

## APPENDIX H: CAPABILITY ASSESSMENT

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This appendix is the capability assessment for the Village of Briarcliff Manor.

Name of Jurisdiction: Village of Briarcliff Manor

## Legal and Regulatory Capability

This section identifies the legal authorities available to your community and/or enabling legislation at the state level affecting all types of planning and land management tools that can support local hazard mitigation planning efforts in your community.

The following planning and management tools are typically used by states and local and tribal jurisdictions to implement hazard mitigation activities. Which of the following does your jurisdiction have? If the jurisdiction does not have this capability or authority, does another entity/jurisdiction have this authority at a higher level of government, or does the state prohibit the local jurisdictions from having this authority?

Regulatory Tools (ordinances, codes, plans)	Local Authority (Y/N)	Does State Prohibit (Y/N)	Higher Level Jurisdiction Authority (Y/N)	Comments
Building code	Y	N	Y	Building code enforced by Village is a New York State Code. As code modified by State, modifications enforced by Village.
Zoning ordinance	Y	N	N	Chapter 220 of the Code of the Village of Briarcliff Manor.
Subdivision ordinance or regulations	Y	N	N	Chapter 190 of the Code of the Village of Briarcliff Manor.
Special purpose ordinances (floodplain management, stormwater management, hillside or steep slope ordinances, wildfire ordinances, hazard setback requirements)	Y	N	N	Chapter 115 Excavations, Chapter 131 Wetlands, Chapter 127 Flood Damage Prevention.
Growth management ordinances (also called "smart growth" or anti-sprawl programs)	N	N	N	N/A
Site plan review requirements	Y	N	Y	State SPDES permit required for over 1 acre disturbance
General or comprehensive plan	Y	N	N	Village is in process of updating the Comprehensive Plan.
A capital improvements plan	Y	N	N	Village prepares on annual basis a 5-year Capital Plan, as part of the budget process. The Village only adopts a Capital budget for one year.
An economic development plan	N	N	N	
An emergency response plan	Y	N	N	
A post-disaster recovery plan	N	N	N	
A post-disaster recovery ordinance	N	N	N	
Real estate disclosure requirements	N	N	N	
Other				

Name of Jurisdiction: Village of Briarcliff Manor

### Administrative and Technical Capacity

This section develops and inventory of existing personnel and technical resources that can be used for mitigation planning and implementation of specific mitigation actions. For smaller jurisdictions with limited capacities, no local staff resources may be available for many of the categories noted below. If so, you should identify public resources at the next higher level of government that may be able to provide technical assistance. Identify the personnel resources responsible for activities related to hazard mitigation/loss prevention within your jurisdiction. Does your jurisdiction have:

Staff/Personnel Resources	√	Department/Agency and Position
Planner(s) or engineer(s) with knowledge of land development and land management practices	Yes	Building Department; Building Inspector/Village Engineer and Assistant Building Inspector; Village's Planning Consultant
Engineer(s) or professional(s) trained in construction practices related to buildings and/or infrastructure	Yes	Building Inspector/Village Engineer, Assistant Building Inspector and Superintendent of Public Works
Planner(s) or engineer(s) with an understanding of natural and/or human-caused hazards	Yes	Village Engineer
Floodplain manager	Yes	Village Engineer
Surveyors	No	Village will have to contract for this service
Staff with education or expertise to assess the community's vulnerability to hazards	Yes	Building Inspector/Village Engineer, Assistant Building Inspector and Superintendent of Public Works
Personnel skilled in GIS and/or HAZUS	Yes	Building Inspector/Village Engineer, Assistant Building Inspector and Assistant Village Manager
Scientists familiar with the hazards of the community	No	Village will have to contract with consultants with this expertise
Emergency manager	Yes	Village Manager and Assistant Village Manager
Grant writers	Yes	Village Manager and Assistant Village Manager

Name of Jurisdiction: Village of Briarcliff Manor

### Fiscal Capability

Identify whether your jurisdiction has access to use the following financial resources for hazard mitigation.

Financial Resources	Accessible or Eligible to Use (Yes/No/Don't Know)
Community Development Block Grants (CDBG)	Village does not have any eligible Low-Mod Block Groups; Village is part of a Urban County Consortium and is eligible for CDBG funds via the consortium
Capital improvements project funding	Village develops, as part of the annual budget process, a five year Capital Budget Plan. The Board of Trustees annually approves an operational budget and a Capital Budget for a single fiscal year.
Authority to levy taxes for specific purposes	The Village Board establishes a tax rate annually as part of the budget process. If it is necessary to generate additional funds, due to an emergency, during the budget year, the Board of Trustees can authorize the issuance of Bond Anticipation Notes, Serial Bonds or Budget Notes.
Fees for water, sewer, gas or electric service	The Village provides water to the residents in the Village and a number of properties outside of the Village. The Village establishes the fee structure for the sale of water. All other utilities noted are provided by private utility companies
Impact fees for home buyers or developers for new developments/homes	The only impact fee that is legal in New York State is a recreation impact fee.
Incur debt through general obligation bonds	The Village Board has the authority to authorize the issuance of such debt.
Incur debt through special tax bonds	The Board can issue various types of bonds and notes to finance improvements and to address emergencies.
Incur debt through private activity bonds	Such bonds cannot be issued in New York State.
Withhold spending in hazard-prone areas	The Village has sole determination in regards to the expenditure of funds, how the funds are spent and where the funds are spent.
Other	

**Village of Briarcliff Manor - Local Capabilities**

<b>Agency Name</b>	<b>Programs, Plans, Policies, Regulations, Funding, or Practices</b>	<b>Point of Contact</b>	<b>Comments</b>
Board of Trustees		Title: Mayor Name: William Vescio Address: 1111 Pleasantville Road Phone: 914-944-2777 Email: @briarcliffmanor.org	<p>The general power granted to the Village Board of Trustees under Section 4-412 of New York State Village Law provides that the Board: "shall have management of village property and finances, may take all measures and do all acts, by local law, not inconsistent with the provisions of the constitution, and not inconsistent with the general law except as authorized by the Municipal Home Rule Law, which shall be deemed expedient or desirable for the good government of the village, its management and business, the protection of its property, the safety, health, comfort, and general welfare of its inhabitants, the protection of their property, the preservation of peace and good order, the suppression of vice, the benefit of trade, and the preservation and protection of public works."</p> <p>The Board develops, as part of the annual budget process, a five year Capital Budget Plan. The Board of Trustees annually approves an operational budget and a Capital Budget for a single fiscal year. If it is necessary to generate additional funds, due to an emergency, during the budget year, the Board of Trustees can authorize the issuance of Bond Anticipation Notes, Serial Bonds or Budget Notes. The Village Board has the authority to authorize to incur debt through general obligation bonds.</p>
Assistant Village Manager		Title: Asst. Village Manager Name: Ingrid M. Richards Address: 1111 Pleasantville Road Phone: (914) 944-2782 Email: irichards@briarcliffmanor.org	<p>The Village of Briarcliff Manor operates under a Council-Manager form of government. Under this type of government, the elected Board of Trustees appoints a professional Village Manager to oversee the day-to-day administration of municipal government and implement policies established by the Board. By law, the Village Manager appoints most Village employees. The Manager also acts as the Village's Budget Officer, prepares agendas for the Board of Trustees and Planning Board, executes all local laws, acts as purchasing agent, and oversees all departments of Village government. The Village Manager's Office is also responsible for operating and maintaining the Village government's cable television channel (Briarcliff Manor Channel 78) and for publishing the Board of Trustees' newsletter (The Manor of Speaking) which is sent to all residents of the Village on a quarterly basis.</p> <p>The Village Manager and Assistant Village Manager act as the Emergency Managers and Grant Writers.</p>

**Village of Briarcliff Manor - Local Capabilities**

<b>Agency Name</b>	<b>Programs, Plans, Policies, Regulations, Funding, or Practices</b>	<b>Point of Contact</b>	<b>Comments</b>
Planning Board		Title: Chairman Name: Andrew Tung Address: 1111 Pleasantville Road Phone: Email:	Planning Board members are appointed by the Village Board of Trustees, and are responsible for the formulation of Village policies regarding land use, zoning and development. Members serve five (5) year terms. A chair is appointed from the members for a one (1) year term. The Planning Board also acts in an advisory capacity to the Village Board of Trustees regarding various planning and development studies.
Building/Engineering Department	Zoning Ordinance - Chapter 220 of Code of VBM Subdivision Ordinance - Chapter 190 Excavations Ordinance - Chapter 115 Wetlands Ordinance - Chapter 131 Flood Damage Prevention Ordinance - Chapter 190	Title: Village Engineer Name: David Turiano Address: 1111 Pleasantville Road Phone: 914-944-2770 Email: EngineerDepartment@briarcliffmanor.org	The Building/Engineering Office is primarily responsible for enforcing the Village's zoning regulations. The Office also enforces the Village's Tree Law, which includes a variety of restrictions on tree removal. The Village Engineer is responsible for reviewing site development plans and advising the Planning Board on engineering matters. Additionally, the Village Engineer is responsible for overseeing various capital improvement projects in the Village of Briarcliff Manor.  The Village Engineer has been identified as the local floodplain manager, as being knowledgeable in land development and land management practices, construction practices related to buildings and/or infrastructure, has an understanding of natural and/or human-caused hazards, and can assist with assessing the community's vulnerability to hazards.
Fire Department		Title: Fire Chief Name: Carl LaBruzzo Address: 1111 Pleastville Road Phone: 914-941-0879 Email: FDChief@briarcliffmanor.org	
Police Department		Title: Police Chief Name: Norman Campion Address: 1111 Pleastville Road Phone: 914-941-2130 Email:	



**Westchester County - County Capabilities**

Agency Name	Divison	Programs, Plans, Policies, Regulations, Funding, or Practices	Point of Contact	Comments
Westchester County Department of Public Works	General		Title: Commissioner Name: Ralph L. Butler, P.E. Address: 148 Martine Avenue - Room 518, White Plains, NY 10601 Phone: Email:	The Department of Public Works is charged with designing and constructing an extensive infrastructure system for Westchester County, including oversight of capital projects as well as non-recurring repair and replacement projects. The Department also maintains 175.5 miles (by center line) of roads, 186 bridges and 71 traffic signals that are under County jurisdiction. The Department operates and maintains a traffic engineering and safety program to minimize crashes, education programs and enforcement.
	Engineering Division - Design		Title: Name: Address: Phone: (914) 995-2548 Email:	The Engineering - Design Division is charged with the design of the all County projects, including projects from the Capital and Non-Recurring Repair and Replacement Programs.  Engineering Services: Architectural, Civil/Environmental, Consultant Design, Electrical, Mechanical, Structural, Transportation/Survey  Engineering Goals: Provide cost effective and timely designs, Address environmental issues, Maintain road and bridge infrastructure, Maintain a safe roadway system, Maintain building infrastructure
				Per the WC-CEMP, the WCDPW is the coordinating/primary agency for the Public Works and Engineering Emergency Support Function (ESF), and is responsible for Pre-Incident actions including coordination and support of infrastructure risk and vulnerability assessments, and implementation of structural and nonstructural mitigation measures, including deploying of protective measures, to minimize adverse effects or fully protect resources prior to an incident.
	Road Maintenance		Title: Superintendent of Road Maintenance Name: James Johnson Address: Phone: Email:	This division is responsible for 175.5 miles of roadway (including the Bronx River Parkway) and 186 bridges under County jurisdiction.  Primary Areas of (Mitigation) Responsibility include: Snow and ice control on the Bronx River Parkway and other County facilities, Building permit review, permit inspection and enforcement; Road pavement maintenance and restoration ( potholes, shoulder and curb repairs, etc.); Tree and brush removal/trimming, Litter and debris clean-up; Traffic sign fabrication, installation and repair; Bridge repairs; Drainage system cleaning, repairs and restoration.

**Westchester County - County Capabilities**

Agency Name	Divison	Programs, Plans, Policies, Regulations, Funding, or Practices	Point of Contact	Comments
Department of Emergency Services	General		Title: Name: Address: 4 Dana Road, Valhalla, NY 10595 Phone: 914-231-1850 Email:	Mission: "to enhance the quality of life of every person in Westchester County, NY, by providing comprehensive training for Fire and Emergency Medical Service Personnel, and in the training and operation of Hazardous Material Response Team."
	Fire Services Division		Title: Chief Name: Nicholas Gasparre Address: 4 Dana Road, Valhalla, NY 10595 Phone: 914-231-1850 Email:	Our role is to support the 58 local fire departments serving the County with their fire training, education, fire safety , and assist them with mutual aid at major alarm fires.
	Emergency Medical Services Division		Title: Name: Address: 4 Dana Road, Valhalla, NY 10595 Phone: 914-231-1616 Email:	Mission: To enhance the quality of life of every person in Westchester County, New York, by coupling comprehensive training programs, and increased education services and availability for Emergency Medical Service Personnel.
	Office of Emergency Management (OEM)	Westchester County Comprehensive Emergency Management Plan (Nov. 2005)	Title: Name: Address: 200 Bradhurst Avenue, Hawthorne, NY 10532 Phone: (914) 864 - 5450 Email:	The Westchester County Office of Emergency Management (OEM) is a County agency which coordinates the emergency management preparedness, response, recovery and mitigation efforts for Westchester County by providing leadership, planning, education and coordination of resources to protect lives property and the environment, and to manage the consequences of natural and technological disasters and other emergencies.
				OEM, supported by all County departments, has overall responsibility for providing education (including pamphlets, books and kits) on emergency preparedness to the citizens, and making the public aware of hazards in their communities.
				OEM designates a County Hazard Mitigation Coordinator (CHMC) who is responsible for coordinating County-level efforts in reducing hazards, including convening a risk reduction working group and preparing an annual Risk Reduction Report, conducting risk reductions workshops for municipalities, and support public education and awareness initiatives throughout the county.
				Further the CHMC will conduct an annual emergency response capability assessment including the existence of effective warning systems
				The county will coordinatewith municipalities and local emergency services to develop the capability to monitor identified hazard areas in order to detect hazardous situations in their earliest stages. This monitoring activity will be corrdinates with, and make use of where available, local government, private industry, school districts, utility companies, and volunteer agencies and individuals.
				Per the CEMP, County agencies are authorized to promote policies, programs and activities to reduce hazard risks in their areas of responsibility; encourage municipalities to adopt comprehensive community development plans, zoning ordinances, subdivision regulations, and building codes that are cognizant of and take into account significant hazards in the County; promote compliance with and enforcement of existing laws, regulations and codes that are related to hazard risks (includ flood plain regulations); and encourage and participate in municipal stream channel maintenance programs,

**Westchester County - County Capabilities**

Agency Name	Divison	Programs, Plans, Policies, Regulations, Funding, or Practices	Point of Contact	Comments
Department of Planning	General		Title: Commissioner Name: Gerard E. Mulligan, AICP Address: 148 Martine Ave. Room 432, White Plains, NY, 10601 Phone: 914-995-4400 Email:	The Department of Planning is dedicated to promoting orderly development that protects and improves the quality of life and physical environment of WC.
	Department of Land Use and Development		Title: Name: Pat Naterelli Address: 148 Martine Ave. Room 432, White Plains, NY, 10601 Phone: 914-995-4400 Email: ppn2@westchestergov.com	Goals: 1) Provide a regional perspective and offer critical guidance on land use, development and zoning actions being considered by local government. 2) Promote appropriate and sustainable development of land in coordination with transportation and infrastructure, guided by the goals, policies and strategies of <b>Patterns</b> .
				Per the WC-CEMP, the Westchester County Planning Department is responsible for advising and assisting County departments and municipal governments with developing land use policies and programs, as well as reviewing land use actions throughout the County, taking into account the significant hazards in Westchester County.
Department of Social Services			Title: Commissioner of Social Services Name: Kevin P. Mahon Address: Phone: Email:	The Department's key role in the community is to enrich the quality of life of Westchester citizens in need of assistance and special services...We recognize that some segments of our population, adult and children, are vulnerable and require services to assist and protect them. WCDSS stands ready to provide services in the most humane and compassionate manner.
				Per the WC-DEMP, the WC Department of Social Services is the Primary/Coordinating agency of the Mass Care, Housing and Human Services Emergency Support Function (ESF), responsible for coordination of non-medical mass care services includng sheltering and identifying support for persons with special needs.
American Red Cross - Westchester County Chapter	Community Servies		Title: Executive Director Name: James Dennis Address:106 North Broadway, White Plains NY 10603 Phone: 914.946.6500 Email:	Red Cross WC General Mission: The American Red Cross in Westchester County, led by volunteers and community funded, is the pacesetter and benchmark for excellence in non-profit and human service delivery. We provide relief to all those affected by disaster and help people prevent, prepare for, and respond to emergencies, promoting health and safety in our community.
	Emergency Services		Title: Name: Gary Ajello Address: Phone: Email:	The Chapter participates, on a regular basis, with the Westchester County Department of Emergency Services, Office of Emergency Management in collaborative efforts to help Westchester County government and county residents plan for, prepare for and respond to disasters and other emergencies. We continue to offer "Together We Prepare" presentations and have reached over 1,000 people with this program. It is designed for presentation to public and private sector audiences such as: PTAs, county agencies, civic associations, service organizations, faith-based groups, seniors and schools. The program focuses on how each group can prepare for a wide range of emergencies and disasters. We continue to reach thousands more residents through cable-cast presentations throughout the county.
	Health and Safety Services		Title: Name: Address: Phone: Email:	Our Disaster Reserve Partner Group initiative is successfully working with groups in several Westchester communities. DRPGs are trained to open shelters, reception and evacuation centers in local communities. They also participate in Community Disaster Education efforts. These groups provide a way for residents to ensure that their local communities are prepared to respond to emergencies and disasters. Some DRPG members also join our County-wide response teams.