

BATAVIA CITY COUNCIL CONFERENCE MEETING

**City Hall - Council Board Room
One Batavia City Centre
Monday, August 14, 2017 at 7:00 PM**

AGENDA

- I. Call to Order
- II. Appoint Members to Various City Committees/Boards
- III. Capital Project Close Out
- IV. Police Traffic Services Grant 2017-2018
- V. NYS Division of Criminal Justice Services Grant
- VI. Budget Adjustment for IT Network Radio
- VII. Purchasing Manual Update
- VIII. Annual Review of the Flood Insurance Assessment and Program for Public Information (PPI) for the CRS
- IX. Adjournment

#- 2017

A RESOLUTION TO APPOINT MEMBERS TO VARIOUS CITY COMMITTEES/ BOARDS

Motion of Councilperson

WHEREAS, certain vacancies exist on various City Committees/Boards.

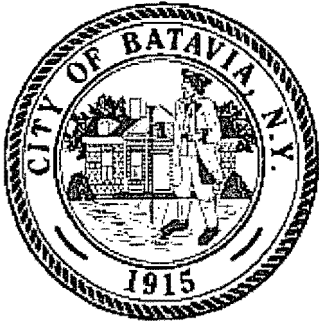
NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Batavia that the following appointments be made:

Community Garden Committee

Carolyn Pratt

December 31, 2021

**Seconded by Councilperson
and on roll call**



City of Batavia

TO: Jason Molino, City Manager
FROM: Lisa Neary, Deputy Director of Finance
DATE: July 24, 2017
RE: Capital Project Close Out Resolution

In an effort to keep our capital project fund up to date and current, it is necessary to close out certain capital projects that are completed at this time. Those capital projects are listed as follows:

Cedar Street Reconstruction
Grit Pump and Blower
Landfill

Washington Avenue Sewer Replacement (Bank to Ross) (Jefferson to Bank) and State Street Sanitary
Sewer Siphon Elimination
Secondary Pond No. 1 Sludge Removal

With regards to the Cedar Street Reconstruction project there will be a surplus amount of \$12,468.64 surplus, and also a surplus of \$5,804.21 associated with the Landfill. These amounts will be used to offset a \$16,651.20 non-project related deficit in the Capital Fund. This will leave \$1,621.65 surplus balance to be transferred to the Operating Fund in order to properly close these projects. This has been reviewed with and deemed appropriate by our financial auditors.

Attached please find a resolution in support of this action.

#- 2017
A RESOLUTION TO CLOSE OUT CAPITAL PROJECTS

Motion of Councilperson

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

WHEREAS, projects completed at this time that require official closing are listed as follows:

#0902 Cedar Street Reconstruction
#1509 Grit Pump & Blower
#9207 Landfill
#1506 Washington Avenue Sewer Replacement (Bank to Ross) (Jefferson to Bank) and
State Street Sanitary Sewer Siphon Elimination
#1507 Secondary Pond No. 1 Sludge Removal

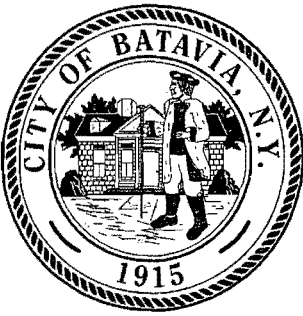
WHEREAS, the City Council authorizes the City Manager to make the recommended transfers and close out the specified capital projects effective August 14, 2017; and

WHEREAS, in order to close the Cedar Street Reconstruction project we need to transfer \$1,621.65 from the Capital Projects Fund to the General Fund.

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

\$1,621.65 from 030.9961.0901.0902 Capital Fund Transfers out
to 001.0001.5031.0000 General Fund Transfers in

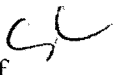
**Seconded by Councilperson
and on roll call**



City of Batavia

Memorandum

To: Jason Molino, City Manager

From: Shawn Heubusch, Police Chief 

Date: 07/11/2017

Subject: Police Traffic Services Grant 2017-2018

On July 11, 2017, the City Police were awarded \$11,374 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, to include targeted work zone enforcement efforts. The funding covers the period of October 1, 2017 thru September 30, 2018.

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

Attachments: Award Letter
Draft Resolution

Cc: Lisa Neary, Deputy Director of Finance

Police Department
10 Main Street
Batavia, New York 14020



Phone: 585-345-6350
Fax: 585-344-1878
Records: 585-345-6303
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

July 11, 2017

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

Re: PTS-2018-Batavia City PD -00295-(019)
Police Traffic Services
DMV01-T006229 -3700393
CFDA #: 20.600
EFFECTIVE DATE: October 1, 2017

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 a total of \$11,374.00 to participate in the statewide Police Traffic Services Program.

A breakdown of your grant award amount is as follows:

Category	Award Amount
Seat Belt Mobilization Enforcement	\$1,410.00
Regular PTS Enforcement	\$9,964.00
Other Than Personal Services	\$0.00
Grand Total	\$11,374.00

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, appearing to read "Charles R. DeWeese".

Charles R. DeWeese
Assistant Commissioner

CRD:lz
Enclosure
cc: Jason Molino
Todd Crossett



Department of
Motor Vehicles

-2017

**A RESOLUTION TO AMEND THE 2017-2018 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 \$11,374 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

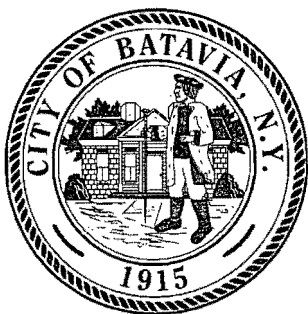
WHEREAS, to properly account for the expenditure of this money, a budget amendment needs to be made.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Batavia that the City Manager be and hereby is authorized to make the following budget amendment to the 2017-2018 budget effective September 11, 2017 to cover various traffic enforcement details card equipment purchases:

Increase expenditure accounts:		
001.3120.0101.XXXX	\$	11,374.00
Increase revenue accounts:		
001.0001.3389.XXXX	\$	11,374.00

Seconded by Councilperson

and on roll call



City of Batavia

Memorandum

To: Jason Molino, City Manager

From: Shawn Heubusch, Police Chief

Date: August 1, 2017

Subject: NYS Division of Criminal Justice Services Grant

On July 27, 2017 the Police Department was awarded \$10,00.00 from the NYS Division of Criminal Justice Services for the purchase of law enforcement technology.

The grant will be utilized towards the purchase of body worn cameras for each officer of the department. Body worn cameras have proven themselves to be effective in gathering of evidence, aiding in de-escalation of situations and used as a tool to protect the agency and municipality from liability.

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

Attachments: Award Contract
Grant Information Form
Draft Resolution

Cc: Lisa Neary, Deputy Director of Finance

Police Department
10 Main Street
Batavia, New York 14020



Phone: 585-345-6350
Fax: 585-344-1878
Records: 585-345-6303
Detective Bureau: 585-345-6370
www.batavianewyork.com



Division of Criminal Justice Services

MEMORANDUM

TO: Award Recipients

FROM: Michael C. Green
Executive Deputy Commissioner, NYS Division of Criminal Justice Services
(DCJS)

DATE: July 27, 2017

SUBJECT: Legislative Grant via Purchase Order

I am pleased to advise you that the enacted 2017-18 New York State Budget includes an appropriation of funds to support the program noted on the attached Grant Information Sheet.

To streamline grant administration, New York State has begun utilizing a purchase order process for grants of \$10,000 or less, which employs a "Letter of Agreement" (LOA) regarding terms and conditions of the grant. It is expected that this streamlined process will improve grant processing time and reduce some reporting and documentation requirements for grantees. As your grant is less than \$10,000, it will be processed as a purchase order.

The Office of Program Development and Funding (OPDF) has assigned a Criminal Justice Program Representative to assist you with the processing of this grant. For details about your grant, please see the enclosed ***Grant Award Information Sheet***. Should you have any questions, please have a member of your staff contact Jodi Clark at (518) 485-0913 or by email at Jodi.clark@dcjs.ny.gov.

Our staff will work with you to complete an application and it will be submitted on your behalf through the Grants Management System (GMS). Once a budget and work plan have been agreed upon, DCJS will issue a LOA/Purchase Order authorizing the expenditure of money in relation to the grant.

Congratulations on your grant award. DCJS looks forward to working with your organization to administer this grant.

Attachment

GRANT AWARD INFORMATION

July 28, 2017

Project ID: LG17-1098-D00

DCJS Number: LG16102495

Project Title: Equipment Purchase

Award Recipient: Batavia City Police Department

Mailing Address: Batavia City Police Department
10 West Main Street
Batavia, NY 14020

Contact Person: Chief Shawn Heubusch

Award Amount: \$10,000

DCJS Contact: Jodi Clark, Criminal Justice Program Representative
Division of Criminal Justice Services
Office of Program Development and Funding
80 S. Swan Street
Albany, NY 12210
(518) 485-0913
(518) 485-2728 Fax

Application Return Date: Within 30 Days of Receipt of this Award Notice

Technical Assistance to Complete
Applications Available Upon Request
GMS Help Desk
At (518) 457-9787

**A RESOLUTION TO AMEND THE 2017-2018 POLICE DEPARTMENT BUDGET TO
REFLECT THE RECEIPT OF A NYS DIVISION OF CRIMINAL JUSTICE SERVICE
GRANT**

WHEREAS, the City of Batavia Police Department has received a grant in the amount of \$10,000 from the New York State Division of Criminal Justice Services for the purchase of law enforcement equipment; and

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Batavia that the City Manager be and hereby is authorized to make the following budget amendment to the 2017-2018 budget effective September 11, 2017 to cover a future technology purchase:

1.3120.201.1167	\$ 10,000.00
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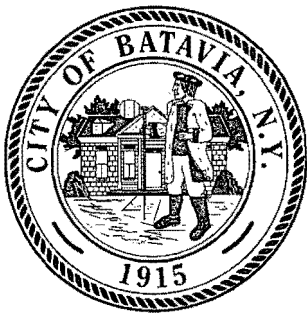
001.0001.3389.1167 ~~\$~~ 10,000.00

WHEREAS, to properly account for the expenditure of this money
ds to be made.

NOW THEREFORE, BE IT RESOLVED, by the City Council of t
City Manager be and hereby is authorized to make the following budg
7-2018 budget effective September 11, 2017 to cover a future technol

Increase expenditure accounts:	
1.3120.201.1167	\$ 10,000.00
Increase revenue accounts:	
001.0001.3389.1167	\$ 10,000.00

conded by Councilperson
l on roll call



City of Batavia

Memorandum

To: Honorable City Council

From: Jason Molino, City Manager

Date: August 8, 2017

Subject: Budget Adjustment – IT budget

The 2017/18 adopted budget appropriated the use of \$15,000 from the Administrative Equipment Reserve to replace two switches for the City's information technology network. After evaluating current needs further it was determined that a replacement of a main network radio was needed due to failures during evaluation. As a result a radio was purchased rather than switches. The total costs related to the emergency radio replacement were \$18,398.

It is requested that \$3,400 be transferred from the Administrative Equipment Reserve to cover the additional cost. The current balance in the reserve is just over \$108,000.

This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov

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

**TDD 800-662-1220
Phone: 585-345-6330
Fax: 585-343-8182
www.batavianewyork.com**

A RESOLUTION TO CHANGE USE OF BUDGETED REPLACEMENT SWITCHES

Motion of Councilperson

WHEREAS, the adopted 2017-2018 budget approved the use \$15,000 of funds from the Administrative Equipment Reserve to replace two switches in the City's information technology infrastructure; and

WHEREAS, following further evaluation it was determined that a radio replacement was needed instead of switch replacements due to system failures.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Batavia does hereby transfer an addition \$3,400 from the Administrative Equipment Reserve to cover the additional costs related to replacing a radio; and

BE IT FURTHER RESOLVED, by the City Council of the City of Batavia that the City Manager be and hereby is authorized to make the following budget amendment:

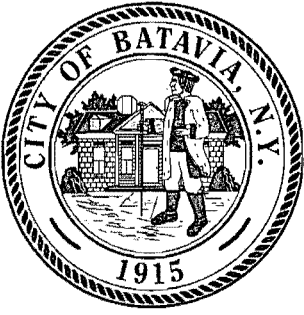
Effective September 11, 2017, amend the 2017-18 budget by increasing the following expenditure account:

001.1680.0200.2112	\$3,400.00
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And by increasing the following revenue account:

001.0001.0511.2112	\$3,400.00
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**Seconded by Councilperson
and on roll call**



City of Batavia

Memorandum

To: Jason Molino, City Manager
Gretchen DiFante, Assistant City Manager

From: Lisa Neary, Deputy Director of Finance

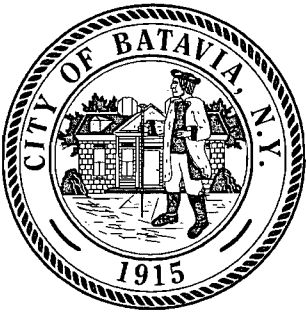
Date: July 7, 2017

Subject: Purchasing Manual

As required by General Municipal Law §104-b(4), the City's Purchasing Manual must be reviewed by City Council annually. This helps ensure that procedures are current and appropriate to meet the changing needs of the City of Batavia. A procurement policy and procedures manual generally ensures that competition is sought in a reasonable and cost effective manner for procurements below the bidding thresholds and for other contracts exempt from bidding.

I am enclosing the City's Purchasing Manual with the following changes:

1. VI. Competitive Bidding – a paragraph was added on page 7 requiring employees to refer to the New York State Department of Labor website's list of debarred vendors prior to awarding a competitive bid.
2. XIII. Professional services/Requests for Proposals (RFP) or Qualifications (RFQ) – on page 15 of the manual, language about how Professional services are exempt from Section 103 and therefore not subject to competitive bidding requirements was removed for ease in interpreting this section and to decrease confusion. Also removed language requiring the reason for determining not to require an RFP to be written by City Manager, scanned and attached to KVS. Instead, I have added a form for the Department Head/Manager/Supervisor to complete as to their reasons for requiring the professional service with a space on the form for the City Manager to check whether an RFP/RFQ or Quotes are needed and whether or not advertising is required.
3. XVIII. Travel expenses- page 21, due to a conflict within the manual regarding travel and conferences and for clarity, a purchase order with quotes is now required for travel due to training or conferences that exceed \$1,000 and on the occasion an employee stays at a hotel other than a conference-hosting hotel.



City of Batavia

4. XIX. Exceptions to Certain Purchasing Requirements – Page 22, Expenses that do not require a purchase order; travel was removed from training and conferences and clarification was added to hotels where conferences are held. Arbitrators, Mediators and Regulatory fees were also added to the list.
5. XX. Surplus Property and Scrap Metal - Page 23, in the case of surplus property being traded in for the purchase of new property, language was added to require the Property Disposal/Transfer Form or Resolution disposing of said property to the requisition in KVS for the purchase which the trade in is being applied to.
6. Appendix A Threshold Grid – Removed #3 under exceptions as it created confusion for travel, training, conferences and hotels. Under Public Works Contract, the requirements and thresholds were changed.
7. Appendix B Individuals Responsible for Purchasing – this was updated.
8. Appendix H – Forms – Professional services Form – This form was created to make it easier to be in compliance with the purchasing manual with regards to professional services.

#-2017

**A RESOLUTION AUTHORIZING THE ADOPTION OF A PURCHASING MANUAL
FOR THE CITY OF BATAVIA, NEW YORK**

Motion of Councilperson

WHEREAS, General Municipal Law §104-b (4) requires the governing body of every municipality to annually review and adopt a procurement policy for all goods and services; and

WHEREAS, the City Council last adopted its Purchasing Manual on March 14, 2016; and

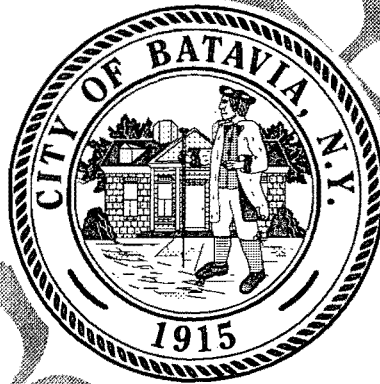
WHEREAS, comments have been solicited from all Department Heads and Bureau Chief's in the City of Batavia involved in the procurement process; and

WHEREAS, said Purchasing Manual has been reviewed and approved by the City's Attorney.

NOW THEREFORE, BE IT RESOLVED, that the Batavia City Council of the City of Batavia, New York does hereby adopt the following Purchasing Manual effective immediately.

**Seconded by Councilperson
and on roll call**

City of Batavia Purchasing Manual



Adopted: February 10, 2014
Updated: April 13, 2015
Updated: March 14, 2016
Proposed Update: September 11, 2017

City of Batavia

Purchasing Manual

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Appendix A – Threshold Grid

Appendix B – Individuals Responsible for Purchasing

Appendix C – Approval Chart

Appendix D – Standardization Resolution

Appendix E - Procurement Policy and Procedure Adoption Resolution

Appendix F – Disposition of Surplus Property Resolution

Appendix G – Scrap Metal Resolution

Appendix H – Forms

a. Purchase Order Requisition Form

b. Voucher Form

c. Disposal Form

d. Travel Authorization Form

e. New York State Exemption Certificate for hotel room occupancy ST-129

f. Cooperative Contract Due Diligence Form

g. Professional services Form

Note: All forms are available on the City's computer system. They are located on the shared drive (S:/Finance Forms)

Appendix I –Sample resolutions

a. Surplus Resolution

VI. Competitive Bidding

Pursuant to General Municipal Law, Article 5A, Section 103, all purchases for materials, equipment or supplies of the same category that involve an aggregate annual estimated total expenditure over \$20,000 (combining all City departments) shall be awarded only after public advertising soliciting formal bids. All competitive bids for purchase contract awards require City of Batavia Council approval.

Also pursuant to General Municipal Law, Article 5A, Section 103, all public work contracts (those projects that involve labor or both material and labor) involving an expenditure of over \$35,000 shall be awarded only after public advertising soliciting formal bids. All competitive bids for public works contracts need City of Batavia Council approval in order to be bid and awarded.

Alternatives to competitive bidding, where City Council approval is not required for procurements not to exceed budgeted amounts:

1. New York State Office of General Services awards centralized contracts based on competitive bidding for commodities, services, information technology and telecommunications. The City of Batavia is eligible to purchase through state contracts as a political subdivision of New York State. Since New York State General Municipal Law does not require competitive bidding if purchases are made under State Contract, spending levels (aggregate) do not apply if the purchase is made under New York State Contract. Purchases made from vendors offering "lower than state contract" prices do not qualify under this exception. State contracts are accessible on-line at <http://www.ogs.state.ny.us>. As noted elsewhere in this policy, the purchase order requisition should contain the State contract number in the "contract #" field of the requisition in KVS.
2. The City of Batavia may piggyback on municipal County and New York State contracts that have been extended to local governments. The contract must explicitly authorize piggybacking and must be let in accordance with competitive bidding laws. The purchase contract being utilized is to be scanned and attached to the purchase order requisition in KVS. And the use of these contracts need to be noted in the "contract #" field of the requisition in KVS.
3. The City is also eligible to purchase from Federal GSA Schedule 70 Technology contracts, as well as equipment for counter-drug, homeland security and emergency response activities. This contract is accessible on-line at <http://www.gsa.gov/portal/content/104506>. The use of these contracts need to be noted in the "contract #" field of the requisition in KVS.
4. The City of Batavia is permitted to purchase surplus and second-hand supplies, materials or equipment from Federal or State government or other political subdivisions or public

benefit corporations within the State. However, purchases or used items from any other source (e.g. private sources like auctions or going-out-of-business sales) are not exempt from bidding requirements.

Each bid submitted to the City of Batavia must contain a statement asserting prices in the bid were arrived at independently, without collusion; prices quoted were not knowingly disclosed by the bidder prior to bid opening; and the bidder did not induce any other person to not submit a bid.

General Municipal Law, Section 101 states that contracts for the erection, construction or alteration of buildings exceeding \$500,000 (for Genesee County), must separately and independently bid (1) Plumbing and gas fitting, (2) Steam heating, hot water heating, ventilating and air-conditioning apparatus, and (3) Electric wiring and standard illuminating fixtures. Referred to as the Wicks Law, when this law does not apply, bidders must submit with its bid a separate sealed list that names each subcontractor that the bidder will use to perform the work. After the low bid is announced, the sealed list is opened and the names of subcontractors are announced. The sealed lists of unsuccessful bidders are to be returned.

Every bid must contain a statement that the bidder is not on a list of entities that invest in the Iranian Energy Sector. A bid cannot be considered or contract awarded without that statement. The exception to this is if a bidder's investment activities were made prior to this law (April 12, 2012) or if the municipality determines in writing that the purchase of goods or services are necessary and are unable to be purchased from any other entity.

Advertising for each contract or bid shall be in the designated official newspaper of the City of Batavia. The advertisement should contain the time and place where all of the bids received will be opened. It should state if bids can be received electronically. It should name the City of Batavia and describe the project. It is required there be 5 days between the date of the advertisement and the opening of the bids. If the date of opening changes, re-advertising is required. Failure to comply with the advertising requirements will result in an illegal contract.

Prior to awarding a bid, City of Batavia personnel must first consult a list of debarred vendors on the Department of Labor website. New York State Labor law sets a five-year ban on bidding or award of public work projects to contractors, sub-contractors, successors, and/or substantially owned or affiliated entities who have been debarred for violations of Article 8 or Article 9 of Department of Labor laws, which are related to prevailing wages. The list is located at the link on the bottom of the page of this website: <https://labor.ny.gov/workerprotection/publicwork/PWDebarmentInformation.shtm>. Vendors on this list may not be awarded a competitive bid by the City of Batavia.

All formal bid contracts (those which require public advertising and competitive bidding according to General Municipal Law, Article 5A, Section 103) shall be awarded as provided by law and by Resolution of the City Council.

It shall be the policy of the City of Batavia that a low tie bid be rejected and re-bid to eliminate any question of vendor favoritism by making a choice of an award other than low price.

In KVS, the competitive bid should be referenced in the "contract #" field (name of bid or another form of reference) when the requisition is entered and the award letter and resolution should be scanned attached to the requisition.

A blanket purchase order should be issued for the purpose of consolidation of bulk or numerous purchases over the year to eliminate the necessity for issuance of separate orders for groups of items which are purchased frequently by the same vendor and to permit the department to purchase items of this nature on an "as needed" basis. Blanket purchase orders generally should be closed out at the end of a fiscal year and a new one issued for the new fiscal year.

The following include but are not limited to situations that are exempt from competitive bidding requirements:

- Public emergencies
- Sole source providers of goods or services
- Municipal cooperation agreements
- Purchases of surplus/second hand supplies materials or equipment from the Federal Government, State of New York, or any other political subdivision or district
- Real property purchases or leases
- New York State preferred source purchases
- State contract purchases
- Genesee County or other municipal contracts properly extended to municipalities
- Professional service contracts
- Special skill contracts

XIII. Professional services/Requests for Proposals (RFP) or Qualifications (RFQ)

Contracts for professional services, ~~which are exempt under the General Municipal Law (GML), Section 103 are not subject to competitive sealed bidding requirements,~~ but are subject to the guidelines of GML 104-b for competitive pricing to be obtained for these services. Professional services are services that require special skill, expertise and/or creativity.

Professional service examples include but are not limited to: insurance, engineering, marketing, stenographers, investment management, architect services, artistic services, attorney services, bond underwriters, financial auditors, financial consultants, management and system analysts and psychologists.

A department's decision to obtain services ~~when competitive bidding is not required~~ must be documented and justified to the City Manager's satisfaction. The City Manager and the City Attorney will determine when the formal request for proposal/qualification process will be used or if quotes or proposals may be obtained from specific vendors/firms. ~~In the event it is determined that a formal request for proposal/qualification process is not necessary, the reason for that determination will be documented and that documentation will be scanned and attached to the requisition in KVS. The form required to be used for this documentation is in Appendix H. This form is to be scanned and attached to the requisition for services in KVS.~~

~~The City can, after an RFQ, keep a pre-approved by council, list on file for a specified period of time of anywhere between 2 and 5 years with the ability to extend for another 3 years upon approval from City Manager, of professional services providers as specified in the RFQ.~~

The information required for approval to request proposals for services ~~that do not require competitive bidding~~ shall include:

- a. A work statement or performance specification
- b. Time frames in which the work is to be completed
- c. Specific criteria to be used in evaluating the proposal

Request for Proposals/Qualifications may be legally advertised in the designated official newspaper of the City of Batavia and posted on the City's website. The decision to advertise will be at the discretion of the City Manager.

1. Request for proposals will be issued upon receiving all required documentation and approval from the City Manager to issue the RFP.
2. The City Manager, Department Heads and City Attorney will evaluate the proposals received for completeness, accuracy and compliance with the RFP requirements.
3. If appropriate, firms may be selected to make a presentation to the City Manager and Department Heads and/or City Council.

4. Requests for proposals or qualifications will be approved via resolution by City Council and the procurement documents will be executed by the Council President.
5. In the event a request for proposal/qualification is not required and where City Council has approved the procurement of professional services under the adopted budget, the final procurement decision and execution of procurement documents will be made by the City Manager. Professional services that do not require a request for proposal/qualification, of which funding is not provided for in the City of Batavia's adopted budget will require approval via resolution from City Council and execution of procurement documents by the Council President. This will be done in a manner as to assure the prudent and economical use of public moneys in the best interest of the taxpayers, to facilitate the acquisitions of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption.
6. If a contract is awarded to other than the lowest responsible dollar offered, the reason for such award must be justified and documented.
7. After the contract is awarded, all documentation mentioned above in #s 1 – 6, including the City Manager's approval, are to be scanned and attached to the requisition.

Professional service contracts can cover a span of anywhere between 2 and 5 years. Contracts that cover a span of 2 and 3 years may be extended for another 3 years upon approval from City Manager.

XIX. Exceptions to Certain Purchasing Requirements

The following expenses do not require a purchase order:

1. Utility bills
2. Heating fuel
3. Vehicle fuel
4. Petty cash items
5. Medical exams
6. Collection fees
7. Software support agreements
8. Subscriptions
9. Dues
10. Social security and workers compensation premiums
11. Health and dental premium payments
12. Insurance premiums
13. Insurance settlements
14. Legal settlements/judgments and/or claims
15. Postage
16. Payments on bonds, BANs and RANs
17. Payments on leases
18. Election fees
- 19. Training/conferences and hotels where conferences are held**
20. Payment of school taxes
21. Payment of county taxes
22. Payment of payroll taxes
23. Payroll withholding payments
24. Police contraband funds
25. Insurance benefits
26. Interfund transfers or payments fund reserves
- 27. Arbitrators and Mediators**
- 28. Regulatory fees**

This list is subject to amendment in the future as changes are deemed necessary.

XX. Surplus Property and Scrap Metal

No items owned by the City of Batavia may be destroyed or disposed of without prior approval. As noted in the resolution authorizing the adoption of the City's Disposition of Surplus Property dated May 27, 2013, found in Appendix F of this policy, any item owned by the City of Batavia valued at less than \$1,000 can be declared surplus and disposed of with the approval of the City Manager. Items valued at \$1,000 or greater must be declared surplus via resolution and approved by City Council. The valuation of items is based on a good faith estimate by the Bureau Chief, Department Head or City Manager requesting the items to be surplus.

A City of Batavia Property Disposal/Transfer Form (for items valued at less than \$1,000) can be found in Appendix I of this policy or on the City's shared drive (s:/finance forms).

A sample resolution for the declaration of surplus equipment can be found in Appendix I of this policy.

In the event an item is traded in for a new item, the Disposal/Transfer Form or the Resolution need to be scanned and attached to the requisition for the purchase of the new item.

City of Batavia Personnel Policies Manual, Section 8, Article 1.C.5 states, "In order to avoid any potential conflicts of interest or to avoid even the appearance of impropriety, no paid municipal employee or City Council Member and/or no business corporation or entity of any nature in which these individuals have an interest, shall be permitted to contract with the City of Batavia or to purchase any real or personal property offered for sale by the City of Batavia. Any bid received by the City of Batavia in contravention of this mandate shall be rejected and declared null and void."

As noted in the resolution authorizing the adoption of the City's Scrap Metal Disposal Policy, Resolution #15-2011, found in Appendix G of this policy, all scrap/waste metal generated from the operations of the Bureau of Maintenance are the property of the City of Batavia. All scrap metal shall be properly disposed of. All miscellaneous metals will be placed in the scrap metal dumpster to be picked up by the City's scrap vendor as requested by the City.

When in the best interest of the City, single type metal scrap (e.g. cast iron, aluminum, copper), may be stockpiled separately at the Bureau of Maintenance and the Water and Sewer Plants for disposal. The City will make special arrangements for pick up of the single type metals to ensure receipt by the scrap vendor.

The scrap vendor will provide the City of Batavia a printed receipt for all materials received. Any employee involved in the disposal of scrap metals will not accept cash. All payments from the scrap vendor shall be in the form of a check made payable to the City of Batavia and sent to the City Clerk's Office.

XVIII. Travel expenses

As stated in the City of Batavia Personnel Policies Manual, certain travel expenses shall be paid by the City and/or reimbursed to an employee. General Municipal Law, Section 77-b states no claim or expense shall be paid unless a travel authorization form, signed by the respective Department Head or City Manager, is attached to the voucher or invoice.

Travel authorization forms can be found in Appendix H of this policy or on the City's shared drive (s:/finance forms). Travel authorization forms are to be completed only when you anticipate expenses assessed to you as a result of travel to a conference, for training, etc.

Mileage for travel will be reimbursed based on the Internal Revenue Service standard mileage rate in effect at the time of travel. Current rates may be found at <http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates>. Vouchers shall be used to claim mileage reimbursement and the beginning and ending location and mileage must appear on the voucher in order for payment to be made, along with the name of the person to be reimbursed, the purpose of the travel and the calculation of the reimbursement. Voucher forms can be found in Appendix H of this policy or on the City's shared drive (s:/finance forms). ~~Travel to training or conferences that exceed \$1,000 require a purchase order with quotes.~~

Meals while traveling to or attending training, school or conferences will be reimbursed by the City at the rates listed below, only when meals are not provided as part of the training, schooling or conference. An itemized bill for each meal must be submitted. Rates for meals include gratuities and are not cumulative. Alcohol will be not included for reimbursement.

Meal	Maximum Allowance	Applicable Period
Breakfast	\$ 8.00	When an overnight stay is required.
Lunch	\$15.00	When the training, conference or seminar requires you to be away during normal business hours.
Dinner	\$20.00	When an overnight stay is required.

~~If an employee choses to stay at a hotel OTHER THAN a conference-hosting hotel, a purchase order with quotes will be required.~~ Lodging while traveling to or attending training, school or conferences should be arranged for in advance and the City's credit card may be used for reservations. See Credit Card Usage in this manual for further information. Employees should present to the hotel an Exemption Certificate ST-129 to ensure that sales taxes are not charged. The ST-129 Exemption Certificate form can be found in Appendix H of this policy or on the City's shared drive (s:/finance forms). Important to note, the ST-129 Exemption Certificate is for exemption of sales tax for hotel occupancy only. Employees are urged to verify their hotel receipts prior to check out to make certain sales taxes have not been charged and no additional charges are assessed. At no time will the City of Batavia pay or reimburse an employee for the payment of sales tax. Sales tax exempt forms are required to be used for all purchases made. They are on file in each department or are available in the Bureau of Finance.

Appendix A – Threshold Grid

The following charts constitute a minimum requirement for the acquisition of goods and services. When appropriate you may choose a greater level of competition. Threshold amounts are determined based on the aggregate amount reasonably expected to be spent on the same or similar goods/services within a 12 month period. See the “General Purchasing Procedure” section for more aggregate information.

Purchase Contract

Threshold	Requirement	Approval	KVS
\$1,000 - \$2,999	3 verbal quotes	Department Head	Use quote tab
\$3,000 - \$19,999	3 written/fax quotes	City Manager	Use quote tab and scan & attach
\$20,000 and over	Competitive bid	City Council	Reference contract # and scan & attach bid or contract

Exceptions:

1. Where City owned equipment has been sent to an authorized shop for an estimate for necessary repairs under a purchase order, that purchase order may be amended up to a total of \$5,000 for actual repairs upon provision of a written estimate by the shop without additional quotes required. The written estimate must be signed by the Department Head before authorization may be given to vendor to complete the work of the original purchase order.
2. For insurance recoverable expenses, a purchase order can be issued after three quotes/vendor prepared estimates are received and one is accepted by the City’s insurance adjuster.
- ~~3. Where the City requires lodging for employees, elected or appointed officials or in conjunction with a conference or training event approved previously by a Department Head, a purchase order may be issued based on confirmation of rates from the hotel with no quotes. This also applies to training classes and conferences.~~
4. Every attempt will be made to receive the number of quotes required. In the event a vendor is unable to quote, make an attempt to get a letter stating the vendor was unable to quote and the reason is to be scanned and attached to the requisition.
5. Any requisition that is over budget and any emergency purchase will require City Manager approval.

Public Works Contract

Threshold	Requirement	Approval	KVS
\$1,000 - \$2,999	3 2 verbal quotes	Department Head	Use quote tab
\$3,000 - \$9,999	2 written/fax quotes	City Manager	Use quote tab and scan & attach
\$10,000 - \$34,999	3 written/fax quotes	City Manager	Use quote tab and scan & attach
\$35,000 and over	Competitive bid	City Council	Reference contract # and scan & attach bid or contract

Appendix B

Individuals Responsible for Purchasing

Last Name	First Name	Title
Allen	Scott	Supervisor, Auto Mechanics
Benedict	Karen	Police Clerk Typist
Bolles	Eric	Police Sergeant
Camp	Chris	Police Sergeant
Casey	Lisa	Confidential Secretary
Cassidy	Amy	Deputy Clerk/Treasurer
Chilano	Meg	Clerk Typist
Coffey	Dan	Police Sergeant
Crossett	Todd	Assistant Police Chief
Czora	Kevin	Police Detective Sergeant
Davis	Bill	Water & Wastewater Maintenance Supervisor
Dean	Teri	Financial Clerk
Fairbanks	Dawn	Human Resource Specialist
Ficarella	Jim	Superintendent of Water and Wastewater
Fix	Bob	Fire Captain
Funke	Toni	Youth Bureau Coordinator
Green	Dave	Fire Lieutenant
Herberger	Dan	Fire Captain
Heubusch	Shawn	Police Chief
Hinz	Marty	Fire Lieutenant
Ireland	Gregory	Fire Lieutenant
Klein	Vickie	Assessment Clerk
Lutey	Matthew	Police Sergeant
Metz	Brian	Supervisor, Public Works
Molino	Jason	City Manager
Napolitano	Stefano	Fire Chief
Neary	Lisa	Deputy Director of Finance
Neilans	Charles	Chief Water Treatment Plant Operator
Palmer	Patty	Senior Clerk Typist
Parker	Heidi	Clerk/Treasurer
Shilvock	Greg	Fire Captain
Sikorski	Jocelyn	Youth Director
Smith	Janice	Administrative Assistant
Stevenson	Brett	Supervisor, Public Works
Tourt	Ray	Superintendent of Maintenance
Volk	Kevin	Chief Wastewater Treatment Plant Operator
Whitcombe	Jeff	Fire Lieutenant
Worth	Matt	Director of Public Works

This list is subject to amendment in the future as changes are deemed necessary.

City of Batavia
Professional services/Requests for Proposals (RFP) or Qualifications (RFQ)

Department Head/Manager/Supervisor:

Document/justify services needed including work statement or performance specification, time frames for work complete or contract coverage and criteria used in evaluation.

Is this service in the current budget? Yes ____ No ____ If no, City Council approval is necessary.

City Manager:

RFP required? Yes ____ No ____

If yes, advertise? Yes ____ No ____

RFQ required? Yes ____ No ____

If yes, advertise? Yes ____ No ____

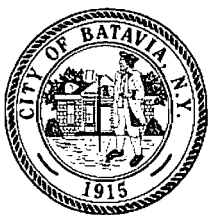
Quotes required? Yes ____ No ____

Department Head/Manager/Supervisor signature

Date

City Manager signature

Date



City of Batavia

To: Jason Molino, City Manager

From: Gretchen DiFante, Assistant City Manager *YMD*

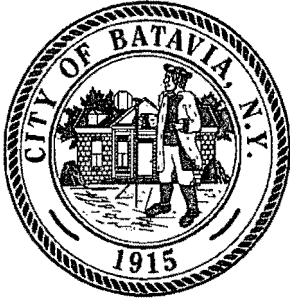
Date: July 30, 2017

Subject: Annual Review of the Flood Insurance Assessment and Program for Public Information (PPI) for the CRS

Attached please find several documents related to our required annual review of the PPI and the Flood Insurance Assessment. Our team met in May and with a great deal of pre-work accomplished, we were able to review both documents in one meeting on May 7. The City's flood team and I made a few recommendations for minor changes to the PPI, and all were accepted by the team. The attached documents include:

- A copy of the memo and pre-work that I sent to the team
- An updated table summarizing insurance coverage for the City of Batavia
- Team Observations
- An outline of the process we used to review the assessment and the PPI including recommendations
- A sign-in sheet for meeting attendance

In order to meet the requirements of the CRS, this reviewed Insurance Assessment and PPI need to be shared with City Council. Other than making Council aware of our annual review, no further action is needed by Council until we update these documents as required after three years. At that time, City Council will need to formally adopt, by resolution, the new document just as it did the current document.



City of Batavia

To: PPI Team Members

From: Gretchen DiFante, Assistant City Manager *Gretchen DiFante*

Subject: Annual Evaluation of Flood Insurance Assessment and PPI

Date: May 1, 2017

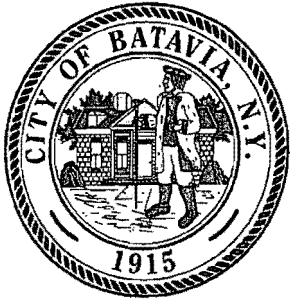
Since our Assessment is part of our PPI, we are permitted to conduct a joint evaluation of the two documents. As shown in Table 1 (next page), the City has seen a 13.5% decrease in NFIP policies over the past year. The CRS team offers observations based on the new data:

- (1) The City has seen a decrease in total NFIP flood policies – (51 fewer NFIP policies or a 13.5% reduction). The staff believes there to be two main factors behind this decrease: (1) a number of residents have received e-LOMAs, essentially removing them from the SFHA, and although encouraged by the City to still maintain flood insurance, many have elected not to do so; (2) due to the number of inquiries regarding private flood insurance through several agencies, we believe many of our homeowners have taken the private flood insurance route.
- (2) There is currently no known process for obtaining a report of private flood insurance coverage in a location.
- (3) The average premium has risen from \$980 to \$1024 representing a 4.4% increase (this is before the calculation of the City's 15% discount for obtaining a CRS Level 7). The City will not see those numbers applied to the Community Information System until next year.
- (4) After the 15% is applied, this represents an annual savings of \$51,024 for the reduction alone. This does not take into account the savings realized through the purchase of private flood insurance nor reduction due to e-LOMAs.

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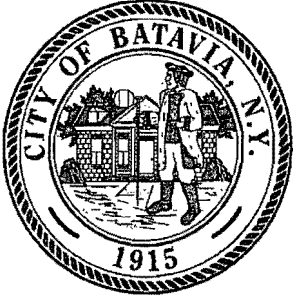
Table 1: Summary Data Table for Building Occupancy:

Occupancy	Policies in Force	Total Premiums	Insurance in Force	Number of Paid Losses	\$ of Paid Losses	Average Coverage
Single Family 2014/15	281	\$242,836	\$25,703,000	28	\$87,301	\$91,470
2015/16	248	\$211,338	\$22,441,900	No new	No new	\$90,492
2 - 4 Family 2014/15	71	\$49,413	\$5,275,000	4	\$6051	\$74,296
2015/16	55	\$39,773	\$4,354,900	No new	No new	\$79,180
All Other Residential 2014/15	3	\$2096	\$220,200	0	\$0.00	\$73,400
2015/16	3	\$1914	\$181,200	None	None	\$60,400
Non-Residential 2014/15	28	\$88,010	\$12,928,800	1	\$633.94	\$461,742
2015/16	26	\$87,137	\$12,561,500	No new	No new	\$483,135
Total 2014/15	383	\$382,355	\$44,127,000	33	\$93,983	\$115,214
2015/16	332	\$340,162	\$39,539,500	No new	No new	\$119,094

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I have appealed directly to FEMA's CRS Director, Bill Lesser, about the need to include all insurance coverage in Activity 370 as well as the ability to make annual adjustments to the PPI. I was also recommended to him as a member for consideration on the national steering team. Please see my correspondence to Bill below as well as his answer.

Email to Bill Lesser from G. DiFante, October 27, 2016:

Bill,

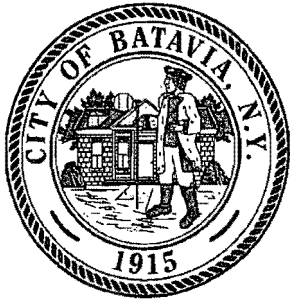
I recognize your name from the letter we just received congratulating us on our Class 7 rating – thank you! Since we are the first community in Genesee County to pursue the CRS, we have relied heavily on networking with many other communities. Gene Kohls was a wonderful resource and very patient with all our many questions. Gene mentioned that we were the only community in the state that had an approved insurance coverage assessment (Activity 370) as well as a program for public information (PPI).

I have spoken to many other communities about the value of the insurance coverage assessment and the PPI. The assessment itself informs the PPI and really helps us drill down the ways in which we might improve total coverage in our community. It also helps us focus on specific targets for our promotion (for example, we have an elementary school in our zone A on which the school district carries no flood insurance, and we paid for an elevation certificate for them, and now the board is considering the purchase of flood insurance, and we believe they will make that purchase). Since I have a background in marketing and public relations, these two activities are right up my alley, and I have thoroughly enjoyed working on them. There are however, two issues around which we'd like to get clarity. The first is that, despite lots of promotion, we have fewer policies than before we entered the program – we've dropped from 383 to 332 policies. I realize that some of this is due to LOMAs, and while we have encouraged those receiving LOMAs to continue to purchase flood insurance, I know some have made the choice not to do so. The other factor is that our local realtor group has been pushing the NCIP insurance very aggressively. I have heard of people purchasing flood insurance from the NCIP, but I don't have any idea how many or how well these individuals are insured. I also don't know how to obtain this information or how supportive FEMA/DHS is with us promoting NCIP. I tried to get an answer to this question through many avenues while we were going through our CRS application process. Gene Kohls and Bill Nechamen tried to get an answer from Crystal Tramunti, but they did not receive an answer. On the one hand, I know FEMA wants as much risk reduction and coverage as possible, but on the other hand, a policy through the NCIP is one less policy purchased through the NFIP. As far as our insurance assessment is concerned, if we don't include the

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data of NCIP insured properties, we aren't really conducting a true assessment. Furthermore, without this information, can we really assess the true effectiveness of our PPI activities?

This brings me to our second question: if the PPI is a culmination of a carefully and strategically applied series of activities to achieve specific outcomes (which it is), doesn't it make sense that in our annual evaluation of the PPI, we would assess effectiveness of tactics and make changes to activities that don't translate to stated outcomes? While I believe the answer to this question to be "yes," as the PPI is really a strategic marketing plan, I understand that we don't receive credit for activities in the PPI unless we conduct those activities on an annual basis. This begs the question of why we would continue to do things that don't help us achieve the outcomes outlined in our PPI nor the objectives of achieving increased insurance coverage in our community? I believe a good plan should allow for trying new tactics and continuously measuring their effectiveness and continuing to do those things that work and change the things that don't work as well.

When Tom Little mentioned the CRS Task Force, I wanted to see if I could get involved to provide input for at least this part of the process. Whether it is appropriate for me to be involved in the task force or not, I would like to discuss these topics with you further and get your thoughts.

Thank you for your service and for all that you and your group do to help create safer and more sustainable communities.

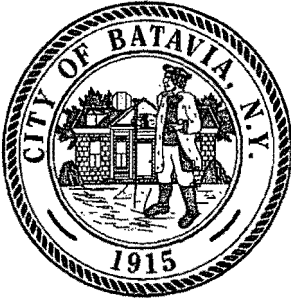
Sincerely,

Gretchen DiFante
Assistant City Manager
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gdifante@batavianewyork.com

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Response email to G. DiFante from B. Lesser on October 27, 2016

Hello Gretchen:

Congratulations on being in CRS and how exciting to read your message and see how much you bring to digging deep into flood insurance policy coverage. . . the private market. . . marketing, etc. I 'll offer a few thoughts below.

Policy Count Drop. . . A pattern we have seen is that many policy holders that may have been required to keep a policy as a condition of receiving a Small Business Administration Disaster Loan, will let their policy expire when they have paid off their SBA loan. This could be the case with some of the Batavia policy holders. I believe you have had disaster declarations in the last ten years or so and possibly some SBA loan recipients.

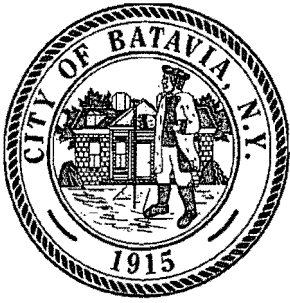
NCIP. . . I'll confess I do not know much about NCIP. Certainly, any policy taken out – whether the Federal NFIP or private insurance – is a wise choice by a floodplain occupant. I say "Well done!" to the local realtors. One could say, the important thing is that flood insurance is in place, which allows much more rapid recovery after disasters and greater household/business sustainability when dealing with the flood hazard, whether a Federal policy or private sector. I'll have to defer to my colleague Eugene "Butch" Kinerney on other thoughts about NCIP and the private market.

PPI and Opportunities for Modifications based upon Lessons learned. . . You make several good points. We would like to see continuous improvement in a PPI strategy. I suspect this should accommodate annual adjustments based upon "sound" input. I will raise this to others that help with CRS and see how we might integrate this within the CRS. I'll add, Activity 370 is a new CRS Activity. We are in the earliest period of honing this to perfection. This is a good time to sort out how best to move things along.

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Next steps are to follow up with FEMA representatives on June 14 at the New York State Storm Water and Floodplain Manager's Conference CRS Roundtable and continue to work to obtain a full understanding of insurance coverage for our community.

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TARGET AUDIENCES

Based on the Community Assessment and the Insurance Assessment, the PPI team decided to target a variety of audiences to increase flood insurance coverage for buildings and contents, communicate important public safety needs and improve overall City-wide flood mitigation efforts.

- **Target Audience #1 – Tenants in multi-family homes in the SFHA.** The team chose this group as a target to increase awareness of and stress the importance of flood insurance contents coverage as data revealed this group to be largely underinsured.
- **Target Audience #2 – Nonresidential building owners in the SFHA.** The team again saw this as an underinsured group and needs to determine the types of buildings for which owners are lacking insurance and communicate the importance of that coverage.
- **Target Audience #3 – All Homeowners in the SFHA:** Given the age of homes in this area as in the SFHA in total, the team chose to communicate the risks associated with no coverage or insufficient coverage. At first, the team thought to target only residents in Zones A01 – AE Zones; however, after further discussion, it decided to direct these efforts to all properties in the SFHA
- **Target Audience #4 – Residents within the Repetitive Loss Area** – the team believes this group to benefit from ongoing communication regarding flood insurance, flood preparation and response and property mitigation.
- **Target Audience #5 – Realty, lending and insurance professionals:** The team felt this was a vital group as all members are critical to conveying information about flood hazards and the need for flood insurance. It is recommended that the City continue its communication encouraging flood elevation certificates for City residents and publicize programs like the Flood Elevation Grant Program.
- **Target Audience #6 – Builders and Remodelers** – the team views this group to be often unaware of floodplain regulations especially given the small amount of construction within the City in general and within the SFHA in particular. of Recommendation F: It is recommended that the CRS team work with County and Town government to encourage the expansion of CRS efforts and to facilitate a collective focus on CRS activities including outreach, mitigation projects and creative financing for low- to moderate-income residents.
- **Target Audience #7 – Children and parents** – The City's residents have become accustomed to playing in Kibbe Park during flooding conditions and going near the Creek in flooded conditions to capture photos and videos and just out of simple curiosity. The team believes that if it focuses on educating the youngest of citizens around flood safety practices, it will instill more appropriate behavior in their parents and in these children as they become adults.
- **Target Audience #8 – All residents** – The team believes all residents need to be more aware of flood safety measures and their part in maintaining a clean and working storm water drainage system. People pay attention to messages from the people they know and trust. Often an individual who has a parent, child or friend living in the SFHA brings critical information to that person's attention and can serve as a strong motivator for behavioral change.

INVENTORY OF OTHER PUBLIC INFORMATION EFFORTS

It is important to be aware of the public information efforts that are already impacting Batavia residents. Table xx contains initiatives that are in place and that support all CRS efforts and messages. The list was composed through City staff research and PPI Team Members:

Table 3: Existing PPI Efforts

Organization	Project	Subject Matter	Frequency
Genesee County Emergency Management	Handouts & brochures at various locations	Emergency preparedness, including flood-related preparation and reaction	Year-round
Tonawanda Creek Watershed Committee	Handouts and brochures at various locations	Water Quality, Watershed stewardship	Year-round
Buffalo Niagara Riverkeeper	Shoreline Sweep	Waterway clean up and stewardship	Annually in April
Blackcreek Watershed Coalition	Handouts and brochures at various locations	Watershed protection	Year-round
City of Batavia administration/City Fire Department	<u>Email and text alerts</u> Brochures and handouts at City Hall	<u>Flood emergencies</u> Various flood-related information	<u>As needed</u> Year-round
City Bureau of Inspection	Handouts and brochures <u>Map inquiry service</u>	Various flood-related topics Flood hazards, insurance, flood protection	Year-round
Insurance Agencies	Handouts on flood insurance	Flood insurance	As needed
Local Realtors	Handouts/pamphlets	Flood insurance	As needed
Army Corp of Engineers	Creek Inspection	Flood mitigation	Annually
Association for the Conservation or Recreational & Natural Spaces (ACORNS)	Various handouts; classes and educational experiences at Genesee County park	Environmental Stewardship and education	Year-round

Department of Environmental Conservation		Handouts, brochures and website information	Various flood-related topics	Year-round
American Red Cross		Handouts, brochures and website information	Various emergency response topics	Year-round
Genesee County Chamber of Commerce		Home Show with various vendors	Various resources for homeowners	Annually in the Spring
City Water Department		Water bills	Topics of importance to communicate to citizens	Quarterly
GO Art!		Independence Day in Centennial Park	Various topics/resources for attendees	Annually on 4 th of July weekend
BID		Summer in the City	Various topics/resources for attendees	Annually in the Summer
Vibrant Batavia		Handouts/brochures/small group discussions at neighborhood parties/events	Topics of importance to communicate to citizens in particular neighborhoods	Year-round
Batavia Development Corporation		Often times the first point of contact with potential developers – various meetings and communication opportunities	Various topics/resources to communicate to potential developers regarding regulations	On-going

MESSAGES

The PPI Team plans to include outreach messages related to the six CRS priority topics and has added two additional topics related to Kibbe Park and storm water drains. Below are the eight priority topics that are addressed in this PPI. The second chart below is a reminder of the target audiences to which these priority topics will be addressed. The team chose to group those in audiences 2 – 5 together into one target audience since all are living or working in the SFHA and will benefit from similar messages and outreach projects.

Priority Topics

1. **Know your flood hazard**
2. **Insure your property from the flood hazard**
3. **Protect people from the flood hazard**
4. **Protect your property from the flood hazard**
5. **Build responsibly**
6. **Protect natural floodplain functions**
7. **Keep away from Kibbe Park when it is flooded**
8. **Don't place anything in storm drains**

Target Audiences

1. **General Public**
2. **Tenets in multi-family homes in the SFHA**
3. **Nonresidential building owners in the SFHA**
4. **All Homeowners within the SFHA**
5. **Residents within the repetitive loss area**
6. **Realty, lending and Insurance professionals**
7. **Builders and remodelers**
8. **School children and guardians**

OUTREACH PROJECT PLAN

Target Audience #1: General Public

The general public will benefit from messages from most of the priority topics since everyone in the City can be affected by flooding, water quality and natural floodplain management. The target messages, related priority topics and desired outcome for the general public are listed in the table below:

TABLE 4: OUTREACH MESSAGES FOR THE GENERAL PUBLIC

Messages	Outcome
Know the flood hazards that impact you personally	Increase in number of SFHA determinations requested to Bureau of Inspection and ACM Office
General flood safety messages such as: Turn Around, Don't Drown, stay away from flooded areas, & do not enter a flooded basement	<ul style="list-style-type: none"> Reduction in the number of automobiles that attempt to access flooded streets/areas No injuries or fatalities related to flooding
Keep storm drains clear: Avoid pouring grease and oils down drains; don't put grass clippings in stormwater drains	Reduced number of calls related to sewer backups
Stay away from Kibbe Park when water is rising	No injuries or fatalities in Kibbe Park related to flooding

Target Audience #2: Homeowners, tenants, non-residential building owners and residents within the repetitive loss area

Homeowners, business owners and tenants within the SFHA as well as those living in the repetitive loss area are at higher risk of flooding. Because the groups are very similar, the same target outreach messages have been developed for all of these groups and are listed in Table 4 below. They would also benefit from the messages targeting the general public listed above in Table 3.

TABLE 5: OUTREACH MESSAGES FOR SFHA AND REPETITIVE LOSS AREAS

Messages	Outcome
Your property is at risk for flooding	Increase in flood insurance policies
You need flood insurance – you are not covered for flood damage by your homeowners policy	Increase in flood insurance policies
Renters can buy flood insurance to protect contents	Increase in flood insurance contents policies
Know how to get emergency information about flooding and know when to evacuate	Reduced number of water rescues
Replace furnaces, air conditioners and water heaters with elevated ones.	Increase in number of permits to elevate utilities (?) VS VS 0!
Get a floodplain permit before you build	No increase in notices of violations issued for floodplain ordinances
Safeguard your possessions	Better preparedness
Make a household inventory	Better preparedness
Prepare your house	Reduction in or no rise in claims for contents loss

Target Audience #3: Realty, lending and insurance professionals

Real estate agents, lenders and insurers will all benefit from the messages directed at the general public, as well as messages directed specifically to their groups which are listed below in Table 5.

TABLE 6: OUTREACH MESSAGES FOR REALTY, LENDING AND INSURANCE PROFESSIONALS

Messages	Outcome
Standard homeowners or commercial policies will not cover damage to structures or contents caused by flooding.	Increase in flood insurance policies – number of residents insured against flood damage
Flood Insurance is required – you need to purchase it if you are buying a home in the SFHA	Increase in flood insurance policies
Communicate the risk to homes in the SFHA at point of contact with potential buyer	Increase in number of inquiries about a property's location within the SFHA and flood protection measures at the Bureau of Inspection and the ACM Office
The City is making progress with the CRS including flood mitigation activities, insurance and risk communication, and we need your help to disseminate this information and reduce the amount of false information in the community	Increase in the number of residents insured against flood damage and increase in number of inquiries listed above

Target Audience #4: Builders and remodelers

In addition to the topics listed for the general public, builders and remodelers would also benefit from the messages listed in Table 6 below.

TABLE 7: OUTREACH MESSAGES FOR BUILDERS AND REMODELERS

Messages	Outcome
Check for floodplain issues during the planning phase of a project – before architects and engineers develop plans	Increase in number of requests about floodplain construction to the Bureau of Inspection
Follow floodplain ordinance requirements	No increase in notices of violation issued for floodplain ordinances

Target Audience #5: School Children and Guardians

In addition to the messages targeted to the general public, school children and guardians will benefit from the following messages listed in Table 7 below.

TABLE 8: OUTREACH MESSAGES FOR SCHOOLCHILDREN AND GUARDIANS

Messages	Outcome
Flooded places like the creek, streets and Kibbe park are dangerous and you need to keep away from them	No injuries or fatalities related to flooding
If a friend falls in a flooded area, do not try to save him or her – Call 911 and get help	No injuries or fatalities related to flooding

OUTREACH PROJECTS

Outreach projects planned for the next year are listed in Appendix 1. Many projects will be continued from previous years; however the messages will be refined to better encourage behavior changes and produce the outcomes listed in each of the outreach message tables (Tables 4 - 8). Some outreach projects were begun when the City applied for entry into the CRS, and these are also reflected in Appendix 1 with past dates as well as dates for continuation.

COVERAGE IMPROVEMENT PLAN

Based on discussions with the PPI team, several outreach projects have been created specifically to increase flood insurance coverage rates in the City of Batavia, including at least one project for each of the target areas.

The list of proposed projects for the Coverage Improvement Plan is included in Table 8 below. There are additional coverage improvement projects found in Appendix 1 that involve key stakeholders. One such project found on page A3 under Target Audience #2 (OP #13) is a newsletter to SFHA Residents in Wards 5 and 6 (those wards in which the SFHA is located). These newsletters will be written by the Council persons for those wards and will be delivered in the spring and fall to the homeowners, tenants, non-residential building owners and residents within the SFHA. All eight priority topics will be addressed.

TABLE 9: COVERAGE IMPROVEMENT PLAN

Project Name	Description	Outcome	Assignment	Schedule
Target Audience #1: General Public				
CIP 1. Batavia Daily News articles & on-line presentations	Articles that communicate the need to purchase flood insurance	Increase in flood insurance policies	CRS Coordinator	Quarterly August 2014 – July 2015
CIP 2. City website	Update website to include flood insurance page attached to main flood webpage	Increase in flood insurance policies	CRS Coordinator	By May 2015 and updated each quarter
CIP 3. Flood Insurance Information at Home Show	Brochures related to flood insurance at Home Show booth	Increase in flood insurance policies	CRS Coordinator	April 2016
CIP 4. Flood Insurance Information at City Hall	Brochures and handouts related to flood insurance in kiosk in lobby of City Hall	Increase in flood insurance policies	CRS Coordinator	Brochures replaced as needed
Target Audience #2: Floodplain residents, tenants and repetitive loss properties				
CIP 5. Flood Insurance flyer in whole SFHA	Include flood insurance flyer in annual letter to SFHA properties	Increase in flood insurance policies	City Manager	Annually, each Spring
CIP 6. Flood Insurance flyer added to mailing to Repetitive Loss Area	Add a second mailing to repetitive loss area with insurance flyer included	Increase in flood insurance policies	CRS Coordinator	Annually, each Spring

Target Audience #3: Realty, lending and insurance professionals

CIP 7. Local realtor Advisory Team	Meet monthly to provide education about flood insurance and CRS progress. Enlist them as champions	Increase knowledge about flood insurance and the likelihood they will speak with potential buyers	CRS Coordinator	Six times/year
CIP 8. Insurance and Lender Advisory Group	Include at least one presentation annually related to flood insurance	Increase knowledge about flood insurance	CRS Coordinator	Meeting by September 1 each year
CIP 9. Homebuyer Education Agency Presentations	Develop a mailing list and send annual mailing to these groups advising them of need for insurance	Increase knowledge about and # of inquiries about flood insurance purchase needs	CRS Coordinator	Meeting by October of each year

Target Audience #5: Builders and Remodelers

CIP 10. Developer Advisory Group Meetings	Include at least one presentation annually related to flood insurance	Increase knowledge about flood insurance	Floodplain Manager	Meeting by March 1 each year
CIP 11. Batavia Development Corporation (BDC) Meetings	Meet with BDC to provide updates regarding upcoming development plans	Increase knowledge about flood mitigation measures in construction	Floodplain Manager	Twice each year

Target Audience #6: Guardians of School Children

CIP 12. Flyer sent home with Elementary and Intermediate School Students in district	Flyer that goes home with school children after fire department presentation on safety will include a message about flood insurance	Increase knowledge about flood insurance	CRS Coordinator	Once each year by June 1.
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FLOOD RESPONSE PLAN (FRP)

In addition to the annual outreach projects and coverage improvement plan projects, the PPI team discussed options for flood response projects for use in future flood situations. The team decided to include the projects listed in Table 9 below.

TABLE 10: FLOOD RESPONSE PREPARATIONS

Project Name	Description	Outcome	Assignment	Procedure
FRP 1. Letter to flooded properties	Letters sent to those in flooded areas advising residents of flood clean up procedures and ways to protect property, flood insurance availability	Increased awareness of flood safety and clean up procedures.	CRS Coordinator	Letters will be sent by the CRS Coordinator after flooding has occurred. Addresses will be determined using GIS data & feedback from first responders
FRP 2. Press release	Press release sent to local media listing information about how to protect people, property and flood insurance availability	No injuries or fatalities due to flooding.	CRS Coordinator	Press release will be sent to media outlets as soon as information is available during a flood
FRP 3. Text/email alerts	Text messages and alerts sent to registered users of City alert list. The alerts will inform people of the flood conditions and include information on how to protect people and property	No injuries or fatalities due to flooding	CRS Coordinator or Fire Station Commander	Alerts are drafted and sent via City website as soon as information is received from County Emergency Management via Sheriff's office
FRP 4. Turn Around, Don't Drown Signs	Signs to be placed at entrances to flooded streets to deter vehicles from entering	Reduction in water rescue situations on flooded streets	Fire Department Incident Commander during Flood	Fire Department Incident Commander will Coordinate with Police Chief and Superintendent of the Bureau of Maintenance to have signs placed as soon as streets become hazardous or are identified as potentially hazardous.

OTHER PUBLIC INFORMATION INITIATIVES

Map Information Service

The city of Batavia provides map information in several ways. The most common method is by calling the Bureau of Inspection at 585-345-6345 and providing contact information and address of the property in question. Bureau staff are committed to responding to inquiries within two business days if they are not able to provide the information during the call. In addition, the City's flood information pages found at www.batavianewyork.com provide a direct link to the City's Flood Insurance Rate Map (FIRM) and to the "Know Your Risk Profile Tool" directly linked to FloodSmart.org where inquirers can enter an address to determine risk profile information. Information about flood insurance is also included through both locations. This service is advertised annually to residents of the SFHA as well as to those in the repetitive loss area. It is also advertised at least annually to real estate agencies, lenders, insurance companies and to builders and remodelers.

Hazard Disclosure/Real Estate Agent's Brochure

Based on the Seller's Disclosure of Property Conditions form, real estate agents in New York State and in the City of Batavia are required to disclose whether a property is located in a floodplain. Real estate agents can obtain this information from the same means described above, and this service has also been promoted to them through the CRS Team's monthly Realty Advisory Group Meetings held at City Hall the second Wednesday of every month. All real estate agents have also been given copies and agreed to distribute FEMA brochure number F-683, "Why You Need Flood Insurance."

Flood Protection Website

The City of Batavia's website has been updated to include information on all eight of the priority topics listed in the PPI. Additional information related to outreach projects will also be included on the website. Since the flood protection of the website is new, the committee will include its evaluation and seek ways to improve the content in annual PPI review meetings.

Flood Protection Assistance

The PPI team agreed that the City must continue to seek ways to help residents in the SFHA with low cost measures to help with flood mitigation improvements for their homes and properties. The City has approved the Flood Elevation Certificate Grant program which is promoted both on the website, directly to target groups such as realtors and insurance professionals and is communicated in the annual outreach letter to homes within the SHFA.

PLAN MAINTENANCE PROCEDURES

The PPI Team will meet annually to monitor the implementation of the outreach project and determine whether the desired outcomes are being achieved and if any changes need to be made. An annual evaluation report will be prepared and submitted for annual recertification. This annual evaluation report will be submitted to City Council for review.

PLAN ADOPTION

The PPI must achieve formal official status within the community.

The City of Batavia, NY Plan for Public Information was formally adopted by the Batavia City Council based on the passing of Resolution #68-2015, adopted on August 13, 2015. A copy of that resolution can be found on page 24.

Flood Insurance Assessment and PPI Review

From May 2, 2017 Annual Review Meeting

Attendees: Joe Teresi, Tompkins Insurance
Tom Turnbull, Genesee County Chamber of Commerce
Ron Panek, CFM
Lisa Gautieri, Bank of Castile
Gretchen DiFante, CRS Coordinator

Pre-work: Team members were sent new insurance assessment (Activity 370) information obtained from the CIS with the CRS team's observations regarding insurance changes between the time the PPI was written and current time (See attached). A reminder of PPI plan and activities for review was also included. The Assistant City Manager and CRS Coordinator outlined her appeal to FEMA to have all flood insurance considered as part of the PPI and Activity 370 and reported out on that progress including email correspondence between herself and Bill Lesser from FEMA (that is also attached).

Process: After having a chance to review the pre-work and observations prior to the meeting, the team reviewed the PPI and activities together. The CRS Coordinator reviewed what had been working well and some activities that she felt showed little to no benefit and recommended to discontinue those. The team agreed and asked the CRM Coordinator to continue to take steps to obtain information that would provide a complete picture of flood insurance coverage for the community.

Below please find the agenda, discussion notes and decisions. Attached are copies of all the pre-work information and a sign-in sheet for the team meeting.

Agenda

- Review of Insurance Assessment, what have we learned?
- Review of PPI
- Discussion – what do we want to do differently for plan update in two years?

Discussion notes

- Are there other ways we can obtain private flood insurance participation? Call the insurance company in Williamsville to see how many he has insured? Can banks give us an estimate? Ask the realty group? We believe this is an important number to try to track.
- Since we have to stick with the same activities outlined in the PPI that we have already done for the next three years, we need to look at the results after that three-year period and determine what we need to do differently.

Things that need to be altered for year two – what worked and what didn't work

- The activity that gave us the most positive feedback was the newsletter from Councilpersons Briggs and Christian mailed directly to residents in the SFHA. The activity with relatively low or no impact was the attendance at festivals which we recommend discontinuing.
- There is no longer a Vibrant Batavia organization (listed under OP #16.) OP #15, the newsletter to SFHA residents provides much better coverage and was the single activity about which we received the MOST

- positive feedback, so we believe that makes up for the lack of the ability to do OP #16 due to the organization that holds the neighborhood gatherings no longer existing.
- The booths at the various festivals are not delivering much traffic and participation. Most of the people with whom we speak are not from the city of Batavia, so we do not believe the effort and expense to staff and participate is worth it. We would like to discontinue these activities. OP 6 – 8. Note, at the time of our meeting, the Home Show was already held, (OP #6), so we did do that activity in year two as well. We spoke to a total of three people about flood insurance, and none of them were from the city of Batavia.
- OP #4 will be impacted, because *The Vibrant Times* no longer exists. We will work with the other news media outlets to try to make up the difference; however if articles are not published quarterly, we are not concerned as long as the outreach is getting directly to those impacted as outlined in many other places within the PPI.

PPI & Insurance Assessment Review Team. May 2, 2017

Name	Organization
Joe Teresi	Tompkins Ins Assoc
Tom Turnbull	Gov. C Chamber of
Ron Parok	Commerce
Dea Gaunteri	City of Batavia
Yvonne Lofmann	Tompkins Bank of Castle City of Batavia, CRS Coordinator