

BATAVIA CITY COUNCIL BUSINESS MEETING

Monday, June 8, 2020

7:00 PM

City Hall Council Board Room

Closed to Public but Meeting will be Streamed Live

AGENDA

- I. Call to Order
- II. Invocation – Councilmember Viele
- III. Pledge of Allegiance
- IV. Approval of April 2020 Financials
- V. Approval of May 2020 Minutes
- VI. Assignment of Agenda Items
- VII. Communications
 - a. Liquor License – Pizza 151
- VIII. Council President Report
 - a. Announcement of the next City Council Conference Meeting to be held on Monday, June 22, 2020 at 7:00 p.m. at City Hall, Council Board Room, 2nd Floor.
- IX. City Attorney’s Report
- X. City Manager’s Report
 - a. Audit Committee – Council Selection Discussion
- XI. Committee Reports
- XII. Unfinished Business
- XIII. New Business
 - #41-2020 A Resolution Authorizing The Adoption Of A Fund Balance Policy For The City Of Batavia, New York
 - #42-2020 A Resolution Authorizing Agreement With New York State Department Of Health For The Replacement Of Lead Service Lines

#43-2020 A Resolution To Enter Into An Agreement With GHD For Engineering Services For The DOH Replacement Of Lead Service Lines Project Which Is Part Of New York States Clean Water Infrastructure Act Of 2017

#44-2020 A Resolution To Enter Into An Agreement with Labella Associates PC For Administrative/Engineering Services For The DRI Jackson Square Project

XIV. Executive Session...Employment Matters

XV. Adjournment

GENERAL FUND
CITY OF BATAVIA
FOR PERIOD ENDED - April 30, 2020

DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	YTD TOTAL	% OF BUDGET	YTD 2019-2020	YTD Change %	Change \$
Revenues							
Real Property Taxes	\$ 5,806,078.00	\$ 5,806,078.00	\$ -	0.00%	\$ 5,272,772.85	-100.00%	\$ (5,272,773)
Gain -Sale Tax Acquired Prop.	\$ 22,000.00	\$ 22,000.00	\$ -	0.00%	\$ -		\$ -
Payments in Lieu of Tax	\$ 41,000.00	\$ 41,000.00	\$ -	0.00%	\$ -		\$ -
Interest & Pen. on Tax	\$ 200,000.00	\$ 200,000.00	\$ 4,692.31	2.35%	\$ 581.19	707.36%	\$ 4,111
Sales and Use Tax	\$ 6,500,000.00	\$ 6,500,000.00	\$ -	0.00%	\$ -		\$ -
Utility Gross Receipts Tax	\$ 180,000.00	\$ 180,000.00	\$ 511.85	0.28%	\$ 30.52	1577.10%	\$ 481
Cable TV Franchise	\$ 200,000.00	\$ 200,000.00	\$ -	0.00%	\$ (50,806.91)	-100.00%	\$ 50,807
Clerk/Treasurer Fees	\$ 40,000.00	\$ 40,000.00	\$ 2,551.27	6.38%	\$ 730.65	249.18%	\$ 1,821
Charges for Tax Redemption	\$ -	\$ -	\$ -		\$ -		\$ -
Marriage Licenses	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%	\$ 400.00	-100.00%	\$ (400)
Other Gen Govern Dept Inc.	\$ -	\$ -	\$ -		\$ -		\$ -
Police Fees	\$ 2,800.00	\$ 2,800.00	\$ -	0.00%	\$ 350.12	-100.00%	\$ (350)
Dog Seizure Fees	\$ 600.00	\$ 600.00	\$ 10.00	1.67%	\$ 20.00	-50.00%	\$ (10)
Other Public Safety Dept Inc	\$ 15,000.00	\$ 15,000.00	\$ -	0.00%	\$ (792.56)	-100.00%	\$ 793
Vital Statistics Fees	\$ 33,000.00	\$ 33,000.00	\$ 1,680.00	5.09%	\$ 3,280.00	-48.78%	\$ (1,600)
Fines & Forfeited Bail	\$ 128,000.00	\$ 128,000.00	\$ -	0.00%	\$ -		\$ -
Maintenance Fee - Ice Rink	\$ 40,458.00	\$ 40,458.00	\$ -	0.00%	\$ -		\$ -
Park User Fees	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%	\$ 820.00	-100.00%	\$ (820)
Special Recreat. Fac Charges	\$ 25,000.00	\$ 25,000.00	\$ -	0.00%	\$ -		\$ -
Other Culture & Rec income	\$ -	\$ 4,000.00	\$ -	0.00%	\$ -		\$ -
Zoning Fees	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%	\$ 100.00	-100.00%	\$ (100)
Code Violation Charges	\$ 32,000.00	\$ 32,000.00	\$ -	0.00%	\$ -		\$ -
Public Safety for Other Govt	\$ 76,150.00	\$ 76,150.00	\$ -	0.00%	\$ -		\$ -
EMS Program	\$ 24,000.00	\$ 24,000.00	\$ -	0.00%	\$ -		\$ -
Interest and Earnings	\$ 75,000.00	\$ 75,000.00	\$ 855.80	1.14%	\$ 224.78	280.73%	\$ 631
Interest and Earnings Reserves	\$ -	\$ -	\$ -		\$ 2,998.01	-100.00%	\$ (2,998)
Rental of Real Property	\$ 48,584.00	\$ 48,584.00	\$ 2,763.00	5.69%	\$ 80.00	3353.75%	\$ 2,683
Rental, other - facility usage	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%	\$ 100.00	-100.00%	\$ (100)
Business/Occup. Licenses	\$ 5,000.00	\$ 5,000.00	\$ 310.00	6.20%	\$ -		\$ 310
Games of Chance	\$ 50.00	\$ 50.00	\$ -	0.00%	\$ -		\$ -
Bingo Licenses	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%	\$ 61.06	-100.00%	\$ (61)
Dog Licenses	\$ 11,000.00	\$ 11,000.00	\$ 634.00	5.76%	\$ 1,129.50	-43.87%	\$ (496)
Licenses, Other	\$ 800.00	\$ 800.00	\$ (17.24)	-2.16%	\$ (254.16)	-93.22%	\$ 237
Bldg/Alter Permits	\$ 37,000.00	\$ 37,000.00	\$ 1,797.50	4.86%	\$ 2,713.50	-33.76%	\$ (916)
Street Opening Permits	\$ 4,000.00	\$ 4,000.00	\$ 170.00	4.25%	\$ 350.00	-51.43%	\$ (180)
Plumbing Permits	\$ 3,000.00	\$ 3,000.00	\$ 162.00	5.40%	\$ 310.00	-47.74%	\$ (148)
Permits, Other	\$ 8,000.00	\$ 8,000.00	\$ 2,700.00	33.75%	\$ 3,175.00	-14.96%	\$ (475)
Parking ticket fees	\$ 35,000.00	\$ 35,000.00	\$ 100.00	0.29%	\$ 2,750.00	-96.36%	\$ (2,650)
Forfeiture of Deposits	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%	\$ 545.00	-100.00%	\$ (545)
Sale of Scrap/Excess Mat.	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%	\$ 769.73	-100.00%	\$ (770)
Minor Sales	\$ 500.00	\$ 500.00	\$ 6.70	1.34%	\$ 36.75	-81.77%	\$ (30)
Sale of Real Property	\$ -	\$ -	\$ -		\$ -		\$ -
Sale of Equipment	\$ 8,000.00	\$ 8,000.00	\$ -	0.00%	\$ -		\$ -
Insurance Recoveries	\$ 25,000.00	\$ 25,000.00	\$ (4,509.94)	-18.04%	\$ -		\$ (4,510)
Other Comp for Loss	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%	\$ -		\$ -
Refund-Prior Year Exps	\$ -	\$ -	\$ -		\$ -		\$ -
Healthcare Premiums	\$ 84,260.00	\$ 84,260.00	\$ 11,401.35	13.53%	\$ 11,124.82	2.49%	\$ 277
Healthcare Revenue	\$ 24,000.00	\$ 24,000.00	\$ -	0.00%	\$ -		\$ -
Gifts and Donations	\$ 6,600.00	\$ 171,600.00	\$ -	0.00%	\$ -		\$ -
VLT	\$ -	\$ -	\$ -		\$ -		\$ -
Unclassified Revenue	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%	\$ -		\$ -
Per Capita State Aid	\$ 1,750,975.00	\$ 1,750,975.00	\$ 1,504,868.00	85.94%	\$ 1,504,868.00	0.00%	\$ -
Mortgage Tax	\$ 150,000.00	\$ 150,000.00	\$ -	0.00%	\$ -		\$ -
Real Property Tax Admin	\$ -	\$ -	\$ -		\$ -		\$ -
State Aid - Homeland Security	\$ -	\$ -	\$ -		\$ -		\$ -
State Aid - Public Safety	\$ -	\$ 40,601.63	\$ 3,778.18	9.31%	\$ (3,351.81)	-212.72%	\$ 7,130
Consolidate Highway (CHIPS)	\$ 310,000.00	\$ 310,000.00	\$ -	0.00%	\$ (5,350.00)	-100.00%	\$ 5,350
State Aid - Other Transport.	\$ -	\$ -	\$ -		\$ -		\$ -
Recreation Program	\$ 19,442.00	\$ 19,442.00	\$ -	0.00%	\$ 3,442.00	-100.00%	\$ (3,442)
Arterial Reimbursement	\$ 180,000.00	\$ 180,000.00	\$ -	0.00%	\$ (218,539.88)	-100.00%	\$ 218,540
State Aid - Planning Studies	\$ -	\$ -	\$ -		\$ -		\$ -
State Aid- Assess.Parcel Reim	\$ -	\$ -	\$ -		\$ -		\$ -
State Aid - Home&Comm Srvc	\$ -	\$ 28,000.00	\$ -	0.00%	\$ -		\$ -
Fed. Aid - Bullet Proof Vest	\$ 3,530.00	\$ 3,530.00	\$ 406.80	11.52%	\$ -		\$ 407
Fed. Aid - Hmld Security	\$ -	\$ -	\$ -		\$ -		\$ -
Fed Aid - Planning Studies RBC	\$ -	\$ -	\$ 50,000.00		\$ -		\$ 50,000
Fed Aid - Public Safety	\$ 10,000.00	\$ 20,500.00	\$ -	0.00%	\$ (444.46)	-100.00%	\$ 444
Fed Aid - Community Dev Act	\$ -	\$ -	\$ -		\$ -		\$ -
Interfund Transfers	\$ 335,000.00	\$ 335,000.00	\$ -	0.00%	\$ -		\$ -
Appropriated Reserves	\$ 809,709.00	\$ 809,709.00	\$ -	0.00%	\$ -		\$ -
Appropriated Fund Balance	\$ 259,100.00	\$ 259,100.00	\$ -	0.00%	\$ -		\$ -
TOTAL REVENUES	\$ 17,598,636.00	\$ 17,846,737.63	\$ 1,584,871.58	8.88%	\$ 6,534,223.70	-75.75%	\$ (4,949,352)

GENERAL FUND
CITY OF BATAVIA
FOR PERIOD ENDED - April 30, 2020

DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	YTD TOTAL	% OF BUDGET	YTD 2019-2020	YTD Change %	Change \$
Expenses							
City Council	\$ 46,867.00	\$ 47,455.56	\$ 5,538.00	11.67%	\$ 5,843.00	-5.22%	\$ (305)
City Manager	\$ 180,626.00	\$ 180,626.00	\$ 9,928.81	5.50%	\$ 5,767.48	72.15%	\$ 4,161
Finance	\$ 132,605.00	\$ 132,605.00	\$ 3,822.46	2.88%	\$ 1,998.85	91.23%	\$ 1,824
Administrative Services	\$ 369,045.00	\$ 369,045.00	\$ 199,076.07	53.94%	\$ 57,645.11	245.35%	\$ 141,431
Clerk-Treasurer	\$ 174,760.00	\$ 178,560.00	\$ 5,504.88	3.08%	\$ 8,785.77	-37.34%	\$ (3,281)
City Assessment	\$ 146,130.00	\$ 146,324.24	\$ 21,010.58	14.36%	\$ 1,743.33	1105.20%	\$ 19,267
Legal Services	\$ 234,917.00	\$ 234,917.00	\$ 15,534.25	6.61%	\$ 15,304.75	1.50%	\$ 230
Personnel	\$ 155,510.00	\$ 155,510.00	\$ 7,332.26	4.71%	\$ 3,611.89	103.00%	\$ 3,720
Engineering	\$ 26,800.00	\$ 26,800.00	\$ -	0.00%	\$ -		\$ -
Elections	\$ 21,230.00	\$ 21,230.00	\$ 21,230.00	100.00%	\$ 14,130.00	50.25%	\$ 7,100
Public Works Admin	\$ 105,430.00	\$ 105,430.00	\$ 5,571.33	5.28%	\$ 2,856.97	95.01%	\$ 2,714
City Facilities	\$ 314,790.00	\$ 314,513.04	\$ 3,217.97	1.02%	\$ 18,479.38	-82.59%	\$ (15,261)
Information Systems	\$ 109,300.00	\$ 99,467.90	\$ 5,912.58	5.94%	\$ 22,500.00	-73.72%	\$ (16,587)
Contingency	\$ 240,000.00	\$ 240,000.00	\$ -	0.00%	\$ -		\$ -
Property Loss	\$ -	\$ -	\$ -		\$ -		\$ -
Police	\$ 3,844,350.00	\$ 3,896,719.47	\$ 219,347.67	5.63%	\$ 127,040.02	72.66%	\$ 92,308
Fire	\$ 3,838,795.00	\$ 3,885,182.82	\$ 205,265.17	5.28%	\$ 352,007.28	-41.69%	\$ (146,742)
Control of Dogs	\$ 1,450.00	\$ 1,450.00	\$ 1,050.00	72.41%	\$ -		\$ 1,050
Inspection	\$ 357,810.00	\$ 357,810.00	\$ 17,231.50	4.82%	\$ 9,344.53	84.40%	\$ 7,887
Vital Statistics	\$ 19,615.00	\$ 19,615.00	\$ 950.99	4.85%	\$ 695.82	36.67%	\$ 255
Maintenance Admin	\$ 199,680.00	\$ 199,680.00	\$ 10,149.45	5.08%	\$ 9,666.06	5.00%	\$ 483
Street Maintenance	\$ 834,290.00	\$ 834,290.00	\$ 23,955.22	2.87%	\$ 17,693.78	35.39%	\$ 6,261
Public Works Garage	\$ 468,720.00	\$ 468,720.00	\$ 19,253.74	4.11%	\$ 10,281.31	87.27%	\$ 8,972
Snow Removal	\$ 481,881.00	\$ 481,881.00	\$ 1,686.76	0.35%	\$ 2,245.19	-24.87%	\$ (558)
Street Lights/Traf Signals	\$ 271,940.00	\$ 271,940.00	\$ 394.15	0.14%	\$ 14,121.19	-97.21%	\$ (13,727)
Sidewalk Repairs	\$ 111,000.00	\$ 111,000.00	\$ -	0.00%	\$ -		\$ -
Parking Lots	\$ 60,620.00	\$ 60,620.00	\$ -	0.00%	\$ -		\$ -
Community Development	\$ 20,157.00	\$ 261,790.18	\$ -	0.00%	\$ (7,755.29)	-100.00%	\$ 7,755
Economic Development	\$ 110,000.00	\$ 110,000.00	\$ -	0.00%	\$ -		\$ -
Council on Arts	\$ 6,250.00	\$ 6,250.00	\$ -	0.00%	\$ -		\$ -
Parks	\$ 544,130.00	\$ 544,130.00	\$ 24,957.72	4.59%	\$ 48,625.93	-48.67%	\$ (23,668)
Summer Recreation	\$ 84,925.00	\$ 87,115.99	\$ 703.48	0.81%	\$ 671.46	4.77%	\$ 32
Youth Services	\$ 168,791.00	\$ 168,975.06	\$ 5,989.03	3.54%	\$ 2,070.42	189.27%	\$ 3,919
Historic Preservation	\$ 2,177.00	\$ 2,177.00	\$ -	0.00%	\$ 20.00	-100.00%	\$ (20)
Celebrations	\$ 15,080.00	\$ 15,080.00	\$ -	0.00%	\$ 136.73	-100.00%	\$ (137)
Planning & Zoning Boards	\$ 2,300.00	\$ 2,300.00	\$ -	0.00%	\$ -		\$ -
Storm Sewers	\$ 184,890.00	\$ 184,890.00	\$ 5,453.07	2.95%	\$ 4,149.69	31.41%	\$ 1,303
Refuse & Recycling	\$ 94,790.00	\$ 94,790.00	\$ 3,295.10	3.48%	\$ 1,867.65	76.43%	\$ 1,427
Street Cleaning	\$ 124,880.00	\$ 124,880.00	\$ 4,007.27	3.21%	\$ 8,290.40	-51.66%	\$ (4,283)
Debt Service	\$ 502,352.00	\$ 502,352.00	\$ 7,421.04	1.48%	\$ 3,628.49	104.52%	\$ 3,793
Energy Lease	\$ 85,043.00	\$ 85,043.00	\$ -	0.00%	\$ -		\$ -
Transfer for capital projects	\$ 335,500.00	\$ 335,500.00	\$ 48,908.94	14.58%	\$ 79,736.68	-38.66%	\$ (30,828)
Transfer to other funds	\$ 2,391,710.00	\$ 2,391,710.00	\$ 1,329,435.00	55.59%	\$ 1,859,840.00	-28.52%	\$ (530,405)
Capital Reserves	\$ 177,500.00	\$ 177,500.00	\$ 410,852.47	231.47%	\$ -		\$ 410,852
TOTAL EXPENSES	\$ 17,598,636.00	\$ 17,935,875.26	\$ 2,643,986.96	14.74%	\$ 2,703,043.87	-2.18%	\$ (59,057)
Operating Income (Loss)	\$ -	\$ (89,137.63)	\$ (1,059,115.38)		\$ 3,831,179.83	-127.64%	\$ (4,890,295)

**WATER FUND
CITY OF BATAVIA
FOR PERIOD ENDED - April 30, 2020**

DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	YTD TOTAL	% OF BUDGET	YTD 2019-2020	YTD Change %
Revenues						
Metered Water Sales	\$ 2,756,280.00	\$ 2,756,280.00	\$ 371,082.92	13.46%	\$ (46,005.45)	-906.61%
Bulk Water Sales	\$ 12,000.00	\$ 12,000.00	\$ -	0.00%	\$ 593.26	-100.00%
Water Service Charges	\$ 2,500.00	\$ 2,500.00	\$ -	0.00%	\$ 505.00	-100.00%
Capital improvement fee	\$ 185,000.00	\$ 185,000.00	\$ 22,110.58	11.95%	\$ 32,624.33	-32.23%
Int/Pen-Water Rents	\$ 35,000.00	\$ 35,000.00	\$ 1,821.05	5.20%	\$ 1,945.99	-6.42%
County Contract	\$ 1,433,010.00	\$ 1,433,010.00	\$ -	0.00%	\$ -	
Interest and Earnings	\$ 10,000.00	\$ 10,000.00	\$ 2,986.96	29.87%	\$ 380.27	685.48%
Interest and Earnings-Reserve	\$ -	\$ -	\$ -		\$ 1,631.28	-100.00%
Rental of Real Property	\$ 550,000.00	\$ 550,000.00	\$ -	0.00%	\$ -	
Sale of scrap	\$ 750.00	\$ 750.00	\$ -	0.00%	\$ -	
Sale of equipment	\$ -	\$ -	\$ -		\$ -	
Gain on disposition of asset	\$ -	\$ -	\$ -		\$ -	
Insurance recoveries	\$ -	\$ -	\$ -		\$ -	
Other Compensation for Loss	\$ -	\$ -	\$ 2,206.20		\$ -	
Refund of Prior Year Expense	\$ -	\$ -	\$ -		\$ -	
Healthcare premiums	\$ 9,500.00	\$ 9,500.00	\$ -	0.00%	\$ -	
Healthcare revenue	\$ 2,754.00	\$ 2,754.00	\$ -	0.00%	\$ -	
Unclassified revenue	\$ -	\$ -	\$ 155.58		\$ 205.00	-24.11%
Federal Aid Community Dev	\$ -	\$ -	\$ -		\$ (6,200.40)	-100.00%
Interfund transfers	\$ -	\$ (48,000.00)	\$ -	0.00%	\$ -	
Reserve revenue	\$ -	\$ -	\$ -		\$ -	
Total Revenue	\$ 4,996,794.00	\$ 4,948,794.00	\$ 400,363.29	8.09%	\$ (14,320.72)	-2895.69%
Expenses						
Contingency	\$ 20,000.00	\$ 20,000.00	\$ -	0.00%	\$ -	0.00%
Water Admin	\$ 2,650,738.00	\$ 2,650,738.00	\$ 31,451.01	1.19%	\$ 14,263.31	120.50%
Pump Station & Filtration	\$ 1,284,470.00	\$ 1,297,277.92	\$ 33,392.45	2.57%	\$ 28,053.15	28.17%
Water Distribution	\$ 378,810.00	\$ 378,810.00	\$ 20,298.19	5.36%	\$ 11,277.63	79.99%
Debt Service bonds	\$ 126,646.00	\$ 126,646.00	\$ 51,524.01	40.68%	\$ (5,353.12)	-1062.50%
Energy lease	\$ 16,294.00	\$ 16,294.00	\$ -	0.00%	\$ 18.20	-100.00%
Transfers for capital projects	\$ -	\$ -	\$ -		\$ -	
Transfer to Other Funds	\$ 470,790.00	\$ 470,790.00	\$ 243,040.00	51.62%	\$ 213,720.00	13.72%
Capital Reserves	\$ 89,248.00	\$ 69,246.00	\$ -	0.00%	\$ -	
Total Expense	\$ 4,996,794.00	\$ 5,029,601.92	\$ 379,705.68	7.55%	\$ 259,979.17	46.05%
Operating Income (Loss)	\$ -	\$ (80,807.92)	\$ 20,657.63		\$ (274,299.89)	-107.53%

Consumption

*consumption in 1,000 gallons

	2020	Difference	2019	Difference	2018	Difference
April	61,265	-6.41%	65,458	1.52%	64,475	-24.38%
May	18,931	-0.74%	19,072	-3.06%	19,675	3.54%
June			19,435	1.11%	19,221	-4.14%
July			67,065	4.73%	64,039	-20.29%
August			19,316	-5.07%	20,347	0.01%
Sept			20,380	-8.82%	22,352	3.12%
Oct			84,433	-13.30%	97,388	19.89%
Nov			19,885	-3.75%	20,659	-2.22%
Dec			20,077	-0.40%	20,157	-0.18%
Jan			75,811	2.75%	73,781	0.76%
Feb			19,309	-7.20%	20,806	2.92%
March			20,401	-2.05%	20,828	-1.81%
Total	80,198	-5.13%	450,642	-2.82%	463,728	-4.16%

**SEWER FUND
CITY OF BATAVIA
FOR PERIOD ENDED - April 30, 2020**

DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	YTD TOTAL	% OF BUDGET	YTD 2019-2020	YTD Change %
Revenues						
Sewer Rents	\$ 2,561,155.00	\$ 2,561,155.00	\$ 318,940.97	12.45%	\$ 77,942.30	309.20%
Sewer Surcharge	\$ 40,000.00	\$ 40,000.00	\$ 50,060.94	125.15%	\$ 58,164.46	-13.93%
Septage	\$ 50,000.00	\$ 50,000.00	\$ 17,423.00	34.85%	\$ 8,156.03	113.62%
Int/Pen-Sewer Rents	\$ 24,000.00	\$ 24,000.00	\$ 1,080.19	4.50%	\$ 1,205.71	-10.41%
Interest and earnings	\$ 12,500.00	\$ 12,500.00	\$ 4,420.40	35.36%	\$ 741.78	495.92%
Interest & Earnings Cap. Rsv	\$ -	\$ -	\$ -		\$ 2,351.37	-100.00%
Sale of scrap	\$ -	\$ -	\$ -		\$ -	
Sale of equipment	\$ -	\$ -	\$ -		\$ -	
Other Compensation for Loss	\$ -	\$ -	\$ -		\$ -	
Refunds of prior years expend.	\$ -	\$ -	\$ -		\$ -	
Healthcare premiums	\$ 2,890.00	\$ 2,890.00	\$ -	0.00%	\$ -	
Healthcare revenue	\$ 2,376.00	\$ 2,376.00	\$ -	0.00%	\$ -	
Unclassified revenue	\$ 20,000.00	\$ 20,000.00	\$ 17,500.00	87.50%	\$ 17,000.00	2.94%
Interfund transfers in	\$ -	\$ -	\$ -		\$ -	
Reserve revenue	\$ 60,000.00	\$ 60,000.00	\$ -	0.00%	\$ -	
Total Revenues	\$ 2,772,921.00	\$ 2,772,921.00	\$ 409,425.50	14.77%	\$ 165,561.65	147.29%
Expenses						
Contingency	\$ 15,000.00	\$ 15,000.00	\$ -	0.00%	\$ -	
Loss on Sale of Assets	\$ -	\$ -	\$ -		\$ -	
Wastewater Admin	\$ 331,528.00	\$ 331,528.00	\$ 33,029.84	9.96%	\$ 14,683.24	124.95%
Sanitary Sewers	\$ 459,190.00	\$ 458,643.36	\$ 14,481.39	3.16%	\$ 8,187.61	76.87%
Wastewater Treatment	\$ 836,490.00	\$ 840,042.00	\$ 16,722.81	1.99%	\$ 15,630.98	6.99%
Debt Service	\$ 297,269.00	\$ 297,269.00	\$ 11,666.77	3.92%	\$ (32,711.31)	-135.67%
Energy lease	\$ 8,419.00	\$ 8,419.00	\$ -	0.00%	\$ 130.72	-100.00%
Transfer to Other Funds	\$ 214,760.00	\$ 214,760.00	\$ 212,760.00	99.07%	\$ 160,440.00	32.61%
Transfers for Capital projects	\$ -	\$ -	\$ -		\$ -	
Capital Reserves	\$ 610,265.00	\$ 610,265.00	\$ -	0.00%	\$ -	
Total Expenses	\$ 2,772,921.00	\$ 2,775,926.36	\$ 288,660.81	10.40%	\$ 166,361.24	73.51%
Operating Income (Loss)	\$ -	\$ (3,005.36)	\$ 120,764.69		\$ (799.59)	-15203.33%

Consumption

*consumption in 1,000 gallons

	2020	Difference	2019	Difference	2018	Difference
April	94681	-2.72%	97,326	-1.74%	99,047	-3.82%
May	83262	30.23%	63,935	26.04%	50,726	0.58%
June			19,437	1.12%	19,222	-4.05%
July			107,368	5.94%	101,349	2.60%
Aug			68,307	14.81%	59,496	16.78%
Sept			20,349	-8.81%	22,315	3.18%
Oct			116,691	-14.26%	136,103	32.96%
Nov			74,640	5.70%	70,618	26.32%
Dec			20,049	-0.40%	20,129	-0.17%
Jan			104,187	-1.20%	105,450	1.72%
Feb			79,574	20.25%	66,175	29.10%
March			20,408	-2.00%	20,825	-1.82%
Total	177,943	10.34%	792,271	2.70%	771,455	10.31%

**CITY CENTRE FUND
CITY OF BATAVIA
FOR PERIOD ENDED - April 30, 2020**

DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	YTD TOTAL	% OF BUDGET	YTD 2019-2020	YTD Change %
Revenues						
Mall Merchants Contributions	\$ 202,830.00	\$ 202,830.00	\$ -	0.00%	\$ -	
Interest/Penalty	\$ -	\$ -	\$ -		\$ -	
Interest and Earnings	\$ 300.00	\$ 300.00	\$ 36.57	12.19%	\$ 2.75	1229.82%
Rental, Other - Facility Usage	\$ -	\$ -	\$ -		\$ -	
Minor Sales	\$ -	\$ -	\$ -		\$ -	
Healthcare Premiums	\$ 2,520.00	\$ 2,520.00	\$ -	0.00%	\$ -	
Healthcare revenue	\$ 297.00	\$ 297.00	\$ -	0.00%	\$ -	
Unclassified revenue	\$ 500.00	\$ 500.00	\$ -	0.00%	\$ 2.00	-100.00%
Interfund Transfers In	\$ -	\$ -	\$ (48,908.94)		\$ 79,736.68	-161.34%
Total Revenues	\$ 206,447.00	\$ 206,447.00	\$ (48,872.37)	-23.67%	\$ 79,741.43	-161.29%
Expenses						
Administration	\$ 173,872.00	\$ 173,872.00	\$ 8,228.09	4.73%	\$ 6,335.04	29.88%
Contingency	\$ 2,665.00	\$ 2,665.00	\$ -	0.00%	\$ -	
Depreciation	\$ -	\$ -	\$ -		\$ -	
Debt Service	\$ -	\$ -	\$ -		\$ -	
Transfers to other funds	\$ 29,910.00	\$ 29,910.00	\$ 29,510.00	98.66%	\$ 21,130.00	39.66%
Total Expenses	\$ 206,447.00	\$ 206,447.00	\$ 37,738.09	18.28%	\$ 27,465.04	37.40%
Operating Income (Loss)	\$ -	\$ -	\$ (86,610.46)		\$ 52,276.39	-265.68%

WORKERS COMPENSATION FUND
CITY OF BATAVIA
FOR PERIOD ENDED - April 30, 2020

DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	YTD TOTAL	% OF BUDGET	YTD 2019-2020	YTD Change %
Revenues						
Workers Compensation	\$ 363,180.00	\$ 363,180.00	\$ 363,180.00	100.00%	\$ -	
Interest and earnings	\$ -	\$ -	\$ 622.71		\$ 70.40	784.53%
Interest and earnings - Cap Rsrvs	\$ -	\$ -	\$ -		\$ 367.40	-100.00%
Insurance Recoveries	\$ -	\$ -	\$ -		\$ -	
Refunds of Prior Years Expend	\$ -	\$ -	\$ -		\$ -	
Reserve revenue	\$ -	\$ -	\$ -		\$ -	
Total Revenues	\$ 363,180.00	\$ 363,180.00	\$ 363,802.71	100.17%	\$ 437.80	82997.92%
Contractual Expense						
Workers Comp Professional Fees	\$ 93,000.00	\$ 93,000.00	\$ -	0.00%	\$ -	#DIV/0!
Workers Comp Board Assess.	\$ 5,000.00	\$ 5,000.00	\$ -		\$ -	
Workers Comp -Admin	\$ 27,000.00	\$ 27,000.00	\$ 4,801.01	17.78%	\$ -	#DIV/0!
Workers Comp -Police	\$ 4,760.00	\$ 4,760.00	\$ -	0.00%	\$ -	#DIV/0!
Workers Comp - Fire	\$ 128,620.00	\$ 128,620.00	\$ 24,081.62	18.72%	\$ 625.20	3751.83%
Workers Comp DPW	\$ 76,220.00	\$ 76,220.00	\$ 2,582.04	3.39%	\$ 1,671.56	54.47%
Transfer to reserves	\$ 28,580.00	\$ 28,580.00	\$ 1,891.47	6.62%	\$ 50.00	3682.94%
	\$ -	\$ -	\$ -		\$ -	
Total Expenses	\$ 363,180.00	\$ 363,180.00	\$ 33,356.14	9.18%	\$ 2,346.76	1321.37%
Operating Income/(Loss)	\$ -	\$ -	\$ 330,446.57		\$ (1,908.96)	-17410.29%

**HEALTH INSURANCE FUND
CITY OF BATAVIA
FOR PERIOD ENDED - April 30, 2020**

DESCRIPTION	ORIGINAL BUDGET	ADJUSTED BUDGET	YTD TOTAL	% OF BUDGET	YTD 2019-2020	YTD Change %
<u>Revenues</u>						
Interfund Transfers In	\$ 2,494,090.00	\$ 2,494,090.00	\$ 1,451,565.00	58.20%	\$ 2,255,130.00	-35.63%
Interest and earnings	\$ -	\$ -	\$ 366.98		\$ 32.31	1035.81%
Insurance Recoveries	\$ -	\$ -	\$ (902,691.52)		\$ -	
Interfund Transfers Health Ins Resc	\$ -	\$ -	\$ 410,852.47		\$ -	
Appropriated fund balance	\$ 110,000.00	\$ 110,000.00	\$ -	0.00%	\$ -	
Total Revenues	\$ 2,604,090.00	\$ 2,604,090.00	\$ 960,092.93	36.87%	\$ 2,255,162.31	-57.43%
Medical Insurance	\$ 2,494,090.00	\$ 2,494,090.00	\$ 244,429.54	9.80%	\$ 180.98	134958.87%
	\$ -	\$ -	\$ -		\$ -	
	\$ -	\$ -	\$ -		\$ -	
Total Expenses	\$ 2,494,090.00	\$ 2,494,090.00	\$ 244,429.54	9.80%	\$ 180.98	134958.87%
Operating Income/(Loss)	\$ 110,000.00	\$ 110,000.00	\$ 715,663.39		\$ 2,254,981.33	-68.26%



OFFICE USE ONLY

Original Amended Date _____

Standardized NOTICE FORM for Providing 30-Day Advance Notice to a Local Municipality or Community Board

1. Date Notice was Sent: 02/27/2020 1a. Delivered by: Certified Mail Return Receipt Requested

2. Select the type of Application that will be filed with the Authority for an On-Premises Alcoholic Beverage License:

- New Application Renewal Alteration Corporate Change Removal Class Change Method of Operation Change

For New applicants, answer each question below using all information known to date

For Renewal applicants, answer all questions

For Alteration applicants, attach a complete written description and diagrams depicting the proposed alteration(s)

For Corporate Change applicants, attach a list of the current and proposed corporate principals

For Removal applicants, attach a statement of your current and proposed addresses with the reason(s) for the relocation

For Class Change applicants, attach a statement detailing your current license type and your proposed license type

For Method of Operation Change applicants, although not required, if you choose to submit, attach an explanation detailing those changes

This 30-Day Advance Notice Is Being Provided to the Clerk of the Following Local Municipality or Community Board:

3. Name of Municipality or Community Board: CITY OF BATAVIA

Applicant/Licensee Information:

4. Licensee Serial Number (if applicable): N/A Expiration Date (if applicable): N/A

5. Applicant or Licensee Name: PIZZA 151 OF BATAVIA INC

6. Trade Name (if any): PENDING

7. Street Address of Establishment: 8351 Lewiston Road, Space # 11

8. City, Town or Village: Batavia, NY Zip Code: 14020

9. Business Telephone Number of Applicant/Licensee: (585) 330-4616

10. Business E-mail of Applicant/Licensee: lev26@gmail.com

11. Type(s) of alcohol sold or to be sold: Beer & Cider Wine, Beer & Cider Liquor, Wine, Beer & Cider

12. Extent of Food Service:

- Full food menu; full kitchen run by a chef or cook Menu meets legal minimum food availability requirements; food prep area at minimum

13. Type of Establishment: Restaurant (full kitchen and full menu required)

14. Method of Operation: (check all that apply)

Seasonal Establishment Juke Box Disc Jockey Recorded Music Karaoke

Live Music (give details i.e., rock bands, acoustic, jazz, etc.): n/a

Patron Dancing Employee Dancing Exotic Dancing Topless Entertainment

Video/Arcade Games Third Party Promoters Security Personnel

Other (specify): DARTBOARDS

15. Licensed Outdoor Area: (check all that apply)

None Patio or Deck Rooftop Garden/Grounds Freestanding Covered Structure

Sidewalk Cafe Other (specify): N/A

OFFICE USE ONLY
 Original Amended Date _____

16. List the floor(s) of the building that the establishment is located on: GROUND

17. List the room number(s) the establishment is located in within the building, if appropriate: N/A

18. Is the premises located within 500 feet of three or more on-premises liquor establishments? Yes No

19. Will the license holder or a manager be physically present within the establishment during all hours of operation? Yes No

20. If this is a transfer application (an existing licensed business is being purchased) provide the name and serial number of the licensee:
N/A Name N/A Serial Number

21. Does the applicant or licensee own the building in which the establishment is located? Yes (if YES, SKIP 23-26) No

Owner of the Building in Which the Licensed Establishment is Located

22. Building Owner's Full Name: BLM TO PS, L LC

23. Building Owner's Street Address: PO BOX 171 99

24. City, Town or Village: ROCHESTER State: NY Zip Code: 14617

25. Business Telephone Number of Building Owner: (585) 330-79

Representative or Attorney Representing the Applicant in Connection with the Application for a License to Traffic in Alcohol at the Establishment Identified in this Notice

26. Representative/Attorney's Full Name: RACHEL CROUT HAMEL

27. Representative/Attorney's Street Address: PO BOX 42

28. City, Town or Village: MEMPHIS State: NY Zip Code: 13112

29. Business Telephone Number of Representative/Attorney: (718) 208-5141

30. Business E-mail Address of Representative/Attorney: rachel@liquorhq.com

I am the applicant or licensee holder or a principal of the legal entity that holds or is applying for the license. Representations in this form are in conformity with representations made in submitted documents relied upon by the Authority when granting the license. I understand that representations made in this form will also be relied upon, and that false representations may result in disapproval of the application or revocation of the license.

By my signature, I affirm - under Penalty of Perjury - that the representations made in this form are true.

31. Printed Principal Name: ERIC L. LE VEN Title: PRESIDENT

Principal Signature: 

#41-2020

**A RESOLUTION AUTHORIZING THE ADOPTION OF A FUND BALANCE POLICY
FOR THE CITY OF BATAVIA, NEW YORK**

Motion of Councilmember

WHEREAS, a fund balance policy is a key element of ensuring long-term economic and financial stability; and

WHEREAS, the objective of the Governmental Accounting Standards Board (GASB) Statement No. 54 "*Fund Balance Reporting and Governmental Fund Type Definitions*" is to enhance the usefulness of fund balance information by providing clearer fund balance classifications and by clarifying governmental fund type definitions; and

WHEREAS, the City Council last adopted its Fund Balance Policy in February of 2012; and

WHEREAS, it is necessary and prudent to update the City's Fund Balance Policy to ensure that procedures are current and appropriate to meet the changing needs of the City of Batavia; and

NOW THEREFORE, BE IT RESOLVED, that the Batavia City Council of the City of Batavia, New York hereby authorizes the adoption of the attached Fund Balance Policy effective immediately.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the adoption of the attached Fund Balance Policy is consistent with the City's Strategic Plan in achieving Key Intended Outcome's identified under the Financial Health strategic priority.

**Seconded by Councilmember
and on roll call**

City of Batavia Fund Balance Policy

I. Purpose

The City of Batavia recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the City, is fiscally responsible, helps mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures) and assists in ensuring stable tax rates. This policy establishes goals and provides guidance concerning the desired level of year-end fund balance to be maintained by the City of Batavia.

II. Background

The Governmental Accounting Standards Board (GASB) issued GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. Statement 54 abandons the reserved and unreserved classifications of fund balance and replaces them with five new classifications for Governmental Funds: non-spendable, restricted, committed, assigned and unassigned.

III. Definitions

Fund balance is a measurement of available financial resources and represents the difference between total assets and total liabilities in each fund.

GASB Statement No. 54 distinguishes fund balance classifications based on the relative strength of the constraints that control the purposes for which specific amounts can be spent. Beginning with the most binding constraints, fund balance amounts will be reported by the following classifications:

Non-spendable – Consists of assets that are inherently nonspendable in the current period either because of their form or because they are legally or contractually required to be maintained intact, including prepaid items, inventories, long-term portions of loans receivable, financial assets held for resale, and principal of endowments.(e.g., principal of a permanent fund).

Restricted – Consists of amounts that are subject to externally enforceable legal purpose restrictions imposed by creditors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation (e.g.grants, donations and established reserve funds).

Committed – Consists of amounts that are subject to a purpose constraint imposed by a formal action of the City’s highest level of decision-making authority before the end of the fiscal year, and the same level of formal action is required to remove the constraint.

Assigned – Consists of amounts that are intended to be used for a specific purpose established by the government’s highest decision-making authority, or by the City Manager. Amounts cannot be assigned to a specific purpose if it would cause a deficit in the unassigned fund balance.

Unassigned – Represents the residual classification for the government’s general fund, and could report a surplus or a deficit. In funds other than the general fund, the unassigned classification should be used only to report a deficit balance resulting from overspending for the specific purposes for which amounts had been restricted, committed or assigned.

IV. Guidelines

The fund balance of the City’s General Fund provides stability and flexibility and to respond to unexpected adversity and/or opportunities.

The City shall strive to attain and maintain an adequate fund balance in its general fund to provide flexibility and to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures), to ensure stable tax rates, to provide for one-time opportunities and to retain favorable credit ratings. The City will endeavor to maintain unassigned fund balances in its general fund of ~~ten~~ fifteen - twenty percent (~~10~~ 15 - 25%) of regular general fund operating expenditures. This amount provides the liquidity necessary to accommodate the City’s uneven cash flow, which is inherent in its periodic tax collection schedule, and to respond to contingent liabilities.

If the unassigned fund balance falls below the ~~10~~ 15 - 25% minimum fund balance percentage, the Audit Advisory Committee will evaluate current fund balance classifications in order to recommend the final distribution of fund balance in any fiscal year in consideration of estimated liabilities of the City and sound financial planning.

The actual level of fund balance in the City’s general fund is determined in its annual financial statement, several months after the end of the fiscal year. The City’s budgeting process, which culminates both in the establishment of the following year’s tax rate and the use of any appropriated fund balance, begins approximately two years in advance of the financial statement that will show the budget’s results. Because of this time lag and because of the uncertainties of the budgeting process (such as the amounts of appropriated fund balance actually used each year), it is not possible to guarantee in advance a specific level of fund balance at the close of any fiscal year. Therefore, the City will use the following procedures to adjust the levels of fund balance, as necessary.

1. Once the external auditor has ~~reviewed~~ audited the City’s financial statements for the prior year and has confirmed the fund balances of the general fund, the City Manager

will recommend to the Audit Advisory Committee the amounts and types of assignments for the fund balance to be included in the financial statement.

2. The Audit Advisory Committee will review these assignments, discuss them with the external auditor as necessary and accept or modify the assignments prior to the presentation of the statement to the City Council.
3. The City Manager, as the Chief Executive and Administrative Officer, shall make recommendations regarding the use of fund balance to be appropriated in the following year's budget based on this policy; specifically, he/she shall recommend an amount that will, in his/her estimation, retain the requisite/appropriate level of fund balances established in this policy based on current budgetary constraints and opportunities.

V. Disbursement Policy for Fund Balances

The City Manager will assess the current financial condition of the City and then recommend to the City Council the order of application of expenditures to which fund balance classification will be charged related to restricted or unrestricted amounts spent when an expenditure is incurred for purposes for which both restricted and unrestricted amounts are available.

The City considers that committed amounts will be reduced first, followed by assigned amounts, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

VI. Fund Balance Classifications – Governmental Funds:

The following is a listing of the ~~new~~ classifications for the City's General Fund current reserves and designations:

Non-spending Fund Balance:

None

Restricted Fund Balance:

- Retirement contribution reserve (GML §6-r) – used for payment of “retirement contributions,” which are defined as all or any portion of the amount payable to either the New York State and Local Employees' Retirement System or the New York State and Local Police and Fire Retirement System, pursuant to Sections 17 or 317 of the Retirement and Social Security Law.
- Reserve for employee benefits accrued liability (GML §6-p) – established for payment of accrued employee benefits due to an employee upon termination of the employee's service. This includes payments for accrued leave time and

benefits due to termination or separation from service and payments for professional services rendered in connection with the investigation or settlements of claims or judgments relating to accrued employee benefits. This reserve is evaluated based on the Compensated Absence liability ~~analyzed~~ audited annually by the City's external auditors.

- Insurance reserve (GML §6-n) – used for payment of health benefit claims and for the payment of costs for judgments, actions and claims against the City being the result of a self-assumed or uninsured occurrence, casualty or event of the type insurable by the City.
- Workers Comp reserve (GML 6-j) - used to pay compensation and benefits, medical, hospital or other expenses authorized by Workers Compensation Law and to pay the expenses of administering a self-insurance program.
- Capital projects reserve (GML §6-c) – used to pay the cost of construction, reconstruction or acquisition of a type of capital improvement or equipment. Capital reserves are evaluated based on the status of capital projects, capital improvement plans and equipment replacement plans.
- Reserve for repairs (GML §6-d) – a Dwyer Stadium Repair Reserve Fund was established for the purpose of replacing or making major repairs to capital improvements and equipment for Dwyer Stadium, or supplement other available moneys, by gift, grant from the State of New York, or from any other source, for replacing or making major repairs to capital improvements and equipment for Dwyer Stadium
- Designated for special projects – restricted by the State of New York – represents accumulated profits earned as a result of Emergency Medical Service training, provided by the City's fire department, whose use is restricted for the purposes of purchasing supplies, materials and equipment that will benefit future Emergency Medical training sessions.

Committed Fund Balance:

Represents amounts committed by City Council for funding of specific projects or grants.

Assigned Fund Balance:

~~Reserved~~ Assigned for Encumbrances – represents the amount of outstanding encumbrances at the end of the fiscal year.

Unassigned Fund Balance:

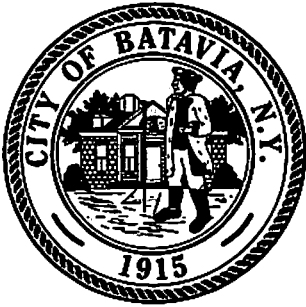
Undesignated fund balance – remaining fund balance that has not been designated or reserved.

VII. Reference(s)

- Governmental Accounting Standards Board (GASB) Statement No. 54
- New York State General Municipal Law
- Office of the New York State Comptroller, Local Government Management Guide, Reserve Funds
- Office of the New York State Comptroller, November 2010 memo – Fund Balance Reporting and Governmental Fund Type Definitions

Original Author: Lisa Neary, Deputy Director of Finance

Date Revised/ Adopted	2/22/12	6/8/20						
Revised by	L Neary	L Neary						



City of Batavia

Memorandum

To: Martin Moore, City Manager

From: Matt Worth, Director of Public Works

Date: June 2, 2020

Subject: Lead Services Grant from NYS Department of Health

In 2019 the City of Batavia was notified that it was awarded a grant in the amount of \$554,112 for the replacement of lead services in our community. Since the award notification the City has developed a work plan to the NYSDOH indicating how the project would be completed in an effort to replace the highest number of services as possible with the grant funds.

The City has identified Swan Street, Hutchins St, and Otis St as the three streets to have initial investigations as to the presence of lead services and to draft the construction contract documents based on the finding of these investigations. City crews will be conducting these investigations utilizing vacuum excavations during the summer in expectation of actual service line replacements occurring in late 2020 or early 2021

NYSDOH has accepted the City's proposed work plan and subsequently issued a grant agreement for execution. The agreement from NYSDOH commits for the City to complete the project and for the commitment of the funds by NYSDOH. While there is not any required matching funds from the City, we have committed City crews to do the preliminary investigation in an effort to preserve funds to allow for more service lines to be replaced.

Supporting Documentation:
Draft Resolution
Grant Agreement

#42-2020
A RESOLUTION AUTHORIZING AGREEMENT WITH
NEW YORK STATE DEPARTMENT OF HEALTH FOR
THE REPLACEMENT OF LEAD SERVICE LINES

Motion of Councilmember

WHEREAS, a project for the replacement of lead service lines in the City of Batavia; and

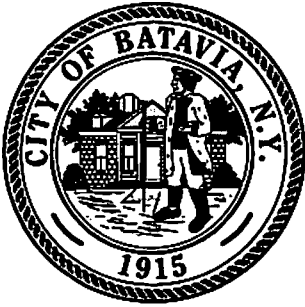
WHEREAS, the City of Batavia desires to advance the Project by making a commitment;
and

NOW THEREFORE, the City Council, duly convened does hereby resolve that the above-referenced Project is approved; and

BE IT FURTHER RESOLVED, that the sum of \$554,112 is hereby appropriated and made available to cover the cost of participation in the above phase of the Project; and

BE IT FURTHER RESOLVED, that the City Manager of the City of Batavia, New York, is hereby authorized as the official representative of the City of Batavia to accept the grant on behalf of the City by executing the grant agreement provided by NYSDOH, provide additional information or action as may be required by the grant.

Seconded by Councilmember
and on roll call



City of Batavia

Memorandum

To: Martin Moore, City Manager

From: Matt Worth, Director of Public Works

Date: June 2, 2020

Subject: Lead Services Grant Project Engineer Selection

In 2019 the City of Batavia was notified that it was awarded a grant in the amount of \$554,112 for the replacement of lead services in our community. The City will utilize contracted services to complete this work which will require engineering expertise in the preparation of appropriate and most efficient construction methods for the contractor to utilize. In addition, the contract documents must also utilize special requirements of the grant in meeting a 30% Minority or Woman owned Business Enterprise (MWBE) goal.

The City issued an RFQ to engineering firms, specifically reaching out to MWBE firms for this project. Three letters of interest were received for consideration and evaluation. A City team consisting of the Director of Public Works, Superintendent of Water/WW, Superintendent of Maintenance, and Water Maintenance Supervisor reviewed and scored the applicants based on four specific criteria.

The result of the review and scoring is the recommendation that GHD Consultants be utilized for this project. The City is very familiar with their work, and they have familiarity with the Lead Services Replacement Program as the consultant for the City of Buffalo, and the City of Binghamton NY for their Lead Service Replacement Program Grants.

Supporting Documentation:

Draft Resolution
Proposal/Contract

#43-2020

**A RESOLUTION TO ENTER INTO AN AGREEMENT
WITH GHD FOR ENGINEERING SERVICES FOR THE DOH REPLACEMENT
OF LEAD SERVICE LINES PROJECT WHICH IS PART OF
NEW YORK STATES CLEAN WATER INFRASTRUCTURE ACT OF 2017**

Motion by Councilmember

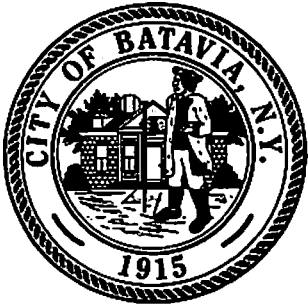
WHEREAS, a Project for the replacement of approximately 70 lead waterlines in the City of Batavia; and

WHEREAS, a request for proposals were received for a consultant to perform the Engineering Services, and a committee of City personnel selected GHD to perform the work;

NOW, THEREFORE, be it resolved that City Council approves the award of a contract for Administrative Services for the replacement of lead service lines throughout the City of Batavia to GHD in the amount of \$48,200.

Seconded by Councilmember

And on roll call



City of Batavia

Memorandum

To: Martin Moore, City Manager

From: Matt Worth, Director of Public Works

Date: June 2, 2020

Subject: Grant Consultant Jackson Square

One of the Downtown Revitalization (DRI) projects is for the enhancement of Jackson Square as a community gathering place. The project has a budget of \$750,000 which is the full amount of the grant issued as part of the DRI process. The administration of this grant is under the direction of the Department of State which requires significant documentation and required steps for the successful utilization of the grant funds.

The City issued an RFQ to professional firms, specifically reaching out to MWBE firms for this project. After review and scoring by City staff, LaBella Associates PC was chosen as the consultant for Jackson Square project. LaBella Associates PC submitted a proposal to not exceed a total of \$18,750.00

The cost of this service shall be charged against the DRI grant as a project cost.

Supporting Documentation:
Draft Resolution

#44-2020

**A RESOLUTION TO ENTER INTO AN AGREEMENT
WITH LABELLA ASSOCIATES PC FOR ADMINISTRATIVE/ENGINEERING
SERVICES FOR THE DRI JACKSON SQUARE PROJECT**

Motion by Councilmember

WHEREAS, a Project for the enhancement of Jackson Square was approved for the Downtown Revitalization Initiative (DRI) in the City of Batavia; and

WHEREAS, a request for proposals were received for a consultant to perform the Administrative Services, and a committee of City personnel selected LaBella Associates PC to perform the work;

NOW, THEREFORE, be it resolved that City Council approves the award of a contract for Administrative Services for the enhancement of Jackson Square to LaBella Associates PC in the amount of \$18,750.

Seconded by Councilmember

And on roll call

MOTION TO ENTER EXECUTIVE SESSION

Motion of Councilperson

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
and on roll call**