



BATAVIA CITY COUNCIL CONFERENCE MEETING

**City Hall - Council Board Room
One Batavia City Centre
Monday, October 26, 2015 at 7:00 PM**


AGENDA

- I. Call to Order
- II. Invocation – Councilperson Canale
- 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 Monday, November 9, 2015 at 7:00 p.m. at the City Hall Council Board Room, 2nd Floor, City Centre.
- VIII. Reserve Fund Allocations
- IX. Police Traffic Safety Grant
- X. Time Warner Cable – Charter Franchise Transfer
- XI. Police Station Financing Options
- XII. Executive Session... Employment Matters and Litigation
- XIII. Adjournment



City of Batavia

To: Honorable City Council

From: Jason Molino, City Manager 

Date: October 19, 2015

Subject: Reserve Funding

Attached please find the Audit Advisory Committees review of the City's 2014/15 financial statements as well as memo to the Committee recommending the allocation of unassigned fund balance to restricted reserve fund balance. In total the amount recommended for allocation is \$875,000. This is based on the increase in unassigned fund balance at year end, the amount of existing balance in each reserve account and the planned or expected expenditures related to each reserve fund. Included in this memo is an explanation of upcoming liabilities regarding capital expenditures to support the allocation amounts.

As mentioned in the memo, it should be noted that while the City has been diligently building reserve funds over the past several years, the City's capital planning outlines multiple capital expenditures over the next 2-5 years, such as a ladder truck replacement, sidewalk replacements and multiple facility improvements. As result, it is expected that the City's reserve fund balances will decrease following these expenditures. This is expected as part of the City's financial planning and demonstrates the City's ability to plan and manage large capital expenditures without negatively impacting the City's financial position or tax rate.

Also attached are draft resolutions for the recommended allocations.



September 25th, 2015

Dear City Council,

The City of Batavia Audit Advisory Committee met on Wednesday, September 23rd to review the City's 2014/2015 audited financial statements. Along with all five members of the Committee, attendees included City Manager Jason Molino, Deputy Director of Finance Lisa Neary, Assistant City Manager Gretchen DiFante, and Certified Public Accountant Laura Landers, partner with Freed Maxick. The meeting lasted just under three hours in length.

Ms. Landers kicked off the meeting by reviewing the 2014/2015 financial statements with all of us. Mr. Molino followed by presenting a number of highlights from the Fiscal Year Ending March 31, 2015 Management's Discussion and Analysis (MDA). Mr. Molino also provided the committee with recommendations for the allocation of the current unassigned fund balance to the restricted reserve fund balance.

The Audit Advisory Committee raised a number of questions and received direct and thorough answers from Ms. Landers, Mr. Molino, Mrs. DiFante, and Mrs. Leary. Topics of in-depth discussion included (in no specific order);

- 1) The necessity of current reserve fund balances
- 2) Interest rate projections
- 3) The alignment of financial priorities with the city's comprehensive plan
- 4) Tax impact on Batavia residents
- 5) Analysis of the City's debt service both short and long-term.
- 6) Factors impacting sales tax revenues
- 7) The stagnation of taxable assessed value and plans to address this
- 8) Business initiatives and driving the commercial property tax base
- 9) A discussion of services that truly enhance quality of life
- 10) The continued commitment to identifying and building reserves when prudent

The Audit Advisory Committee remains very satisfied with the current financial status of the City of Batavia. We applaud the leadership, and members of City Council for their proactive approach and responsible budgeting, particularly when it comes to building reserve balances to address the future needs of our community, and their desire to plan for and implement a 'level debt' strategy going forward. The Audit Advisory Committee asserts that the 2014/2015 financial statements for the City of Batavia appear accurate and tell a very positive story about the direction of the City. In addition The Audit Advisory Committee also brings unanimous consensus that the City Manager's recommendations

for the funding of reserves from unassigned fund balance appear appropriate and reasonable. Our City is in a much better financial position than it was 15 years ago. We are also in a much stronger financial position than many other similar sized Cities, primarily due to our focus and ability to fund reserves for identified long term projects. As interest rates rise over the next decade, proper planning and management of fund balances will become a more paramount issue to avoid higher borrowing costs.


We would like to thank City Council for their continued support of paneling an Audit Advisory Committee. Financial transparency and engaging the public remain critical pillars to effective governing and creating community 'buy-in'. We are honored to serve our City in this capacity. We would also like to thank Mr. Molino and his staff for providing us with all appropriate information, both presented and requested, and for the clear and detailed responses to our questions that arose during the meeting.

Sincerely,

Audit Advisory Committee



To: Audit Advisory Committee

From: Jason Molino, City Manager 

Date: September 21, 2015

Subject: FY 2014/2015 Draft Financial Statements

Below is a draft recommendation for the allocation of unassigned fund balance to restricted reserve fund balance. In total the amount recommended for allocation is \$875,000. This is based on the increase in unassigned fund balance at year end, the amount of existing balance in each reserve account and the planned or expected expenditures related to each reserve fund.

This is for discussion purposes at the September 23rd committee meeting.

General Fund Reserve Funds

Fire Equipment Reserve (\$200,000) – Fire department equipment is expensive but crucial to operations. Over the past several years the City has planned and funded this reserve to avoid property tax increases for these types of purchases. As a result, in 2012 the City replaced Engine 14 (22 years old) utilizing reserve funds. Currently, the City's second pumper is 13 years old and the ladder truck is 20 years old. Over the past year the City has had been conducting a ladder truck needs assessment reviewing the existing use of the ladder truck to determine what is needed for the Fire Department to be efficient and effective in the future. This review has included seeing over a half a dozen manufactures of trucks and their capabilities. It is expected that within the next year a recommendation will be made to replace the existing ladder truck. Replacing the ladder truck can range from \$650,000 to \$1 million. Considering all apparatus are expensive, it is strongly suggested that the City continue to replenish this reserve to avoid borrowing for replacement costs in future years.

DPW Equipment Reserve (\$50,000) – Since the development of the Equipment Replacement Plan (ERP) in 2011, the City has replaced over 20 pieces of public works equipment, valued at over \$2 million. While the City has made significant strides in improving the fleet, some of the fleet remains in poor shape, very old and is fully depreciated. Over the past five years the City has been able to replace a significant amount of equipment by utilizing reserve funds to absorb the majority of the cost and not negatively impact the tax rate. With the City street sweeper slotted for 2016/2017, continuing to aggressively replenish reserve funds will allow the City to make these needed investments on a regular basis.

Dwyer Stadium Repair Reserve (\$100,000) – The current budget the City Council adopted a 5-year Dwyer Stadium capital improvement plan. Last year the City utilized \$30,000 for stadium seating replacements. It has been nearly 20 years since major capital improvements have been made to the stadium, and there are signs of aging at the facility. The most significant expenditure (over \$200,000) on the capital plan is a roof replacement for the main building and dugouts. With consistent contributions to the Dwyer Stadium reserve fund, most of the improvements can be completed within the adopted capital plan.

Facilities Reserve (\$300,000) – As with any building, regular maintenance and capital improvements are necessary in order to preserve the functionality of the building and avoid significant or possible catastrophic repairs due to neglect. Consistent improvements to City facilities will be ongoing and reserve funds will be necessary to absorb any planned or emergency improvements in the future.

The City has conducted a space needs assessment of the Police Department and has also received a recommendation from a citizen appointed Task Force on next steps for replacing the Police Station. While the City Council is yet to make a final determination for a renovation or replacement of the current Police facility, other City facilities remain in disrepair and are in need of improvements. As part of the City's strategic plan this year, City staff has been working with City engineers to prepare a list of improvements for the Bureau of Maintenance and Fire Station. Once completed the improvements will then be incorporated into a capital plan along with other City facility improvements for future years and presented as part of the 2016/2017 budget.

In preparation of these upcoming expenditures City Council has committed funding to the Facility Reserve over the past four years. Continuing forward with the planning process, additional commitment of reserve funding will provide the City with greater financial capacity to manage future improvements with all facilities.

Sidewalk Reserve (\$200,000) – The City Council has continued to support the improvement of sidewalks throughout the City. Currently there is approximately 65,665 linear feet of sidewalk that needs to be replaced within the City limits. This equals about 17% of the City's sidewalk network and is estimated to cost approximately \$2.67 million. Continuing to provide reserve funding for sidewalk replacement is critical for neighborhood revitalization efforts, as well as, maintaining safe pedestrian travel routes. In 2014 the City received a Transportation Alternatives Program (TAP) grant for \$720,657 to complete approximately 12,300 linear feet of sidewalk improvements along pedestrian routes to City schools. This grant requires a local match of \$240,000. While the TAP grant improvements will be completed over the next two summers, it is important to build adequate reserves to cover the City's local match as well as for future year improvements.

Administrative Services Equipment and Software Reserve (\$25,000) – In March 2015 the City Council created the Administrative Service Equipment and Software Reserve to assist with upgrading and meeting the City's information technology and records management needs. This includes replacing antiquated software utilized by the City, some more than 30 years old and operating on a DOS platform. Currently the City is beginning a tax collection, utility billing and payroll upgrade of the existing system. As mentioned, parts of the current system are over 30 years old. In upcoming years the City will be looking to upgrade all financial software including accounts payable, accounts receivable and general ledger. Considering these upgrades are similar to capital purchases, utilizing reserve funds will allow these improvements to take place without impacting the City's operating budget.

Sewer Fund Reserve Funds

Over the past year the City negotiated and executed an unprecedented sale of sewer capacity to the Town of Batavia. The City received just over \$2,000,000 for the sale of 500,000 gallons per day (gd) of sewer capacity. In addition to this transaction the City developed and the City Council adopted a comprehensive 10-year \$22 million water and sewer capital infrastructure plan. Included in this plan was an evaluation of the City water and sewer infrastructure needs, rating and ranking of infrastructure priorities and funding mechanisms based on projected costs and estimated revenues sources determined by water consumption and sewer volume trends. Also part of this plan were projected water and sewer rates for the next 10 years.

The City's sewer capacity sale was considered when developing the plan for sewer improvements replacement. That plan included committing \$1,000,000 from the sewer capacity sale to the Sewer Facility Reserve for future infrastructure improvements and \$1,000,000 to the Sludge Reserve for the upcoming sludge removal project that was approved by City Council for fiscal year 2016/17.

The Sewer Facility Reserve was created in 1963 and encompasses a broad scope of sewer infrastructure improvements. This includes but is not limited to sewer line replacements, sewer lining, sewer plant upgrades and general sewer facility and collection system upgrades. This is the primary reserve that will be utilized to take on the \$10 million of sewer infrastructure improvements over the next ten years.

The Sewage Sludge Reserve was created in 1996 for purposes of building capital for the removal of sewage sludge from the City's sewer plant. The last sludge removal project was conducted in 2001. In March 2015 City Council authorized the Sludge Removal Project for Secondary Pond No. 1. Currently staff is working with the City's engineers to develop specifications for the project to competitively bid. Once bid the City can utilize funds in the Sludge Reserve to avoid taking on a large amount debt service for the project. The estimated cost of the project is \$2.3 million and expected to be completed by the end of 2016.

Recommendation

Funding reserves now for future liabilities, equipment, infrastructure and facility improvements has been, and will continue to be, critical in avoiding larger tax burdens in future years. Planning for these improvements/liabilities is a major priority in the City's work plan. Updating capital improvement plans and identifying revenue streams to fund these plans are essential to maintaining a safe financial position for the City.

The recommended appropriations for reserve funding is consistent with the City's adopted Capital Plans and Financial Policies, including the City's fund balance policy.

It should be noted that while the City has been diligently building reserve funds over the past several years, the City's capital planning outlines multiple capital expenditures over the next 2-5 years, such as a ladder truck replacement, sidewalk replacements and multiple facility improvements. As result, it is expected that the City's reserve fund balances will decrease following these expenditures. This is expected as part of the City's financial planning and demonstrates the City's ability to plan and manage large capital expenditures without negatively impacting the City's financial position or tax rate.

#-2015
**A RESOLUTION TRANSFERRING \$200,000 FROM ASSIGNED FUND BALANCE TO
THE FIRE CAPITAL EQUIPMENT RESERVE FUND**

Motion of Councilperson

WHEREAS, pursuant to General Municipal Law 6-c the City of Batavia has an established Capital Equipment Reserve Fund; and

WHEREAS, the City of Batavia for the fiscal year ending March 31, 2015 had assigned General Fund balance for funding various reserves; and

WHEREAS, the City of Batavia recently purchased a new fire engine/pumper to replace Engine 14 which was 22 years old and said purchase was done exclusively with reserve funds; and

WHEREAS, the City of Batavia for the fiscal year ending March 31, 2015 has a fire engine/pumper (Engine 12) which is 13 years old and a ladder truck (Ladder 15) which is 20 years old; and

WHEREAS, the Fire Department is presently conducting a vehicle needs analysis on existing apparatus that will be used to determine what is needed for the Fire Department to be efficient and effective in the future; and

WHEREAS, within the next several years the City will be faced with replacing or refurbishing Engine 12 or Ladder 15; and

WHEREAS, the City Council is desirous of transferring \$200,000 of assigned General Fund balance to the Capital Equipment Reserve Fund for fire equipment to assist with future equipment replacement and improvements; and

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of Batavia does hereby transfer \$200,000 from the assigned General Fund balance to the Capital Equipment Reserve Fund; and

BE IT FURTHER RESOLVED, that the transfer of funds to the Capital Equipment Reserve Fund is consistent with the City's Strategic Plan in achieving Key Intended Outcome's identified under the Well Managed City.

Seconded by
and on roll call

#-2015
**A RESOLUTION TRANSFERRING \$50,000 FROM ASSIGNED FUND BALANCE TO
THE PUBLIC WORKS CAPITAL EQUIPMENT RESERVE FUND**

Motion of Councilperson

WHEREAS, pursuant to General Municipal Law 6-c the City of Batavia has an established Capital Equipment Reserve Fund; and

WHEREAS, the City of Batavia for the fiscal year ending March 31, 2015 had assigned General Fund balance for funding various reserves; and

WHEREAS, since the development of the Equipment Replacement Plan (ERP) in 2011 the City has replaced 20 pieces public works equipment, valued at over \$2 million.

WHEREAS, the City has made significant strides in improving the fleet over the past several years, however for the fiscal year ending March 31, 2015 the remaining fleet remains in poor shape, very old and is fully depreciated; and

WHEREAS, the City Council is desirous of transferring \$50,000 of assigned General Fund balance to the Capital Equipment Reserve Fund for public works equipment to assist with future equipment replacement and improvements; and

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of Batavia does hereby transfer \$50,000 from the assigned General Fund balance to the Capital Equipment Reserve Fund; and

BE IT FURTHER RESOLVED, that the transfer of funds to the Capital Equipment Reserve Fund is consistent with the City's Strategic Plan in achieving Key Intended Outcome's identified under the Well Managed City strategic priority.

Seconded by
and on roll call

#-2015

**A RESOLUTION TRANSFERRING \$100,000 FROM ASSIGNED FUND BALANCE TO
THE DWYER STADIUM REPAIR RESERVE FUND**

Motion of Councilperson

WHEREAS, pursuant to General Municipal Law 6-d the City of Batavia has an established Dwyer Stadium Repair Reserve Fund; and

WHEREAS, the reserve fund was established for the purpose of replacing or making major repairs to capital improvements and equipment for Dwyer Stadium; and

WHEREAS, it has been nearly 20 years since major capital improvements have been made to Dwyer Stadium; and

WHEREAS, in 2015 a 5-year capital plan was developed with the current operator of the stadium and was adopted by City Council with the 2015/16 budget; and

WHEREAS, the most significant expenditure (over \$200,000) on the capital plan is a roof replacement for the main building and dugouts, and with consistent contributions to the Dwyer Stadium reserve fund, most of the improvements can be completed within the adopted capital plan

WHEREAS, the City Council is desirous of transferring \$100,000 of assigned General Fund balance to the Dwyer Stadium Repair Reserve Fund to make future repairs and improvements to Dwyer Stadium; and

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of Batavia does hereby transfer \$100,000 from assigned General Fund balance to the Dwyer Stadium Repair Reserve.

BE IT FURTHER RESOLVED, that the transfer of funds to the Dwyer Stadium Repair Reserve Fund is consistent with the City's Strategic Plan in achieving Key Intended Outcome's identified under the Well-Managed City and Steward of City's Physical Assets strategic priorities.

**Seconded by
and on roll call**

#-2015

**A RESOLUTION TRANSFERRING \$300,000 FROM ASSIGNED FUND BALANCE TO
THE PUBLIC FACILITIES CAPITAL RESERVE FUND**

Motion of Councilperson

WHEREAS, pursuant to General Municipal Law 6-c the City of Batavia has an established Public Facilities Capital Reserve Fund for purposes of construction, re-construction, repair or replacement of public facilities; and

WHEREAS, the City of Batavia for the fiscal year ending March 31, 2015 had assigned General Fund balance for funding various reserves; and

WHEREAS, with any building, regular maintenance and capital improvements are necessary in order to preserve the functionality of a building and avoid significant or possible catastrophic repairs due to neglect and that consistent improvements to City facilities will be ongoing and reserve funds will be necessary to absorb any planned or emergency improvements in the future; and

WHEREAS, the City has conducted a space needs assessment of the Police Department and received a recommendation from a citizen appointed Task Force on next steps for replacing the Police Station and other City facilities remain in disrepair and are in need of improvements. As part of the City's strategic plan, City staff has been preparing a list of improvements for the Bureau of Maintenance and Fire Station that will then be incorporated into a capital plan along with other City facility improvements for future years and presented as part of the 2016/2017 budget; and

WHEREAS, in preparation of these upcoming expenditures City Council has committed funding to the Public Facilities Capital Reserve Fund over the past four years, and continuing with additional commitment of reserve funding will provide the City with greater financial capacity to handle future improvements; and

WHEREAS, the City Council is desirous of transferring \$300,000 of assigned General Fund balance to the Public Facilities Capital Reserve Fund to assist with future construction, replacement and improvements of public facilities; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Batavia does hereby transfer \$300,000 from the assigned General Fund balance to the Public Facilities Capital Reserve Fund.

BE IT FURTHER RESOLVED, that the transfer of funds to the Public Facilities Capital Reserve Fund is consistent with the City's Strategic Plan in achieving Key Intended Outcome's identified under the Well-Managed City and Stewards of City's Physical Assets strategic priorities.

**Seconded by
and on roll call**

#-2015

**RESOLUTION TRANSFERRING \$200,000 FROM ASSIGNED FUND BALANCE TO
THE CAPITAL SIDEWALK RECONSTRUCTION RESERVE FUND**

Motion of Councilperson

WHEREAS, pursuant to General Municipal Law 6-c the City of Batavia has an established Capital Sidewalk Reconstruction Reserve Fund; and

WHEREAS, the City of Batavia for the fiscal year ending March 31, 2014 had assigned General Fund balance for funding various reserves; and

WHEREAS, the City of Batavia for the fiscal year ending March 31, 2015 has approximately 60,770 linear feet of sidewalk, or 16% of the City's sidewalk network, that needs to be replaced within the City limits; and

WHEREAS, in 2014 the City received a Transportation Alternatives Program (TAP) grant for \$720,657 to complete approximately 12,300 linear feet of sidewalk improvements along pedestrian routes to City schools and the grant requires a local match of \$240,000; and

WHEREAS, the City Council is desirous of transferring \$200,000 of assigned General Fund balance to the Capital Sidewalk Reconstruction Reserve Fund to assist with future replacement and improvements of City sidewalks; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Batavia does hereby transfer \$200,000 from the assigned General Fund balance to the Capital Sidewalk Reconstruction Reserve Fund.

BE IT FURTHER RESOLVED, that the transfer of funds to the Capital Sidewalk Reconstruction Reserve Fund is consistent with the City's Strategic Plan in achieving Key Intended Outcome's identified under the Well-Managed City and Stewards of the City's Physical Assets strategic priorities.

Seconded by
On roll call

#-2015

A RESOLUTION TRANSFERRING \$25,000 FROM ASSIGNED FUND BALANCE TO THE ADMINISTRATIVE SERVICES EQUIPMENT AND SOFTWARE RESERVE FUND

Motion of Councilperson

WHEREAS, pursuant to General Municipal Law 6-c the City of Batavia has an established Administrative Services Equipment and Software Reserve Fund; and

WHEREAS, the City of Batavia for the fiscal year ending March 31, 2015 had assigned General Fund balance for funding various reserves; and

WHEREAS, in March 2015 the City Council created the Administrative Service Equipment and Software Reserve to assist with upgrading and meeting the City's information technology and records management needs to include, but not limited to, replacing antiquated software utilized by the City, some more than 30 years old and operating on a Disk Operating System (DOS) platform; and

WHEREAS, the City is currently beginning a tax collection, utility billing and payroll upgrade of the existing system and in upcoming years will be looking to upgrade all financial software including accounts payable, accounts receivable and general ledger; and

WHEREAS, considering these upgrades are similar to capital purchases, utilizing reserve funds will allow these improvements to take place without impacting the City's operating budget; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Batavia does hereby transfer \$25,000 from the assigned General Fund balance to the Administrative Services Equipment and Software Reserve Fund.

BE IT FURTHER RESOLVED, that the transfer of funds to the Administrative Services Equipment and Software Reserve Fund is consistent with the City's Strategic Plan in achieving Key Intended Outcome's identified under the Well-Managed City strategic priority.

**Seconded by
and on roll call**

#-2015

**A RESOLUTION TRANSFERRING \$1,000,000 FROM ASSIGNED FUND BALANCE TO
THE SEWER FACILITY RESERVE FUND**

Motion of Councilperson

WHEREAS, pursuant to General Municipal Law the City of Batavia has an established Sewer Facility Reserve Fund for purposes of improving the sewer plan and sewer facilities; and

WHEREAS, the City of Batavia for the fiscal year ending March 31, 2015 had assigned fund balance; and

WHEREAS, the Sewer Facility Reserve Fund was created in 1963 and encompasses a broad scope of sewer infrastructure improvements, to include but not limited to, sewer line replacements, sewer lining, sewer plant upgrades and general sewer facility and collection system upgrades; and

WHEREAS, in 2014 the City negotiated and executed an unprecedented sale of sewer capacity to the Town of Batavia, selling 500,000 gallons per day (gd) of sewer capacity for just over \$2,000,000; and

WHEREAS, in 2014 the City Council adopted a comprehensive 10-year \$22 million water and sewer capital infrastructure plan. Included in this plan was an evaluation of the City water and sewer infrastructure needs, rating and ranking of infrastructure priorities and funding mechanisms based on projected costs and estimated revenues sources determined by water consumption and sewer volume trends. Also part of this plan were projected water and sewer rates for the next 10 years; and

WHEREAS, the City Council is desirous of transferring \$1,000,000 of assigned fund balance to the Sewer Facility Reserve Fund to assist with future construction, replacement and improvements of the City's wastewater systems as identified in the adopted capital infrastructure plan over the next ten years; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Batavia does hereby transfer \$1,000,000 from the assigned fund balance to the Sewer Facility Reserve Fund.

BE IT FURTHER RESOLVED, that the transfer of funds to the Sewer Facility Reserve Fund is consistent with the City's Strategic Plan in achieving Key Intended Outcome's identified under the Well-Managed City and Stewards of City's Assets strategic priorities.

**Seconded by
and on roll call**

#-2015

**A RESOLUTION TRANSFERRING \$1,000,000 FROM ASSIGNED FUND BALANCE TO
THE SEWAGE SLUDGE RESERVE FUND**

Motion of Councilperson

WHEREAS, pursuant to Article 2 of the General Municipal Law the City of Batavia has an established Sewage Sludge Reserve Fund for purposes of paying for the cost and disposal of sewage sludge by either the construction of a public facility or for the removal, hauling and disposal at a landfill or other disposal facility; and

WHEREAS, the City of Batavia for the fiscal year ending March 31, 2015 had assigned fund balance; and

WHEREAS, the Sewage Sludge Reserve was created in 1996 for purposes of building capital for the removal of sewage sludge from the City's sewer plant; and

WHEREAS, in 2014 the City negotiated and executed an unprecedented sale of sewer capacity to the Town of Batavia, selling 500,000 gallons per day (gd) of sewer capacity for just over \$2,000,000; and

WHEREAS, in 2014 the City Council adopted a comprehensive 10-year \$22 million water and sewer capital infrastructure plan. Included in this plan was an evaluation of the City water and sewer infrastructure needs, rating and ranking of infrastructure priorities and funding mechanisms based on projected costs and estimated revenues sources determined by water consumption and sewer volume trends. Also part of this plan were projected water and sewer rates for the next 10 years; and

WHEREAS, in March 9, 2015 City Council authorized the Sludge Removal Project for Secondary Pond No. 1 and the estimated cost of the project is \$2.3 million and expected to be completed by the end of 2016; and

WHEREAS, the City Council is desirous of transferring \$1,000,000 assigned fund balance to the Sewage Sludge Reserve for purposes of building capital for the removal of sewage sludge from the City's sewer plant; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Batavia does hereby transfer \$1,000,000 from the assigned fund balance to the Sewage Sludge Reserve.

BE IT FURTHER RESOLVED, that the transfer of funds to the Sewage Sludge Reserve is consistent with the City's Strategic Plan in achieving Key Intended Outcome's identified under the Well-Managed City and Stewards of City's Assets strategic priorities.


**Seconded by
and on roll call**



City of Batavia

Memo

To: Jason Molino, City Manager

From: Shawn Heubusch, Chief of Police 

Date: October 20, 2015

RE: **Police Traffic Services Grant**

Attachments: Grant Award Documents

Cc: Lisa Neary, Deputy Director of Finance

On September 28th, 2015 the City Police were awarded \$11,000 from the NYS Governor's Traffic Safety Committee for the Police Traffic Safety grant. The goal of the program is to increase seat belt usage and reduce dangerous driving behaviors in an effort to reduce serious injury and deaths resulting from traffic crashes.

The funding received will be used to provide for special traffic details throughout the year. The funding covers the period of October 1st, 2015 thru September 30th, 2016.

Feel free to call with any questions you may have. Thank you.

Police Department
10 West Main Street
Batavia, New York 14020



Phone: 585-345-6350
Fax: 585-344-1878
Records: 585-345-6356
Detective Bureau: 585-345-6370
www.batavianewyork.com

ANDREW M. CUOMO
Governor



6 EMPIRE STATE PLAZA • ALBANY, NY 12228 • SafeNY.ny.gov

Governor's Traffic Safety Committee

CHUCK DEWEESE
Assistant Commissioner

Ph: (518) 474-5111
Ph: (518) 474-5777
Fx: (518) 473-6946

September 28, 2015

Shawn Heubusch
Chief of Police
Batavia City Police Department
10 West Main St
Batavia, NY 14020

Re: PTS-2016-Batavia City PD -00079-(019)
Police Traffic Services
DMV01-T006001-3700393
CFDA #: 20.600
EFFECTIVE DATE: October 1, 2015

Dear Chief of Police Shawn Heubusch:

On behalf of Governor Andrew M. Cuomo, I am pleased to notify you that the Batavia City Police Department has been awarded \$11,000 to participate in the statewide Police Traffic Services Program. Our goal is to increase seat belt usage and reduce dangerous driving behaviors in an effort to reduce serious injury and death from traffic crashes. Please note all grants will be effective only upon final approval by the New York State Office of the State Comptroller.

Before incurring any project related expenses, login to eGrants to review your approved budget as it may have been reduced or otherwise changed from what was requested.

Thank you for participating in this very important statewide enforcement program. I wish you success in your efforts. If you have any questions, please contact the Governor's Traffic Safety Committee at (518) 474-5111.

Sincerely,

A handwritten signature in cursive script, reading "Charles R. DeWeese".

Charles R. DeWeese
Assistant Commissioner

CRD:lo
Enclosure
cc: Eric Bolles



**Department of
Motor Vehicles**

#-2015

**A RESOLUTION TO AMEND THE 2015-2016 POLICE DEPARTMENT BUDGET TO
REFLECT THE RECEIPT OF A POLICE TRAFFIC SERVICES GRANT**

Motion of Councilperson

WHEREAS, the City of Batavia Police Department has received a grant in the amount of \$11,000 from the New York State Governor's Traffic Safety Committee to participate in the statewide Police Traffic Services Program. The goal is to increase seat belt usage and reduce dangerous driving behaviors in an effort to reduce serious injury and death from traffic crashes; 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 be and hereby is authorized to make the following budget amendment to the 2015-2016 budget effective November 9th, 2016 to cover various traffic enforcement details card equipment purchases:

Increase expenditure accounts:

001.3120.0101.1151	\$	10,218.30
001.3120.0802.1151	\$	781.70

Increase revenue accounts:


001.0001.0389.1151	\$	11,000.00
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**Seconded by Councilperson
and on roll call**



City of Batavia

To: Honorable City Council

From: Jason Molino, City Manager 

Date: October 18, 2015

Subject: Time Warner Cable – Charter Franchise Transfer

Background

In December 2014 City Council passed a resolution authorizing the City's cable franchise to transfer from Time Warner Cable Inc. ("Time Warner") to Comcast Corporation ("Comcast"). The adopted resolution addressed the transfer of the existing franchise agreement from Time Warner to Comcast, however it did not approve the renewal of the expired franchise agreement. Shortly after City Council's authorizing resolution, the Time Warner and Comcast deal dissolved, leaving the City's transfer resolution void.

Following the dissolution of the Comcast merger, Charter Communications, Inc. ("Charter") and Time Warner filed an application, known as a Federal Communications Commission ("FCC") Form 394, which includes legal and financial information pertaining to a transaction by which Time Warner will become a wholly-owned subsidiary of Charter. Similar to the Time Warner – Comcast application the City may consider authorizing a cable franchise transfer from Time Warner to Charter.

As with the prior transfer, the City utilized legal service provided by Cohen Law Group to: (i) review the Form 394 package submitted to the City; (ii) review and determine whether there are any known non-compliance issues with Time Warner; (iii) communicate with representatives of Charter and Time Warner regarding the transfer process and potential benefits for the City; (iv) draft a transfer resolution and certificate of acceptance that protect the City's legal rights and provide for benefits as set forth below; (v) negotiate with Charter and Time Warner regarding the transfer documents; and (vi) communication with the City regarding the status of the transfer process.

Considering the context of this work was completed with the Comcast transfer attempt the amount of follow up with Charter was limited to secure agreed upon transfer terms.

Benefits and Protections for the City

As a result, Charter and Time Warner have agreed to the following protections and benefits for the City:

- Legal protections for the City for any currently known or unknown non-compliance issues before or after the closing of the transaction. These are new legal protections that were not included in the original resolution recommended by Charter and Time Warner.
- The broadest possible definition of “gross revenues” subject to the franchise fee to generate maximum franchise fee revenue for the City. This definition includes 26 separate revenue sources, including a “crystal ball” item to capture any future cable operator fees. As the City is involved in franchise renewal negotiations with Time Warner, the inclusion of this benefit will be addressed in the new franchise agreement rather than in the franchise transfer resolution. While this is different treatment than was taken in the Time Warner-Comcast deal, we are comfortable recommending this approach given recent franchise renewal developments with Time Warner which should be completed in the near future.
- Reimbursement of approximately 90% of our attorneys’ fees equating to \$2,117.34. Charter did not want this included in the transfer resolution but agreed to remit payment within thirty (30) days of approval of the last transfer resolution. Such reimbursement of legal fees is not contingent on the Transaction closing (this was the case with the Comcast transfer as well).

These benefits and protections are included in the enclosed transfer resolution that was drafted by the City’s legal counsel, negotiated with Charter and Time Warner, and approved by both cable companies. In addition to these benefits and protections, the resolution consents to the transfer of control of the City’s cable franchise for the reasons stated below.

Review of FCC Form 394

The contents of the FCC Form 394 package consists of various documents required by the FCC, including, but not limited to, the Agreement and Plan of Merger reflecting the terms of the Transaction, Charter’s Annual Report on Form 10-K for the year ending December 31, 2014, as well as other filings made the Securities and Exchange Commission, and a sample transfer resolution for consideration by the City Council.

After the closing of the transaction, the current Time Warner legal entity operating company will remain the holder of the cable franchise with the City, although Charter will control all operations including, but not limited to, all customer service and related branding efforts, including the Charter name and its related tradenames and trademarks.

Based on the City’s legal counsel review of the Form 394 documents and communications with Charter and Time Warner, they are satisfied that the nature and impact of the Transaction has been accurately disclosed. They further find the contents of the FCC Form 394 package to be in order, and find nothing of significant concern that would cause the City to object to the consent of the requested transfer.

Recommendation

Based on Cohen Law Group's review of the FCC 394 and negotiations with Charter and Time Warner, it is recommended that the attached resolution be approved. **Please note that the transfer resolution must be approved by November 9, 2015, which is the negotiated deadline for City action on the transfer. If the City does not approve the resolution by November 9, 2015, then the transfer of control will be legally "deemed approved" and the City will not receive the benefits and legal protections described above.**

Supporting Document

1. Draft Resolution of the City of Batavia Consenting to Transfer of Control of the Cable Franchise

**RESOLUTION OF THE CITY OF BATAVIA CONSENTING TO
TRANSFER OF CONTROL OF THE CABLE FRANCHISEE**

WHEREAS, Time Warner Cable Northeast LLC ("Franchisee") is the duly authorized holder of a franchise, as amended to date (the "Franchise"), authorizing Franchisee to operate and maintain a cable system to serve the City of Batavia, NY (the "Franchise Authority"); and

WHEREAS, on May 23, 2015, Charter Communications, Inc. ("Charter Communications") along with its subsidiary CCH I, LLC ("New Charter") entered into agreements with Time Warner Cable Inc. ("TWC") (the ultimate parent company of Franchisee), Advance/Newhouse Partnership ("A/N"), and Liberty Broadband Corporation ("Liberty") in order to merge with TWC, the ultimate parent of the Franchisee (the "Transaction"); and

WHEREAS, TWC will merge into a subsidiary of New Charter; and

WHEREAS, Charter Communications will merge with a subsidiary of New Charter, and New Charter will assume the name Charter Communications, Inc. ("Charter"); and

WHEREAS, the ultimate control of Franchisee will transfer to Charter; and

WHEREAS, the Franchise Authority and Charter do not agree whether approval of the Transaction by the Franchise Authority is required; and

WHEREAS, Charter has filed an informational FCC Form 394 with the Franchise Authority (the "Application") requesting approval of the transfer of control; and

WHEREAS, the Franchise Authority has considered the Application and approves of the Transaction.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. The Franchise Authority consents to the Transaction and to the corporate reorganization described in the Application.

SECTION 2. The Franchise Authority confirms that the Franchise is valid and outstanding and in full force and effect and there are no defaults under the Franchise. Subject to compliance with the terms of this Resolution, all action necessary to approve the change of control of the Franchisee to Charter has been duly and validly taken.

SECTION 3. Charter or Franchisee may (a) assign, transfer, or transfer control of its assets, including the Franchise, provided that such assignment, transfer, or transfer of control is to an entity directly or indirectly controlling, controlled by or under common control with Charter; (b) restructure debt or change the ownership interests among existing equity participants in Charter; (c) pledge or grant a security interest to any lender(s) of Charter's assets, including, but not limited to, the Franchise, or of interest in Charter, for purposes of securing any indebtedness; and (d) sell equity interests in Charter or any of Charter's affiliates.

SECTION 4. After the closing date of the Transaction (the "Closing Date"), Franchisee shall remain bound by the lawful terms, conditions, responsibilities, obligations, liabilities, and rights contained in the Franchise, including any and all pre-closing non-compliance issues identified after the Closing Date, until the Franchise is either renewed, not renewed or terminated by the Franchise Authority pursuant to federal law and regulations.

SECTION 5. This Resolution shall have the force of a continuing agreement with Franchisee, and the Franchise Authority shall not amend or otherwise alter this Resolution without the consent of Franchisee and Charter.

SECTION 6. Franchise Authority does not, as a result of the transfer of control, or by virtue of this Resolution, waive, release or otherwise limit its rights with respect to any failure by Franchisee to comply with any and all of the terms and conditions of the Franchise prior to the Closing Date.

SECTION 7. Franchise Authority's consent to the transfer of control arising from the Transaction is contingent upon the parties to the Transaction obtaining all other necessary and applicable federal governmental approvals, permits, and authorizations, and is further contingent upon Charter signing a Certificate of Acceptance of this Resolution.


SECTION 8. This Resolution shall take effect immediately.

**Seconded by
and on roll call**



City of Batavia

To: Honorable City Council

From: Jason Molino, City Manager 

Date: October 20, 2015

Subject: Police Facility Financing

Attached please find a memo to the Police Facility Task Force dated July 23, 2015 regarding debt service and financing options for a new facility at the 35 Swan Street location.

Also attached is a listing of Federal and State grants that was provided to the Task Force regarding programs that were applicable to any of the potential sites they reviewed. Most relevant to the 35 Swan Street location is New York State Energy Research and Development Authority (NYSERD), Green Innovation Grant Program (GIGP), Community Development Block Grant (CDBG) and US Environmental Protection Agency (EPA) Brownfield and Revitalization Clean Up Grant. While the City is eligible to apply for these grants they are competitively awarded. The above referenced financing options do not include the receipt of grant funds.

Other Facilities

City Council requested that the cost for a new facility be reviewed with respect to other facilities of similar nature in the area.

In 2013 the Town of Lancaster built a new 26,000 sf. Police and Court Facility. The construction cost was approximately \$9 million or \$346 psf. As of October 13, 2015 the Town of Greece, NY authorized a bond not to exceed \$9 million, or \$321 psf, for a new 28,000 sf. police station. In comparison, the City's estimated construction cost for a 17,900 sq. ft. new build is \$5.37 million or \$300 psf. While Lancaster and Greece are larger projects they do provide an understanding the City's cost per square foot is within the same range as other projects. It should be noted that these figures only include the construction cost of the buildings. They do not include possible site preparation costs, acquisition costs, environmental remediation costs or design and contingency costs as they can vary from project to project. When preparing the space needs assessment the staff spent considerable time with the consultants reviewing cost estimates to ensure they could best reflect projected costs with the information available based on the City's needs.

Leasing

Leasing a building from a private entity for an extended period of time is an additional option that was not discussed at length during the Task Force review primarily because it is not a common option in New York State that public safety facilities be leased. However after some preliminary research it was found that the City of Auburn is currently moving forward with a private development/ownership facility with lease agreement for a private developer to plan, design, build and own a new public safety complex within the City of Auburn limits and enter into a long term lease agreement with the City. The facility will accommodate the City's police department, fire department, courts and the Cayuga County probation department, with an alternate option to include County Emergency Management, the emergency operations center and dispatch. The City intends to enter into a long term 20-30 year lease agreement with the developer. While the original RFP outlines that the City may want the facility with an option for a buyout, an addendum has since been issued striking the buyout option. A long term lease with an option to buy is considered a Public-Private-Partnership or P3 in the State of New York. Unfortunately, P3's are not authorized in New York for local municipalities; therefore Auburn is pursuing a long term lease agreement only.

The City Manager has spoken with Auburn staff regarding this project as they have received several submittals from developers and are currently reviewing each candidate with the intent of selecting a developer this year. The primary purpose for this type of arrangement is to build new City facilities without incurring additional debt. As is the case in Auburn, the City has little debt capacity available to build a new facility. A long term lease is not considered debt because the facility would not be owned by the City. Depending on the terms and conditions of a negotiated lease agreement, another benefit of this type of transaction is that the City is not a landlord, and therefore not responsible for regular building maintenance and/or improvements. Attached is a copy of the RFP issued by the City of Auburn.

This is a possible option to pursue, however it is advised that additional research be conducted prior to this concept being discussed. This should include, but not be limited to, research on the legalities of a lease arrangement, cost-benefit analysis and identify if other municipalities have engaged in similar arrangements.

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



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.

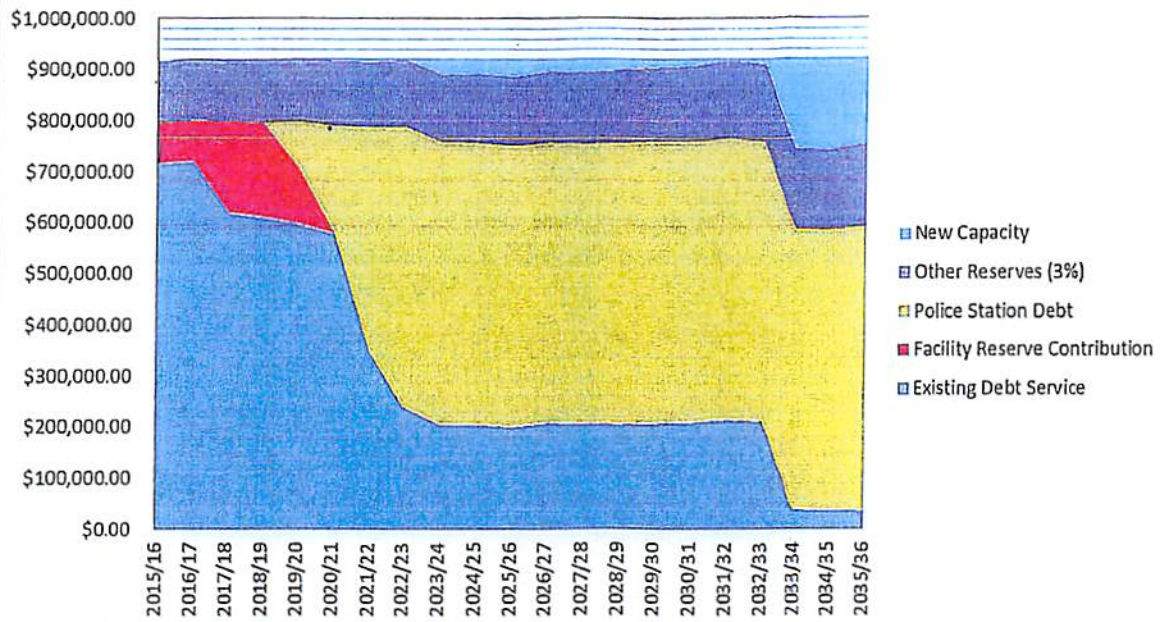
Summary

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.

Swan Street - Debt Service and Financing (projections) - \$10.5MM project (\$3.0 MM financing)

Fiscal Year	Existing Debt Service	Facility Reserve Contribution	Police Station Debt	Other Reserves (3%)	New Capacity	Level Debt	V.I.	Reserves Utilized	Reserve Fund Balance
2015/16	\$715,424.36	\$80,000.00		\$121,300.00		\$916,724.36	\$100,000.00		\$1,068,179.00
2016/17	\$721,165.27	\$80,000.00		\$121,300.00		\$922,465.27	\$125,000.00		\$1,271,179.00
2017/18	\$619,747.87	\$180,000.00		\$121,300.00		\$921,047.87	\$150,000.00		\$1,601,179.00
2018/19	\$611,087.88	\$185,000.00		\$124,933.00		\$921,028.88	\$0.00	(\$1,500,000.00)	\$388,179.00
2019/20	\$597,969.51	\$110,000.00	\$30,000.00	\$124,933.00	\$4,884.12	\$922,908.51	\$0.00		\$398,179.00
2020/21	\$578,118.02		\$480,510.89	\$128,687.17	\$6,935.73	\$923,000.00	\$0.00	(\$250,000.00)	\$148,179.00
2021/22	\$348,648.60		\$547,827.50	\$128,687.17	\$2,889.89	\$923,000.00	\$0.00	(\$110,000.00)	\$38,179.00
2022/23	\$240,350.02		\$547,202.50	\$132,547.78	\$32,689.89	\$923,000.00	\$0.00		
2023/24	\$206,400.02		\$551,332.50	\$132,547.78	\$30,118.26	\$923,000.00	\$0.00		
2024/25	\$208,080.02		\$550,277.50	\$138,824.22	\$35,763.26	\$923,000.00	\$0.00		
2025/26	\$201,640.02		\$548,062.50	\$138,824.22	\$35,887.55	\$923,000.00	\$0.00		
2026/27	\$209,015.00		\$547,877.50	\$140,818.95	\$38,412.55	\$923,000.00	\$0.00		
2027/28	\$207,815.00		\$548,182.50	\$140,818.95	\$38,412.55	\$923,000.00	\$0.00		
2028/29	\$206,280.00		\$548,115.00	\$144,838.54	\$22,768.48	\$923,000.00	\$0.00		
2029/30	\$206,400.00		\$551,477.50	\$144,838.54	\$18,283.98	\$923,000.00	\$0.00		
2030/31	\$209,800.00		\$548,598.25	\$148,183.70	\$15,430.05	\$923,000.00	\$0.00		
2031/32	\$214,800.00		\$550,152.50	\$153,638.21	\$4,288.29	\$923,000.00	\$0.00		
2032/33	\$211,550.00		\$548,140.00	\$153,638.21	\$11,850.79	\$923,000.00	\$0.00		
2033/34	\$40,060.00		\$548,090.00	\$158,268.89	\$178,153.51	\$923,000.00	\$0.00		
2034/35	\$38,700.00		\$548,827.50	\$158,268.89	\$180,028.01	\$923,000.00	\$0.00		
2035/36	\$37,350.00		\$554,005.00	\$163,017.06	\$188,087.94	\$923,000.00	\$0.00		
	\$8,632,402.59					\$923,000.00	\$378,000.00	(\$1,850,000.00)	

Level Debt



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

	Site I Elliott Street	Site B Jackson Street	Site III Evans Street	Site IV Park Road	Existing PD Scheme 1	Existing PD Scheme 2	Site V Jina Place	Site VI South Street
Probable Cost	56 Elliott Street 17,900 SF New Construction	96-08 Jackson Street 17,900 SF New Construction	Front Street Site 25 Evans Street 17,900 SF New Construction	Genesee County Sheriff's Facility 160 Park Road 16,800 SF New Construction	City of Batavia Police Station 11416 SF Building Renovation & 17,600 SF Building Addition	City of Batavia Police Station 17,458 SF Building Renovation & 2,450 SF Building Addition	Alto Place Site 17,900 SF New Construction	South Street Site 38 South Street 17,900 SF New Construction
1. Base Construction Cost:	17,900 SF x \$200 per SF = \$3,580,000	17,900 SF x \$200 per SF = \$3,580,000	17,900 SF x \$200 per SF = \$3,580,000	16,800 SF x \$200 per SF = \$3,360,000	ITEMIZED BUDGET \$10,515,986	ITEMIZED BUDGET \$7,471,205	17,900 SF x \$200 per SF = \$3,580,000	17,900 SF x \$200 per SF = \$3,580,000
A - Building	EXCLUDED	EXCLUDED	EXCLUDED	EXCLUDED	EXCLUDED	EXCLUDED	EXCLUDED	EXCLUDED
B - Alterations of Existing Spaces	EXCLUDED	EXCLUDED	EXCLUDED	EXCLUDED	EXCLUDED	EXCLUDED	EXCLUDED	EXCLUDED
C - Paint Range	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
D - Communication Tower	\$571,200	\$571,200	\$571,200	\$571,200	\$571,200	\$571,200	\$571,200	\$571,200
E - Site Work and Paving @ 12 per SF	\$351,000	\$351,000	\$351,000	\$351,000	\$351,000	\$351,000	\$351,000	\$351,000
F - Elevate Building Site Above Flood Elevation (Allow 2'-0" of Import Fill)	\$324,000	\$324,000	\$324,000	\$324,000	\$324,000	\$324,000	\$324,000	\$324,000
G - Site Foundation	\$437,000	\$437,000	\$437,000	\$437,000	\$437,000	\$437,000	\$437,000	\$437,000
H - Demolition	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
I - Environmental Site Remediation	\$7,211,200	\$7,211,200	\$7,211,200	\$7,211,200	\$7,211,200	\$7,211,200	\$7,211,200	\$7,211,200
2. Contingency *								
Design Contingency 10%	\$721,120	\$721,120	\$721,120	\$721,120	\$721,120	\$721,120	\$721,120	\$721,120
Construction Contingency	\$356,616	\$356,616	\$356,616	\$356,616	\$356,616	\$356,616	\$356,616	\$356,616
Escalation 3% per Annum	\$240,808	\$240,808	\$240,808	\$240,808	\$240,808	\$240,808	\$240,808	\$240,808
3. Project Soft Cost and Other Cost *	\$1,587,604	\$1,587,604	\$1,587,604	\$1,587,604	\$1,587,604	\$1,587,604	\$1,587,604	\$1,587,604
Base Construction Cost with Contingency Sub Total:	\$5,878,904	\$5,878,904	\$5,878,904	\$5,878,904	\$5,878,904	\$5,878,904	\$5,878,904	\$5,878,904
Contingency Sub Total:								
Base Construction Cost and Other Cost *								
Architectural / Engineering Fees	\$576,806	\$576,806	\$576,806	\$576,806	\$576,806	\$576,806	\$576,806	\$576,806
Civil Engineering Fees	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Construction Management Fees	\$360,560	\$360,560	\$360,560	\$360,560	\$360,560	\$360,560	\$360,560	\$360,560
Communication Consultant Fees	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Owner Fees *	\$1,167,456	\$1,167,456	\$1,167,456	\$1,167,456	\$1,167,456	\$1,167,456	\$1,167,456	\$1,167,456
Legal Fees - City of Batavia	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Building Permit Fee - City of Batavia	Waive	Waive	Waive	Waive	Waive	Waive	Waive	Waive
Bond Cost - City of Batavia	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Owner Protective and Building Risk Insurance @ 0.83 %	\$59,833	\$59,833	\$59,833	\$59,833	\$59,833	\$59,833	\$59,833	\$59,833
Repurpose Cost - 10 West Main Street	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
Building Site Acquisition Cost	\$240,000	\$240,000	\$240,000	\$240,000	\$240,000	\$240,000	\$240,000	\$240,000
Temporary Relocation Cost - Rent	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Temporary Relocation Cost - Fit Out	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Move Out / Move In Cost	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Miscellaneous Expenditures	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Building Expenses and Advertising	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Owner Fees * Sub Total:	\$679,853	\$679,853	\$679,853	\$679,853	\$679,853	\$679,853	\$679,853	\$679,853
Totals & Inspection *	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
Material Testing & Inspection	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Soil Survey & Borings	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Asbestos and Hazardous Material Survey	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Air Monitoring and Air Sample Tests	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Interior Systems & Furnishing *	\$180,000	\$180,000	\$180,000	\$180,000	\$180,000	\$180,000	\$180,000	\$180,000
Interior Furnishings and Equipment - FF&E	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
Telephone, Communication, Network System, Security & Alarm System	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
Interior Systems & Furnishing * Sub Total:	\$680,000	\$680,000	\$680,000	\$680,000	\$680,000	\$680,000	\$680,000	\$680,000
Project Soft Cost and Other Cost * Sub Total:	\$2,547,331	\$2,547,331	\$2,547,331	\$2,547,331	\$2,547,331	\$2,547,331	\$2,547,331	\$2,547,331
4. Project Soft Cost Contingency *								
Soft Cost Contingency 10%	\$254,733	\$254,733	\$254,733	\$254,733	\$254,733	\$254,733	\$254,733	\$254,733
Project Soft and Other Cost * with Contingency Sub Total:	\$2,802,064	\$2,802,064	\$2,802,064	\$2,802,064	\$2,802,064	\$2,802,064	\$2,802,064	\$2,802,064
Project Cost Total:	\$11,380,844	\$11,380,844	\$11,380,844	\$11,380,844	\$11,380,844	\$11,380,844	\$11,380,844	\$11,380,844

* ITEMS THAT REQUIRE INPUT FROM PROJECT TEAM

Below is a list of existing NYS and Federal funding/grant programs that may be available to assist the City with a new construction for a Police facility or substantial renovation of the existing facility. Please note that the State programs were based on Round IV of the Regional Economic Development Council (REDC) and made available through Consolidated Funding Application (CFA) process. These funding opportunities may be subject to change, and additional programs may be available in future years.

1. Office of Parks, Recreation & Historic Preservation (OPRHP) – Environmental Protection Fund (EPF) Municipal Grant Program

Summary: The New York State Office of Parks, Recreation and Historic Preservation has had funding available for Park Development, Historic Preservation, Acquisition and Project Planning through the Consolidated Funding Application. The fund provides matching reimbursement grants to communities and not-for-profit organizations for up to \$500,000 to develop park facilities, preserve historic properties and to acquire park or historic properties.

Eligible Applicants/Areas: Municipalities, not-for-profit corporations with an ownership interest in a property, public benefit corporations and public authorities are eligible applicants.

Park Development - Types of Projects: Rehabilitation, preservation or restoration of lands or waters for park, recreation or conservation uses including playgrounds, courts, rinks, community gardens, trails and facilities for swimming, boating, picnicking, hunting, fishing, camping and other recreational activities.

Historic Preservation - Types of Projects: Rehabilitation, preservation or restoration of properties on the State or National Historic Registers in accordance with the Secretary of the Interior's Standards for Historic Preservation.

Acquisition - Types of Projects: Acquisition of permanent easement in or fee title to lands, waters or structures for park, recreation, conservation or preservation purposes, including open space, community gardens and properties on the State or National Historic Register.

Project Planning: Project Planning is eligible for separate funding to develop *project specific* planning documents such as designs/specifications for a park or historic structure.

Grant Limit & Match: The maximum grant request is \$500,000. A minimum 50 percent project match is required and a higher match is recommended. However, the City may receive up to 75 percent as Batavia's poverty for the project is located in equal to or greater than 10 percent.

2014 Priorities: The 2014 year's funding priorities include 1) Parks projects that contribute to community or economic development, 2) "green" projects that support sustainability, energy conservation and efficiency, 3) enhancement of public access and 4) projects undertaken by partner groups in State Parks/Historic Sites.

Criteria:

- i. Existing Conditions Report should be prepared to demonstrate threats and priorities based on historic “resource.”
 - a. Recommended to be completed by Historic Preservation Architect.
 - b. Emphasize how bad the threats and conditions are to the building.
 - c. Estimated cost \$30,000 – needs to be completed prior to submitting application for restoration funding.
- ii. Proposed Improvement Concepts & Cost Estimates – based on current condition, threats and priorities for preserving the historic resource (this has been mostly completed with the Space Needs Assessment)
- iii. Key Criteria for grant funding:
 - a. Contribution to Historic Preservation – explain significance of building regionally and statewide.
 - b. How will restoring the building contribute to vitality of the area?
 - c. Benefits to special or disadvantaged populations – youth, seniors, handicapped, low income.
 - d. Demonstrate public outreach and buy-in

2. New York State Energy Research and Development Authority (NYSERDA)

Summary: NYSERDA offers multiple programs including a new construction and existing buildings program. The New Construction Program (NCP) provides technical assistance and financial incentives to promote the installation of energy-efficient electric equipment in new and substantially renovated commercial and industrial buildings. The Existing Facilities Program offers a broad portfolio of incentives to help offset the costs of implementing energy efficiency improvements in existing commercial facilities across New York State. Performance-Based (custom) and Pre-Qualified (prescriptive) incentives are available for electric and natural gas improvements. Incentives are structured to provide payments for electric and natural gas efficiency projects that reduce energy usage.

Eligible Applicants (may vary depending on program): State and local governments, businesses, not-for-profit and private institutions, public and private schools, colleges and universities, and health care facilities, benefit corporations, public authorities and facility owners.

Grant Limit & Match: Typically up to 50% for elements (lighting, motors, etc.) that improve energy efficiency.

3. Green Innovation Grant Program

Summary: The primary objective of the Green Innovation Grant Program (GIGP) is to improve water quality through the reduction of storm sewer infiltration. Improvements to area water systems, some of which provide water supply to various municipalities, can be achieved through “green infrastructure” which are innovative methods to manage rain where it falls.

Eligible Applicants: The Green Innovation Grant Program is available to a broad range of entities including municipalities, public authorities, not for profit corporations, for-profit corporations and soil and water conservation districts. Point source projects (SPDES, combined sewer, stormwater discharges) must be publically owned.

Funding: Maximum funding levels have not been established at this point. However, GIGP grants ranged from \$100,000 to more than \$2 million during previous CFA rounds.

Types of Eligible Projects

- **Permeable Pavement:** Pervious asphalt, concrete and pavers that convey rainfall through the pavement thereby reducing stormwater runoff.
- **Bioretention / Stormwater Planters:** Bioretention systems are shallow vegetated depressions that remove pollutants and reduce stormwater runoff. Specialized planters reduce and manage stormwater.
- **Green Roofs and Green Walls -** vegetation and drainage layers on top of a roof or on a wall.
- **Stormwater Street Trees / Urban Forestry Programs:** Tree planting programs, including inventorying and mapping, in urban areas to reduce stormwater and energy usage.
- **Riparian Buffers, Floodplain Restoration, and Constructed Wetlands:** Riparian buffers include vegetated or undisturbed natural areas to help protect a water body from pollutants; Floodplain restoration re-establishes natural water right-of-ways that provide temporary storage for large flood events.
- **Downspout Disconnection:** Removal of roof runoff from a direct connection to the storm sewer system.
- **Stream Daylighting:** Unearthing natural streams from artificial pipes.
- **Stormwater Harvesting and Reuse:** Rain barrels / cisterns that collect rain water from roofs for use in irrigation or non-potable activities.

Required Match: A minimum 10% match is required

Selection Criteria: Measurable improvement in water quality; alignment with Regional Economic Development Council Plans, extent of innovation, leveraging, plan for maintenance and public/stakeholder involvement.

4. Community Development Block Grant (CDBG) Program

Summary: The New York State Community Development Block Grant (CDBG) Program provides funding for small communities to undertake projects that create jobs and improve public infrastructure and facilities. In 2014 up to \$25 million in CDBG funding was available under the State's 2014 Spring Consolidated Funding Application (CFA).

Eligible Applicants: Municipalities - Towns, Cities, Villages under 50,000 in population and Counties under 200,000 in population.

Eligible Beneficiaries: 51 percent of the population that benefits from CDBG funding must be members of low to moderate income households. For community wide projects, 51 percent of the

community's population must be low to moderate income; for projects that benefit specific neighborhoods, groups or businesses, 51 percent of the beneficiaries must be members of low to moderate income households.

Maximum Funding Limits for Public Facilities:

\$400,000 - Municipalities

\$400,000 - Counties

Required Match: No match is required for public infrastructure and public facilities projects

Selection Criteria: Need and impact must be shown and financial capacity, feasibility and readiness must be demonstrated

5. New York State Council on the Arts

Summary: NYS Council on the Arts mission is dedicated to preserving and expanding the rich and diverse cultural resources that are and will become the heritage of New York's citizens. They provide a variety of planning and project based grants that benefit historic preservation, tourism and heritage of the arts.

Eligible Applicants: Usually municipalities and non-profits.

Maximum Funding: Up to \$100,000, but vary by program.

Required Match: A minimum 50% match is required

6. New York State Local Government Efficiency Grants

Summary: The Local Government Efficiency Grant (LGEG) Program provides funding to local governments for planning and implementation projects that will provide cost savings through consolidation of services. The goal of the program is to reduce municipal expenses and property taxes by identifying new opportunities for financial savings.

Eligible Applicants: Local Government entities defined as counties, cities, towns, villages, special improvement districts, fire districts, public libraries, association libraries, water/sewer authorities, regional planning and development boards, school districts and BOCES.

Eligible Projects: *Shared Cooperative Services* - projects to advance the joint provision of a service, facility or activity.

Available Funding

- Planning Projects: \$12,500/municipality not to exceed \$100,000; 50% match
- Implementation Projects: \$200,000/municipality not to exceed \$1,000,000; 10% match

2014 Priorities: Applications that result in: a plan or implementation of dissolution or consolidation of local governments; implementation of complete functional consolidation; assisting local governments that are incurring chronic operating deficits or who have not been able to limit increases in the property tax levy. Also, implementation of Regional Economic Development Council projects, compliance with the Smart Growth Act, and implementation of previous LGE grants

7. US Environmental Protection Agency (EPA) Brownfield and Revitalization Clean Up Grant

Summary: The U.S. Environmental Protection Agency's (EPA) Brownfields Program is designed to empower states, communities, and other stakeholders to work together in a timely manner to prevent, assess, safely clean up, and sustainably reuse brownfields. EPA provides technical and financial assistance for brownfields activities through an approach based on four main goals: protecting human health and the environment, sustaining reuse, promoting partnerships, and strengthening the marketplace. Brownfields grants serve as the foundation of the Brownfields Program and support revitalization efforts by funding environmental assessment, cleanup, and job training activities. Thousands of properties have been assessed and cleaned up through the Brownfields Program, clearing the way for their reuse.

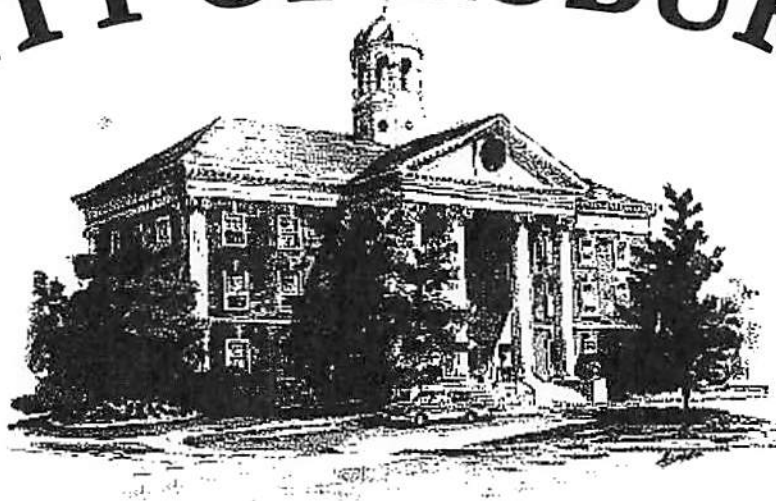
Eligible Applicants: State, local, and tribal governments, with the exception of certain Indian tribes in Alaska; general purpose units of local government, land clearance authorities, or other quasi-governmental entities; regional council or redevelopment agencies; states or legislatures; or nonprofit organizations.

Eligible Projects: Brownfields Cleanup grants provide funding for a grant recipient to carry out cleanup activities at brownfield sites. Funds may be used to address sites contaminated by petroleum and/or hazardous substances, pollutants or contaminants.

Available Funding

- Up to \$200,000 per site – no entity may apply for funding cleanup activities at more than five sites.
- Cleanup Grants require a 20 percent cost share, which may be in the form of a contribution of money, labor, material, or services, and must be for eligible and allowable costs.

CITY OF AUBURN



Memorial City Hall – 24 South Street – Auburn, New York – 13021

Request for Proposal For:

City of Auburn **Public Safety Complex**

Private Development/Ownership Facility with Lease Agreement

June 24, 2015



Douglas A. Selby, City Manager
William H. Lupien, Jr., P.E., Superintendent of Engineering Services
Jennifer Haines, Director of Planning and Economic Development

Contact: City of Auburn Department of Engineering Services (315) 255-4129, Fax: (315) 253-3243



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EXHIBIT A

Site Boundary Map

EXHIBIT B

Conceptual Site/Floor Plan

EXHIBIT C

Street View



I. PURPOSE AND INTRODUCTION

A. Purpose

The City of Auburn (City), located in Cayuga County, NY is soliciting formal proposals from qualified, responsive and responsible firms (Developer) to plan, design, build and own a new Public Safety Complex within the City of Auburn limits and enter into a long term lease agreement with the City. The facility will accommodate the City's police department, fire department, courts, and the Cayuga County probation department. As an alternate within the RFP, the Cayuga County Emergency Management Department, which includes the emergency management staff, Emergency Operations Center (EOC), and Public Service Answering Point (PSAP – 911), may occupy the new facility. The City requires the facility to accommodate the potential for future expansion.

The attached Request for Proposal (RFP) provides a preliminary program analysis of the departments identified and establishes a preferred area of consideration within the city limits that meets the response time requirements of the fire department. The Developer will have the flexibility to select its own site that meets the intent of the proposal and is proven to accommodate all elements of the project. The City is seeking solutions that will meet objectives based on creative ideas from the successful Developer.

As part of its proposal, developers are requested to submit a conceptual site/ floor plan based on the accompanying program information provided in the RFP. The City will select a successful Developer based on past experience, financial capacity and the merits of the proposal that best meets the City's objectives. The City encourages the Developer to consider "green" approaches to the project that may include energy saving methods and systems, sustainability, durable and local material selection, innovative construction methods, walkable community approaches and neighbor revitalization. The City does NOT require LEED certification, but encourages Developers to follow the LEED Silver scoring criteria.

The City intends to enter into a long-term 20 – 30 year agreement with the Developer for the facility with a buy out option acceptable to both parties. The Developer will be responsible for the design; adhering to the requirements provided in this RFP, construction, financing and ownership of the building.

B. Team

The City requires the Developer to submit qualifications of its team for this project. The Team should include, but not be limited to, the Contractor or Construction Manager, Design Architect and/or specialized Consultants, and any other major team members. Due to the nature of all departments (except probation and courts) being classified as International Building Code (IBC) "Essential Services Facility", this facility must meet the code criteria for design and construction of such facilities, which may exceed the requirements of typical commercial projects. Therefore, the City requires Developers to include on their team, consultants well-versed and with experience in these specific projects.

C. Introduction

The City of Auburn's police and fire departments have occupied the historically significant building



located at the corner of Market and North Streets since its construction in 1930. Since then, the building has undergone numerous structural, mechanical and architectural modifications to respond to increased vehicle capacities and operational changes. The latest considerations for upgrades and modifications has prompted the City to reconsider allocating additional funds that will ultimately fall short of addressing contemporary emergency response standards due the physical constraints of the building and site.

Consequently, the City intends to relocate the police and fire department to a new location that will accommodate the spatial and program demands placed upon the departments while providing for future flexibility and expansion. In an effort to consolidate services and improve operational efficiency, additional departments such as City of Auburn Courts and Cayuga County Probation have been included in plans for the new public safety complex. The Cayuga County EOC has also expressed an interest in participating in the project and, as an alternate, may be included as well.

D. Existing Building Potential Options

With the vacating of the fire and police departments, the existing National Register-eligible historic building offers numerous possibilities for single or mixed-use occupancies. It is the City's desire to offer the existing building and site as an optional feature of the RFP in the event the Developer expresses an interest and terms agreeable to both parties can be achieved. Although this is not a mandatory requirement, the City would request that potential Developers consider the option that could benefit the Developer and enhance the City's efforts to foster commercial and residential opportunities.

E. Alternates

As previously mentioned, the County Emergency Response group that includes Emergency Management, EOC and PSAP has expressed an interest in participating in the project. Due to necessary approval and review processes, their relocation schedule may not align with that of the departments currently involved. Consequently, it is requested that the proposals consider the required total area of these departments and that they be included in the total facility area. Treat design parameters included in the RFP for these departments as an Alternate to the Base Proposal.

F. Incentive Programs

The City will provide technical assistance to Developer interested in pursuing available incentive programs including:

- Historical Preservation Tax Credits
- Brownfield Tax Incentives
- Industrial Development Authority (IDA) Incentives



II. PROJECT DESCRIPTION

A. Introduction

The City anticipates working with a Developer in the planning and design of a new Developer-Owned facility located within the City of Auburn that will accommodate numerous city and county agencies.

The anticipated facility will be located on a site large enough to accommodate the building footprint, required parking, site circulation and access, and site amenities as depicted in Exhibit 'B' - Conceptual Site/Floor Plan.

Additionally, for Developer's convenience Exhibit 'A' Site Boundary Map has been included as part of this RFP. The preferred site boundaries defined by the map are based upon the following considerations:

- Fire Department response times to its extreme outlying coverage area.
- Physical and environmental barriers that have the potential to hinder fire department effort to respond to an emergency; such as, the Owasco River and railroad tracks that bisect the city.
- Currently there is a fire department substation located at the corner of North Division and Clarks streets that provides coverage on the west side of the railroad tracks.
- As "Essential Service" entities, the police and fire departments shall not be located in designated FEMA flood zones. The maps can be viewed at <https://msc.fema.gov/portal>. The Developer is required to confirm all considered site selections with the appropriate authorities prior to offering any site to the City for consideration.

Although the RFP outlines the proposed Public Safety Complex as a single building on a single site, the City will also consider alternative innovation proposals that include concepts that satisfy the needs outlined in the RFP. These concepts may include, but not be limited to:

- Multiple buildings on a single site
- Multiple buildings, multiple sites
- New building, new site with rehabilitation of the existing building

Developers are encouraged to visit the Cayuga Economic Development Agency (CEDA) website at www.cayugaeda.org or contact Maureen Riester, Business Development Specialist, at mriester@cayugaeda.org to obtain a list of potential sites that are known to be available.

The project shall be designed to allow for future flexibility and expansion and shall accommodate multiple city and county agencies including:

- Fire Department
- Police Department
- Probation



- City Courts
- County Emergency Management, EOC and PSAP **(as an Alternate)**

It is the intent of the RFP that the developer will build and maintain ownership of the facility and enter into a long-term lease agreement with the city, ranging from 20- 30 years, with terms agreeable to both parties.

B. Design and Construction Partners

The Developer will enter into contracts with qualified design professionals, construction contractors, and other related professionals to design, develop, construct, and oversee the "Project" to ensure the quality of work is consistent with the Developer's proposal, and to assure timely delivery for occupancy. The Developer will partner with design professionals that can demonstrate documented past experience in the design of specialized occupancies such as fire, police, probation, courtrooms facilities, EOC and PSAP. These design and construction partners will be required to be identified prior to the City's acceptance of a preferred Developer.

C. Miscellaneous Conditions

It is the intent of the City to waive applicable City related permit fees. This will not apply to other local, state, federal or other applicable permit fees.

The City will not consider eminent domain options for the project.

The Developer will be responsible for all applicable taxes in relationship to the planning, design and construction of the project.

The City will assist the selected Developer with any preferred Brownfield site or historical tax credit grants as requested by the Developer.

Developers are encouraged to review the City's Downtown Design Guidelines to assure that proposed designs align with the architectural character outlined in the City's Comprehensive Plan.



III. DESIGN CRITERIA

A. General Building Design Criteria

1. Project will be designed and constructed in accordance with the 2015 edition of the New York State Building Construction (IBC Essential Services), NYS 2015 Energy and Fire Codes.
2. Project will be designed to meet ADA regulations and standards as defined in the 2010 ADA Standards for Accessible Design.
3. Project will adhere to SEQRA processes and requirements in addition to local regulatory requirements.
4. Project will adhere to all local zoning, state and federal OSHA regulations.
5. Entire facility shall be fully sprinklered per NFPA 13.
6. Entire facility shall be equipped with a camera surveillance security system monitoring the building perimeter, internal circulation paths, lobbies and specialized locations required by individual departments. Staff access shall be controlled by card or key fob access.
7. Entire facility will be equipped with a full coverage public announcement system.
8. Refer to the following department design parameters outlined below for department specific design criteria.

B. Fire Department

1. General Fire Department Design Criteria

- a. Total Area: 24,400 square feet
- b. Additional regulatory design criteria: NFPA 1710 and 1581
- c. Facility will be provided with an emergency generator with capacity to operate at full service.

2. Operations and Response/ Firematic Support

- a. Total Area: 16,000 square feet
- b. Single story construction with a minimum clear roof steel framing at 18 feet above finished floor.
- c. 6 bays – 20 feet x 80 feet clear each bay with 14' x 14' overhead doors.
- d. Exterior wall construction shall be reinforced cavity wall construction with masonry backup walls and masonry veneer.
- e. Interior walls shall be concrete masonry construction with an epoxy coating.
- f. Minimum 8 inch thick concrete slab with a pitch trench drain system in each bay



connected to an approved oil/water separator system connected to sanitary.

- g. Roof construction to be long span steel truss construction (pitched with min. 30 year shingles or standing seam; or low-slope 0.060 EPDM with interior roof drains and overflow system).
 - h. No interior columns allowed within the apparatus bays.
 - i. Bay (firematic) support spaces and mezzanine shall be similar construction with 4 inch thick concrete slab-on-grade and raised floor system of 4 inch concrete over metal deck.
 - j. Building shall be equipped with mechanical and electrical infrastructure to support department provided internal apparatus bay exhaust system and station alert system.
3. Fire Fighter/ EMT's, Bunking, Administration and Public
- a. Total Area: 8,400 square feet
 - b. Construction type shall be 2B- non-combustible.
 - c. Multiple story construction allowed.
 - d. Exterior wall construction shall be cavity wall metal stud and masonry veneer construction.
 - e. Interior walls to be metal stud and gypsum wall board or concrete masonry construction.
 - f. Minimum 4-inch concrete slab on grade and 4-inch concrete on over metal deck at raised floor system.
 - g. Roof construction to be steel frame construction (pitched with min. 30 year shingles or standing seam or low-slope 0.060 EPDM with interior roof drains and overflow system).



FIRE DEPARTMENT SPACE DESIGN STANDARDS TABLE

Program Item		Area All Floors	Basic Space	Standard Space	Premium Space
	Apparatus/Training				
1.3	6 - Double-Deep Drive-Through	7,680	X		
D.1	Training Tower	540		X	
	Subtotal - Apparatus/Training	8,220			
	Firematic Support				
2	Mezzanine	1,280	X		
3	Storage Room #1	120	X		
4	Storage Room #2	270	X		
5	Storage Room #3	180	X		
6	Work Room	180	X		
7	Firematic DeCon/Laundry	225		X	
8	DeCon	120		X	
9	EMS Storage	60	X		
10	Air Room (SCBA)	270		X	
11	Turnout Gear	400	X		
12	Hose Storage (Part of Bays)				
13	Watch Room	270		X	
14	Walk-Off Room	80	X		
15	Unisex Rest Room for Bays	75			X
	Subtotal - Firematic Support	3,530			
	Firefighters/EMT's				
16	Firefighter's Day Room	400		X	
17	Kitchen	400			X
18	Dining	250		X	
19	Exercise	750			X
20	Private Entry	48		X	
	Subtotal - Firefighters/EMT's	1,848			
	Bunking				
21	4 Quad Bed Rooms	1,440		X	
22	Lockers	400		X	
23	Bath/Showers	600			X
24	Housekeeping/Janitor	50		X	
	Subtotal - Bunking	2,490			
	Administration				
25	Training Room	1,800		X	
26	Training Room Storage	120		X	



Program Item		Area All Floors	Basic Space	Standard Space	Premium Space
27	Training Office	180		X	
28	Office #1 Chief	180		X	
29	Office #2 Assistant Chief	250		X	
30	Office #3 Assistant	120		X	
31	Office #4 Fire Inspector	150		X	
32	Union Office	120		X	
33	Code Enforcement - Shared Space			X	
34	Work Space	80		X	
35	Record Storage	80		X	
36	Network/IT	150		X	
37	Rest Rooms	280			X
	Subtotal - Administration	3,510			
	Public Space				
38	Entry	120			X
39	Interview Room - Shared With Police				
40	Restrooms	120			X
	Subtotal - Public	240			
	Miscellaneous				
41	Janitor	48		X	
42	Mechanical/Electrical Room	350	X		
43	Quartermaster	100		X	
	Circulation	0		X	
	Walls	0	X		
	Subtotal - Miscellaneous	1,698			
	Totals	21,536			



Space Finish Level Descriptions

Basic Space

Floors

- High performance epoxy coating or polished concrete, mezzanine, sealed concrete

Walls

- High performance epoxy paint finish, two colors

Structural Steel

- Painted

Ceilings

- Painted structure

Doors and Frames

- Painted hollow metal

Standard Space

Floors

- Firematic Rooms: High performance epoxy coating or polished concrete
- All other spaces: Architectural grade VCT or carpet

Walls

- Firematic Rooms: High performance epoxy paint finish
- All other spaces: Paint

Ceilings

- Firematic Rooms: Painted structure
- Training Room: Combination of painted gypsum wall board soffits and suspended acoustic ceilings. (10'-0" height minimum)
- All other spaces: Architectural grade suspended acoustic ceilings or painted gypsum wall board (9'-0" high minimum)

Doors and Frames

- Firematic Rooms: Painted hollow metal
- All other spaces: Stained, solid core wood doors

Insulated Folding Partition

- One full height and width of Training Room.

Ceiling mounted Projector and motorized screen

- Provide 2 systems in Training Room.



Premium Space

Floors

- Tile

Walls

- Full height tile

Ceilings

- Painted gypsum wall board (9'-0" minimum height)

Doors and Frames

- Stained, solid core wood doors

C. Police Department

1. General Design Criteria

- Total Area: 24,000 square feet
- Additional regulatory design criteria- International Association of Chiefs of Police (IACP)
- Construction type shall be 2B- **non-combustible**.
- Multiple story construction allowed.
- Minimum 4 inch concrete slab on grade and 4 inch concrete on over metal deck at raised floor system
- Roof construction to be steel frame construction (pitched with min. 30 year shingles or standing seam or low-slope 0.060 EPDM with interior roof drains and overflow system).
- Facility will be provided with an emergency generator with capacity to operate at full service.

2. Evidence/ ID Bureau, Prisoner Processing and Detention

- Total Area: 4,600 square feet
- Locate on main level (No vertical travel with prisoners is preferred)
- Exterior wall construction shall be cavity wall masonry construction.
- Interior walls to be concrete masonry construction.

3. Public Entrance, Records, Administration, Patrol, Staff and Investigative Facilities, Miscellaneous

- Total Area: 18,200 square feet
- Construction type to be 2B- non-combustible.



- c. Multiple story construction allowed.
 - d. Exterior wall construction to be cavity wall metal stud and masonry veneer construction.
 - e. Interior walls to be metal stud and gypsum wall board or concrete masonry construction.
 - f. Minimum 4-inch concrete slab on grade and 4-inch concrete on over metal deck at raised floor system
 - g. Roof construction to be steel frame construction (pitched with min. 30 year shingles or standing seam or low-slope 0.060 EPDM with interior roof drains and overflow system)
4. Indoor Firing Range
- a. Total Area: 1,200 square feet
 - b. Additional regulatory design criteria- 2015 IBC, DOL 29 CFR 1910.1025 for ventilation requirements, EPA and OSHA requirements
 - c. Construction type to be Type1.
 - d. Basement location.
 - e. Perimeter wall construction to be reinforced concrete
 - f. Interior walls to be concrete masonry construction.
 - g. Minimum 4-inch concrete slab on grade and reinforced concrete ceiling.



POLICE DEPARTMENT SPACE DESIGN STANDARDS TABLE

Program Item		Area All Floors	Basic Space	Standard Space	Premium Space
	Public Entry				
1	Vestibule	80			X
2	Lobby	700			X
3	Interview Room #1	140		X	
4	Interview Room #2	100		X	
5	Juvenile Interview Room #1 (Public)	100		X	
6	Public Rest Rooms	420			X
7	Training/Conference/Media Briefing Room	1,100		X	
8	Training Room Storage	150		X	
	Subtotal - Public Entry	2,790			
	Records				
9	Records Office	550		X	
10	Records Office Supply Room	60		X	
11	Records Archive	550	X		
	Subtotal - Records	1,160			
	Department Administration				
12	Chief's Office	350		X	
13	Administrative Assistant Office	160		X	
14	Deputy Chief's Office	200		X	
15	Patrol Captain Office	150		X	
16	Captain Training Officer/Planning Office	150		X	
17	SRO Sergeant - Neighborhood Office	150		X	
18	Traffic Control Office	150		X	
19	Work Space	50		X	
20	File Room	100		X	
21	Administrative Area Storage Room	80		X	
22	Server/Network	150		X	
23	Administrative Rest Rooms	150			X
	Subtotal - Department Administration	1,840			
	Evidence/ID Bureau				
24	ID Bureau Public Interface Office	144		X	
25	Shared ID Bureau Office	180		X	
26	Secure ID Bureau Office	210		X	
27	Evidence Receiving	80		X	
28	Evidence Laboratory	240		X	



Program Item		Area All Floors	Basic Space	Standard Space	Premium Space
29	Evidence Storage	1,350	X		
30	General Evidence/ID Bureau Supply Storage	100		X	
	Subtotal - Evidence/ID Bureau	2,304			
	Patrol Facilities				
31	Command Office (Patrol)	400		X	
32	Command Office File Room	150		X	
33	Patrol Officers' Office	300		X	
34	Line Up Room (Roll Call/Jump Room)	525		X	
35	ERT Equipment Room	60		X	
36	Armory	60		X	
37	Weapons Cleaning	50		X	
38	DARE/Traffic Safety Storage Room	144		X	
39	Maintenance Office	120		X	
40	Copy/Utility	50		X	
	Subtotal - Patrol Facilities	1,859			
	Investigative Facilities				
41	Detective Waiting Area	200		X	
42	Captain's Office	180		X	
43	Detective's Office #1	144		X	
44	Detective's Office #2	144		X	
45	Detective's Office #3	144		X	
46	Detective's Office #4	144		X	
47	Detective's Office #5	144		X	
48	Conference Room	350		X	
49	Detective's Storage Room	120		X	
50	Interview Room #3	100		X	
51	Juvenile Interview Room #2	100		X	
	Subtotal - Investigative Facilities	1,770			
	Prisoner Processing				
52	Sally Port	900	X		
53	Processing Area	300		X	
54	Prisoner Unisex Rest Room	65	X		
55	Custodial Closet	20		X	
56	Interview Room #4	100		X	
57	Interview Room #5	100		X	
	Subtotal - Prisoner Processing	1,485			



Program Item		Area All Floors	Basic Space	Standard Space	Premium Space
	Detention				
58	Male Cells (x6)	560	X		
59	Female Cells (x2)	280	X		
	Subtotal - Detention	840			
	Staff Facilities				
60	Break Room	200			X
61	Fitness Center (Shared with Fire Department)				
62	Male Rest Room	290			X
63	Female Rest Room	210			X
64	Locker Room	1,100		X	
65	Locker Changing Stations	112		X	
66	Command Officers Locker Room	380		X	
67	Command Officer Locker Room Changing Stations	52		X	
	Subtotal - Staff Facilities	2,344			
	Miscellaneous				
68	Tactical Storage	320		X	
69	General Storage	200		X	
70	Union Office	100		X	
71	Mail Area	15		X	
72	Janitor	40		X	
73	Housekeeping Storage	50		X	
74	Indoor Firing Range	1,200	X		
75	Mechanical/Electrical	600	X		
	Subtotal - Miscellaneous	2,525			
	Other Space				
	Second Stairwell	360		X	
	Circulation	2,270		X	
	Walls	1,892	X		
	Subtotal - Other Space	5,022			

Totals >> **23,939**



Space Finish Level Descriptions

Basic Space

Floors

- Sally Port, Prisoner Holding Cells and Prisoner Restrooms: High performance epoxy coating or polished concrete
- All other spaces: Architectural grade VCT or carpet

Walls

- Sally Port, Prisoner Holding Cells and Prisoner Restrooms: High performance epoxy coating – Two Coats
- All other spaces: Paint- Two coats

Ceilings

- Sally Port, Prisoner Holding Cells and Prisoner Restrooms: Painted structure
- All other spaces: Architectural grade suspended acoustic ceilings or painted gypsum wall board. (9'-0" minimum height)

Doors and Frames

- Sally Port, Prisoner Holding Cells and Prisoner Restrooms: Painted hollow metal
- All other spaces: Stained, solid core wood doors

Standard Space

Floors

- Architectural grade VCT or carpet

Walls

- Paint

Ceilings

- Architectural grade suspended acoustic ceilings or painted gypsum wall board.
- Training/Conference/ Media Briefing Room: Combination of painted gypsum wall board soffits and suspended acoustic ceilings. (10'-0" min. ceiling height)

Doors and Frames

- Stained, solid core wood doors

Insulated Folding Partition

- One full height and width of Training/Conference/ Media Briefing Room.

Ceiling mounted Projector and motorized screen

- Provide 2 systems in Training/Conference/ Media Briefing Room.



Premium Space

Floors

- Public Lobbies and Restrooms: Terrazzo and ceramic tile

Walls

- Public Lobbies and Restrooms: Full height tile

Ceilings

- Public Lobbies: Premium grade suspended acoustic ceilings or painted gypsum wall board
- Public Restrooms: Painted gypsum wall board

Doors and Frames

- Vestibules: Aluminum and glass entrance systems
- All other spaces: Stained, solid core wood doors

Specialized Security Screening

- Public lobby shared with the Courts shall incorporate a security screening system with a full height glass wall barrier the full width of the lobby separating secure lobby and unsecure vestibule.

D. Courts/ Probation

1. General Design Criteria

- a. Total Area: 16,800 square feet
- b. Additional regulatory design criteria: Administrative Rules of the Unified Court System & Uniform Rules of the Trial Courts, Rule of the Chief Judge, Part 34 Guidelines for NYS Court Facilities; and Maintenance and Operation Standard Supplemental Guidelines
- c. Construction type to be 2B- **non-combustible**.
- d. Multiple story construction allowed.
- e. Exterior wall construction to be cavity wall metal stud and masonry veneer construction.
- f. Interior walls to be metal stud and gypsum wall board with the exception of the following spaces which shall be concrete masonry unit construction:
 - i. Courtroom Prisoner Handling
 - ii. Drug Court Restroom/ Urinalysis
 - iii. Probation Restroom – Urine Screening
- g. Minimum 4-inch concrete slab-on-grade and 4-inch concrete on over metal deck at raised floor system.
- h. Roof construction to be steel frame construction (pitched with min. 30-year shingles or standing seam or low-slope 0.060 EPDM with interior roof drains and overflow system).



2. Long Term Storage

- a. Total Area: 1,200 square feet
- b. Construction type to be Type 1.
- c. Basement location.
- d. Perimeter wall construction to be reinforced concrete
- e. Interior walls to be metal stud and gypsum wall board or concrete masonry unit construction
- f. Minimum 4-inch concrete slab on grade and 4-inch concrete on over metal deck at raised floor system.
- g. Mechanical system design to provide adequate ventilation to maintain quality of stored paper files.



COURTS/PROBATION SPACE DESIGN STANDARDS TABLE

Program Item			Basic Space	Standard Space	Premium Space
	Courtrooms				
1	Criminal Courtroom	2,000			X
2	Waiting Area for 25	300		X	
3	Civil Courtroom	1,600			X
4	Waiting Area for 15	180		X	
5	Prisoner Holding	150	X		
6	Jury Rooms - 2	600		X	
7	Bathrooms for 2 Juries (4 restrooms)	300			X
	Chamber Suite #1				
8	Judges Chambers/Robing and Restroom	350			X
9	Court Attorney	150		X	
10	Secretary Office	200		X	
	Chamber Suite #2				
11	Judges Chambers/Robing and Restroom	350			X
12	Court Attorney	150		X	
13	Secretary Office	200		X	
14	Conference Room	300		X	
15	Interview Room	120		X	
	Subtotal - Court Space	6,650			
	Drug Court				
16	Coordinator' s Office 1	120		X	
17	Coordinator' s Office 2	120		X	
18	Staff Office	320		X	
19	Restroom/Urinalysis	75			X
	Subtotal - Drug Court	635			
	Administration				
20	Chief Clerk	200		X	
21	Main Office Space	800		X	
22	Security Office	120		X	
23	Lockers/Restroom for Security	300			X
24	Break Room	250			X
25	Administration Restrooms	150			X
26	Public Restrooms	320			X
27	Storage	250		X	
28	Long-term Records (On site - separate building)				



Program Item			Basic Space	Standard Space	Premium Space
29	Sub Area Mechanical/Electrical/IT	150			X
	Subtotal - Administration	2,720			
	Probation				
30	Waiting Area	250			X
31	Reception - Part of Police Reception	100			X
32	10 Probation Offices	1,440		X	
33	Clerical Staff	300		X	
34	Probation Director	180		X	
35	Probation Supervisor	180		X	
36	Conference /Training	225		X	
37	Break Room - Share with Courts				
38	Restrooms	150			X
37	Restroom - Urine Screens	60			X
39	Computer/IT	100		X	
	Subtotal - Probation	2,985			
	Miscellaneous				
40	Public Lobby (Partially Shared w/ Police)	200			X
41	Secure Lobby	300			X
	Allowance	500		X	
	Circulation @ 12%	1,559		X	
	Walls @ 10%	1,324	X		
	Subtotal - Miscellaneous	3,883			
Totals >>			16,873		

Space Finish Level Descriptions

Basic Space

Floors

- Prisoner Holding: High performance epoxy coating or polished concrete

Walls

- Prisoner Holding: High performance epoxy coating – Two Coats



Ceilings

- Prisoner Holding: Painted structure

Doors and Frames

- Prisoner Holding: Painted hollow metal

Standard Space

Floors

- Architectural grade VCT or carpet

Walls

- Paint

Ceilings

- Architectural grade suspended acoustic ceilings or painted gypsum wall board

Doors and Frames

- Stained, solid core wood doors

Premium Space

Floors

- Court Rooms/ Judges Robing Rooms: Premium grade carpet
- Public Lobbies and Restrooms: Terrazzo or ceramic tile

Walls

- Court Rooms/ Judges Robing Rooms: Premium grade wood paneling and molding
- Public Lobbies and Restrooms: Full height tile

Ceilings

- Court Rooms/ Judges Robing Rooms: Combination of painted gypsum wall board soffits and suspended acoustic ceilings. (12'-0" min. ceiling height)
- Public Restrooms: Painted gypsum wall board (9'-0" min. ceiling height)

Doors and Frames

- Stained, solid core wood doors

Millwork

- Premium grade built in wood Judge's bench and Jury seating

E. County Emergency Management, EOC and PSAP – (ADD ALTERNATE ONLY)

1. General Design Criteria

- a. Total Area: 8,900 square feet



- b. Additional regulatory design criteria-
 - i. PSAP- NFPA 1221
 - ii. EOC- ASTM E2668
- c. Construction type shall be 2B- **non-combustible**.
- d. Multiple story construction allowed.
- e. Exterior wall construction shall be cavity wall metal stud and masonry veneer construction.
- f. Interior walls to be metal stud and gypsum wall board or concrete masonry construction.
- g. Minimum 4 inch concrete slab on grade and 4 inch concrete on over metal deck at raised floor system
- h. Roof construction to be steel frame construction (pitched with min. 30-year standing seam or low-slope 0.060 EPDM with interior roof drains and overflow system).
- i. Facility will be provided with an emergency generator with capacity to operate at full service.
- j. Entire PSAP Dispatch Room shall be equipped with a raised floor system.



**COUNTY EMERGENCY MANAGEMENT, EOC AND PSAP SPACE DESIGN STANDARDS TABLE
(ALTERNATE)**

Program Item			Basic Space	Standard Space	Premium
Emergency Operations Centre (EOC)					
1	Incident Response Command Floor	1,000			
2	Executive Session/Special Operations	300		X	
3	Tactical Breakout	200		X	
4	EOC Break Room/Kitchenette - Shared w/ PSAP	400			X
5	Lockers/Coats	48		X	
6	HAM Radio	80		X	
7	EOC Office	120		X	
8	Rest Rooms - M & F - Shared with PSAP	400			X
9	Storage Room	250		X	
10	Secure Equipment	250		X	
11	Press Room	120		X	
	Subtotal - EOC	3,168			
Public Safety Answering Point (PSAP)					
12	Dispatch	1,200			
13	Manager Office	180		X	
14	Ops Manager Office	120		X	
15	Work Area	80		X	
16	Training	300		X	
17	Radio/Server/Mechanical/Electrical - Share w/ EOC	500		X	
18	Storage	80		X	
19	Entry/Stair/Elevator - Share w/ EOC	450		X	
20	Men and Women Restrooms located within Dispatch	140			X
	Subtotal - PSAP	2,874			
Emergency Management					
21	Fire Administration Coordinator Office	144		X	
22	EMS Coordinator Office	144		X	
23	Reception	100		X	
24	Deputy Director Office	150		X	
25	Director's Office	180		X	
26	Health Department	120		X	
27	EMS Training & Storage	180		X	
	Subtotal - Emergency Management	1,018			



Program Item			Basic Space	Standard Space	Premium
	Miscellaneous				
	Circulation @ 10%	706		X	
	Walls @ 10%	706	X		
	Subtotal - Miscellaneous	1,912			
Totals >>			8,972		

Space Finish Level Descriptions

Standard Space

Floors

- Architectural grade VCT or carpet over raised floor system

Walls

- Paint

Ceilings

- Architectural grade suspended acoustic ceilings or painted gypsum wall board

Doors and Frames

- Stained, solid core wood doors

Premium Space

Floors

- Tile

Walls

- Full height tile

Ceilings

- Architectural grade suspended acoustic ceilings

Doors and Frames

- Stained, solid core wood doors



IV. GENERAL MECHANICAL, ELECTRICAL, SECURITY AND INFORMATION TECHNOLOGY DESIGN CRITERIA

A. HVAC

The building's HVAC systems shall conform to all applicable codes and regulations. The Developer shall anticipate that there will be multiple HVAC systems associated with the building due to the specific demands of the individual departments. Each department shall have separate, dedicated HVAC systems as dictated by each department. The systems within each department shall be zoned and controlled to a level as dictated by the department's needs. Data closets throughout the building shall have specialized, remote cooling and heating systems as required by the individual departments.

The entire building shall utilize mechanical equipment and systems that meet or exceed the minimum requirements of the Energy Conservation Code. The Developer is encouraged to recommend enhanced energy systems with a goal of exceeding the minimum design criteria by 25% percent.

B. Plumbing

The building's plumbing systems shall conform to all applicable codes and regulations. Although plumbing supply and sanitary may be centralized, domestic hot water demands shall be dedicated to the individual departments. All fixtures shall be water conservation type with flush valve type water closets, ultra-low flow urinals and sensor controlled faucets. Plumbing equipment; such as, water heaters shall be high efficiency type.

C. Electrical

The building's exterior and interior electrical systems shall conform to all applicable codes and regulations.

All exterior building mounted and pole mounted lighting shall be LED and provided as approved through the city planning board review process and shall be controlled by an approved timer or day/ night sensor system.

The electric service shall be coordinated with the local utility provider. Normally only one service is allowed to the site. For redundancy, emergency generators will be provided individually for the fire department, police department and the County EOC and PSAP, sized to provide full operating capacity to each department.

Power serving each department will be from individual sub panel electrical rooms within each department fed from the main switch gear room.

Lighting provided in premium spaces such as courts, public lobbies, training and conference rooms shall be a combination of general lighting, pendant and chandelier style lighting, and accent lighting that is generally anticipated in high level public spaces.

All lighting shall be high efficiency fluorescent or LED type fixtures with a preference to LED type fixtures wherever possible. Lighting systems shall be controlled per New York State Energy Code with a combination of manual switches, multiple levels of light, and occupancy sensors.



Lighting with-in a high concentration of computer area, such as the County PSAP Dispatch space shall have dimming and individual control capability.

The Developer shall provide a comprehensive building fire alarm and mass notification systems as required by applicable codes and regulations and as required by individual department design requirements.

D. Security

The Developer shall provide a camera surveillance system and entry control system that:

1. Monitors the exterior building perimeter and site parking areas, interior public spaces and circulation, and as required by individual departments. System shall have recording and storage of surveillance information as required by individual departments.
2. Provide a Common Access Card (CAC) or Key Fob system entry system that controls access to staff and other dedicated personnel as allowed for by the individual departments.

E. Information Technology and Telecommunication

The Developer shall provide a Main Telecommunication Rooms in the police department and PSAP areas sized in accordance with TIA Standard 569-D, Telecommunications Pathways and Spaces, for areas served. Additional telecommunication rooms shall be distribute throughout the building as required to maintain horizontal cable lengths and serviced with backbone cabling using star topology.

The Developer shall provide a Category 6 structural cabling system from the main telecommunication rooms to the desktop. The Category 6 cabling shall not exceed 290 feet per TIA standards. All components shall be Category 6 and be end to end solution with a 25 year certified warranty.

Communication systems engineering and design shall be performed and certified by a BICSI Registered Communications Distribution Designer (RCDD).

The building telecommunications cabling system shall consist of but not limited to cable jacks, terminal blocks, backboards, patch panels for voice and data networks an equipment racks.

Telecommunication grounding and bonding systems shall be provided per TIA-607B, Generic Telecommunications Bonding and Grounding (earthing) for customer premises.

The telecommunication system shall be labeled in accordance with TIA- 608B, Administration Standards for Telecommunication Infrastructure.



V. PROJECT CONTINGENCIES

Understanding that at RFP stage of the project it is impractical to identify and quantify all the miscellaneous building components costs that will eventually become part of the project. In an effort to anticipate these costs the Developer is requested to itemize contingency allowance amounts in their proposal and identify the building components anticipated to be included. Some of the anticipated building components may include among others:

1. Lockers and display casework
2. Shelving and built in casework
3. Elevators
4. Storage units including gun storage
5. Signage
6. Carport and Wash Bay construction and mechanical infrastructure



VI. SUBMISSION REQUIREMENTS

Developers are requested to include the following in their submissions and enumerated as outlined below:

A. Corporate and Project Team Information

Developers will provide corporate information including company name, legal status, address, corporate structure, names of officers with personal resumes, in addition to identifying consultant team members including architects, engineers, construction managers, and other project team members. Inclusion of a qualified emergency response design consultants is required.

B. Experience

Developer is requested to provide a list of projects performed over the past ten years similar in scope and size with the proposed project including a description of the project, financial arrangement related to the project, post occupancy operation involvement, names and contact information of architectural and construction partners associated with the project. Past project information should also include:

- Project name and location
- Project costs
- Year of completion
- Project size
- Construction and Post- Construction ownership structure
- Method of financing and name(s) of financial sources

C. Portfolio

Developer is requested to provide a description of its real estate portfolio identifying its current real estate holdings and other real estate arrangements.

D. Financial Capacity

Developers are requested to provide evidence of financial capacity to execute the project in timely manner in submitting financial statements of the Developer in addition to identifying the financial partners the Developer intends to work with along with written authorization to contact the Developer's financial partners.

All financial information will be held in the strictest confidence.

E. Project Proposal

As part of the proposal submission the Developer shall provide the following pertinent information:



Conceptual Project Design

- Conceptual site plan indicating site location, adjacent streets, and building footprint.
- Conceptual floor plan.

Site

- Proposed location(s) and method and approximate timeframe to acquire.

Materials, systems, infrastructure and pertinent design features

- Include a detailed description of the developer provided basic materials, finishes, structural system, MEP, hookups to FFE and specialized equipment, plumbing, security, communications, IT, data and other systems required for this facility to operate properly.

Approvals

- List of approvals required for your proposed site. How you would approach, negotiate and a timeframe to acquire necessary regulatory approvals.

Alternate

- Describe in detail how the inclusion of the Emergency Management Department, EOC and PSAP affect your proposal. Does it require additional land; cost to the facility, lease rate, security measures, materials etc.

Contingencies

- Provide a list of anticipated contingency items and proposed allowance amounts.

Existing Building

- Describe your approach to using the existing facility if you so choose. Will it be a purchase, "like in kind land trade" deed transfer to lower the lease rate or any other financial structure that can be negotiated with the City? Include a timeframe for development. The fire and police MUST remain until they can be moved into the new facility.

Project Management Plan

- Provide; in narrative form, the proposed project approach addressing responsibilities of all project members and anticipated expectations required of the City. Provide a preliminary Gantt chart schedule with proposed mile stones and major task with durations and anticipated resources.

Financial Plan-

- Outline the anticipated construction costs; name the proposed funding source(s), operating costs, and loan payment plan.



Post- Occupancy Facility Management Plan

- Developer shall indicate the proposed facilities management approach addressing custodial service, building and site maintenance, staffing, and snow removal. All are required. Developer may include as part of its current facility maintenance plan for its current holdings.

Proposal Letter

- Proposal letter shall include at a minimum the following:
 - Offering proposed lease and buyout terms,
 - Expression of interest in the existing building mentioned in the RFP (if any)
 - Alternate for the addition of the Emergency Management, EOC and PSAP to the facility with lease terms etc. based on this addition.
 - Agreement to the terms of the RFP including Indemnification and Insurance requirements.
 - Any exceptions to the RFP terms
 - Statement of "Conflict of Interest Disclosure"
- Developers will be required to submit statement that describes relationships between the Developer, its employees, agents or immediate family members that may be construed as a potential conflict of interest. In the event that no conflict of interest exists the Developer shall provide a statement to this effect. Existence of a potential conflict of interest may not disqualify the Developer from participation in the project but non-disclosure of such a conflict of interest will be cause for disqualification

Indemnification and Insurances

- The Developer and its design and construction partners will be required to obtain and maintain property, liability and other insurances related to the Project at limits acceptable to the City.
- Additionally, the Developer and its Project partners will agree to indemnify and hold harmless the City and its agents from all damages and/or injury arising out of any claim associated with the Project due to the omissions negligent actions of the Developer and/or its partners.



VII. REVIEW EVALUATION AND SELECTION CRITERIA

Submission Requirements

Proposal Submission must contain the all the information outlined in the RFP and outlined as enumerated in the RFP. Proposals shall be submitted in 8 ½" x 11" format as appropriate with the exception of drawings and schedules that may be submitted in a format that is most appropriate. Developers are requested to submit four sets of the proposal; in addition, to 1 electronic (pdf) copy by 4:00 PM, August 28, 2015.

Submissions shall be submitted in a plain envelope labeled "City of Auburn Public Safety Complex Proposal" with the firm's name and address. Submissions should be mailed or delivered to Department of Engineering Services, 24 South Street, Auburn, New York 13021 attention Seth Jensen.

Developer proposals shall remain valid for 120 days from the date submitted and may be extended only as agreed by between the City and the Developer.

The Developer is responsible for all costs associated with preparation and submission of their proposals and all subsequent meeting and additional submission efforts.

RFP submissions will be evaluated based upon the following scoring criteria:

1. Conceptual design and site location- 20 points
2. Proposed lease agreement and payment terms- 20 points
3. Prior experience – 15 points
4. Financial capacity- 15 points
5. Innovative approach to the project-10 points
6. Proposed project team including consultants (presented as an organizational chart)- 10 points
7. Project schedule- 5 points
8. Project and Post- Occupancy management approach- 5 points

It is the City's intention to shortlist the top 2-3 submissions for further evaluation. The short listed group should anticipate more detailed discussion of their proposals that may include but not limited to a presentation to the City, increased level of building and site design features, qualifications of team members, detailed analysis of financial aspects and proposed lease arrangements of the RFP.

Upon selection of a preferred Developer, the City will enter into negotiations to complete an agreement and finalize terms. The terms of the agreement; including proposed project team members, shall not deviate from this proposal submission without the expressed written approval of the City and in the event that terms cannot be achieved, the City reserves the right to terminate negotiations with the Developer and reopen negotiations with the next preferred Developer.

In submitting and signing a proposal the Developer understands and accepts the conditions of the proposal unless the Developer identifies exceptions in its proposal at the time of submission.

The City reserves the right to require additional terms and conditions as it deems appropriate and reserves the right to reject all proposal in full or in part. The Developer will bear all costs associated with the development and submission of its proposal.



Financial Considerations

The responsibility of securing construction and mortgage financing shall be with the Developer and its financial partners.



VIII. RFP SCHEDULE, QUESTIONS, AND SUBMISSION REQUIREMENTS

Schedule

Request for Proposal (RFP) Issued- June 24, 2015

Pre- Proposal Meeting- July 8, 2015

Last Day for Inquiries- August 14, 2015

Submission Deadline- August 28, 2015

Questions

All questions and clarification request shall be submitted electronically to Seth Jensen, PE. at sjensen@auburnny.gov. Deadline for all requests will be 3:00 PM, August 14, 2015 and requests received after this time will not be addressed. The City reserves the right to distribute request and responses to all participating Developers.



EXHIBIT A

Site Boundary Map



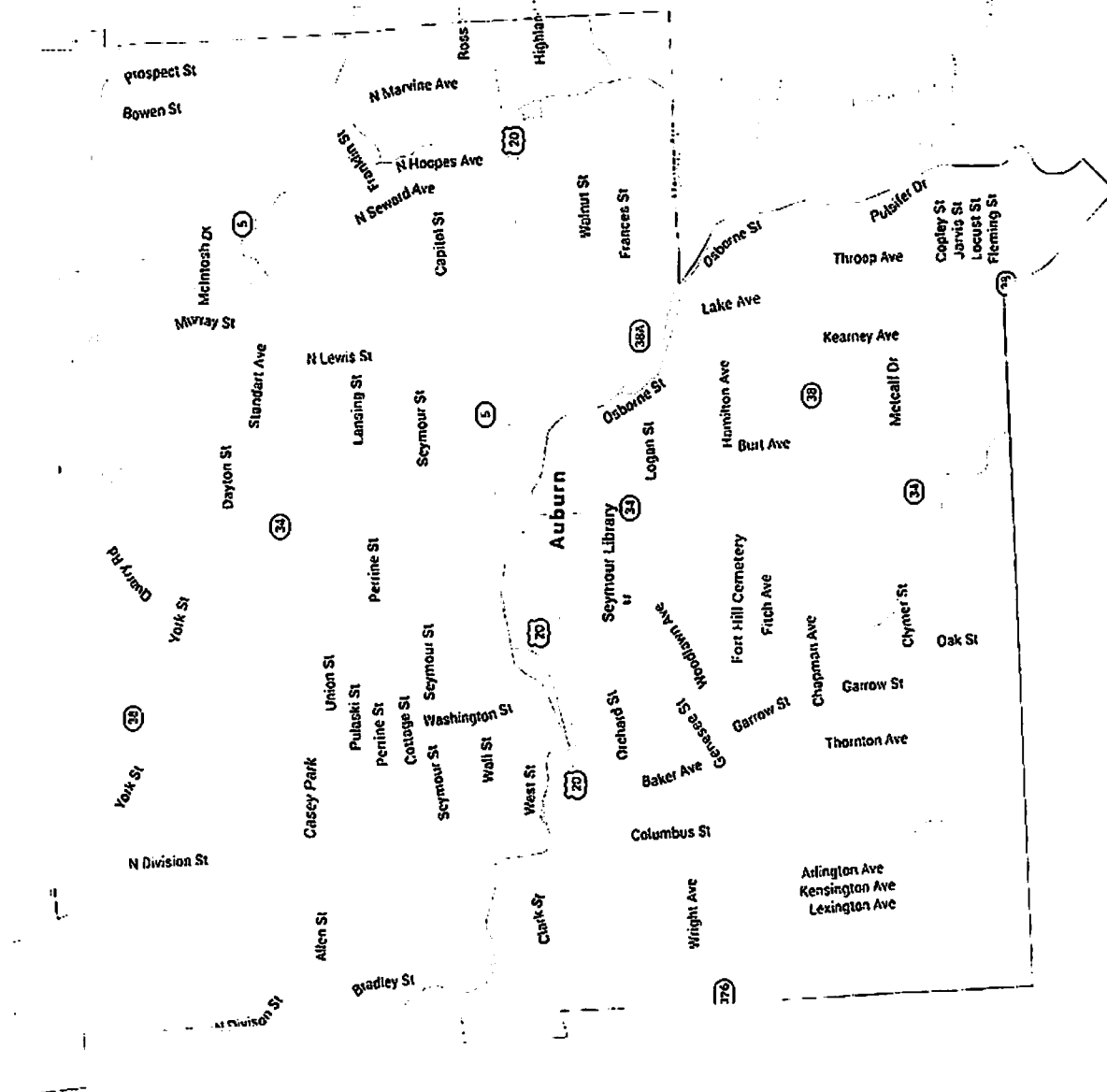


EXHIBIT B

Conceptual Site/Floor Plan



Conceptual Site/Floor Plan

Area F- FIRE DEPARTMENT

- 1st Floor- EMT/BUNKS/ FIRE FIGHTING
- 2nd Floor- ADMINISTRATION

Area P- POLICE

- 1st Floor- PROCESSING/ HOLDING/ EVIDENCE & STAFF FACILITIES
- 2nd Floor- ADMINISTRATION/ RECORDS/ PATROL & INVESTIGATION
- Basement- FIRE RANGE/ FILE STORAGE

Area L- PUBLIC LOBBY

- 1st Floor- PUBLIC LOBBY
- 2nd Floor- PROBATION

Area C- COURTS

- 1st Floor- COURTS/ DRUG COURTS & ADMINISTRATION
- 2nd Floor- EOC

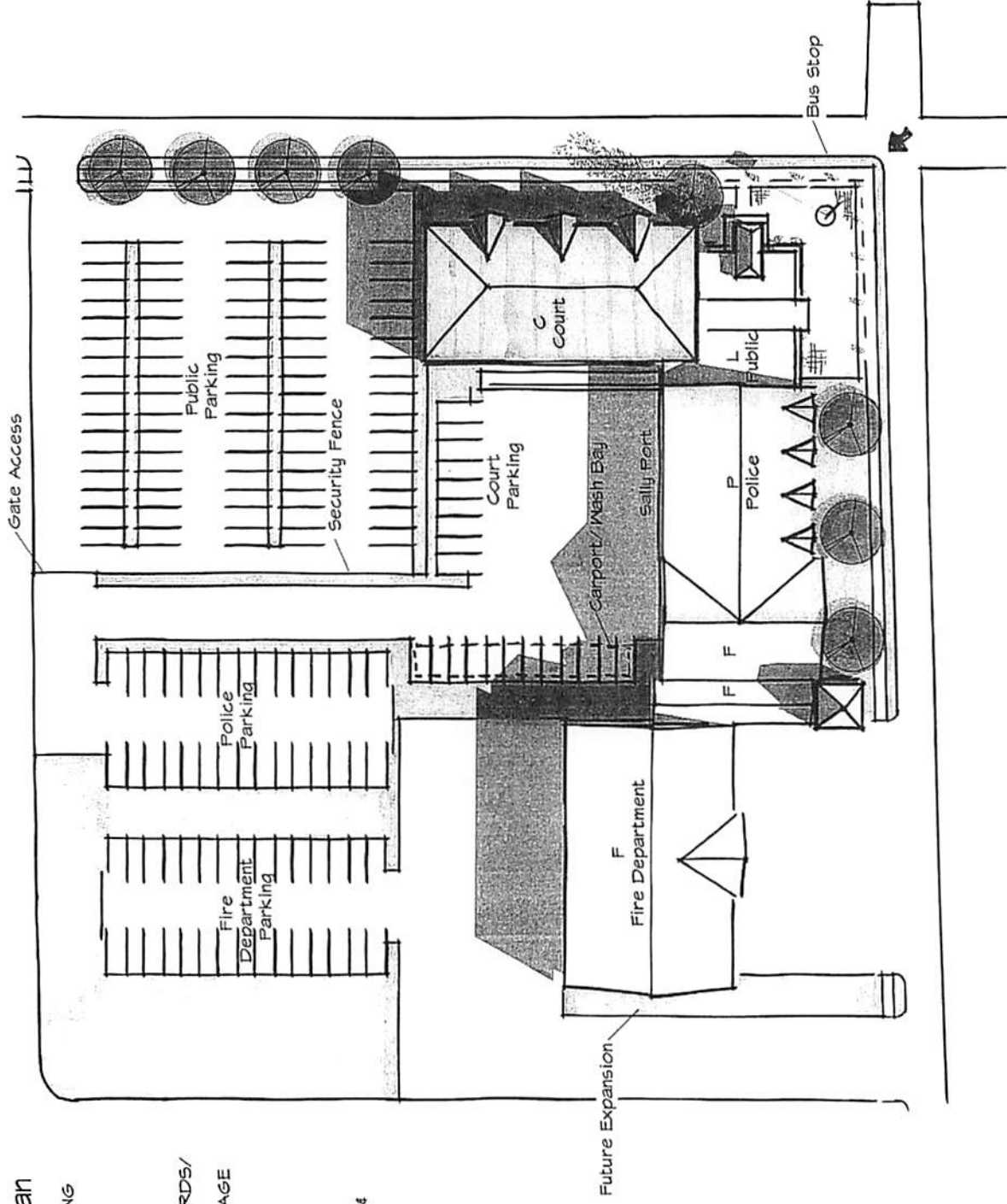
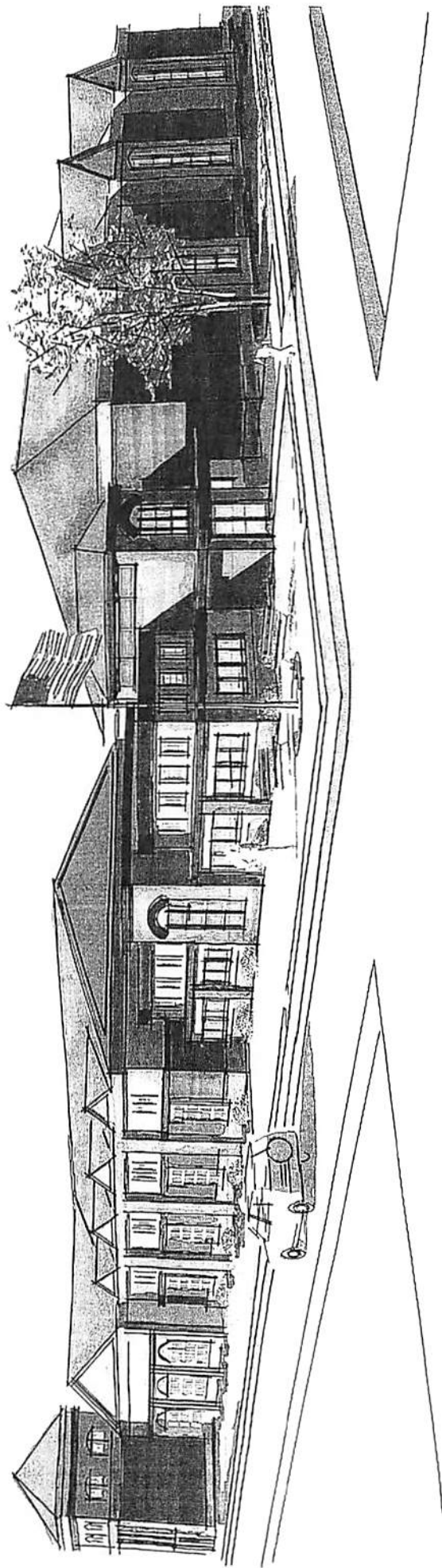


EXHIBIT C

Street View





STREET VIEW

MOTION TO ENTER EXECUTIVE SESSION

Motion of Councilperson

WHEREAS, Article 7, Section 105(1)(d), of the Public Officer's Law permits the legislative body of a municipality to enter into Executive Session to discuss "...proposed, pending or current litigation...".

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

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

**Seconded by Councilperson
and on roll call**