CITY OF BATAVIA
BUSINESS MINUTES
August 12, 2019

The regular business meeting of the City Council was held Monday, August 12, 2019 at 8:00 PM in the Council Chambers, One Batavia City Centre, Batavia, New York, with Council President Jankowski presiding.

Present were Council President Jankowski and Councilpersons Pacino, Briggs, McGinnis, Viele, Canale, Christian and Bialkowski. Councilperson Tabelski was absent.

Council President Jankowski called the meeting to order at 8:00 PM immediately following the Conference Meeting.

The financials from June 2019 were approved.

The minutes from the July 2019 meetings were approved.

The Council President assigned the regular agenda items.

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City Attorney's Report

George Van Nest, City Attorney, noted they continue to work on a variety of matters but there was nothing specific to report.

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City Manager's Report

Martin Moore, City Manager, said the City projects were continuing to move along with projects running on schedule. He said he would like to have the projects completed by the time school starts. He also noted that the City's audits were moving along.

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Committee Reports

Councilperson Pacino said that the Beertavia event had gone well. She also noted that there were many events coming up including the Wine Walk and scarecrow competition.

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Unfinished Business

Councilperson Bialkowski said that the project on Union Street was going well. He noted that the contractors had run into a few problems but were doing a great job.

Councilperson Briggs applauded the joint ventures for the National Night Out event. She said she also applauded the brave individuals that went in the dunk tank.

Councilperson Christian said that she would like to have an update on the flood insurance program. Rachael Tabelski said that she would gather the information and forward it to council.

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#93-2019
A RESOLUTION TO ESTABLISH A POLICE DEPARTMENT K-9 PROGRAM

Motion of Councilperson Christian

WHEREAS, the City of Batavia is desirous of creating a K-9 program for the Police Department; and

WHEREAS, the community is desirous of donating to aid in funding the Police Department K-9 fund; and

NOW THEREFORE, BE IT RESOLVED, by the Council of the City of Batavia that the City of Batavia be authorized to establish a Police Department K-9 program and receive donations and aid in funding said program.

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

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#94-2019
A RESOLUTION TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE MONROE CRIME ANALYSIS CENTER (MCAC)

Motion of Councilperson McGinnis

WHEREAS, the New York State Department of Criminal Justice Services (NYS-DCJS) has sponsored Crime Analysis Center program participants throughout the State of New York, including Monroe County; and

WHEREAS, the Monroe Crime Analysis Center (MCAC) has been a proven resource by providing and disseminating important crime analysis information to participating law enforcement agencies; and

WHEREAS, the MCAC has contributed to research, analysis and development of a comprehensive picture of crime incidents through performing in-depth crime analysis, pattern identification, incident mapping and emerging crime trend recognition; and

WHEREAS, the Police Department is desirous in participating in the MCAC and becoming a party to the MCAC MOU.

NOW THEREFORE, BE IT RESOLVED, that the City Council President for the City of Batavia is hereby authorized to sign a Memorandum of Understanding with the Monroe Crime Analysis Center (MCAC) for the purpose of establishing the Police Department as a party to the MCAC MOU as attached hereto.

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

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#95-2019
A RESOLUTION TO APPROVE THE USE OF THE ADMINISTRATIVE EQUIPMENT RESERVE FUND FOR CONTINGENCY AND PROJECT MANAGEMENT COSTS ASSOCIATED WITH THE ENTERPRISE RESOURCE PLANNING SYSTEM (ERP) SOFTWARE SYSTEM CONVERSION PROJECT AND AUTHORIZING THE CITY MANAGER TO MAKE THE REQUISITE BUDGET AMENDMENT

Motion of Councilperson Bialkowski

WHEREAS, pursuant to General Municipal Law 6-c, the City of Batavia has an established Administrative Equipment Reserve fund that includes in its purpose Information Technology (IT) capital improvement projects; and

WHEREAS, the City of Batavia Administrative Reserve Fund has an uncommitted balance of approximately $249,136 with none of this balance committed for use in the 2019-20 budget; and

WHEREAS, the City Council of the City of Batavia has authorized a $750,000 capital project using Bond Anticipation Notes to convert its current financial and city operations software to a new software package (software conversion project), which includes software, hardware, installation, training, project management, and associated costs; and

WHEREAS, contingency and project management costs require an additional commitment of approximately $45,000 beyond the funds available through the $750,000 Bond Anticipation Note; and

WHEREAS, contingency and project management are critical components of the software system conversion project.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Batavia does hereby approve the use of $45,000 from the Administrative Equipment Reserve to cover the

contingency and project management costs as needed for the software conversion project; 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 August 13, 2019, amend the 2019-20 budget by increasing the following expenditure account:
001.9950.0906.2112 $45,000.00

And by increasing the following revenue account:
001.0001.0511.2112 $45,000.00

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

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#96-2019
A RESOLUTION TO APPROVE THE USE OF THE ADMINISTRATIVE EQUIPMENT RESERVE FUND FOR PHASE TWO (2) COSTS ASSOCIATED WITH THE INFORMATION TECHNOLOGIES UPGRADE CAPITAL PROJECT AND AUTHORIZE THE CITY MANAGER TO MAKE THE REQUISITE BUDGET AMENDMENT

Motion of Councilperson Bialkowski

WHEREAS, pursuant to General Municipal Law 6-c, the City of Batavia has an established Administrative Equipment Reserve fund that includes in its purpose Information Technology (IT) capital improvement projects; and

WHEREAS, assessment work completed in phase one (1) of the Information Technologies Upgrade Capital Project has identified, as its initial phase two (2) recommendation, the replacement of major network computer hardware components and computer technical services necessary for implementation of the computer software conversion project; and

WHEREAS, these phase two (2) computer hardware and technical services costs are approximately $200,000, including installation; and

WHEREAS, the City of Batavia Administrative Equipment Reserve Fund has an uncommitted balance of at least $204,136, which is currently uncommitted for use in the 2019-20 budget; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Batavia does hereby approve the use of $200,000 from the Administrative Equipment Reserve to cover computer hardware purchase and computer technical services costs necessary for the computer software conversion project; 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 August 13, 2019, amend the 2019-20 budget by increasing the following expenditure account:

001.9950.0906.2112 $200,000.00

And by increasing the following revenue account:

001.0001.0511.2112 $200,000.00

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

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#97-2019

A RESOLUTION AWARDING AN ENTERPRISE RESOURCE PLANNING SYSTEM (ERP) SOFTWARE LICENSE AND SERVICES AGREEMENT TO TYLER TECHNOLOGIES AND AUTHORIZING THE COUNCIL PRESIDENT TO SIGN THE AGREEMENT

Motion of Councilperson Canale

WHEREAS, the **CITY OF BATAVIA** (the "City"), in the County of Genesee, by its City Council has determined it necessary for the City to purchase and install computer software to implement an integrated enterprise resource planning (ERP) system to utilize best practices, automated workflow, project management tools and other suitable applications (the "Software System"); and

WHEREAS, the City has committed the necessary funds for the purchase, installation, and implementation of the software system; and

WHEREAS, the City has completed the procurement process in conjunction with its consultants, and has identified Tyler Technologies as a selected company for the purchase, installation, and implementation of major components of the software system. These components include the financial management, payroll and human resource, utility management, and asset management modules as identified in the contract, at a cost of $651,717 (contingencies included).

BE IT RESOLVED, by the City Council of the City of Batavia, Genesee County, New York that a contract titled "system license and services agreement" is awarded to Tyler Technologies and authorizes the Council President to sign the agreement.

Seconded by councilperson Briggs and on roll call approved 8-0.

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#98-2019
A RESOLUTION AWARDING THE ENTERPRISE RESOURCE PLANNING SYSTEM (ERP) SOFTWARE LICENSE AND SERVICES PROJECT MANAGEMENT AGREEMENT TO CLIENT FIRST TECHNOLOGY CONSULTING AND AUTHORIZING THE COUNCIL PRESIDENT TO SIGN THE AGREEMENT

Motion of Councilperson McGinnis

WHEREAS, the **CITY OF BATAVIA** (the "City"), in the County of Genesee, by its City Council has determined it necessary for the City to purchase and install computer software to implement an integrated enterprise resource planning (ERP) system to utilize best practices, automated workflow, project management tools and other suitable applications (the "Software System"); and

WHEREAS, the City has committed the necessary funds for the purchase, installation, and implementation of the software system; and

WHEREAS, City staff, in compliance with its procurement process, has identified Client First Technology Consulting as its preferred specialized consultant for overall project management of the software system conversion, at a first year cost not to exceed $82,003.

BE IT RESOLVED, by the City Council of the City of Batavia, Genesee County, New York that the Council President is authorized to sign a one year professional services agreement with Client First Technology Consulting.

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

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#99-2019
A RESOLUTION TO APPOINT MEMBERS TO VARIOUS CITY COMMITTEES/ BOARDS

Motion of Councilperson Viele

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

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

<u>BBID BOARD – COUNCIL LIAISON</u>

Patti Pacino   March 31, 2021

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

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#100-2019
A RESOLUTION AUTHORIZING ADDITIONAL POLICE OFFICER POSITIONS FOR THE POLICE DEPARTMENT

Motion of Councilperson Pacino

WHEREAS, there are anticipated retirements within the Police Department; and

WHEREAS, the staffing in the Police Department is critical to public safety and the training of a new police officer can take up to a year to complete; and

WHEREAS, the authorization of two (2) additional police officer positions will allow for these new police officers to begin their training ahead of two anticipated retirements, thereby shortening the period of time between a retirement and replacing the retired officer.

NOW THEREFORE, BE IT RESOLVED, that the Council of the City of Batavia does authorize two (2) additional police officer positions for the Police Department effective immediately.

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

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#101-2019
A RESOLUTION TO ESTABLISH A DEBT SERVICE RESERVE FOR THE GENERAL FUND

Motion of Councilperson Canale

WHEREAS, pursuant to General Municipal Law Section 6-h debt service reserves are established when excess bond funds result upon the completion of a capital project; and

WHEREAS, the City of Batavia received $195,500 of bond funding in the 2018/2019 fiscal year for a Caterpillar 938; and

WHEREAS, the total actual cost for the Caterpillar 938 issuance costs were $194,141.30, creating excess bond revenue of $1,389.04 after interest earned; and

WHEREAS, this excess bond revenue must be placed in a Debt Service Reserve for the General Fund to be used first and solely for the payment of debt in that fund.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Batavia that the City's General Fund Debt Service Reserve be established in accordance with General Municipal Law 6-h, and the $1,389.04 be expended first solely for the payment of debt in the fiscal year ending March 31, 2021.

8/12/2019

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

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#102-2019
A RESOLUTION TO ENTER INTO A CONTRACT WITH THE NYS DEPARTMENT OF MOTOR VEHICLES GOVERNOR'S TRAFFIC SAFETY COMMITTEE FOR POLICE TRAFFIC SERVICES AND TO AMEND THE 2019-2020 POLICE DEPARTMENT BUDGET TO REFLECT THE RECEIPT OF A POLICE TRAFFIC SERVICES GRANT

Motion of Councilperson Briggs

WHEREAS, the City of Batavia Police Department has received a grant in the amount of $10,500 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, that the City Council President for the City of Batavia is hereby authorized to sign a contract with the New York State Department of Motor Vehicles Governor's Traffic Safety Committee to accept the $10,500 in grant funding to be used for Police Traffic Services; and

NOW THEREFORE, BE IT FURTHER RESOLVED, the City Manager is hereby authorized to make the following budget amendment to the 2019-2020 budget effective September 10, 2019 to cover various traffic enforcement detail expenses:

Increase expenditure accounts:		
001.3120.0101.1183	$	10,500.00
Increase revenue accounts:		
001.0001.4389.1183	$	10,500.00

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

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#103-2019
A RESOLUTION AUTHORIZING AN AGREEMENT WITH THE NYS DEPARTMENT OF STATE FOR DOWNTOWN REVITALIZATION INITIATIVE (DRI) GRANT FOR JACKSON SQUARE

Motion of Councilperson Pacino

      WHEREAS, the City of Batavia has received a grant in the amount of $750,000 from the New York State Department of State for the Downtown Revitalization Initiative Grant to enhance Jackson Square; and

      WHEREAS, to advance the project a contract to secure the funds is required; and

      WHEREAS, the contract is from May 1st, 2019 to April 30, 2024; and

      NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Batavia hereby authorizes the City Council President and City Manager for the City of Batavia to execute all necessary agreements with New York State Department of State to advance the DRI Agreement to enhance Jackson Square in the amount of $750,000.

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

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#104-2019
A RESOLUTION, AMEND RESOLUTION #90-2019 ACCEPTANCE OF FUNDS AND AMEND YOUTH BUREAU BUDGET FOR YMCA CONTRIBUTIONS TO TEEN CITY

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Motion of Councilperson McGinnis

      WHEREAS, the City Council of Batavia adopted Resolution #90-2019 at their business meeting on July 8, 2019 and that resolution requires modification; and

      WHEREAS, the following language shall amend and restate Resolution #90-2019;

      WHEREAS, the City of Batavia Youth Bureau will receive revenue from the YMCA towards the operation of Teen City in the amount of $3,850.00 for program space during the city's fiscal year; and

      WHEREAS, the City of Batavia Youth Bureau will have expenditures to the telephone budget line in the amount of $160.00/month once relocated August 2019 to support the structure of the technology and security properly; and

      WHEREAS, the City of Batavia Youth Bureau will have increased expenditures and request to establish the small equipment line to support expenditures associated with our relocation; and

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

      NOW THEREFORE, BE IT RESOLVED, by the Council of the City of Batavia that the City Manager is authorized to make the following budget amendment to the 2019-2020 budgets effective July 8, 2019 to cover various purchases:

Increase Revenue line:
001.0001.2705 $3,850.00

Increase Expense line:
001.7310.0431 $1,120.00
001.7310.0201 $2,730.00

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

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#105-2019
A RESOLUTION TO EXECUTE A NATIONAL GRID URBAN CENTER/COMMERCIAL DISTRICT REVITALIZATION PROGRAM FOR THE CITY OF BATAVIA CITY CENTRE CAMPUS

Motion of Councilperson Canale

WHEREAS, the City of Batavia would like to accept a $165,000 National Grid Grant for the Urban Center/Commercial District Revitalization Program for The City of Batavia City Centre campus; and

WHEREAS, the grant funding will be used to complete a City Centre Campus Feasibility Study that will evaluate the potential for redevelopment of the City Centre Campus, and for construction related to the City Centre and specifically 35 City Centre; and

WHEREAS, the grant is a 3:1 matching grant that will be matched with several other sources of funding including the New York State Empire State Development (NYS ESD) Feasibility Grant, the City of Batavia City Centre Capital Project, the NYS ESD Downtown Revitalization Initiative (DRI) City Center Grant and the New York State Department of State DRI Grant for Harvester Theater 56; and

WHEREAS, $40,000 will be used specifically for the Feasibility Study that will evaluate the potential for redevelopment of the City Centre site, while $125,000 will aid in construction at City Center to include exterior façade work, silos, streetscape, awning improvements, as well as making 35 City Centre lease ready; and

NOW, THEREFORE BE IT RESOLVED, that the City of Batavia City Council hereby authorize the City Manager of the City of Batavia, as the official representative of the City of Batavia, to accept and execute the grant agreement provided by National Grid on behalf of the City, to provide additional information or take action as may be required by the grant; and

NOW, THEREFORE BE IT FURTHER RESOLVED, the City Manager is hereby authorized to amend the 2019-2020 budget as set forth below effective August 12, 2019.

Effective August 12, 2019 amend the general fund budget:

Increase expenditure account

Expense: 001.6460.0423.1184 Community Development – Contract services $165,000

Increase revenue accounts

Revenue: 001.0001.2705.1184 Gifts and Donations

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

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Motion by Council President Jankowski for Council to send a letter of support for the Ellicott Station Housing Development project. Seconded by Councilperson Canale and on roll call approved 6-2. Councilpersons Bialkowski and Christian voted no.

Councilperson Christian requested that her name be stricken from the letter.

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Mr. Moore wanted to welcome Rachael Tabelski to City staff as the new Assistant City Manager.

Swearing in of Police Officer Joshua M. Girvin.

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MOTION TO ENTER EXECUTIVE SESSION

Motion of Councilperson Pacino

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

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 McGinnis and on roll call approved 8-0.

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Meeting adjourned at 8:20 PM.

Respectfully submitted,

Aimslee M. Cassidy
Deputy Clerk-Treasurer