

EMERGENCY PREPAREDNESS



Recent utility outages have caused us to remind our customers to be prepared for emergencies—at any time of the year. You can do simple things to make your family’s life much more comfortable during these unexpected emergencies.

- ? Place working flashlights throughout your home. Be sure to have a battery-operated radio ready to tune in for storm and emergency information. Stock extra batteries for both.
- ? List the BPU Customer Service (661-1660) and TROUBLE NUMBER (661-1640) near your telephone in case you need to reach us.
- ? If you use a generator during an electric outage, make sure the main breaker in your electric panel box is in the “OFF” position. If you have a fuse box, pull out the main disconnect. This will keep electricity from the generator from feeding back into power lines and endangering the lives of repair crews. Store fuel in well-ventilated, cool areas as well.
- ? Make sure your generator is properly ventilated—OUTDOORS—indoor operation is dangerous even with a door or window open!
- ? If you use a fireplace for temporary light and heat—burn

only wood to prevent carbon monoxide poisoning. Never burn charcoal indoors or use a gas grill for heating. Make sure all propane, natural gas, kerosene and other space heaters are properly vented and used in well-ventilated areas.



- ? When an outage has occurred, leave a light switch on to let you know when the power is restored. Unplug computers or sensitive electronic equipment to protect them.
- ? In the event of loss of heat, close your drapes to retain warmth in your home and layer yourself in warm clothes.
- ? Open your refrigerator and freezer as little as possible. Every time the door opens, the loss of cold air is significant.
- ? If your home has had flooding, check with an electrician BEFORE turning on anything.
- ? Keep canned and dried foods on hand (and a manual can opener). Store extra drinking water in sealed unbreakable containers, marked with the storage date and replace every six months. Replenish used supplies quickly and rotate canned goods according to date.
- ? Know how to turn off your water, gas and electricity utilities at main switches.

BPU BALANCED BILLING PROGRAM

Did you ever wish your monthly residential utility bills were easier to manage? Wouldn't it be convenient to owe the same amount each month?

Electronic Payment transfer may be more attractive if you know what your monthly charges will be and paying your utility bills if you leave town for several weeks or months in the winter will also be easier.

With the Balanced Billing Program offered by the Board of Public Utilities you can make equal payments for eleven months out of the year.

The BPU will look at the history of previous utility usage for your address and determine a 12-month average. You will then be charged according to the monthly average. For 11 months out of the year you will pay the same amount. The 12th month is your true-up month. At that time, you will either pay the shortages, be credited for the overage, or receive a check for any overage you have paid.

Be sure to notify the BPU immediately if at any point during the year your utility usage changes significantly such as the addition of a hot tub, swimming pool or a new room with electric heat. You will be advised of what changes need to be made so that your bill may more accurately reflect your change in usage.

Enrollment is easy. Call BPU Customer Service at 661-1660 anytime Monday-Friday between 7:00 am and 5:30 pm and a Customer Service Representative will assist you.

EASY PAYMENT PLAN ENROLLMENT

The BPU Easy Payment Plan electronic transfer allows you to pay your utility bill each month with little or no effort. Sign up for the convenience of having your bill deducted automatically from your checking account each month.

We'll send you a statement as usual and at the top of the statement there will be a reminder that the bill will be deducted from your account on its due date. This will remind you to deduct it from your checking account. The transaction will appear each month on your bank statement.

Easy Pay customers should call 661-1665 immediately if you think there is a discrepancy in your bill.

Simply fill out the form to the right and return it with a voided check or deposit slip.

You must notify Scott Bensink at 661-1665 if you change banks or account numbers or if you wish to cancel or change this service. Initial enrollment may take 4 to 6 weeks to begin.

DON'T FORGET YOUR REDEEMABLE CANS!

The BPU is collecting redeemable bottles and cans as part of the ¢ents for St. Susan Food Drive in April. Please bring your cans and bottles to the Customer Service Offices of the BPU any day between 7:00 am and 5:30 pm. Our employees donate their bottles and cans year round and we hope you will join us. Just sixteen cans or bottles pays for one meal at the Center.

PLEASE HELP THE BPU CUSTOMER ASSISTANCE PROGRAM

The BPU began collecting for a Customer Assistance Program last summer. So far, you have been very generous and we have received several hundred dollars.

We believe we could have a much higher number if only you would check the box on your utility bill stub when you send in extra money. If you do not check the box for your money to go to the CAP program, we MUST apply the extra funds towards your utilities.

Please, please, please check the Customer Assistance Program donation box on your bill stub when sending in your tax deductible donation.

RED CROSS BLOOD MOBILE
March 4th 10 am-4 pm 92 Steele St.

AUTHORIZATION FOR BPU ELECTRONIC PAYMENT

I authorize Jamestown BPU to initiate debit entries to my checking account at the bank listed below.

PLEASE PRINT

NAME _____

ADDRESS _____

DAYTIME PHONE _____

BPU ACCOUNT # _____

BANK NAME _____

BANK ACCOUNT NUMBER _____

PLEASE ATTACH VOIDED CHECK OR DEPOSIT SLIP AND MAIL WITH YOUR PAYMENT AND STUB OR SEND DIRECTLY TO:

BOARD OF PUBLIC UTILITIES
P. O. Box 700
JAMESTOWN, NY 14702-0700
C/O SCOTT BENSINK

Please allow 4 to 6 weeks for service to begin.

The Jamestown Strategic Planning & Partnerships Commission (JSPPC) would like to thank the Board of Public Utilities (BPU) for their continued cooperation and commitment to the planning and implementation efforts being put forth by the Commission and its partners. The BPU is a member and financial supporter of the Commission.

The Commission developed a Strategic Plan that listed the most critical issues facing the City of Jamestown. The plan included Phase I, which developed a set of practical, effective responses to those issues that could be implemented in 12-18 months. After receiving the final approval from the Mayor, City Council, and with the input of residents, the plan included 20 actions items grouped in nine areas: Community Attitude, Housing, Development and Jobs, Funding, Appearance of the City, Taxes, Regionalism, Coordination & Effective Government and City Parking.

Action Teams comprised of members from the JSPPC, City Council, City Employees and many interested community members then began working on their assigned tasks with the promise to report back to the community twice a year.

What follows is a brief summary of the progress so far of each of the nine task forces. Complete report cards will be available at www.jamestownstrategicplanning.com where you can also send any comments and/or questions.

A second public forum is scheduled for March 18, 2004 at the Robert H. Jackson Center. The forum will allow the community to offer comments and feedback to the Commission on their work to date. It will also serve as a venue for decision making on future endeavors.

APPEARANCE OF THE CITY ACTION TEAM

The Action Team continues to work towards completion of their long list of tasks. They have successfully completed three of their larger goals and have added three more to work towards.

Goal	Scheduled Completion	Progress
* Urban Design Plan/Traffic Study	8/2004	
* Trash Receptacles & benches along Third St. from Jefferson St. to City Hall (still raising funds)	8/2003	
* Increased involvement in Hands on Jamestown: Clean Up & Beautification Day	5/2003 (ongoing)	
* Encroachment Fee Modified	7/2003	
* Addition of new street lights in downtown area	4-phase project	
* Garden Project on Pine and 3rd	4/2004	
* Beautification of downtown buildings - Curtains for the 2nd story	On-going	

COMMUNITY ATTITUDE ACTION TEAM

Action Team members are charged with issuing the quarterly report card detailing progress made during implementation of the short-term action plan. Members are also charged with developing partnerships to put in place a communications plan to begin building a positive public image for Jamestown while engaging with established organizations to enhance the city's image as well.

Goal	Scheduled Completion	Progress
* Create Communication Plan	6/2003-Behind	
* Finalize Plan & Implement	12/2003-Behind	

COORDINATION & EFFECTIVE GOVERNMENT ACTION TEAM

In October, 2003, The Action Team presented to City Council a plan for moving a Results-Based Gov't Initiative forward. The plan was very well received. The Action team then made a 2nd presentation to City Council on December 8th on the training roll out plan, in which is a 2 fold methodology— User Training for Pilot groups and Information Training for Boards and Commissions—was established. The Action Team has secured volunteer members of the community to assist in the training roll out and has gained consent to begin the pilot training in the 1st quarter of 2004 with the Finance Department and the Department of Public Works. The Team is anticipating the results from the strategic goal setting process from City Council for alignment of goals within the two pilot groups. The Action Team wishes to thank City Council, the Mayor, the Pilot groups, the volunteer trainers and the community for the support it has received.

Goal	Scheduled Completion	Progress
* Adopt & Implement Results-Based Government	12/2003	

PARKING ACTION TEAM

In April, 2003, the Jamestown Urban Renewal Agency and the City Council approved construction of two parking ramps. The Cherry St. and North Main Street Ramps are both underway.

Goal	Scheduled Completion	Progress
* Cherry St. and N. Main St. ramp reconstruction	4/2003	

DEVELOPMENT & JOBS ACTION TEAM

The team endorses the concept that a marketing function is needed to generate, qualify and process leads, as well as serve as a liaison to unite economic dev't partners. The team thinks it would be best served by using an independent private foundation/organization. A sub-committee was formed to explore this issue and will be presenting results in Jan 2004. The team continues the process of reviewing economic dev't documents and agreed that solidifying the marketing effort will greatly assist in achieving the agreed upon goals which are to expand the tax base; identify & develop tools; provide a multi-agency form; coordinate a seamless economic dev't system; and retention of current company base & attraction of new business segments.

Goal	Scheduled Completion	Progress
* Creation, adoption & implementation of development process	4/2004	
* Develop website	4/2004	
* Create a seamless ed System with the goal to expand the tax base	9/2004	
*Secure funding for marketing function	9/2004	

FUNDING ACTION TEAM

Group members were given a task to seek funding by April 2003 to hire a lobbyist for 2 years to assist in finding state and federal money. Proposals have been submitted for funding assistance and they anticipate working with a lobbyist beginning in the first quarter of 2004. The goal is to double by the end of 2004, the amount of grant money the city received in 2002.

Goal	Scheduled Completion	Progress
* Seek funding to hire a lobbyist for 2 years	4/2003	

HOUSING ACTION TASK FORCE

The Housing Action Task Force had been meeting monthly through November, 2003. Two recommendations are anticipated to be enacted upon in 2004. 1.) Increase building permit fees in Section 175-3 (B) of the City Code to increase revenue; and 2.) Hold a "Home Ownership Fair" to promote buying, building and maintaining homes in Jamestown with the Department of Development, not-for profits, banks, realtors, and mortgage companies. The Task Force was pleased that money was budgeted by the City to replace a Housing Inspector who is retiring shortly. Originally, the position was to be left vacant as no money was originally budgeted.

Goals	Scheduled Completion	Progress
* Create Housing Task Force	12/2003	
*Review Code Enforcement Policies	12/2003	
*Encourage & Empower Neighborhood groups	12/2003	

REGIONALISM ACTION TEAM

Task force members were asked to present a resolution to the Jamestown City Council requesting the county's Shared Services Committee to continue reviewing alternatives and to make final recommendations to Jamestown, neighboring municipalities and Chautauqua County officials by the end of 2003. The Jamestown City Council passed the resolution in December 2002.

Goal	Scheduled Completion	Progress
* Council adopt a resolution requesting the Shared Services	1/2003	

TAXES ACTION TEAM

City officials have been discussing a property revaluation for years but the prohibitive cost and lack of funding options made reassessing properties in the city nearly impossible. Group members, however, were told the city of Niagara Falls recently completed a revaluation without using tax dollars while receiving state funding over a 7-year period. The company is paid when the state aid payments are received. A pre-proposal conference was scheduled for January 10th for potential bidders to learn about the city's requirements. Proposals are required by February 1st and an announcement of a selected service provider will be chosen on March 1st. At the same time, City Council is continuing to discuss the notion of a tax stabilization plan, however restrictions by NYS on a Stabilization Fund creates a barrier, so they are discussing the possibility of building up the Fund Balance.

Goal	Scheduled Completion	Progress
* Research evaluation and possible funding sources	on-going	
* Develop a tax stabilization strategy for the city	on-going	

The SPPC would like to thank **Mission Control Design** (www.missioncontroldesign.com) for the donation of the Report Card Logo's.

BEGINNING
FULL STRIDE
COMPLETED

