jackson St.	26 Evans St.	165 Park Rd.
\$11.1MM- \$11.9MM	\$11.6MM- \$12.5MM	\$11.4MM- \$12.3MM	\$9.9MM- \$10.6MM

## Cost Comparisons

### Site's I, II and III

- Located in the Special Hazard Flood Area (SHFA) and require additional site preparation and construction to account for flood potential.
- Have confirmed or speculated environmental contamination requiring clean up prior to construction.
- Site's I and II have existing structures that will need hazardous material abatement and demolition.
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### Site IV

- Stand alone facility. No shared space.
- Require political will of City and County elected bodies and Sheriff.
- Ownership rights would have to be determined.

### PD Scheme's

- Requires hazardous abatement prior to construction.
- Requires relocation of PD for 12-18 months during construction.
- Unknown costs due to age of building.

Site I New Construction	Site II New Construction	Site III New Construction	Site IV Co-Located	PD Scheme A Additions: Renovations	PD Scheme B Additions: Renovations
56 Ellicott St.	96 Jackson St.	26 Evans St.	165 Park Rd.	10 W. Main St.	10 W. Main St.
\$11.1MM- \$11.9MM	\$11.6MM- \$12.5MM	\$11.4MM- \$12.3MM	\$9.9MM- \$10.6MM	\$15.9MM- \$17.2MM	\$11.3MM- \$12.2MM



## Cost Comparisons

[illegible]

## Selection Matrix

Evaluation Criteria was developed to sort the alternatives developed in the study. These consider factors the city deems most important in choosing a scenario. In addition, the Team ranked the Evaluation Criteria in terms of priority thus creating a weighted ranking system.

1. Provides Good Proximity to Downtown
2. Provides Adequate Parking for Police/Public Vehicles
3. Provides Good Access & Security for Police Vehicles
4. Can be Readily Acquired
5. Can Readily Achieve Zoning/Regulatory Approvals
6. Minimum Disruption to Police and Public During Development
7. Meets City Development Goals
8. Minimizes Site Development Issues (relocation, environmental remediation, etc.)
9. Minimizes Overall Development Cost
10. Effectively Meets Program and Functional Needs

## Selection Matrix

Site Selection Matrix														
No.	EVALUATION CRITERIA	Criteria Value	Site I Della Pena/Santi		Site II Salvation Army		Site III Creek Park		Site IV Park Road		Existing PD Scheme 1		Existing PD Scheme 2	
			score	total	score	total	score	total	score	total	score	total	score	total
1	Provides Good Proximity to Downtown	4		0		0		0		0		0		0
2	Provides Adequate Parking for Police/Public Vehicles	1		0		0		0		0		0		0
3	Provides Good Access & Security for Police Vehicles	3		0		0		0		0		0		0
4	Can be Readily Acquired	2		0		0		0		0		0		0
5	Can Readily Achieve Zoning/Regulatory Approvals	1		0		0		0		0		0		0
6	Requires Minimum Disruption to Police and Public During Developments	2		0		0		0		0		0		0
7	Meets City Development Goals and has Positive or No Impact on other Redevelopment Initiatives	1		0		0		0		0		0		0
8	Minimizes Site Development Issues (relocation, temporary facilities, infrastructure, environmental remediation)	3		0		0		0		0		0		0
9	Minimizes Overall Development Cost	4		0		0		0		0		0		0
10	Effectively Meets Program and Functional Needs	3		0		0		0		0		0		0
Total				0		0		0		0		0		0
RANK														

### Score:

- 1 Evaluation Criteria is not achieved
- 2 Evaluation Criteria is achieved less than satisfactorily
- 3 Evaluation Criteria is achieved satisfactorily
- 4 Evaluation Criteria is achieved more than satisfactorily

### Criteria Value:

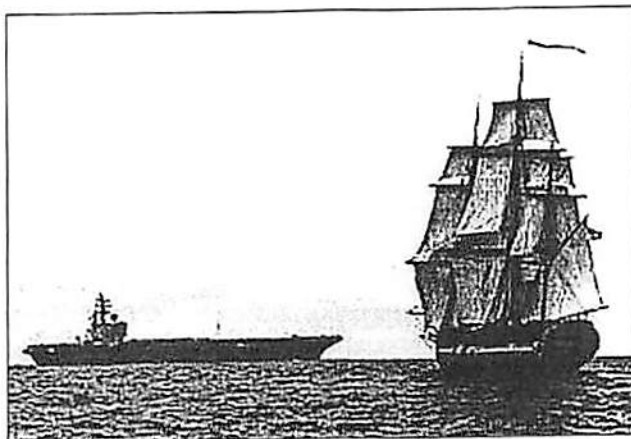
- 4 Very important
- 3 Relatively more important
- 2 Relatively less important
- 1 Less important

## Next Steps

Create a process that involves public engagement, influence and input to assist in making decision.

- ✓ Create a Task Force that includes a cross section of community of citizens, business owners, education and health care leaders, etc.
- ✓ Have the consultant facilitate a series of meetings to review the study process, conclusions and alternatives. Put everyone on the same learning curve.
- ✓ Task Force should be engaged with reviewing alternatives as well as financial analysis for funding alternative.
- ✓ A recommendation to City Council on selected alternative and financial analysis no later than July 1, 2015.
- ✓ Process should take approximately 6-8 months.

USS Constellation (1855) vs USS Ronald Reagan (2003)



## **Police Station Task Force – Progress summary for City Council**

**03/30/2015**

Respectfully Submitted by Marc Staley (Chairman) on behalf of the members of the Task Force.

**Durin Rogers / Jim Jacobs / Bill Hayes / Ashley Bateman / Dave Leone / Peter Garlock / Al McGinnis**

### **Meeting #1      December 9, 2014**

The task force responsibilities were reviewed and discussed in general. The task force was then given a tour of the existing police facility, history of the police department and operations. There was also a discussion regarding the site evaluation matrix. Also group decided to select spokesperson at time of recommendation. We discussed the timeline that the task Force would work and estimated 7-8 meetings over a 6 month time frame.

Information on history of maintenance expenses for the building was requested prior to next meeting.

### **Meeting #2      January 13, 2015**

Task force toured the Genesee County Sheriff's Facility on Park Road.

After returning from the tour John Pepper went through the presentation "Best Practice Design for a Municipal Police Station".

Further discussion was had regarding if the facility affects morale. It was discussed that there are a lot of "work arounds" due to inadequate facilities.

Further discussion was had regarding what to do with the existing facility if vacated and what type of investment would be needed to be put back into the facility to receive a good return on investment.

Next meeting would include presentations on individual sites. History of "other locations" that were considered, but not part of the study's final list of recommendations was requested.

### **Meeting #3      February 12, 2015**

John Brice presentation on site options. All aspects of each site were discussed including site conditions, environmental impact, development challenges, etc.

There was further discussion regarding other sites that were considered but not part of the study. In addition, task force looked at Google Maps during the meeting and referenced and discussed other locations.

Information regarding funding and financing was requested prior to the March meeting as well as what grant opportunities may be eligible for each site.

#### **Meeting #4     March 10, 2015**

Just prior to the 4<sup>th</sup> meeting we were delivered a hard copy of the resolution outlining our responsibilities as a task force. Identifying that we needed a Chairperson/Spokesman, the Task Force selected Marc Staley to fill this role. He advised he would put a brief report together for circulation amongst the group.

Meeting dates were set for April 21<sup>st</sup> and May 12<sup>th</sup> at 6pm at the Police Station. Discussion pursued regarding if the task force was going to have enough time to present a recommendation to City Council by July 1<sup>st</sup>. All agreed that issue could be determined after upcoming meetings, but requesting additional time would not be out of line to make a good recommendation. It is the intent of the task force to meet with just the members of the task force so that we may have a frank review and discussion of the options without outside influences so that we may ultimately provide a transparent and independent recommendation to city council

Dom Calgi, Calgi Construction, went through all the detail of the cost estimates for each site. There was some additional discussion regarding the County Legislatures interest in cooperating. It was mentioned that both the County Manager and Sheriff were aware of the Park site and report recommendations. Issue was made that the Evans St. site did not include additional costs for addition ice arena parking lot.

The task force then discussed additional sites such as the Alva parking lot, 35 Swan St. and putting additional City agencies in 10 W. Main if it was renovated.

Jason Molino then reviewed grant opportunities that may be available depending on what site was selected. He then discussed existing City debt service, reserve contributions and level debt concepts. In addition he provided information regarding various amortization debt schedules.

Information to be provided for the upcoming meeting:

- GIS layout of program block building on Alva parking lot and 35 Swan St. along with updated cost estimates.
- Send presentation to task force.
- Send matrix to task force.
- Prepare more detailed debt options with certain variables.
- Marc Staley to circulate a brief for submission to City Council.

## **April 21, 2015**

The task force discuss the site drawings for Alva and Swan St. Discussion focused around parking and traffic flow concerns. Also, discussion around Swan St. having two entries onto Swan and not a second egress onto private property.

John Brice reviewed the budget comparison updates.

Ashley Batemen suggested Bero Associates meet with members to discuss potential funding for renovating the existing building.

Jason Molino reviewed the financial and debt analysis for several different size projects.

Information to be provided for the upcoming meeting:

- Check with City Attorney on conflict of interest if task force members have done business with owner of 35 Swan St.
- Redraw 35 Swan St. with two means of egress from Swan St. Eliminate north egress onto to private property.
- Check if we have traffic counts for Bank St.
- Are the costs in 2014 \$s? Is there an inflator factored in?
- PILOT agreements – get a schedule of City PILOT agreements.
- Send out matrix again. Have it returned to Marc Staley by 5/8.
- Will try to schedule meeting with Bero Associates.

## **May 13, 2015**

Bero Associates came and toured the facility on 5/8/15. Several members could attend. Bero stated that the addition on 10 W. Main St. is not good for the building, and that the building is not a good candidate for a police station. It was a good place to do something else such as a niche hotel/boutique hotel. There may be grants available for private investment but not really for municipalities. There are a lot of tax credits for redevelopment. The visit confirmed that the building is not best suited for a police station.

Task force reviewed a summary of the evaluation matrix and individual scores. Each task member discussed their scoring and why.

A decision was made to remove the bottom three (existing PD 1 & 2 and Sheriff's building). A decision was also made to remove Santy's and Evans St. locations. The remaining sites were Alva, Swan and Jackson St.

There was discussion and agreement that the task force should only recommend one location versus multiple sites.

Agreed to redo the matrix after site visits to all the sites were conducted on 5/28.

**Information to be provided for the upcoming meeting:**

- **Parking counts for Alva lot.**
- **Go on site tour at 5/28 meeting of three remaining sites.**

#### **May 28, 2015**

**The task force and media were brought to each site location via ERT vehicle. The task force stopped at Alva, Jackson and Swan St. locations, looked around at each location and discussed positives and negatives with each location. Returned back to station for more discussion.**

**Set the next meeting for 6/4 pm. Discussion regarding different locations and response times from each location as well as traffic concerns.**

**Jackson St. poses concern that a critical facility is located in flood plain near a flood risk. Also may compromise City's CRS scoring. The task force requested Assistant City Manager to attend next meeting to discuss impact of building a critical facility in flood plain.**

**Task force agreed to have a public meeting for public feedback and input on 6/23 at 6pm.**

**Information to be provided for the upcoming meeting:**

- **Assistant City Manager to attend next meeting to discuss building in the flood plain.**
- **Map with 3 locations on one map.**
- **Jason to develop suggested format for public meeting.**
- **3 sites with financial analysis with \$1MM less.**

#### **June 5, 2015**

**Gretchen Difante, Assistant City Manager and Ron Panek, Code Officer/Flood Plain Manager presented to the task force issues surrounding building a critical public facility within the 100-year flood plain. They defined the 100-year flood plain and potential emergency response concerns as well as general construction requirements of a new facility within the 100-year flood plain. They also explained the Community Rating System (CRS) and the City's participation in the program and potential impacts of constructing a critical public facility within the 100-year flood plain.**

**Consensus from the task force was to remove the Jackson St. location from the three final sites being considered.**

**Jason Molino reviewed a revised financial and bond analysis for the three remaining sites, inclusive of the use of the reserve funds. Once a final site is selected a more in-depth analysis will be conducted.**

**Discussed the outline for the public meeting on June 23<sup>rd</sup>. All agreed they should be available to discuss concerns with residents. Marc would circulate a presentation/format prior to the meeting.**



## Site Selection Matrix

No.	EVALUATION CRITERIA	Criteria Value	Site I Ellicott Street		Site II Jackson Street		Site III Evans Street		Site IV Park Road		Site V Alva Lot		Site VI Swan Street		Existing PD Scheme 1		Existing PD Scheme 2	
			score	total	score	total	score	total	score	total	score	total	score	total	score	total	score	total
1	Provides Good Proximity to Downtown			0.0		0.0		0.0		0.0		0.0		0.0		0.0		0.0
2	Provides Adequate Parking for Police/Public Vehicles			0.0		0.0		0.0		0.0		0.0		0.0		0.0		0.0
3	Provides Good Access & Security for Police Vehicles			0.0		0.0		0.0		0.0		0.0		0.0		0.0		0.0
4	Can be Readily Acquired			0.0		0.0		0.0		0.0		0.0		0.0		0.0		0.0
5	Can Readily Achieve Zoning/Regulatory Approvals			0.0		0.0		0.0		0.0		0.0		0.0		0.0		0.0
6	Requires Minimum Disruption to Police and Public During Development			0.0		0.0		0.0		0.0		0.0		0.0		0.0		0.0
7	Meets City Development Goals and has Positive or No Impact on other Redevelopment Initiatives			0.0		0.0		0.0		0.0		0.0		0.0		0.0		0.0
8	Minimizes Site Development Issues (relocation, temporary facilities, infrastructure, environmental remediation)			0.0		0.0		0.0		0.0		0.0		0.0		0.0		0.0
9	Minimizes Overall Development Cost			0.0		0.0		0.0		0.0		0.0		0.0		0.0		0.0
10	Effectively Meets Program and Functional Needs			0.0		0.0		0.0		0.0		0.0		0.0		0.0		0.0
	Total			0.0		0.0		0.0		0.0		0.0		0.0		0.0		0.0
		RANK																

### Score:

- 1 Evaluation Criteria is not achieved
- 2 Evaluation Criteria is achieved less than satisfactorily
- 3 Evaluation Criteria is achieved satisfactorily
- 4 Evaluation Criteria is achieved more than satisfactorily

### Criteria Value:

- 4 Very important
- 3 Relatively more important
- 2 Relatively less important
- 1 Less important

# Aggregate Matrix of all 7 Task Force Members

No.	EVALUATION CRITERIA	Criteria Value	Site I Edinboro Street (Sentry's Tire Location)		Site II Jackson Street (Salvation Army Lot)		Site III Evans Street (Left of Ice Rack)		Site IV Park Road (With Sheriff's)		Site V Alva Lot (Corner of Alva & Bank)		Site VI Swan Street (Former Ward Pawn)		Existing PD Scheme 1		Existing PD Scheme 2	
			score	total	score	total	score	total	score	total	score	total	score	total	score	total	score	total
			4	4	3	3	5	5	6	6	2	2	1	1	T-7	T-7	T-7	T-7
1	Provides Good Proximity to Downtown	3.142	3.29	11.44	3.29	11.46	2.71	9.44	3.14	10.31	3.00	10.45	3.14	10.93	3.29	11.46	3.29	11.46
2	Provides Adequate Parking for Police/Public Vehicles	3.285	3.00	9.86	3.57	11.73	3.00	7.03	3.14	10.31	3.00	9.86	3.14	10.93	3.29	11.46	3.29	11.46
3	Provides Good Access & Security for Police Vehicles	3.482	3.00	10.45	3.57	12.43	3.14	10.93	2.86	9.96	3.00	10.45	3.14	10.93	3.29	11.46	3.29	11.46
4	Can be Readily Acquired	3.142	3.00	8.51	3.57	8.51	3.00	9.43	2.86	8.99	3.57	11.22	3.43	10.78	3.29	11.46	3.29	11.46
5	Can Readily Achieve Zoning/Regulatory Approvals	3	2.71	8.14	2.86	8.58	3.00	9.00	2.86	8.58	3.43	10.29	3.43	10.29	3.29	11.46	3.29	11.46
6	Requires Minimum Disruption to Police and Public During Development	3.142	3.57	11.22	3.57	12.13	3.57	11.22	2.71	8.51	3.57	11.22	3.57	12.13	3.29	11.46	3.29	11.46
7	Meets City Development Goals and has Positive or No Impact on other Redevelopment Initiatives	3.285	2.57	8.44	3.00	9.86	2.57	7.98	3.14	9.87	3.57	11.22	3.29	10.81	3.29	11.46	3.29	11.46
8	Minimizes Site Development Issues (Relocation, Temporary Facilities, Infrastructure, Environmental Remediation)	3.142	2.57	8.07	3.14	9.87	2.29	7.20	3.14	9.87	3.57	11.22	3.29	10.81	3.29	11.46	3.29	11.46
9	Minimizes Overall Development Cost	3.571	2.42	8.64	2.57	9.18	2.29	8.18	2.57	9.18	3.57	12.75	3.57	12.75	3.29	11.46	3.29	11.46
10	Effectively Meets Program and Functional Needs	3.857	3.29	12.67	3.43	13.23	3.29	12.67	3.29	12.67	3.43	13.23	3.43	13.23	3.29	11.46	3.29	11.46
Total			2.9	97.4	3.2	107.0	2.8	93.1	3.2	87.2	3.2	115.4	3.2	118.5	3.2	82.8	3.2	82.8
		RAIHC	4	4	3	3	5	5	6	6	2	2	1	1	T-7	T-7	T-7	T-7



# Police Facility Task Force

*June 23, 2015*





# Introduction

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FY 2013/14 budget to complete a Space Needs Assessment to examine alternatives for making improvements to the Police Department facilities.

- ✓ Construct a new police station on properties to be identified
- ✓ Construct renovations to create a new police station in existing buildings
- ✓ Construct renovations and/or additions to the existing police facility

RFP was issued in July 2013 – along with several site tours.

- ✓ 10 submittals were received
  - ✓ Staff reviewed and recommended Geddis Architects team
  - ✓ City Council awarded contract October 2013
  - ✓ City Council appointed Police Facility Task Force November 2014
-



# Task Force Meetings

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The Task Force have had eight meetings held on December 9<sup>th</sup>, January 13<sup>th</sup>, February 12<sup>th</sup>, March 10<sup>th</sup>, April 21, May 13, May 28 and June 5.

## Meetings included:

- ✓ Selected Chairperson.
- ✓ Tour of existing facility and review of history of PD operations, review history of maintenance of existing building.
- ✓ Tour of Genesee County Sheriff's Facility, reviewed best practice design for municipal police stations.
- ✓ Review of 6 locations recommended in report including site conditions, environmental concerns, challenges, etc.
- ✓ reviewed "other sites" that were considered but not in final report.
- ✓ Discussed and identified other sites not in final report: Alva Place and 35 Swan St.
- ✓ Reviewed detail of cost estimate for each site.
- ✓ Reviewed grant and financing options. Included review of the City current and future debt service and reserve fund balances.
- ✓ Toured current facility with historic architects to discuss feasibility of 10 W. Main St.
- ✓ Completed selection matrix to narrow list to three sites.
- ✓ Visited final three sites.



# Current Study Methodology

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## **Phase 1** – Situation Analysis Phase

- ✓ Met with City and BPD leadership, identified project goals and objectives, along with various tasks that needed to be assigned and completed.

## **Phase 2** – Data Collection, Analysis and Evaluation Phase

- ✓ Collected and reviewed data and statistics and conducted staff interviews to better understand operations.
- ✓ Interviews provided additional insight to the strengths and weaknesses of current space.
- ✓ Created detailed space program considering current space use and recommendations to address current space deficiencies and future needs.
- ✓ Potential site locations were identified.

## **Phase 3** – Concept Design Phase

- ✓ Utilized all collected data to generate design alternatives for most suitable sites.
- ✓ New construction block diagrams were created for vacant sites.
- ✓ With existing PD developed more detailed schematic design to best identify accurate level of renovation. Assisted with Haz. Mat. Assessment.
- ✓ Developed schematic site plans to show access, site movement and parking.
- ✓ Through this process certain sites became more suitable than others.

## **Phase 4** – Findings and Report Phase

- ✓ All information was reviewed and evaluated and alternatives were based on pre-determined criteria (Selection Matrix).





# Needs Assessment & Functional Program

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Current and future facility space needs were determined by using the following process:

- Understanding of current operations, working conditions, impact of facility on conducting efficient, effective and safe policing.
  - ❖ Included tours of facility with BPD staff, observing and asking questions.
  - ❖ Reviewed existing drawings of facility and taking inventory of existing people, functions and space.
- Reviewed information on population growth and demographic changes.
- Conducted two rounds of interviews:
  - ❖ First round - obtain detailed information on operations, current conditions, opinions on future changes within community, department, initial estimates of space needs. Compared this to industry standards for municipal police departments of similar size, and New York State requirements.
  - ❖ Second round – took information collected and discussed perceived space requirements, separation of 'needs' from 'wants' and more detailed analysis of the functions. This formed basis for draft space and function program.



# Staff & Space Summary

Operational Areas (includes Sworn & Civilian Personnel - See Table 2)				Exist	Req'd	
	Current	Future	Growth			
1 - Administration	4	4-5	25%	595	700	
2 - Uniform Division	30	30-31	3%	1,507	2,120	
3 - Detective Division	5	5-6	20%	1,087	2,090	
4 - Youth Office	1	1	0%	500	350	
5 - Training	0	0		524	590	
	40	40-43	7%	4,213	5,850	sq.ft
Subtotal - Net Area						

Note: Some future growth in the Police Department was considered for space planning purposes. It was not discussed if or when staffing may change, only that the proposed space program had the capacity to handle some additional growth in department size.

Support Spaces		Exist	Req'd	
6 - Common Areas		933	1,780	
7 - Staff Amenities		1,090	1,475	
8 - Public Areas		383	370	
Subtotal - Net Area		2,406	3,625	sq.ft
Total Net Area		6,619	9,475	sq.ft
Grossing Factor		2.55	1.40	
Total Gross Floor Area		16,910	13,300	sq.ft

400 - Garages/Storage		Exist	Req'd	
9 - Garages & Storage		700	2,880	
Net Area		700	2,880	sq.ft
Grossing Factor		1.00	1.10	
Gross Floor Area		700	3,200	

Total Staff & Space Requirements				Exist	Req'd	
	Current	Future				
Building Total	40	40-43	7%	7,319	12,355	sq.ft
Subtotal - Net Area						
Avg. Grossing Factor				2.31	1.34	
Total Gross Floor Area				16,910	16,500	sq.ft

Internal Circulation, Existing Space - some existing areas include internal circulation, therefore comparison of net/usable ratios are not possible between existing and proposed space.

Additional GFA Required		(410)	sq.ft
Space/Person (all areas)		423	#VALUE!
Existing Gross Area		6,010	Level 2
		5,430	Level 1 (excl. Parole)
		5,470	Bsmt.
		16,910	







# Alternative Sites and Scenarios

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The final report consider a total of six (6) possible construction scenarios and provides observations regarding each site.

1. 56 Ellicott Street – Santy's property
2. 96-98 Jackson Street – Salvation Army property
3. 26 Evans Street – south of ice arena
4. Park Road – co-location with Genesee County Sheriff
5. 10 W. Main Street – Current location substantial renovation (Scheme A)
6. 10 W. Main Street – Current location less smaller renovation (Scheme B)

The Task Force identified two (2) additional sites:

1. Alva Place Parking Lot
  2. 35 Swan Street
-

# Current Conditions

The current Police Facility is a historic building originally constructed as a private residence by George Brisbane in 1855. In 1918 it was acquired by the City and converted into City Hall. An addition was added in 1963, re-organizing space. In 2004 a new City Hall was built and the structure was retained for sole use of the BPD.

## Operational Challenges:

- Building entrance is not secure.
- Public entry area is too small.
- Prisoner transfer and booking is not secure.
- Prisoner and public entrance is one and the same.
- Interview rooms are not isolated or secure.
- Storage of weapons and gear is insufficient and not co-located.
- Officer locker rooms are not adequate.
- Parking areas for police vehicles are commingled with public

## Physical Challenges:

- Building egress is inadequate and not code complaint.
- Building is not ADA compliant.
- Building infrastructure is outdated and in need of replacement.
- Hazardous Materials exist.
- Installation of modern equipment (i.e. camera system) requires major work be done





# Cost Considerations

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## Police buildings are very specialized:

- Stringent construction codes

- 24/7 operations with low risk of failure

- Designed to support uninterrupted police operations in times of emergency

## This project is a significant investment for the City:

- It must meet needs for many years

- Requires robust construction and systems

## Budget includes all costs necessary to complete project:

- Furniture and specialized police furnishings

- Security, Communications and IT systems

- Design fees, legal fees, project management fees, permits

- Land acquisition, repurposing costs for the existing building, environmental assessment & remediation

- Project, design and construction contingencies and inflation

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# Cost Comparisons

## Site's I, II and III

- Located in the Special Hazard Flood Area (SHFA) and require additional site preparation and construction to account for flood potential.
- Have confirmed or speculated environmental contamination requiring clean up prior to construction.
- Site's I and II have existing structures that will need hazardous material abatement and demolition.
- Requires property to be purchased.

## Site IV

- Stand alone facility. No shared space.
- Require political will of City and County elected bodies and Sheriff.
- Ownership rights would have to be determined.

## Scheme's

- Requires hazardous abatement prior to construction.
- Requires relocation of PD for 12-18 months during construction.
- Unknown costs due to age of building.

Site I 56 Ellicott	Site II 96 Jackson	Site III 26 Evans	Site IV Park Rd.	Scheme A 10 W. Main	Scheme B 10 W. Main	Site V Alva Lot	Site VI 35 Swan St.
\$11.1MM- \$11.9MM	\$11.6MM- \$12.5MM	\$11.4MM- \$12.3MM	\$9.9MM- \$10.6MM	\$15.9MM- \$17.2MM	\$11.3MM- \$12.2MM	\$9.1MM- \$10.0MM	\$9.8MM- \$10.9MM



# Selection Matrix

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Evaluation Criteria was developed to sort the alternatives developed in the study. These consider factors the city deems most important in choosing a scenario. In addition, the Team ranked the Evaluation Criteria in terms of priority thus creating a weighted ranking system.

1. Provides Good Proximity to Downtown
  2. Provides Adequate Parking for Police/Public Vehicles
  3. Provides Good Access & Security for Police Vehicles
  4. Can be Readily Acquired
  5. Can Readily Achieve Zoning/Regulatory Approvals
  6. Minimum Disruption to Police and Public During Development
  7. Meets City Development Goals
  8. Minimizes Site Development Issues (relocation, environmental remediation, etc.)
  9. Minimizes Overall Development Cost
  10. Effectively Meets Program and Functional Needs
-



# Selection Matrix



## Aggregate Matrix of all 7 Task Force Members

No.	EVALUATION CRITERIA	Criteria Value	Site I Ellicott Street		Site II Jackson Street (Salvation Army)		Site III Evans Street		Site IV Park Road (With Sheriffs)		Site V Alva Lot (Corner of Alva & Bank)		Site VI Swan Street (35 Swan)		Existing PD Scheme 1		Existing PD Scheme 2	
			score	total	score	total	score	total	score	total	score	total	score	total	score	total	score	total
1	Provides Good Proximity to Downtown	3.482	3.29	11.44	3.29	11.46	2.71	9.44	1.29	4.49	3.86	13.44	3.14	10.93	3.29	11.46	3.29	11.46
2	Provides Adequate Parking for Police/Public Vehicles	3.285	3.00	9.86	3.57	11.73	3.14	7.03	3.14	10.31	3.00	9.86	3.71	12.19	2.00	6.57	1.86	6.11
3	Provides Good Access & Security for Police Vehicles	3.482	3.00	10.45	3.57	12.43	3.14	10.93	2.86	9.96	3.00	10.45	3.43	11.94	2.00	6.96	1.86	6.48
4	Can be Readily Acquired	3.142	2.71	8.51	2.71	8.51	3.00	9.43	2.86	8.99	3.57	11.22	3.43	10.78	3.71	11.66	3.71	11.66
5	Can Readily Achieve Zoning/Regulatory Approvals	3	2.71	8.14	2.86	8.58	3.00	9.00	2.86	8.58	3.43	10.29	3.43	10.29	3.57	10.71	3.57	10.71
6	Requires Minimum Disruption to Police and Public During	3.142	3.57	11.22	3.86	12.13	3.57	11.22	2.71	8.51	3.57	11.22	3.86	12.13	1.43	4.49	1.57	4.93
7	Meets City Development Goals and has Positive or No Impact on	3.285	2.57	8.44	3.00	9.86	2.43	7.98	2.43	7.98	3.43	11.27	3.29	10.81	2.86	9.40	2.86	9.40
8	Minimizes Site Development Issues (relocation, temporary	3.142	2.57	8.07	3.14	9.87	2.29	7.20	3.14	9.87	3.57	11.22	3.57	11.22	1.43	4.49	1.43	4.49
9	Minimizes Overall Development Cost	3.571	2.42	8.64	2.57	9.18	2.29	8.18	2.57	9.18	3.71	13.25	3.57	12.75	2.14	7.64	2.14	7.64
10	Effectively Meets Program and Functional Needs	3.857	3.29	12.67	3.43	13.23	3.29	12.69	2.43	9.37	3.43	13.23	4.00	15.43	2.43	9.37	2.57	9.91
Total			2.9	97.4	3.2	107.0	2.8	93.1	2.6	87.2	3.5	115.4	3.5	118.5	2.5	82.8	2.5	82.8
			4		3		5		6		2		1		T-7		T-7	



# Final Sites



35 Swan St. Site



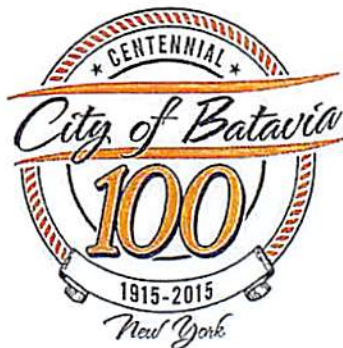
Alva Lot Site







# Questions



## City of Batavia

To: Police Facility Task Force

From: Jason Molino, City Manager

Date: July 23, 2015

Subject: Debt Service and Financing Options

During the July 7, 2015 meeting the Task Force voted on recommending the 35 Swan Street location as the preferred site for relocating the City police station. As part of the Task Force's assigned responsibilities and duties City staff is required to provide a financial analysis to demonstrate the potential tax, budget and debt impacts based on available information.

The following analysis uses the April 14, 2015 budget comparison (see attached) of the Swan Street Site (\$10,360,846) as the foundation for the analysis. For contingency purposes the analysis rounds the total project cost to \$10,500,000. It should be noted that these budget estimates are based on all information available to the Task Force through the study process. As with any construction project, all projections are subject to change depending on a variety of project circumstances, including design, construction and environmental impact variables that may be determined as the project progresses.

The attached spreadsheet entitled "*Debt Service and Financing*" provides an outline to the financial analysis for the project.

*Existing Debt Service* – This is the existing general fund debt service obligations. This is to include general obligation bonds, municipal leases and energy leases. Financing a new police station will be solely support by the general fund. As mentioned in the City 2015/16 budget message the City's debt service begins to drop starting in FY17, and within the next eight years the City's debt service load will drop approximately \$488,000 or 68% annually. This is an important aspect of the project as the City's capacity to take on new debt service increases significantly in upcoming years.

*Facility Reserve Contribution* – This is the recommended amount of funding to be dedicated from the general fund to the Facility Reserve specifically for the police station over the next several years. The current Facility Reserve balance at the end of FY 2015/16 is projected to be \$966,000.

*Police Station Debt* – This is the debt service that would be assumed as a result of a \$9MM bond based on a \$10.5MM total project cost.

**Other Reserves (3%)** – This is all other funding to be dedicated from the general fund to other reserve funds that support other general fund functions. It is assumed that every other year starting in 2018 there will be a 3% growth in other capital reserve funds (e.g. equipment, sidewalk, etc.) over next 20 years.

**New Capacity** – This is the additional debt service or reserve capacity that will become available as debt service is retired.

**Level Debt** – This is the combined debt service and reserve contribution. The desired combination of total debt service and reserve contributions can remain relatively flat over time; however, as one increases or decreases, the other compensates equally. This process is generally referred to as “level debt service.” Once the established reserve and debt levels are determined, capital plans can be balanced with acceptable debt limits. It is recommended that the current level debt service be maintained in the future not to exceed \$923,000 annually.

**Video Lottery Terminal (VLT) Aid** – It is recommended that over the next three years a total of \$375,000 of VLT aid be utilized to building the Facility Reserve. While the City has received this revenue in prior years, it has not remained at stable levels and is consistently up for negotiation during the New York State budget process. Should this aid be decreased significantly or removed completely in upcoming years, the revenue will have to be made up by another revenue source.

**Facility Reserve Funds Utilized** – It is recommended that \$1,860,000 of accumulated Facility Reserve funds be utilized by 2021/22 as part of the project. As of FY 2015/16 year-end is the Facility Reserve fund is expected to have a balance of \$966,179. The remaining balance is to accumulate with general fund reserve contributions and VLT aid from 2016-2020.

**Facility Reserve Fund Balance** – This is a rolling balance of Facility Reserve funds over the course of the project. Please note that building reserve funds is a critical financial component to project success as the total project cost is estimated at \$10.5MM, however utilizing \$1.86MM of reserve funds will provide the City with the opportunity to only bond \$9MM to support the project. Due to conservative and responsible financial planning the current reserve balance is almost \$1MM. As the reserve fund continues to accumulate the final general bond obligation will be less.

The project includes the following:

- \$10.5MM project - \$9.0MM bond/\$1.86MM reserves.
- Use of \$375,000 of VLT aid over three year period to assist in building reserves.
- Assumes no grant funds received.
- Maintains \$36,000 in Facility Reserve fund after project is complete.
- Average annual debt payment for the project is approximately \$547,000 for a 27 year bond, starting in 2019 expiring in 2046.
- Interest rate for bond inclines over the period of the bond starting at 3% and increasing to 5.25% by the final year.
- Total impact may be a one-time 0-2% tax increase realized over a 2 year period, depending project variables.

## **Observations**

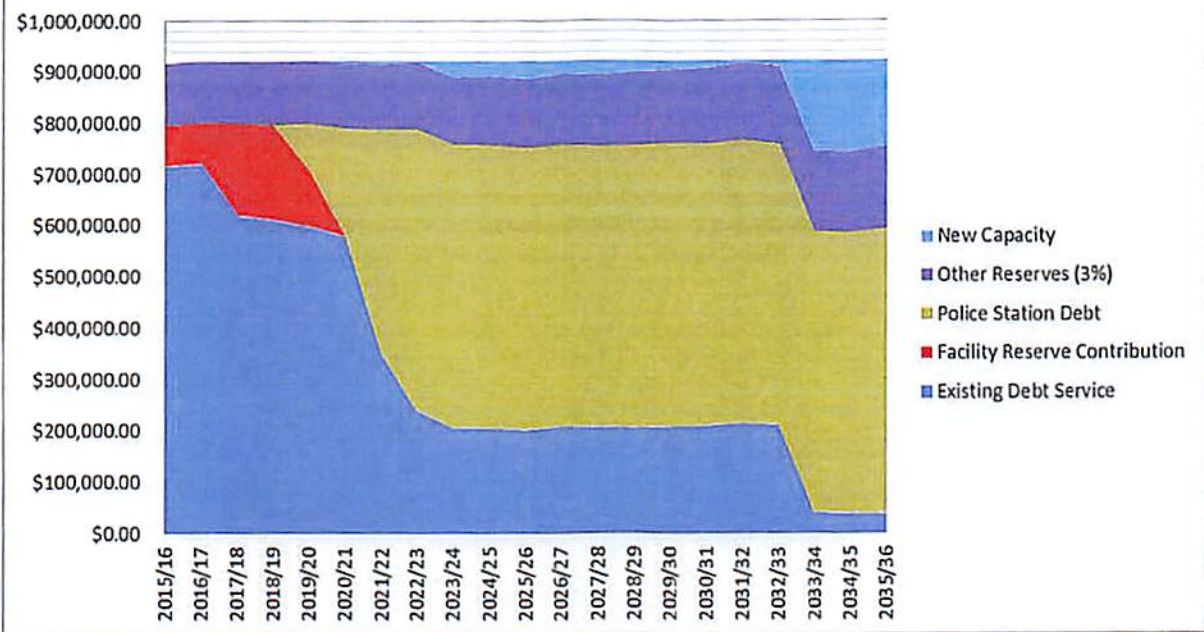
- ✓ Generating a greater reserve fund balance to be utilized will minimize the amount to be bonded and will result in less of an impact on the tax levy and property taxes.
- ✓ Maintaining a positive balance in the reserve fund is important in order to retain funds for other City facilities.
- ✓ This analysis considers no receipt of grant funds for the project. Should grant funds or additional surpluses be used to offset the cost of the project, the final debt service for the project may be lower than projected. Conversely, if project costs exceed the projected estimates, debt service costs may be higher than projected.

## **Summary**

The attached chart entitled "*Level Debt*" demonstrates the impact of decreasing existing debt service, increase of new debt service related to a new police station, steady growth in reserve contributions every other year and the availability of new debt service/reserve capacity, while maintaining the accumulative debt service and reserve contributions steady at 2016 levels. Assuming no significant variances in the estimated project costs, bond interest rates, changes in VLT aid or unanticipated fluctuations in Facility Reserve fund balances or any other variables, it is foreseeable that this project could be completed with no negative impact on level debt factors, resulting in no increase in new tax levy dollars to support the project.

[illegible]

# Level Debt





City of Batavia Conceptual Schematic Budget For Police Facility Study  
Budget Comparison  
April 14, 2014

[illegible]

\* STEAM THAT REAPS THE INPUT FROM PRODUCT TEAM