

**City/Town of Batavia  
Consolidated Charter Task Force Volunteer Application**

**Applicant Name:** \_\_\_\_\_

Mailing Address: _____ _____ _____	Telephone/Fax Nos. Home: _____  Business: _____ Cell: _____ Fax: _____
E-Mail Address: _____	

Are you currently serving on a Committee/Board for either the City or Town of Batavia? Yes [  ] No [  ]  
If yes, please identify the Committee/Board. \_\_\_\_\_

In seventy-five (75) words or less, please explain why you are interested in serving on the Consolidated Charter Task Force.

**Residency Requirements: The Consolidated Charter Task Force shall consist of four (4) City residents and four (4) Town residents. All members of the Task Force must be at least eighteen (18) years old; individuals in the following categories shall not be considered for inclusion upon the Task Force: All members of the City Council and the Town Board, all members of the Planning Boards and the Zoning Boards of Appeals for both the City and Town, all employees of the City and the Town and all spouses of any individuals in the above three categories.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Project Title:** Revised City Charter to Incorporate the Area in the Town

1) **Project Description**

- a) **Project:** The City of Batavia will hire a legal consultant (“Facilitator”) to assist with preparing revisions to the City Charter to incorporate the area in the Town of Batavia that is currently outside of the City, and to draft Home Rule Legislation requesting the permission of the State Legislature to conduct a referendum on consolidation.
- b) **Geographic Area:** Genesee County.
- c) **Partners:** City of Batavia and Town of Batavia
- d) **Goals and Objectives:** The goal of the project is to provide the citizens of the City and Town of Batavia with the opportunity to vote on whether or not to consolidate the two governmental units into a single community. The objectives are to draft a new City Charter and request the permission of the State Legislature to conduct a referendum on consolidation.
- e) **Studies:** In 2008 the City and Town of Batavia appointed a Study Committee to study the consolidation of service delivery and to consider a merger of the two governmental entities into a single unit of government. The Committee's Final Report entitled "A Vision for One Batavia" presented a plan to consolidate the City and Town of Batavia into one government. This report was submitted to the Batavia City Council and the Batavia Town Board on July 29, 2009. The Committee unanimously concluded that a Consolidated City and Town would be in Batavia's best interests. The Plan presented a process and a timetable to follow that would enable the Town Board, City Council and the residents of the two communities to determine whether or not to move forward as one government.
- f) **History of Project:** City and Town officials acknowledge that the existing government structure generates considerable overlap and duplication in the delivery of municipal services. There is general acceptance that the consolidation of specific services or the shared delivery of services by the two communities could produce meaningful cost savings and efficiencies. During the past few years a close working relationship has enabled the City and Town to achieve the following shared service arrangements:
1. A joint assessor for the two communities;
  2. An agreement to share ongoing O&M costs for a remediated former landfill site;
  3. An agreement for an industrial pre-treatment program;
  4. An agreement for the Town to provide "as needed" code enforcement support for the City;
  5. A joint water supply agreement (with the support and participation of the County government); and
  6. A joint sewage treatment facility.

Although these accomplishments benefitted both communities, local officials were of the opinion that much more could be done to streamline operations and deliver municipal services more efficiently. In December 2007 the City and Town of Batavia

jointly submitted an application to the Department of State for a Shared Municipal Services Incentive (SMSI) grant, resulting in the study described above.

Relationship to Other Projects: In 2007 the City of Batavia had also received another SMSI grant to merge the Batavia police dispatch and information system with the Genesee County dispatch operations into a county-wide unified and information system. The project was completed in October 2008.

## 2) Project Components

a) **Objectives:** The objectives of the project are to:

- i) Appoint a Consolidated Charter Task Force and charge this body with the task of preparing a new City Charter to incorporate the area currently outside of the City in the Town of Batavia;
- ii) Hire a Facilitator (legal consultant) to assist the Consolidated Charter Task Force in preparing the new Charter and to draft the Home Rule Legislation requesting the permission of the State Legislature to conduct a referendum on consolidation; and
- iii) Hold a referendum for the voters of the City and Town of Batavia to decide on whether or not to consolidate the two governmental units into a single community.

b) **Problems:** The City and Town of Batavia have a combined total population of 21,189 (July 1, 2008 Census estimate). This includes 15,202 residents of the City and 5,987 residents in the Town. It is estimated that the two communities have lost a combined total of 982 people between 2000 and 2008. Although the Town's population increased by 72 people during this eight year period, the City lost 1,054 residents. In addition to losing population, the City has experienced the closing or relocation of numerous businesses during the past two decades. This has increased the burden on the residential property tax base to pay for municipal services. Although the Town has experienced modest population growth, there has been substantial commercial and industrial development in several locations in the community. This new development has created an increase in the demand for new and/or expanded municipal services.

a) **Tasks:** The following tasks will be performed in connection with the project:

Task #1: Form Task Force – The City Council and Town Board appoint an Interview Committee to recommend the appointments to a Consolidated Charter Task Force. The Interview Committee will then solicit applications, interview candidates, and make recommendations to the City Council and Town Board for appointments to the Consolidated Charter Task Force.

Task #2: Develop Request for Proposals (RFP) - City and Town staff will prepare and release the RFP for a Facilitator. City and Town staff will review the proposals and present their recommendations to the Consolidated Charter Task Force.

Task #3: Prepare Draft Consolidated Charter - The Consolidated Charter Task Force, with the assistance of the Facilitator, completes a draft Consolidated Charter and makes the document available for public review.

Task #4: Public Presentations - The Task Force, with the assistance of the Facilitator, will implement a broadly based public participation process designed to maximize public input and comment on the draft Consolidated Charter. The process will include, but not be limited to, meetings with clubs, local service organizations and neighborhood organizations and the preparation of media releases, etc. to present the draft Consolidated Charter. The Task Force will also conduct advertised public hearings to solicit comments on the draft Consolidated Charter.

Task #5: Prepare Final Consolidated Charter: The Task Force, with the assistance of the Facilitator, will revise the draft Consolidated Charter based on input received during the public participation process.

Task #6: Hold Public Hearings - City Council and the Town Board will each hold at least one advertised public hearing on the final Consolidated Charter.

Task #7: Prepare Home Rule Legislation - Facilitator will prepare the Home Rule Legislation to be submitted to the State Legislature requesting authorization to conduct a referendum in each municipality to determine whether or not to consolidate the two communities by extending the boundaries of the City to encompass the Town pursuant to the provisions of the proposed final Consolidated Charter.

Task #8: Hold Referendum - The City of Batavia and Town of Batavia will conduct a referendum on consolidating the two communities.

Task #9: Project Close-Out – The City with the assistance from the Town will prepare Final Project Summary Report and any other close-out materials requested by the Department of State.

<b>Task</b>	<b>Deliverable</b>	<b>Budget</b>	<b>Schedule</b>
1. Form Task Force			1/1/2011
2. Develop RFP	Copy of RFP		1/1/2011
3. Prepare Draft Consolidated Charter	Copy of Draft Consolidated Charter		7/30/2011
4. Public Presentations	Copy of Presentation Materials		8/1/2011-10/31/2011
5. Prepare Final Consolidated Charter	Copy of Final Consolidated Charter		12/31/2011
6. Hold Public Hearings			2/28/2012
7. Prepare Home Rule Legislation	Copy of Proposed Home Rule Legislation		3/31/2012
8. Hold Referendum (dependent on NYS Legislature granting authority to hold referendum)	Summary of Referendum Results		11/6/2012
9. Project Close-Out	Final Project Summary Report and other Close-Out Materials		12/31/2012
Total		\$55,000.00	