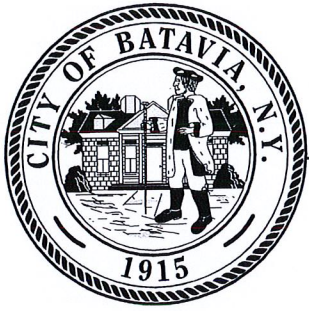


## **BATAVIA CITY COUNCIL CONFERENCE MEETING**

**City Hall - Council Board Room  
One Batavia City Centre  
Tuesday, September 6, 2016  
Following Business Meeting**

### **AGENDA**


- I. Call to Order
- II. Recommendations For Reserve Funding
- III. TIP Grant Project Engineering Consultant Selection
- IV. Appointment to Various City Committees/Boards
- V. Police Station Update
- VI. Executive Session...Real Property
- VII. Adjournment



# City of Batavia

## Memorandum

To: Honorable City Council

From: Jason Molino, City Manager 

Date: August 31, 2016

Subject: FY 2015/2016 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 \$1,200,000. 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 this 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 pumper 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.

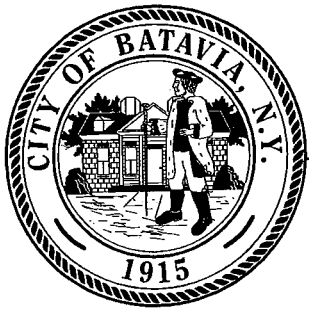
### **General Fund Reserve Funds**

Police Equipment Reserve (\$50,000) – Police department equipment such as tazers and body cameras are in need of whole sale replacement. Outfitting the entire department can be a large capital expenditure in one year, as technology regularly changes and the average life of this type of equipment is 3-5 years, making smaller annual investments not necessarily the most effective option. In addition, having all police officers wearing similar and interchangeable equipment is preferred for law enforcement operations. It is expected that next year, 2017/18, the department would like to outfit all

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](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](mailto: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](http://www.batavianewyork.com)**



# City of Batavia

officers with body cameras, as a result whole sale purchasing of the camera provides lower costs per unit, better warranty and additional accessories.

*Fire Equipment Reserve (\$150,000)* – 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) and in 2016 replaced Ladder 15 (23 years old) utilizing reserve funds. Currently, the City's reserve pumper is 14 years old. It is recommended that within the next three years the existing reserve pumper be replaced with the Engine 14, requiring the City to replace its first response pumper. Replacing the pumper can range from \$350,000 to \$500,000. 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. In addition, the department is in need of replacing its current self-contained breathing apparatus (SCBA). Similar to police equipment, SCBA technology changes regularly and having all firefighters wearing interchangeable equipment is ideal for firefighter operations. SCBA units costs approximately \$10,000 per unit and the City currently has 25 units. Total cost to replace all SCBAs ranges from \$250,000 to \$350,000. This replacement should be made within the next 5 years.

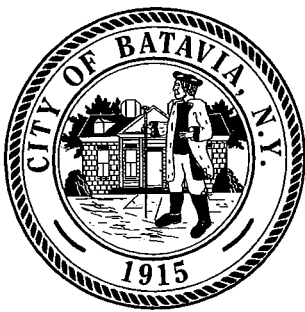
*DPW Equipment Reserve (\$200,000)* – Since the development of the Equipment Replacement Plan (ERP) in 2011, the City has replaced over 20 pieces of public works equipment, valued at over \$2.5 million. While the City has made significant strides in improving the fleet, some of the fleet remains in poor 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. The ERP outlines replacing two loaders and a single axle dump truck with plow over the next four year. In total, with several additional light and medium duty pieces of equipment, it is expected that the City will replace over \$800,000 of public works equipment by 2021. The average age of this equipment today is 22 years old. Continuing to aggressively replenish reserve funds will allow the City to make these needed investments on a regular basis.

*Dwyer Stadium Repair Reserve (\$125,000)* – The current budget has a 4-year Dwyer Stadium capital improvement plan. Over the past two years the City utilized \$30,000 for stadium seating replacements and \$40,000 for field improvements. It has been 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 which is

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](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](mailto: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](http://www.batavianewyork.com)**



# City of Batavia

proposed for 2017/2018. With consistent contributions to the Dwyer Stadium reserve fund, most of the improvements can be completed within the adopted capital plan.

Facilities Reserve (\$400,000) – 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 is currently reviewing options for an improved 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. The capital plan for BOM and the Fire Station is still in being finalized however, 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 2017/2018 budget.

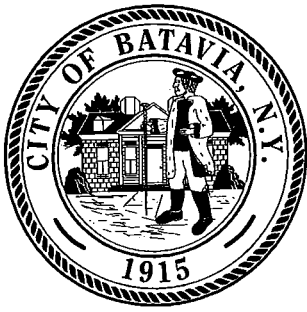
In preparation of these upcoming expenditures City Council has committed funding to the Facility Reserve over the past four years. Continuing forward with the planning process, additional commitment of reserve funding will provide the City with greater financial capacity to manage future improvements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

Sidewalk Reserve (\$150,000) – The City Council has continued to support the improvement of sidewalks throughout the City. Currently there is approximately 59,206 linear feet of sidewalk that needs to be replaced within the City limits. This equals about 15.3% of the City's sidewalk network and is estimated to cost approximately \$2.36 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 in 2017, it is important to build adequate reserves to cover the City's local match as well as for future year improvements.

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](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](mailto: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](http://www.batavianewyork.com)**



# City of Batavia

*Administrative Services Equipment and Software Reserve (\$50,000)* – 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. The City is currently working on updating a tax collection, utility billing and payroll systems. In upcoming years the City will be looking to upgrade all financial software including accounts payable, accounts receivable and general ledger in addition to new code enforcement software. 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.

*Employee Benefits Accrued Liability Reserve (\$75,000)* – The City's current compensated absence liability is over \$2.68 million dollars. Since 2011 the City has paid out over \$800,000 in compensated absence pay outs due to more than forty retirements/terminations. Fortunately, all of these pay outs utilized reserve funds which were set aside in anticipation of upcoming retirements and did not affect the City's operational budgets. Past experience has shown that large withdrawals during any one fiscal year can significantly deplete this reserve. Slowly building this reserve in upcoming years will assist the City in handling future retirement pay outs.

## **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.

As referenced above, it is expected that the City's reserve fund balances will decrease in upcoming following these expenditures. This is expected as part of the City's financial planning and demonstrates the City's long-term financial planning without negatively impacting the City's financial position or tax rate.

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](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](mailto: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](http://www.batavianewyork.com)**

**A RESOLUTION TRANSFERRING \$50,000 FROM ASSIGNED FUND BALANCE TO  
THE POLICE 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, 2016 had assigned General Fund balance for funding various reserves; and

**WHEREAS**, Police department equipment such as tasers and body cameras are in need of whole sale replacement and as technology regularly changes, making smaller annual investments are not necessarily the most cost effective option. In addition, having all police officers wearing similar and interchangeable equipment is preferred for law enforcement operations; and

**WHEREAS**, it is expected that next year, 2017/18, the department would like to outfit all officers with body cameras, as a result whole sale purchasing of the camera provides lower costs per unit, better warranty and additional accessories; and

**WHEREAS**, the City Council is desirous of transferring \$50,000 of assigned General Fund balance to the Capital Equipment Reserve Fund for police 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

**NOW, THEREFORE, 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.

**On roll call**



**A RESOLUTION TRANSFERRING \$150,000 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, 2016 had assigned General Fund balance for funding various reserves; and

**WHEREAS**, the City of Batavia in 2012 replaced Engine 14 (22 years old) and in 2016 replaced Ladder 15 (23 years old) utilizing reserve funds; and

**WHEREAS**, the City of Batavia for the fiscal year ending March 31, 2016 has a fire engine/pumper (Engine 12) which is 14 years; and

**WHEREAS**, the department is in need of replacing its current self-contained breathing apparatus (SCBA) and as technology changes and having all firefighters wearing interchangeable equipment is ideal for firefighter operations. The City currently has 25 SCBA units; and

**WHEREAS**, within the next five years the City will be faced with replacing or refurbishing Engine 12 and 25 SCBA units; and

**WHEREAS**, the City Council is desirous of transferring \$150,000 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 \$150,000 from the assigned General Fund balance to the Capital Equipment Reserve Fund; and

**NOW, THEREFORE, 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.

**On roll call**

**A RESOLUTION TRANSFERRING \$200,000 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 \$2.5 million; and

**WHEREAS**, the City has made significant strides in improving the fleet over the past several years, however for the fiscal year ending March 31, 2016 the remaining fleet remains in poor shape, very old and is fully depreciated; and

**WHEREAS**, by 2021 the ERP outlines replacing two loaders, a single axle dump truck with plow and several additional light and medium duty pieces of equipment, estimated at over \$800,000. The average age of this equipment today is 22 years old; and

**WHEREAS**, the City Council is desirous of transferring \$200,000 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 \$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 strategic priority.

**On roll call**



**A RESOLUTION TRANSFERRING \$125,000 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 \$125,000 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 \$125,000 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.

**On roll call**

**A RESOLUTION TRANSFERRING \$400,000 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, 2016 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 is currently reviewing options for an improved 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; and

**WHEREAS**, City staff has been working with City engineers to prepare a list of improvements for the Bureau of Maintenance and Fire Station. The capital plan for BOM and the Fire Station is still in being finalized however, 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 2017/2018 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 \$400,000 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 \$400,000 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.

**On roll call**

DRAFT

**RESOLUTION TRANSFERRING \$150,000 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, 2016 had assigned General Fund balance for funding various reserves; and

**WHEREAS**, the City of Batavia for the fiscal year ending March 31, 2016 has approximately 59,206 linear feet of sidewalk, or 15.3% of the City's sidewalk network, that needs to be replaced within the City limits estimated to cost approximately \$2.36 million; 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 \$150,000 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 \$150,000 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.

**On roll call**

**A RESOLUTION TRANSFERRING \$50,000 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, 2016 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 as well as code enforcement software; 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 \$50,000 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.

**On roll call**

**A RESOLUTION TRANSFERRING \$75,000 FROM ASSIGNED FUND BALANCE TO  
THE EMPLOYEE BENEFIT ACCRUED LIABILITY RESERVE FUND**

**Motion of Councilperson**

**WHEREAS**, pursuant to General Municipal Law 6-p the City of Batavia has an established Employee Benefit Accrued Liability Reserve fund for payment of accrued benefits due to an employee upon termination of the employee's service; and

**WHEREAS**, the City of Batavia for the fiscal year ending March 31, 2016 had assigned General Fund balance for funding various reserves; and

**WHEREAS**, since 2011 the City has paid out over \$800,000 in compensated absence pay outs due to over forty retirements/terminations; and

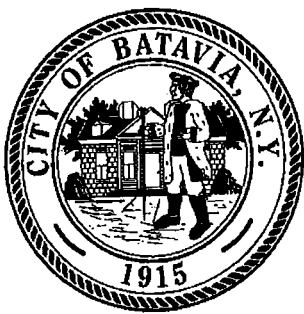
**WHEREAS**, the City of Batavia for the fiscal year ending March 31, 2016 has \$2.68 million of compensated absence liability; and

**WHEREAS**, the City Council is desirous of transferring \$75,000 of assigned General Fund balance to the Employee Benefit Accrued Liability Reserve Fund to assist with expenditures due to accrued employee benefits due to an employee upon termination of the employee's service; and

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Batavia does hereby transfer \$75,000 from the assigned General Fund balance to the Employee Benefit Accrued Liability Reserve Fund; and

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that the transfer of funds to the Employee Benefit Accrued Liability Reserve Fund is consistent with the City's Strategic Plan in achieving Key Intended Outcome's identified under the Well-Managed City strategic priority.


**On roll call**



# City of Batavia

## *Memorandum*

To: Jason Molino, City Manager

From: Matt Worth, Director of Public Works 

Date: August 30, 2016

Subject: TIP Grant Project Engineering Consultant Selection

The City of Batavia received notice of inclusion in the NYSDOT Region Four 2017/2020 Transportation Improvement Program (TIP) this past June. The City application included a project to mill and resurface six streets within the City, and evaluate the applicability of bicycle lanes and ADA compliance of curbs ramps and sidewalks along these locations with a total project budget of \$2,550,463.

The next step in moving this project forward is the selection of a consulting engineer to perform the Scoping, Preliminary Design, Detailed Design, and Construction Services. The City has sent requests for letters of interest to fifteen engineering firms which have received approval from NYSDOT Region Four as being qualified for this work (Region 4 LDSA List).

The City has created an evaluation team to review the letters of interest from the responding engineering firms and create a scoring system to determine the best consultant for the City on this project. This process will also include involvement from a "Local Program Liaison" from NYSDOT. Upon completion of the evaluation process, a recommendation will be made to City Council for the formal selection of the engineer and to enter into a contract to provide the required service. It is the intention that this would be prepared for the October 2016 Council Business Meeting in anticipation work commencing in November.

### Supporting Documentation:

NYSDOT Initial Project Proposal  
Region 4 LDSA Firms 2016-2019 List  
Draft Resolution

**Department of Public Works**  
One Batavia City Centre  
Batavia, New York 14020

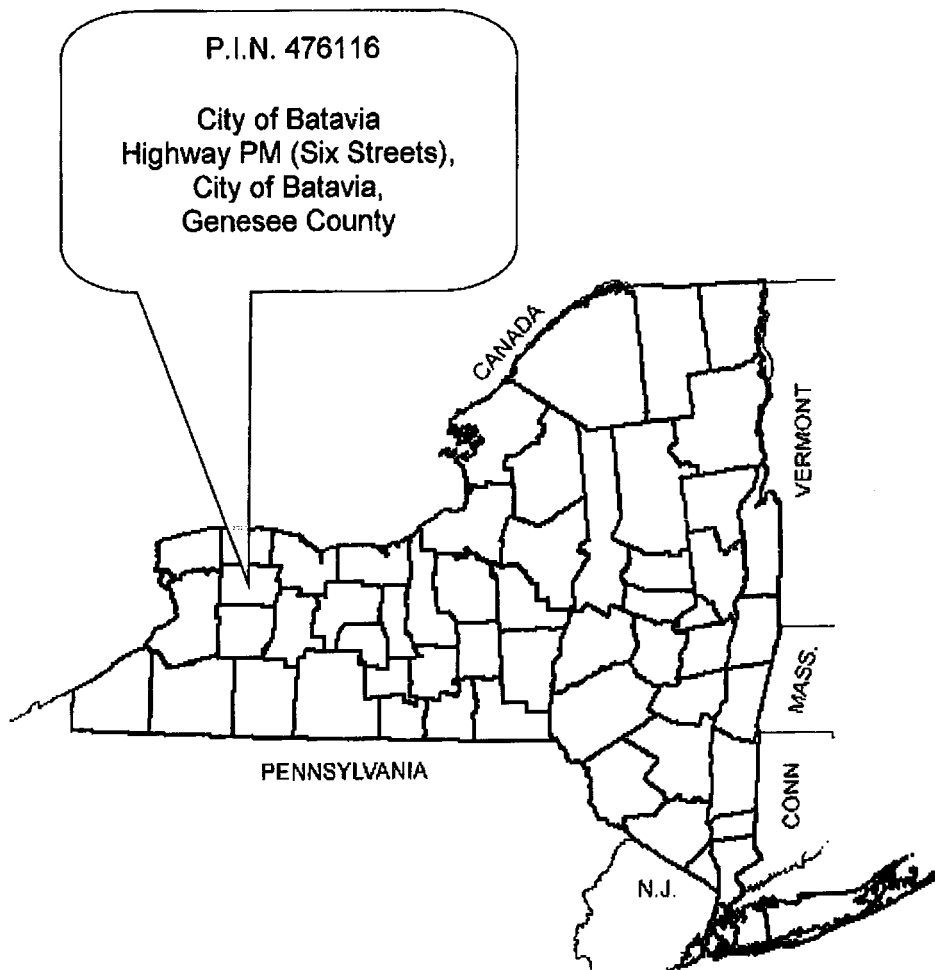
Phone: 585-345-6325  
Fax: 585-343-1385  
[www.batavianewyork.com](http://www.batavianewyork.com)



# TRANSPORTATION

## INITIAL PROJECT PROPOSAL

June 2016



U.S. Department of Transportation Federal Highway Administration

NEW YORK STATE DEPARTMENT OF TRANSPORTATION  
ANDREW M. CUOMO, Governor      MATTHEW J. DRISCOLL, Commissioner

FOR FURTHER INFORMATION



**PROJECT APPROVAL SHEET**

(Pursuant to SAFETEA-LU Matrix)

**Milestones****Signatures****Dates**

**A.** Recommendation for  
IPP Approval:

The project cost and schedule are consistent with the Regional Capital Program.

\_\_\_\_\_  
James P. Willer, Regional Program Manager

**B.** IPP Approval:

The project is ready to be added to the Regional Capital Program and project  
scoping or preliminary design can begin.

\_\_\_\_\_  
Kevin C. Bush, Regional Director

**PIN:** 476116

**PROJECT NAME:** City of Batavia Highway PM (Six Streets)

**MUNICIPALITY:** City of Batavia

**COUNTY:** Genesee

**ROUTE/LIMITS:** Clinton Street from NYS Routes 5/33 to City Line  
 East Avenue from Clinton Street to Ross Street  
 Liberty Street from NYS Route 63 to NYS Route 5/33  
 South Liberty Street from South Jackson Street to NYS Route 63  
 Swan Street from NYS Route 63 to NYS Routes 5/33  
 Vine Street from NYS Routes 5/33 to Bank Street

**BIN(s):** N.A.

**PROJECT LENGTH:** Clinton Street – 0.65 miles; East Avenue – 0.87 miles; Liberty Street - 0.27 miles; S. Liberty Street – 0.44 miles; Swan Street – 0.36 miles; Vine Street – 0.94 miles. 3.53 miles – total.

**FEDERAL AID SYSTEM:** FA, Non-NHS

**FUNCTIONAL CLASS/ EXISTING AADT (TRUCKS- %):**

Clinton Street	Minor Arterial	8,270 AADT (2014)	(6.3%)
East Avenue	Collector	5,878 AADT (2011)	(1.3%)
Liberty Street	Collector	3,958 AADT (2014)	(1.8%)
South Liberty Street	Minor Arterial	1,955 AADT (2014)	(2.9%)
Swan Street	Collector	2,351 AADT (2010)	(3.2%)
Vine Street	Collector	1,991 AADT (2014)	(2.4%)

**EXISTING CHARACTERISTICS OF CONCERN:**

All roadway surfaces have various levels of pavement distress and will need remedial work (mill and resurface) to restore riding surfaces.

**MEASURE/INDICATOR: Pavement Condition\***

Clinton Street	69
East Avenue	65
Liberty Street	60
South Liberty Street	64
Swan Street	40
Vine Street	58-73

\*Batavia uses a rating of 0 to 100 based on RSMS City developed rating system.

**PROJECT OBJECTIVE(S):**

Restore to smooth roadway surfaces for safe and efficient motor vehicle travel. Clinton Street, East Ave (portion) and Liberty Street appear to be able to accommodate bicycle lanes if on street parking is restructured. Replacement of any defective sidewalks and installation of compliant ADA curb ramps will ensure pedestrians are provided a safe means of travel along these City streets.

**PROJECT ELEMENT(S) TO BE ADDRESSED:**

- |   |  |
|---|--|
| <input type="checkbox"/> Deck/Minor Bridge Rehabilitation | <input type="checkbox"/> Bridge Replacement, Existing Location |
| <input type="checkbox"/> Major Bridge Rehabilitation      | <input type="checkbox"/> Bridge Replacement, New Location      |
| <input checked="" type="checkbox"/> Highway Resurfacing   | <input type="checkbox"/> Highway Reconstruction                |
| <input type="checkbox"/> Appurtenance                     | <input type="checkbox"/> Culvert Rehabilitation/Replacement    |
| <input type="checkbox"/> Traffic Control                  | <input type="checkbox"/> Corrective/Preventative               |
| <input type="checkbox"/> Other:                           | <input type="checkbox"/> Bridge Maintenance                    |

**DESCRIPTION OF PROPOSED WORK:**

This project addresses needed pavement rehabilitation work. Clinton Street, East Ave (portion) and Liberty Street appear to be able to accommodate bicycle lanes if on street parking is restructured. Replacement of any defective sidewalks and installation of compliant ADA curb ramps will ensure pedestrians are provided a safe means of travel along these six City street segments.

**PRIORITY RESULTS:** ☒ Mobility & Reliability ☐ Safety ☐ Security  
☐ Economic Competitiveness ☐ Environmental Stewardship

**FUNDING SOURCE:** ☐ 100% State ☒ Federal

**SEQRA AND NEPA CLASSIFICATION [OR] SEQRA CLASSIFICATION:**

**SEQRA Type:** ☐ Exempt ☒ Type II ☐ Non-Type II  
☐ Type I\* ☐ Unlisted\* (\*Locally Administered)

**NEPA Class:** ☒ Class II - CE (C-List or D-List To Be Determined During Design)  
☐ N/A – Project is 100% State funded

The following checklists will be completed:

- ☒ Federal Environmental Approval Worksheet  
☒ Regional Environmental Checklist  
☐ Landscape Architectural/Environmental Services IPP Report

**MPO INVOLVEMENT:** ☐ No ☒ Yes TIP Name: City of Batavia: Mill & Resurface Six City Street Segments  
TIP No.: TBD

**TIP AMENDMENT REQUIRED:** ☒ No ☐ Yes Needed by:

**STIP STATUS:** ☒ On STIP ☐ Not on STIP

**NOTES ON SPECIAL CIRCUMSTANCES:** Scoping, design, and construction are to be administered by the City of Batavia. The sponsor's project manager is Matt Worth, Director – Department of Public Works, (585) 345-6329.

**SPECIAL TECHNICAL ACTIVITIES REQUIRED:** A State-Local agreement will be required to allow for reimbursement of sponsor expenditures consistent with the applicable Federal Aid Program. A safety screening will be conducted during preliminary engineering.

**PLANNED PUBLIC INVOLVEMENT:** A Public Involvement Plan will be developed during preliminary engineering and will be implemented throughout final design and construction.

**WORKZONE SAFETY & MOBILITY:**

A Transportation Management Plan (TMP) will be prepared for the project consistent with 23 CFR 630.1012. The TMP will consist of a Temporary Traffic Control (TTC) plan. Transportation Operations (TO) and Public Information (PI) components of a TMP will be considered during final design.

**PROBABLE SCHEDULE AND COST:**

Consultant selection will start shortly and will be completed by fall 2016. Scoping/Preliminary Engineering will begin in October 2016. Final design will begin in October 2017. The PS&E will be produced in February 2018 for a bid opening in April 2018. The contract award and construction start will be in June 2018 and construction will be completed by November 2018. The estimated cost of engineering, construction and inspection is \$2,086,285.

**DESIRED LETTING:** 4/2018**DESIRED CONSTRUCTION COMPLETION:** 11/2018

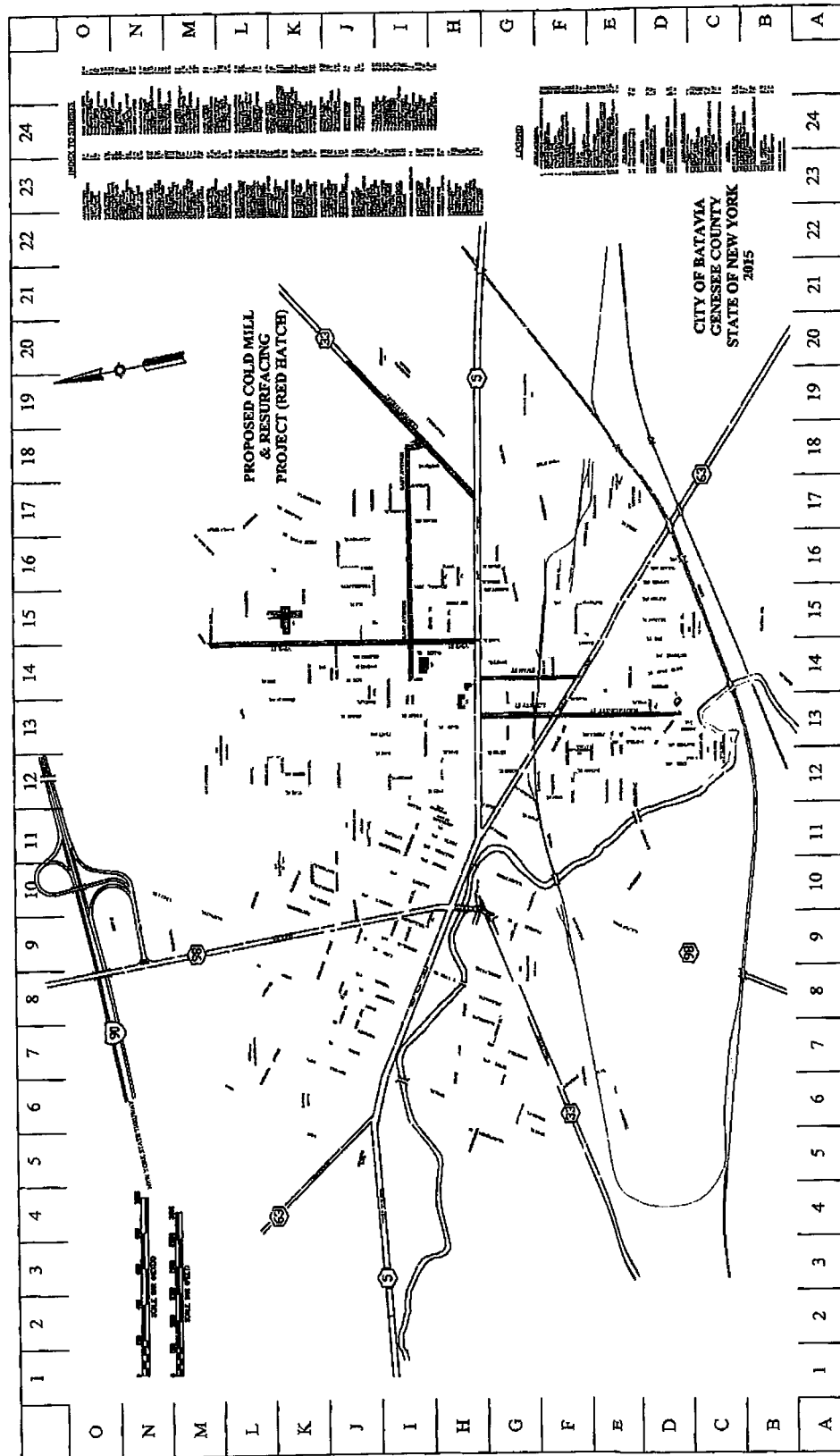
**SCHEDULE ISSUES:** ☐ Public Meeting ☐ 4(f)/106 FHWA sign-off  
☐ Permits ☐ Other - Identify  
☒ Consultant(s) for: Design and CI ☐ No Consultant Needed

Project Phase	Activity Duration	Estimated Cost	Fund Source	Obligation Date
Scoping	3 months	\$40,049	STP-Flex	Oct-2016
Design I-IV	8 months	\$19,995	STP-Flex	Oct-2016
Design V-VI	5 months	\$204,133	STP-Flex	Oct-2017
Construction	7 months	\$2,041,327	STP-Flex	Feb-2018
Construction Inspection	7 months	\$244,958	STP-Flex	Feb-2018
<b>TOTAL</b>		<b>\$2,550,463</b>		

**BASIS OF ESTIMATE:** Sponsor's TIP Application**PROJECT MANAGEMENT GROUP:** ☐ Simple ☒ Moderate ☐ Complex**STATEWIDE SIGNIFICANCE:** ☐ Yes ☒ No Remarks:**PUBLIC FRIENDLY DESCRIPTION OF PROJECT:**

Project proposes to provide a smooth driving surface by removing the top layer(s) of pavement and replacing in-kind. Work will be conducted on some or all of the following roadways: Clinton St, East Ave, Liberty Street, South Liberty St, Swan St and Vine St in the City of Batavia.

**PROJECT MANAGER/JOB MANAGER:** Steve Beauvais**FUNCTIONAL AREA(S):** Local Projects Unit**PHONE(S):** 585-272-3466**IPP PREPARED BY:** Steve Beauvais (for the City of Batavia) **DATE:** 6/8/16



# REGION 4 LDSA FIRMS – 2016-2019

<u>Firm Name</u>	<u>Subconsultants</u> <i>(DBE in italics)</i>	<u>Task</u>
Barton & Loguidice, D.P.C. Matthew J Schooley, P.E. 11 Centre Park Suite 203 Rochester, NY 14614 585 325-7190	<i>Prudent Engineering, LLP</i> <i>Ravi Engineering</i> <i>Popli Design Group</i> <i>Passero Associates</i> <i>Parsons Brinckerhoff</i> <i>R.K.Hite &amp; Co.</i> <i>Right-of-Way Prof, LLC</i> <i>Highland Planning</i>	Survey,CI Survey,CI Survey,CI Survey,CI ITS ROW ROW Public Outreach
Bergmann Associates Mark McAnany, P.E. 200 First Federal Plaza 28 East Main Street Rochester, NY 14614 585 232-5135	<i>Ravi Engineering</i> <i>Popli Design Group</i> <i>Prudent Engineering, LLP</i> <i>Highland Planning</i> <i>ROC Geotechnical</i> <i>R.K.Hite &amp; Co.</i> <i>Eastern Right of Way</i> <i>Alta Planning + Design</i> <i>KTA Preservation Spec.</i> <i>HAZEx</i>	Env., Survey,CI Env., Survey,CI Survey, Bridge,H/W, CI Public Outreach Foundation Design ROW ROW Bicycle & Multimod. Arch/Historic Pres. Arch/Historic Pres.
C&S Companies James Mossissey, P.E. 150 State Street, Suite 120 Rochester, New York 14614 315 455-2000	<i>Prudent Engineering, LLP</i> <i>Ravi Engineering</i> <i>R.K.Hite &amp; Co.</i> <i>Environmental Design &amp; Research</i>	Survey Survey,CI ROW Environmental
Clark Patterson Lee Attn: Daniel Duprey, Jr, P.E. 205 St Paul Street, Suite 500 Rochester NY 14604 585 454-7600	<i>A&amp;A Land Surveying Inc.</i> <i>Environmental Design &amp; Research</i> <i>Foit-Albert Assoc.</i> <i>Greenman-Pederson, Inc.</i> <i>R.K.Hite &amp; Co.</i> <i>Larson</i> <i>Prudent Engineering, LLP</i> <i>Ravi Engineering</i> <i>SRF &amp; Assoc.</i>	Survey Environ. and Landscape Bridge Design Bridge Design ROW Env., Survey & CI Survey Env., Survey,CI Traffic Engineering
CHA Consulting, Inc. Frank DelSignore, P.E. 16 West Main Street Powers Building Suite 830 Rochester, NY 14614 585 262-2640	<i>Foit-Albert Assoc.</i> <i>Env Des &amp; Res, Lndscp Arch and Eng.</i> <i>A&amp;A Land Surveying Inc.</i> <i>KHEOPS Arch.</i> <i>Watts Arch &amp; Eng.</i> <i>Joy Kuebler Landscp.</i> <i>Ravi Engineering</i>	Survey,Env.& CI Env. Survey Survey,Env. & CI Env. Landscape Env., Survey,CI



Erdman Anthony  
William McCormick, PE  
145 Culver Road, Suite 200  
Rochester, NY 14620  
585 427-8888

Fisher Associates  
Roseann Schmid, P.E.  
135 Calkins Road, Suite A  
Rochester, NY 14623  
585 334-1310

Foit Albert Associates  
Gerard Sentz, P.E.  
763 Main Street  
Buffalo NY 14203  
716 856-3933

Hunt Engineers, Architects, Land Surveyors & Landscape Architect D.P.C.  
Barry Dumbauld, P.E.  
4 Commercial Street  
Suite 300, 2<sup>nd</sup> Floor  
Rochester, NY 14614  
585 327-7950

LaBella Associates D.P.C.  
Brian Miller, P.E.  
300 State Street  
Suite 201  
Rochester, NY 14614  
585 454-6110

Lu Engineers  
R. Scott Prior, P.E.  
339 East Ave, Suite 200  
Rochester, NY 14604  
585 385-7417

*Env Des & Res, Lndscp Arch and Eng.* Env.  
Ingalls Planning & Design Community Plan.  
*Ravi Engineering* Env., Survey, CI  
R.K.Hite & Co. ROW  
Trowbridge Wolf Michaels Landscape  
*Watts Arch & Eng.* Env.

*Foit-Albert Assoc.* Survey & Env.  
*Ravi Engineering* Env. & Survey  
*Watts Arch & Eng.* Env.  
Trowbridge Wolf Michaels Landscape  
R.K.Hite & Co. ROW  
Morton Arch. Res. Serv. Cultural Resources  
Picard Engineering Elec./Mech. Eng.  
Dunn Engineering Assoc. ITS/Traffic Eng.

*Prudent Engineering, LLP* CI  
*Env Des & Res, Lndscp Arch and Eng.* Land. Arch, Public Outreach  
Schnabel Engineering Geo. Dams, Hydr.  
*Bryant Assoc.* Design

*Ravi Engineering* Survey & CI  
*Env Des & Res, Lndscp Arch and Eng.* Env., Cultural Resources  
*A&A Land Surveying Inc.* Survey

ROC Geotechnical Geotechnical Eng.  
SRF & Assoc. Transportation Plan  
Trowbridge Wolf Michaels Lndscp, Trails, Public  
Right-of-Way Prof, LLC ROW  
Eastern Right of Way ROW  
*Foit-Albert Assoc.* Survey, Env. & Bridge  
*Ravi Engineering* Survey, CI & Env.  
*Prudent Engineering, LLP* Survey & CI

*Env Des & Res, Lndscp Arch and Eng.* Lndscp, Env & Public  
*Prudent Engineering, LLP* Survey & CI  
*Ravi Engineering* Survey & CI  
SRF & Assoc. Traffic Eng.  
R.K.Hite & Co. ROW

Popli Design Group  
S. Jay Popli  
555 Penbrooke Drive  
Penfield, NY 14526  
585 388-2060

*Ravi Engineering*  
*Watts Arch & Eng.*  
R.K.Hite & Co.  
SRF & Assoc.  
Trowbridge Wolf Michaels

Env.& CI  
Env.& CI  
ROW  
Traffic Eng.& Plan.  
Landscape

Stantec  
James Hofmann, P.E.  
61 Commercial Street, Suite 100  
Rochester, New York 14614  
585 413-5257

*Ravi Engineering*  
*Watts Arch & Eng.*  
*Pinewoods Engineering*  
*Aubertine & Currier*  
*Marques & Associates*  
*Env Des & Res, Lndscp Arch and Eng.*  
Archaeological Survey, UB  
R.K.Hite & Co.

Survey, Env.& CI  
Env., Highway Des.  
Hydraulic  
Survey  
Survey  
Env & Cultural Resources  
Cultural Resources  
ROW

TY Lin International  
James Krapf, P.E.  
255 East Avenue  
Rochester, NY 14604  
585 512-2000

*Ravi Engineering*  
*A&A Land Surveying Inc.*  
*Env Des & Res, Lndscp Arch and Eng.*  
*Pinewoods Engineering*  
The LA Group, LA&E

Survey & Env Perm  
Survey  
Environmental  
Env Permit & Storm  
Landscape Arch.

Wendel WD Architecture, Engineering, Surveying & Landscape Architecture, PC  
Michael Leydecker, P.E.  
100 Chestnut Street, Suite 1110  
Rochester, NY 14604  
585 623-8939

*Ravi Engineering*  
*Foit-Albert Assoc.*  
*Pinewoods Engineering*  
*Env Des & Res, Lndscp Arch and Eng.*  
Atlantic Testing Lab.  
R.K.Hite & Co.

Survey & Environ.  
Env.& Bridge Des.  
Stormwater Mngt.  
Environmental & LA  
Geotech./Asbestos  
ROW

**#-2016**  
**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 Council of the City of Batavia that the following appointments be made:

**Historic Preservation Commission**

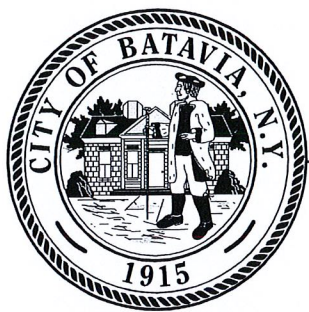
Ellen Schulte

December 31, 2017

**Deer Management Committee**


RaeAnn Engler

December 31, 2018



# City of Batavia

To: Honorable City Council

From: Jason Molino, City Manager 

Date: August 31, 2016

Subject: Police Station update

At the last Council meeting it was recommended that City staff review the existing studies, analysis and recommendations to date, engage with the City's engineers/architects to update construction numbers and provide a feasible recommendation, with alternatives, to City Council. It is expected this recommendation will take an additional 3-6 months and some additional engineers/architects fees to update prior construction costs.

City Council further requested that the prior Police Facility Task Force members be solicited to comment on findings and research throughout the analysis process and provide input as to the staffs findings prior to being recommended to City Council. It was also outlined that the staff would come back to City Council with a recommendation for additional funds needed to work with the City's engineers/architects to update construction numbers as well as assist with any additional analysis.

City staff has begun to develop a strategy for reviewing existing information and will be discussing scope of work options with City engineers/architects within the next two weeks. It is expected that staff will have a recommendation for additional funds by the October 11<sup>th</sup> Council meeting.

To date the prior Police Facility Task Force members have been contacted. The staff will begin to review studies and analysis and possibly review new sites, and that if they would like to review any new analysis moving forward we would be requesting a first meeting in September.

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

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](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](mailto: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](http://www.batavianewyork.com)**

## **MOTION TO ENTER EXECUTIVE SESSION**

### **Motion of Councilperson**

**WHEREAS**, Article 7, Section 105(1)(h), of the Public Officer's Law permits the legislative body of a municipality to enter into Executive Session to discuss "...the proposed acquisition, sale, or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof...".

**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**