



**BATAVIA CITY COUNCIL
BUSINESS MEETING**

**City Hall - Council Board Room
One Batavia City Centre
Monday, August 10, 2015
7:00 PM**

AGENDA

- I. Call to Order
- II. Invocation – Councilperson Jankowski
- III. Pledge of Allegiance
- IV. Approval of July 2015 Minutes
- V. Approval of June Monthly Financial Statements
- VI. Assignment of Agenda Items
- VII. Communications
 - a. EFF Church – Cross Reach – August 22, 2015
 - b. Softball Tournament – August 22 and 23, 2015
 - c. Batavia Area Jaycees, Inc. – September 7, 2015
- VIII. Council President Report
 - a. Announcement of the next regular City Council Business meeting to be held on Monday, September 14, 2015 at 7:00 p.m. at the City Hall Council Board Room, 2nd Floor, City Centre.
 - b. Police Facility Task Force Report
- IX. City Attorney's Report
- X. City Manager's Report
- XI. Committee Reports
- XII. Public Comments
- XIII. Council Responses to Public Comments
- XIV. Unfinished Business

XV. New Business

- #68-2015 A Resolution Adopting a Program for Public Information
- #69-2015 A Resolution to Amend the 2015-2016 Fire Department Budget to Reflect the Receipt of A New York State-Department Of Homeland Security Grant in the Amount Of \$100,000.00
- #70-2015 A Resolution Authorizing Agreement with New York State Department of Transportation for Final Design Plans Associated with the Reconstruction of Summit Street from East Main Street to North Street
- #71-2015 A Resolution Approving the Collective Bargaining Agreement with the Civil Service Employees Association, Inc. (CSEA)
- #72-2015 A Resolution Transferring \$33,720 from the Contingency Budget to Amend the 2015/2016 Budget Due to CSEA Contract Settlement

XVI. Adjournment

GENERAL FUND
CITY OF BATAVIA
FOR PERIOD ENDED - June 30, 2015

DESCRIPTION	ADJUSTED BUDGET	YTD TOTAL	% OF BUDGET	YTD 2014	YTD Change %	Change \$
Revenues						
Real Property Taxes	\$ 5,070,713.00	\$ 5,041,556.33	99.42%	\$ 5,029,777.83	0.23%	\$ 11,779
Gain-Sale Tax Acquired Prop	\$ -	\$ -		\$ 30,837.30	-100.00%	\$ (30,837)
Payments in Lieu of Tax	\$ 64,590.00	\$ 63,346.35	98.07%	\$ 61,032.68	3.79%	\$ 2,314
Interest & Pen. on Tax	\$ 175,000.00	\$ 17,741.96	10.14%	\$ 26,125.22	-32.09%	\$ (8,383)
Sales and Use Tax	\$ 6,150,000.00	\$ -	0.00%	\$ 193.64	-100.00%	\$ (194)
Utility Gross Receipts Tax	\$ 210,000.00	\$ 25,633.23	12.21%	\$ 25,522.13	0.44%	\$ 111
Cable TV Franchise	\$ 210,000.00	\$ -	0.00%	\$ -		\$ -
Clerk/Treasurer Fees	\$ 32,000.00	\$ 11,470.61	35.85%	\$ 6,459.68	77.57%	\$ 5,011
Charges for tax redemption	\$ -	\$ 300.00		\$ 900.00	-66.67%	\$ (600)
Marriage Licenses	\$ 3,000.00	\$ 1,480.00	49.33%	\$ 1,432.50	3.32%	\$ 48
Other Gen Govern Dept Inc.	\$ 15,840.00	\$ -	0.00%	\$ -		\$ -
Police Fees	\$ 2,700.00	\$ 774.50	28.69%	\$ 666.00	16.29%	\$ 109
Dog Seizure Fees	\$ 600.00	\$ 160.00	26.67%	\$ 240.00	-33.33%	\$ (80)
Vital Statistics Fees	\$ 33,000.00	\$ 9,160.00	27.76%	\$ 7,221.00	26.85%	\$ 1,939
Ambulance service revenue	\$ -	\$ -		\$ 99.27	-100.00%	\$ (99)
Public Works Services	\$ 12,000.00	\$ -	0.00%	\$ -		\$ -
Fines & Forfeited Bail	\$ 108,108.00	\$ 26,753.50	24.75%	\$ 20,852.00	28.30%	\$ 5,902
Maintenance Fee - Ice Rink	\$ 35,630.00	\$ -	0.00%	\$ -		\$ -
Park User Fees	\$ 3,000.00	\$ 1,810.00	60.33%	\$ 1,425.00	27.02%	\$ 385
Special Recreat. Fac Charges	\$ 32,189.00	\$ -	0.00%	\$ -		\$ -
Other Culture & Rec income	\$ 3,000.00	\$ -	0.00%	\$ 3,000.00	-100.00%	\$ (3,000)
Zoning Fees	\$ 1,500.00	\$ 400.00	26.67%	\$ 150.00	166.67%	\$ 250
Code Violation Charges	\$ 35,500.00	\$ 4,665.00	13.14%	\$ 4,435.00	5.19%	\$ 230
EMS Program	\$ 53,990.00	\$ (9,170.00)	-16.98%	\$ (18,800.00)	-51.22%	\$ 9,630
Interest and Earnings	\$ 5,000.00	\$ 647.24	12.94%	\$ 1,050.22	-38.37%	\$ (403)
Interest and Earnings Reserves	\$ -	\$ 1,854.48		\$ 568.21	226.37%	\$ 1,286
Rental of Real Property	\$ 46,000.00	\$ 17,366.08	37.75%	\$ 16,863.77	2.98%	\$ 502
Rental, other - facility usage	\$ 500.00	\$ 295.00	59.00%	\$ 240.00	22.92%	\$ 55
Business/Occup. Licenses	\$ 5,000.00	\$ 510.00	10.20%	\$ 770.00	-33.77%	\$ (260)
Games of Chance	\$ 100.00	\$ 20.00	20.00%	\$ 45.00	-55.56%	\$ (25)
Bingo Licenses	\$ 2,500.00	\$ 230.77	9.23%	\$ 379.29	-39.16%	\$ (149)
Dog Licenses	\$ 12,000.00	\$ 3,422.50	28.52%	\$ 3,643.50	-6.07%	\$ (221)
Licenses, Other	\$ 700.00	\$ 321.38	45.91%	\$ 293.13	9.64%	\$ 28
Bldg/Alter Permits	\$ 45,000.00	\$ 18,804.86	41.79%	\$ 8,517.00	120.79%	\$ 10,288
Street Opening Permits	\$ 10,000.00	\$ 3,030.00	30.30%	\$ 2,710.00	11.81%	\$ 320
Plumbing Permits	\$ 5,000.00	\$ 715.00	14.30%	\$ 640.00	11.72%	\$ 75
Permits, Other	\$ 5,000.00	\$ 4,175.00	83.50%	\$ 4,335.00	-3.69%	\$ (160)
Parking ticket fees	\$ 35,000.00	\$ 9,125.00	26.07%	\$ 7,050.00	29.43%	\$ 2,075
Forfeiture of Deposits	\$ 500.00	\$ -	0.00%	\$ -		\$ -
White Goods	\$ -	\$ -		\$ -		\$ -
Sale of Scrap/Excess Mat.	\$ 2,000.00	\$ 61.00	3.05%	\$ 4,050.00	-98.49%	\$ (3,989)
Minor Sales	\$ 1,300.00	\$ 224.81	17.29%	\$ 277.79	-19.07%	\$ (53)
Minor Sales - EMS Program	\$ -	\$ -		\$ -		\$ -
Sale of Real Property	\$ -	\$ -		\$ -		\$ -
Sale of Equipment	\$ -	\$ -		\$ -		\$ -
Insurance Recoveries	\$ -	\$ 20,423.39		\$ 2,752.20	642.08%	\$ 17,671
Other Comp for Loss	\$ -	\$ 34.87		\$ -		\$ 35
Refund-Prior Year Exps	\$ -	\$ 1,031.00		\$ -		\$ 1,031
Healthcare Premiums	\$ 74,370.00	\$ 14,805.10	19.91%	\$ 17,806.43	-16.86%	\$ (3,001)
Healthcare Revenue	\$ -	\$ 7,929.57		\$ 7,757.50	2.22%	\$ 172
Gifts and Donations	\$ -	\$ -		\$ -		\$ -
VLT	\$ 125,000.00	\$ 440,789.00	352.63%	\$ 440,789.00	0.00%	\$ -
Unclassified Revenue	\$ 1,000.00	\$ 112,956.23	11295.62%	\$ 152.57	73935.68%	\$ 112,804
Reserve revenue	\$ -	\$ -		\$ -		\$ -
Per Capita State Aid	\$ 1,750,975.00	\$ 1,504,868.00	85.94%	\$ 1,504,868.00	0.00%	\$ -
Mortgage Tax	\$ 105,000.00	\$ 76,560.12	72.91%	\$ 57,776.71	32.51%	\$ 18,783
Real Property Tax Admin	\$ -	\$ -		\$ 11,484.93	-100.00%	\$ (11,485)
State Aid - Record Mgmt	\$ 3,271.00	\$ 2,616.00	79.98%	\$ 9,797.00	-73.30%	\$ (7,181)
Rail Infrastructure Invest. Act	\$ -	\$ -		\$ -		\$ -
State Aid - Public Safety	\$ 59,251.31	\$ 66.97	0.11%	\$ 2,987.24	-97.76%	\$ (2,920)
Consolidate Highway (CHIPS)	\$ 201,800.00	\$ -	0.00%	\$ -		\$ -
State Aid - Sidewalk repair	\$ -	\$ -		\$ -		\$ -
Recreation Program	\$ 19,217.00	\$ 3,442.00	17.91%	\$ -		\$ 3,442
Arterial Reimbursement	\$ 157,400.00	\$ -	0.00%	\$ -		\$ -
State Aid - Planning Studies	\$ 48,437.26	\$ -	0.00%	\$ (16,599.26)	-100.00%	\$ 16,599
Assessment Parcel Reimb	\$ -	\$ -		\$ -		\$ -
Fed. Aid - Bullet Proof Vest	\$ 1,850.00	\$ -	0.00%	\$ -		\$ -
Fed. Aid - Crime Control	\$ -	\$ -		\$ (4,166.40)	-100.00%	\$ 4,166
Fed Aid - Commun. Improv.	\$ -	\$ -		\$ -		\$ -
Interfund Transfers	\$ 230,500.00	\$ -	0.00%	\$ -		\$ -
TOTAL REVENUES	\$ 15,206,031.57	\$ 7,442,406.85	48.94%	\$ 7,288,408.08	2.11%	\$ 153,999

GENERAL FUND
CITY OF BATAVIA
FOR PERIOD ENDED - June 30, 2015

DESCRIPTION	ADJUSTED BUDGET	YTD TOTAL	% OF BUDGET	YTD 2014	YTD Change %	Change \$
Expenses						
City Council	\$ 51,700.00	\$ 9,628.93	18.62%	\$ 9,569.35	0.62%	\$ 60
City Manager	\$ 158,600.00	\$ 26,642.44	16.80%	\$ 25,995.32	2.49%	\$ 647
Finance	\$ 156,206.00	\$ 30,872.09	19.76%	\$ 32,270.37	-4.33%	\$ (1,398)
Administrative Services	\$ 316,602.97	\$ 127,020.46	40.12%	\$ 96,915.78	31.06%	\$ 30,105
Clerk-Treasurer	\$ 141,376.00	\$ 44,428.93	31.43%	\$ 38,544.60	15.27%	\$ 5,884
City Assessment	\$ 137,562.00	\$ 32,126.75	23.35%	\$ 31,707.82	1.32%	\$ 419
Legal Services	\$ 221,055.00	\$ 26,689.54	12.07%	\$ 43,443.76	-38.57%	\$ (16,754)
Personnel	\$ 130,605.20	\$ 20,791.90	15.92%	\$ 19,599.11	6.09%	\$ 1,193
Engineering	\$ 47,000.00	\$ 7,500.00	15.96%	\$ 4,258.31	76.13%	\$ 3,242
Elections	\$ 11,835.00	\$ 11,835.00	100.00%	\$ 34,735.00	-65.93%	\$ (22,900)
Public Works Admin	\$ 94,310.00	\$ 16,008.47	16.97%	\$ 14,853.45	7.78%	\$ 1,155
City Facilities	\$ 303,782.06	\$ 70,084.48	23.07%	\$ 54,016.67	29.75%	\$ 16,068
Information Systems	\$ 76,668.00	\$ 47,369.00	61.78%	\$ 88,817.76	-46.67%	\$ (41,449)
Contingency	\$ 250,000.00		0.00%			\$ -
Police	\$ 3,621,952.94	\$ 640,751.87	17.69%	\$ 613,814.85	4.39%	\$ 26,937
Fire	\$ 3,485,157.00	\$ 583,635.47	16.75%	\$ 621,031.00	-6.02%	\$ (37,396)
Control of Dogs	\$ 1,310.00	\$ 995.21	75.97%	\$ 785.74	26.66%	\$ 209
Inspection	\$ 289,131.85	\$ 46,445.40	16.06%	\$ 80,439.73	-42.26%	\$ (33,994)
Vital Statistics	\$ 18,330.00	\$ 2,745.89	14.98%	\$ 2,750.67	-0.17%	\$ (5)
Maintenance Admin	\$ 176,990.00	\$ 34,468.98	19.48%	\$ 33,471.84	2.98%	\$ 997
Street Maintenance	\$ 549,955.00	\$ 73,279.95	13.32%	\$ 73,657.26	-0.51%	\$ (377)
Public Works Garage	\$ 473,102.00	\$ 99,176.59	20.96%	\$ 64,590.17	53.55%	\$ 34,586
Snow Removal	\$ 514,583.94	\$ 53,011.99	10.30%	\$ 15,478.16	242.50%	\$ 37,534
Street Lights/Traf Signals	\$ 279,849.00	\$ 27,856.59	9.95%	\$ 32,831.33	-15.15%	\$ (4,975)
Sidewalk Repairs	\$ 318,558.00		0.00%			\$ -
Community Development	\$ 20,600.00	\$ 5,797.15	28.14%	\$ 7,347.34	-21.10%	\$ (1,550)
Economic Development	\$ 11,988.00		0.00%			\$ -
Council on Arts	\$ 2,250.00	\$ 2,250.00	100.00%	\$ 2,250.00	0.00%	\$ -
Parks	\$ 580,426.67	\$ 134,829.31	23.23%	\$ 177,868.62	-24.20%	\$ (43,039)
Summer Recreation	\$ 68,659.68	\$ 4,170.01	6.07%	\$ 6,600.74	-36.83%	\$ (2,431)
Youth Services	\$ 185,325.00	\$ 23,726.33	12.80%	\$ 25,077.65	-5.39%	\$ (1,351)
Historic Preservation	\$ 2,395.00	\$ 181.08	7.56%	\$ 95.34	89.93%	\$ 86
Celebrations	\$ 14,570.00	\$ 2,339.30	16.06%	\$ 1,364.74	71.41%	\$ 975
Planning & Zoning Boards	\$ 3,200.00	\$ 797.02	24.91%	\$ 199.83	298.85%	\$ 597
Storm Sewers	\$ 208,419.25	\$ 19,120.25	9.17%	\$ 28,606.95	-33.16%	\$ (9,487)
Refuse & Recycling	\$ 62,430.00	\$ 5,114.13	8.19%	\$ 4,589.80	11.42%	\$ 524
Street Cleaning	\$ 117,180.00	\$ 9,937.13	8.48%	\$ 7,536.67	31.85%	\$ 2,400
Medical Insurance	\$ 1,658,640.00	\$ 407,925.68	24.59%	\$ 386,493.35	5.55%	\$ 21,432
Debt Service	\$ 643,846.00	\$ 56,156.45	8.72%	\$ 71,578.54	-21.55%	\$ (15,422)
Energy Lease	\$ 73,255.00		0.00%			\$ -
Transfer for capital projects	\$ -					\$ -
Transfer to other funds	\$ 398,230.00	\$ 19,740.00	4.96%			\$ 19,740
Capital Reserves	\$ 201,303.00	\$ 201,303.00	100.00%			\$ 201,303
TOTAL EXPENSES	\$ 16,078,939.56	\$ 2,926,752.77	18.20%	\$ 2,753,187.62	6.30%	\$ 173,565
Operating Income (Loss)		\$ 4,515,654.08		\$ 4,535,220.46	-0.43%	\$ (19,566)

WATER FUND
CITY OF BATAVIA
FOR PERIOD ENDED - June 30, 2015

DESCRIPTION	ADJUSTED BUDGET	YTD TOTAL	% OF BUDGET	YTD 2014	YTD Change %
Revenues					
Metered Water Sales	\$ 2,396,204.00	\$ 285,742.25	11.92%	\$ 341,947.32	-16.44%
Bulk Water Sales	\$ 15,000.00	\$ 5,742.85	38.29%	\$ 4,218.44	36.14%
Water Service Charges	\$ 2,500.00	\$ 2,425.00	97.00%	\$ 1,034.99	134.30%
Capital improvement fee	\$ 116,762.00	\$ 29,618.30	25.37%	\$ 19,511.32	51.80%
Int/Pen-Water Rents	\$ 35,000.00	\$ 6,797.58	19.42%	\$ 5,687.09	19.53%
County Contract	\$ 1,347,170.00		0.00%		
Other Govt - Walnut St Const	\$ -				
Interest and Earnings	\$ 1,000.00	\$ 1,167.95	116.80%	\$ 669.99	74.32%
Interest and Earnings-Reserve	\$ -	\$ 1,117.59		\$ 413.25	170.44%
State Aid - Rate study	\$ -				
State Aid - Planning	\$ -				
Rental of Real Property	\$ 550,000.00		0.00%		
Sale of scrap	\$ -			\$ 2,443.10	-100.00%
Gain on disposition of asset	\$ -				
Insurance recoveries	\$ -				
Healthcare premiums	\$ 8,100.00		0.00%		
Healthcare revenue	\$ -	\$ 827.18		\$ 755.48	9.49%
Unclassified revenue	\$ 5,000.00	\$ 800.30	16.01%	\$ 1,122.29	-28.69%
Reserve revenue	\$ -				
Interfund transfers	\$ -				
Total Revenue	\$ 4,476,736.00	\$ 334,239.00	7.47%	\$ 377,803.27	-11.53%
Expenses					
Contingency	\$ 18,489.00		0.00%		0.00%
Water Admin	\$ 2,322,892.14	\$ 27,051.96	1.16%	\$ 40,053.54	-32.46%
Pump Station & Filtration	\$ 1,584,266.63	\$ 209,020.25	13.19%	\$ 197,546.68	5.81%
Water Distribution	\$ 357,250.00	\$ 78,746.97	22.04%	\$ 51,266.83	53.60%
Medical Insurance	\$ 172,910.00	\$ 41,783.55	24.16%	\$ 27,645.74	51.14%
Debt Service bonds	\$ 29,695.00	\$ 1,934.82	6.52%	\$ 2,130.14	-9.17%
Energy lease	\$ 17,481.00		0.00%		
Transfer to Other Funds	\$ 279,070.00	\$ 63,101.11	22.61%		
Capital Reserves	\$ 82,086.00	\$ 82,086.00	100.00%		
Total Expense	\$ 4,864,139.77	\$ 503,724.66	10.36%	\$ 318,642.93	58.08%
Operating Income (Loss)		\$ (169,485.66)		\$59,160.34	-386.49%

Consumption

*consumption in 1,000 gallons

	2015	Difference	2014	Difference	2013	Difference
April	68,893	14.34%	60,255	-2.56%	61,837	2.43%
May	20,338	22.24%	16,638	-16.37%	19,894	-4.81%
June	21,102	2.19%	20,649	4.18%	19,821	-9.13%
July	70,939	4.61%	67,810	0.85%	67,240	-10.36%
August		-100.00%	20,993	-6.42%	22,434	-5.81%
Sept		-100.00%	22,085	-3.66%	22,923	-8.17%
Oct*		-100.00%	76,963	-12.35%	87,803	-26.06%
Nov		-100.00%	21,574	-6.76%	23,137	-4.80%
Dec		-100.00%	21,477	-4.43%	22,473	-2.45%
Jan*		-100.00%	75,713	1.62%	74,507	-8.21%
Feb		-100.00%	20,758	-22.53%	26,795	12.78%
March		-100.00%	22,267	0.86%	22,077	-2.28%
Total	181,272	-59.46%	447,182	-5.05%	470,941	-9.52%

SEWER FUND
CITY OF BATAVIA
FOR PERIOD ENDED - June 30, 2015

DESCRIPTION	ADJUSTED BUDGET	YTD TOTAL	% OF BUDGET	YTD 2014	YTD Change %
Revenues					
Sewer Rents	\$ 2,466,509.00	\$ 480,442.22	19.48%	\$ 507,671.06	-5.36%
Sewer Surcharge	\$ -	\$ 22,235.81		\$ 18,653.58	19.20%
Int/Pen-Sewer Rents	\$ 25,000.00	\$ 3,590.50	14.36%	\$ 3,507.69	2.36%
Interest and earnings	\$ 1,280.00	\$ 10,837.76	846.70%	\$ 544.26	1891.28%
Interest & Earnings Cap. Rsv	\$ -	\$ 568.13		\$ 182.61	211.12%
Healthcare premiums	\$ 1,600.00		0.00%		
Healthcare revenue	\$ -	\$ 751.12		\$ 700.21	7.27%
Unclassified revenue	\$ 70,000.00	\$ 131,610.40	188.01%	\$ 35,916.20	266.44%
Interfund transfers inc	\$ -				
Reserve revenue	\$ -				
Total Revenues	\$ 2,564,389.00	\$ 650,035.94	25.35%	\$ 567,175.61	14.61%
Expenses					
Contingency	\$ 28,000.00		0.00%		
Wastewater Admin	\$ 301,343.57	\$ 44,876.58	14.89%	\$ 46,386.99	-3.26%
Sanitary Sewers	\$ 389,655.00	\$ 66,840.89	17.15%	\$ 41,705.58	60.27%
Wastewater Treatment	\$ 877,853.74	\$ 118,359.84	13.48%	\$ 152,367.17	-22.32%
Medical Insurance	\$ 156,380.00	\$ 37,074.10	23.71%	\$ 25,470.33	45.56%
Debt Service	\$ 188,528.00	\$ 3,708.70	1.97%	\$ 4,207.84	-11.86%
Energy lease	\$ 7,251.00		0.00%		
Transfer to Other Funds	\$ 574,330.00	\$ 1,950.00	0.34%		
Transfers for Capital projects	\$ -				
Capital Reserves	\$ 120,500.00	\$ 120,500.00	100.00%		
Total Expenses	\$ 2,643,841.31	\$ 393,310.11	14.88%	\$ 270,137.91	45.60%
Operating Income (Loss)		\$ 256,725.83		\$ 297,037.70	-13.57%

Consumption

*consumption in 1,000 gallons

	2015	Difference	2014	Difference	2013
April	105,899	17.73%	89,954	-4.78%	94,469
May	20,308	-62.36%	53,952	11.96%	48,189
June	20,897	1.95%	20,497	4.17%	19,677
July	108,610	5.57%	102,880	5.70%	97,334
Aug		-100.00%	58,595	5.90%	55,333
Sept		-100.00%	22,017	-3.65%	22,851
Oct *		-100.00%	109,123	-1.18%	110,430
Nov		-100.00%	61,673	3.69%	59,481
Dec		-100.00%	21,399	-4.47%	22,400
Jan *		-100.00%	113,840	-1.29%	115,332
Feb		-100.00%	55,705	-3.78%	57,892
March		-100.00%	22,119	0.77%	21,950
Total	255,714	-65.05%	731,754	0.88%	725,338

WORKERS COMPENSATION FUND
CITY OF BATAVIA
FOR PERIOD ENDED - June 30, 2015

DESCRIPTION	ADJUSTED BUDGET	YTD TOTAL	% OF BUDGET	YTD 2014	YTD Change %
<u>Revenues</u>					
Workers Compensation	\$ 467,260.00		0.00%		
Interest and earnings	\$ -	\$ 12.75		\$ 4.09	211.74%
Interest and earnings - Cap Rsrvs	\$ -	\$ 112.51		\$ 37.24	202.12%
Refund of prior year expenses	\$ -	\$ 74.95		\$ -	
Insurance Recoveries	\$ 64,040.00		0.00%		
Reserve revenue	\$ 30,000.00		0.00%		
Total Revenues	\$ 561,300.00	\$ 200.21	0.04%	\$ 41.33	384.42%
Contractual Expense	\$ 561,300.00	\$ 113,146.32	20.16%	\$ 97,243.50	16.35%
Total Expenses	\$ 561,300.00	\$ 113,146.32	20.16%	\$ 97,243.50	16.35%
Operating Income/(Loss)		\$ (112,946.11)		\$ (97,202.17)	16.20%

EFF Church Cross Reach

There are no additional costs for any departments.

Softball Tournament

There are no additional costs for any departments.

Jaycees Labor Day 5K

Estimated costs for the police department are \$342. There are no additional costs for any departments.



City of Batavia
Batavia, New York 14020
(585) 345-6300

Official Use Only:

2015-24

Event Application #:

Fee rec'd 6/1
since
have rented
pavilion

Event Application Fee - \$25.00 (non-refundable)
(A separate permit must be issued for each item requested)

EFF Church - Cross Reach
Name of Renter / Sponsor / Organization:

Free Event Sat. 8/22/15
Type / Name of Event: Date(s) & Time(s) of Event: 11:00am - 1:30pm
Profit ☐ Non-Profit ☒

CONTACT INFORMATION:

Pastor Jason Norton 8 Batavia City Centre
Primary Contact Name: Primary Contact Address:
Pastorjason@EFFChurch.com 993-1888 585-219-4909
E-Mail Address: Home Phone #: Cell Phone #: Other #:

Pastor Michelle Norton 7198 Pekin Rd Oakfield
Secondary Contact Name: Secondary Contact Address:
Pastormichelle@EFFChurch.com 297-3155 219-4909
E-Mail Address: Home Phone #: Cell Phone #: Other #:

EVENT DAY CONTACT INFORMATION:

Pastor Jason Norton
Contact Name: Home Phone #: Cell Phone #: Other #:

Location of your event: Williams Park

Please provide details of your event: Free Hot dogs, Snow Cones -
Popcorn, Balloons, Face Painting, Games, Prizes
Bounce House, CD Music, Fixing Bikes

Will there be alcohol at your event? Yes ☐ No ☒ If yes, complete the following:

Type of alcoholic beverage to be served: Liquor ☐ Wine ☐ Beer ☐

Will you be providing alcohol to your group? Yes ☐ No ☒

Will you be selling alcohol to your group? Yes ☐ No ☒ Insurance certificate WILL BE required with Liquor Legal.

Will people be allowed to bring alcohol to the event? Yes ☐ No ☒

Who will be applying to the NYS Liquor Authority for the permit to sell? N/A

It is the Applicant's responsibility to police the area during the gathering to make sure all Alcohol Beverage Control rules are followed. Also, after the event Applicant is responsible to dispose of all empty bottles and debris.

If you are contracting with a group to sell alcohol during your event on city property, separate insurance is required from them with Liquor Legal in addition to your insurance.

EVENT INFORMATION (required):

8/22/15 930 2⁰⁰ pm 8/22/15
 Set-Up Date: Set-Up Time: Tear Down Date: Tear Down Time:

PLEASE LIST ALL DATES / TIMES AND CROWD INFORMATION BELOW:

8/22/15 11 130 200 _____
 Date: Start Time: End Time: Estimated Crowd Size: # of Vendors / Displays

 Date: Start Time: End Time: Estimated Crowd Size: # of Vendors / Displays

WILL THE EVENT INCLUDE:

Parade: Yes ☐ No ☒ (MAP OF DESIRED ROUTE MUST BE ATTACHED)
 Run or Walk: Yes ☐ No ☒ (MAP OF DESIRED ROUTE MUST BE ATTACHED)
 Music: Yes ☐ No ☒ (SITE DRAWING OF STAGE OR DJ LOCATION ATTACHED)
 Street Closure(s): Yes ☐ No ☒ (MAP OF CLOSED STREETS AND DROP LOCATION OF BARRICADES)
 Other: Yes ☐ No ☒ (MAP OF DESIRED ROUTE MUST BE ATTACHED)

Fireworks or Hazardous Materials? Yes ☐ No ☒ Carnival or Amusement Rides? Yes ☐ No ☐

 Name of Company Providing Above: Company Contact/Representative Phone #

 Address, Street City Zip Code

Music: Live Group ☐ Recorded/DJ ☐

 Name of Company Providing Above: Company Contact/Representative Phone #

 Address, Street City Zip Code

CITY SERVICES SUPPORT:**City Code 66-15, D-2**

The City reserves the right, as part of the permitting process, to require the applicant to pay for additional operational costs of the City associated with the event.

FOR EVENTS IN CITY PARKS, GARBAGE PICK-UP WILL BE MADE ONLY TO GARBAGE CANS ON SITE. ADDITIONAL GARBAGE MUST BE BAGGED AND REMOVED FROM PREMISES BY EVENT SPONSOR.

ELECTRIC:

Will electric be needed for the event? Yes ☒ No ☐

What will you be providing electric to?

Bounce Houses Popcorn Machine, Snow Cone, &

Will generators be used? Yes ☒ No ☐

If yes, INCLUDE SITE DRAWING INDICATING PLACEMENT/LOCATION OF GENERATOR

SIZE OF GENERATOR(S) 8000Watt FUEL SOURCE - GAS - ☒ - DIESEL - ☐ - PROPANE - ☐

TENTS/CANOPIES:

Will Tents/Canopies or other membrane structures be erected at event?

Yes ☒ No ☐

Will a bounce house or other air supported structures be erected at event?

Yes ☒ No ☐

Please list size(s) of Tents/Canopies or other temporary structures erected.

20x10

2-12x12

ANCHORING INTO PAVEMENT IS PROHIBITED!

If anchoring in grass, soil areas please contact the NYS Dig Safe # at: 1-800-962-7962 or 811

STREET CLOSURE(S):

ANY EVENT REQUIRING A STREET CLOSURE REQUIRES 90 DAY ADVANCE NOTICE

Will street(s) need to be closed for the event? Yes ☐ No ☒ Reason: _____

List Street(s) and Cross Street(s) that will be affected:

_____	_____	&	_____
Street to be closed		Cross Streets	
_____	_____	&	_____
Street to be closed		Cross Streets	
_____	_____	&	_____
Street to be closed		Cross Streets	
_____	_____	&	_____
Street to be closed		Cross Streets	

Will street barricades be requested from the City? Yes ☐ No ☐ How Many? _____

Will traffic cones be requested from the City? Yes ☐ No ☐ How Many? _____

(Drop off locations of requested items must be identified on the site drawing)

**BANNERS / SIGNS OR OTHER DECORATIONS ARE NOT TO BE ATTACHED
TO STREET BARRICADES, TRAFFIC CONES, LIGHT POLES, OR ANY OTHER CITY PROPERTY**

Are there any other city materials or personnel requested for the event? Identify below: (there may be additional costs)

POLICE

Will City Police Officers be requested for the event? Yes ☐ No ☒

**FINAL DETERMINATION FOR NUMBER OF POLICE OFFICERS
and UTILIZATION WILL BE AT THE DISCRETION OF THE CITY.**

PLEASE NOTE:

1. Be as specific as possible in the description so we have the best understanding of your event. Also, be clear as to what you would like provided by the City.
2. Fire hydrants, Cross Streets/Alleys and Store Fronts **Shall Not Be Blocked** by any Vehicle or Concession at any time.
3. An Emergency Vehicle Safety Lane Must be Maintained at All times at All Locations
4. Fuel Containers Must be of an Approved type and Must be Properly Secured
5. Deep Fryers Must Be Approved. Commercial Types Require a Type "K" Portable Fire Extinguisher
6. All Food Vendors Must Have a Type ABC Fire Extinguisher. All Fire Extinguishers Must Be Inspected Within The Last Year. **A Valid Health Department Permit Must Be Displayed.**
7. No grease or substance of any kind may be discharged upon the streets, sidewalks, or into the storm drains and/or sewers
8. City Sign Ordinances Shall Be Complied With At All Times And In All Regards
9. No paint or other markings may be placed on the street surface.
10. Any overtime and/or material costs in excess of \$500, as determined by City Departments, must be paid by the event sponsor or other party
11. The application fee is due at time of submission of the application and is non-refundable.
12. If the event is approved, a Certificate of Liability Insurance naming the City of Batavia as an additional insured for at least the day(s) of the event must be submitted to the City Clerk prior to the event date.

Hold Harmless Agreement

EFF Church, the organizer/sponsor, shall indemnify, hold harmless, assume liability for and defend the City of Batavia, its employees, officers and agents from any and all damages, costs and expenses including but not limited to, attorney's fees, court costs, and all other sums which the City of Batavia its employees, officers and agents may pay or become obligated to pay on account of any and every demand, claim or assertion of liability, or any claim founded thereon, arising or alleged to have arisen out of the activities described in this special event application and sanctioned by the permit issued by the City of Batavia or by any act or omission of the EFF Church (Organizer/Sponsor), its members, agents, employees, volunteers, officers, or directors in relation to activities described in this application and sanctioned by the issuance of a special event permit.

8/29/15
Date:

[Signature]
Name of Event Sponsor:

Pastor Jason Norton
Authorized Signature, Title

Jason Norton
Name - Printed or Typed

The rules and information contained within this application have been read and will be adhered to.

6-30-15
Date:

[Signature]
Signature of Applicant:

Please forward this application to:

City Clerk's Office
Attention: Events Applications Department
One Batavia City Centre
Batavia, New York 14020



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/17/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Tompkins Insurance Agencies, Inc. 90 Main Street Batavia NY 14020	CONTACT NAME: Donna Hummel PHONE (A/C, No, Ext): (585) 344-0833 E-MAIL ADDRESS: dhummel@tompkinsins.com FAX (A/C, No): (585) 344-1354
INSURED GLOW YOUNG MEN'S CHRISTIAN ASSOCIATION INC 209 East Main Street Batavia NY 14020	INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Insurance Group INSURER B: Wesco Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER: 14-15

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			PHPK1222129	8/25/2014	8/25/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			PHPK1222129	8/25/2014	8/25/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB471858	8/25/2014	8/25/2015	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WWC3119762	1/1/2015	1/1/2016	WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Regarding event promoting camp, fitness and memberships to be held on August 22, 2015 at Williams Park

CERTIFICATE HOLDER

City of Batavia
One Batavia City Centre
Batavia, NY 14020

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

David Boyce/DONNA

David S. Boyce



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/17/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Church Mutual Insurance Company 3000 Schuster Lane Merrill WI 54452	CONTACT NAME: Kelly M St. Louis PHONE (A/C, No, Ext): 1-800-554-2642 Option 1 E-MAIL: c94@churchmutual.com ADDRESS: c94@churchmutual.com	FAX (A/C, No): 855 264-2329
INSURED EAGLES FOUNTAIN FELLOWSHIP 8 BATAVIA CITY CTR BATAVIA NY 14020-2107	INSURER(S) AFFORDING COVERAGE INSURER A: Church Mutual Insurance Company NAIC # 18767 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENTL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	Y	0306212-02-672271	03/10/2014	03/10/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMPIOP AGG \$ 1,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A					PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Liability Insurance for Church outreach event on August 22, 2015 held Dewill Park, City of Batavia. Commercial General Liability Additional Insured = City of Batavia, subject to the coverage provided by the referenced policy. UWAP 202 - A 220

CERTIFICATE HOLDER

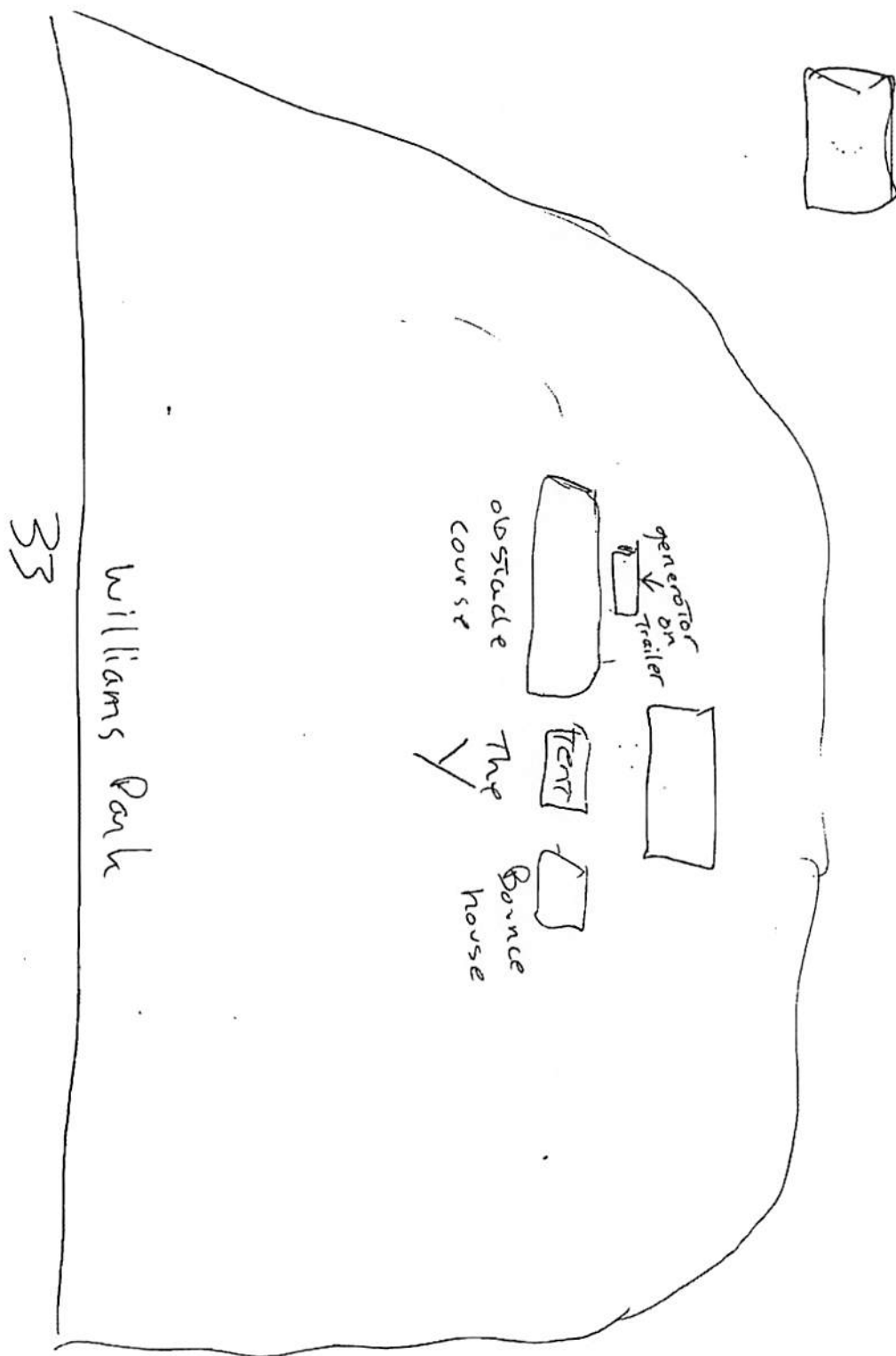
City of Batavia, 1 Batavia City Centre, Batavia, NY 14020-2050

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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City of Batavia
Batavia, New York 14020
(585) 345-6300

Official Use Only:

2015-27
Event Application #

Fee pd \$50
7/31/15
Ame

Event Application Fee - \$25.00 (non-refundable)

(A separate permit must be issued for each item requested)

Mike Sami Jamil

DATE: 07/31/2015

TIME: 09:00:00

Name of Renter / Sponsor / Organization:

GENERAL RECEIPTS

Softball Tournament

August 22nd + August 23rd 2015

Type / Name of Event:

Date(s) & Time(s) of Event:

8am - ?

AMOUNT PAID

Profit

Non-Profit

\$5.00

CONTACT INFORMATION:

Michael Sami

Primary Contact Name

108 Otis Street Batavia, NY 14020

Primary Contact Address

E-Mail Address

Home Phone #

585-813-7468

Cell Phone #

Other #

Secondary Contact Name

Secondary Contact Address

E-Mail Address

Home Phone #

Cell Phone #

Other #

EVENT DAY CONTACT INFORMATION:

Mike Sami

Contact Name

Home Phone #

585-813-7468

Cell Phone #

Other #

Location of your event:

Kibbe and Williams Park (Lions Park also if needed)

Please provide details of your event:

See attachment

Will there be alcohol at your event?

Yes ☐

No ☒

If yes, complete the following:

Type of alcoholic beverage to be served:

Liquor ☐

Wine ☐

Beer ☐

Will you be providing alcohol to your group?

Yes ☐ No ☐

Will you be selling alcohol to your group?

Yes ☐ No ☐

Insurance certificate **WILL BE** required with Liquor Legal.

Will people be allowed to bring alcohol to the event?

Yes ☐ No ☐

Who will be applying to the NYS Liquor Authority for the permit to sell?

It is the Applicant's responsibility to police the area during the gathering to make sure all Alcohol Beverage Control rules are followed. Also, after the event Applicant is responsible to dispose of all empty bottles and debris.

If you are contracting with a group to sell alcohol during your event on city property, separate insurance is required from them with Liquor Legal in addition to your insurance.

EVENT INFORMATION (required):

Set-Up Date:

Set-Up Time:

Tear Down Date:

Tear Down Time:

PLEASE LIST ALL DATES / TIMES AND CROWD INFORMATION BELOW:

Date:

Start Time:

End Time:

Estimated Crowd Size:

of Vendors / Displays

Date:

Start Time:

End Time:

Estimated Crowd Size:

of Vendors / Displays

WILL THE EVENT INCLUDE:

Parade: Yes ☐ No ☒ (MAP OF DESIRED ROUTE MUST BE ATTACHED)
Run or Walk: Yes ☐ No ☒ (MAP OF DESIRED ROUTE MUST BE ATTACHED)
Music: Yes ☐ No ☒ (SITE DRAWING OF STAGE OR DJ LOCATION ATTACHED)
Street Closure(s): Yes ☐ No ☒ (MAP OF CLOSED STREETS AND DROP LOCATION OF BARRICADES)
Other: Yes ☐ No ☒ (MAP OF DESIRED ROUTE MUST BE ATTACHED)

Fireworks or Hazardous Materials? Yes ☐ No ☒ Carnival or Amusement Rides? Yes ☐ No ☒

Name of Company Providing Above:

Company Contact/Representative

Phone #

Address, Street

City

Zip Code

Music: Live Group ☐ Recorded/DJ ☐

Name of Company Providing Above:

Company Contact/Representative

Phone #

Address, Street

City

Zip Code

CITY SERVICES SUPPORT:

City Code 66-15, D-2

The City reserves the right, as part of the permitting process, to require the applicant to pay for additional operational costs of the City associated with the event.

FOR EVENTS IN CITY PARKS, GARBAGE PICK-UP WILL BE MADE ONLY TO GARBAGE CANS ON SITE.
ADDITIONAL GARBAGE MUST BE BAGGED AND REMOVED FROM PREMISES BY EVENT SPONSOR.

ELECTRIC:

Will electric be needed for the event? Yes ☐ No ☒

What will you be providing electric to?

Will generators be used? Yes ☐ No ☒

If yes, INCLUDE SITE DRAWING INDICATING PLACEMENT/LOCATION OF GENERATOR

SIZE OF GENERATOR(S) _____ FUEL SOURCE - GAS - ☐ - DIESEL - ☐ - PROPANE - ☐

TENTS/CANOPIES:

Will Tents/Canopies or other membrane structures be erected at event?
Will a bounce house or other air supported structures be erected at event?

Yes ☐ No ☒
Yes ☐ No ☒

Please list size(s) of Tents/Canopies or other temporary structures erected.

ANCHORING INTO PAVEMENT IS PROHIBITED!

If anchoring in grass, soil areas please contact the NYS Dig Safe # at: 1-800-962-7962 or 811

STREET CLOSURE(S):

ANY EVENT REQUIRING A STREET CLOSURE REQUIRES 90 DAY ADVANCE NOTICE

Will street(s) need to be closed for the event? Yes ☐ No ☒ Reason:

List Street(s) and Cross Street(s) that will be affected:

Street to be closed	&	Cross Streets
Street to be closed	&	Cross Streets
Street to be closed	&	Cross Streets
Street to be closed	&	Cross Streets

Will street barricades be requested from the City? Yes ☐ No ☐ How Many? _____

Will traffic cones be requested from the City? Yes ☐ No ☐ How Many? _____

(Drop off locations of requested items must be identified on the site drawing)

**BANNERS / SIGNS OR OTHER DECORATIONS ARE NOT TO BE ATTACHED
TO STREET BARRICADES, TRAFFIC CONES, LIGHT POLES, OR ANY OTHER CITY PROPERTY**

Are there any other city materials or personnel requested for the event? Identify below: (there may be additional costs)

POLICE

Will City Police Officers be requested for the event? Yes ☐ No ☒

**FINAL DETERMINATION FOR NUMBER OF POLICE OFFICERS
and UTILIZATION WILL BE AT THE DISCRETION OF THE CITY.**

PLEASE NOTE:

1. Be as specific as possible in the description so we have the best understanding of your event. Also, be clear as to what you would like provided by the City.
2. Fire hydrants, Cross Streets/Alleys and Store Fronts **Shall Not Be Blocked** by any Vehicle or Concession at any time.
3. An Emergency Vehicle Safety Lane Must be Maintained at All times at All Locations
4. Fuel Containers Must be of an Approved type and Must be Properly Secured
5. Deep Fryers Must Be Approved. Commercial Types Require a Type "K" Portable Fire Extinguisher
6. All Food Vendors Must Have a Type ABC Fire Extinguisher. All Fire Extinguishers Must Be Inspected Within The Last Year. **A Valid Health Department Permit Must Be Displayed.**
Gen Health Department
7. No grease or substance of any kind may be discharged upon the streets, sidewalks, or into the storm drains and/or sewers
8. City Sign Ordinances Shall Be Complied With At All Times And In All Regards
9. No paint or other markings may be placed on the street surface.
10. Any overtime and/or material costs in excess of \$500, as determined by City Departments, must be paid by the event sponsor or other party
11. The application fee is due at time of submission of the application and is non-refundable.
12. If the event is approved, a Certificate of Liability Insurance naming the City of Batavia as an additional insured for at least the day(s) of the event must be submitted to the City Clerk prior to the event date.

Hold Harmless Agreement

Mike Saml, the organizer/sponsor, shall indemnify, hold harmless, assume liability for and defend the City of Batavia, its employees, officers and agents from any and all damages, costs and expenses including but not limited to, attorney's fees, court costs, and all other sums which the City of Batavia its employees, officers and agents may pay or become obligated to pay on account of any and every demand, claim or assertion of liability, or any claim founded thereon, arising or alleged to have arisen out of the activities described in this special event application and sanctioned by the permit issued by the City of Batavia or by any act or omission of the Mike Saml (Organizer/Sponsor), its members, agents, employees, volunteers, officers, or directors in relation to activities described in this application and sanctioned by the issuance of a special event permit.

8-28-15

Date:

Mike Saml

Name of Event Sponsor

Mike Saml

Authorized Signature, Title

Mike Saml

Name - Printed or Typed

The rules and information contained within this application have been read and will be adhered to.

8-28-15

Date:

Mike Saml

Signature of Applicant:

Please forward this application to:

City Clerk's Office
Attention: Events Applications Department
One Batavia City Centre
Batavia, New York 14020

Details for August 22nd - 23rd Softball Tournament.

It's looking like I could be ranging anywhere between 8-20 teams. Double elimination tournament with payouts, USSSA Certified Umpires, New Balls each game, and a good time. There ~~are~~ is a lot of energy when it comes to Softball around here, more than even I anticipated. I started 1 league then got asked to do another, and now been asked left right and sideways to make a tournament happen. Lions park is the only other park with enough space to put a make shift field together if I'm looking at 16-20 teams. I will always provide updates and you can contact me practically any time.
Mike Jamil 585-813-7968

Any questions don't hesitate to call me.

Mike Jamil

Pastor John from BFF Church is fine with me using Williams Park Softball Field August 22nd.
Pastor John 585-993-1888



FIRST EVER "REAL DEAL SOFTBALL TOURNAMENT!"

When: August 22nd-August 23rd **Where:** Batavia, NY at Kibbe and Williams Parks

Time: 8am earliest game times

Entry Fee: \$250/per team

Format: Double Elimination with USSSA Standard Rules (rule books if needed)

Prizes: \$800-First Place
\$550-Second Place

All pending # of teams

This is the first ever attempt at this and I'm hoping to bring Softball back to Batavia. I'm attempting to get at least 12 teams but will be working with whatever I have to work with. More teams = higher payouts. Since this is our Inaugural Tournament, it will not be the best it will ever be, but we have to start somewhere and somebody has to start it. Roster sheets will be provided and my contact info is:

Mike Jamil Phone: 585-813-7968 Address: 198 Otis St Batavia NY 14020

Thank you and Good Luck!!!



Rec'd 7/23/15



City of Batavia
Batavia, New York 14020
(585) 345-6300

Official Use Only:

2015-26

Event Application #:

Event Application Fee - \$25.00 (non-refundable)
(A separate permit must be issued for each item requested)

BATAVIA AREA JAYCEES, INC

Name of Renter / Sponsor / Organization:

Labor Day 5K

Type / Name of Event:

Sept. 7, 2015

Date(s) & Time(s) of Event

Profit Non-Profit

☐ TIN: 25-48:27

DATE: 07/23/2015

GENERAL RECEIPT

AMOUNT: 25.00

Primary Contact Address

746-4109

Cell Phone #

Other #

CONTACT INFORMATION:

MELISSA A GEORGE

Primary Contact Name

bajny@yahoo.com

E-Mail Address

PO BOX 285 BATAVIA NY 14021

Home Phone #

AMBER RICHMOND

Secondary Contact Name

20 WASHINGTON - BATAVIA

Secondary Contact Address

409-9016

Cell Phone #

Other #

E-Mail Address

Home Phone #

EVENT DAY CONTACT INFORMATION:

AMBER RICHMOND

Contact Name

746-4109

Cell Phone #

Other #

Home Phone #

Location of your event: MACARTHUR PARK, BATAVIA

Please provide details of your event: 29th Annual Labor Day 5K Run/Walk
Registration - run/walk - BBQ/Party for results

Will there be alcohol at your event?

Yes ☐

No ☒

If yes, complete the following:

Type of alcoholic beverage to be served:

Liquor ☐

Wine ☐

Beer ☐

Will you be providing alcohol to your group?

Yes ☐ No ☒

Will you be selling alcohol to your group?

Yes ☐ No ☒

Insurance certificate WILL BE required with Liquor Legal.

Will people be allowed to bring alcohol to the event?

Yes ☐ No ☒

Who will be applying to the NYS Liquor Authority for the permit to sell?

NA

It is the Applicant's responsibility to police the area during the gathering to make sure all Alcohol Beverage Control rules are followed. Also, after the event Applicant is responsible to dispose of all empty bottles and debris.

If you are contracting with a group to sell alcohol during your event on city property, separate insurance is required from them with Liquor Legal in addition to your insurance.

EVENT INFORMATION (required):

9-7-15 6AM 9-1-14 1pm
 Set-Up Date: Set-Up Time: Tear Down Date: Tear Down Time:

PLEASE LIST ALL DATES / TIMES AND CROWD INFORMATION BELOW:

9-7-15 930AM ~ 1PM ~ 100 1
 Date: Start Time: End Time: Estimated Crowd Size: # of Vendors / Displays

 Date: Start Time: End Time: Estimated Crowd Size: # of Vendors / Displays

WILL THE EVENT INCLUDE:

Parade: Yes ☐ No ☒ (MAP OF DESIRED ROUTE MUST BE ATTACHED)
 Run or Walk: Yes ☒ No ☐ (MAP OF DESIRED ROUTE MUST BE ATTACHED)
 Music: Yes ☐ No ☒ (SITE DRAWING OF STAGE OR DJ LOCATION ATTACHED)
 Street Closure(s): Yes ☐ No ☒ (MAP OF CLOSED STREETS AND DROP LOCATION OF BARRICADES)
 Other: Yes ☐ No ☐ (MAP OF DESIRED ROUTE MUST BE ATTACHED)

Fireworks or Hazardous Materials? Yes ☐ No ☒ Carnival or Amusement Rides? Yes ☐ No ☒

Name of Company Providing Above:

Company Contact/Representative

Phone #

Address, Street

City

Zip Code

Music: Live Group ☐ Recorded/DJ ☐

Name of Company Providing Above:

Company Contact/Representative

Phone #

Address, Street

City

Zip Code

CITY SERVICES SUPPORT:**City Code 66-15, D-2**

The City reserves the right, as part of the permitting process, to require the applicant to pay for additional operational costs of the City associated with the event.

FOR EVENTS IN CITY PARKS, GARBAGE PICK-UP WILL BE MADE ONLY TO GARBAGE CANS ON SITE. ADDITIONAL GARBAGE MUST BE BAGGED AND REMOVED FROM PREMISES BY EVENT SPONSOR.

ELECTRIC:

Will electric be needed for the event? Yes ☐ No ☒

What will you be providing electric to? _____

Will generators be used? Yes ☐ No ☒

If yes, INCLUDE SITE DRAWING INDICATING PLACEMENT/LOCATION OF GENERATOR

SIZE OF GENERATOR(S) _____ FUEL SOURCE - GAS - ☐ - DIESEL - ☐ - PROPANE - ☐

TENTS/CANOPIES:

Will Tents/Canopies or other membrane structures be erected at event?

Yes ☒ No ☐

Will a bounce house or other air supported structures be erected at event?

Yes ☐ No ☒

Please list size(s) of Tents/Canopies or other temporary structures erected.

pop up tent for registration ~10x10
score this will have end of race finish line
alpine will have booth.

ANCHORING INTO PAVEMENT IS PROHIBITED!

If anchoring in grass, soil areas please contact the NYS Dig Safe # at: 1-800-962-7962 or 811

STREET CLOSURE(S):

ANY EVENT REQUIRING A STREET CLOSURE REQUIRES 90 DAY ADVANCE NOTICE

Will street(s) need to be closed for the event? Yes ☒ No ☒ Reason: see below

List Street(s) and Cross Street(s) that will be affected:

Street to be closed	&	Cross Streets
Street to be closed	&	Cross Streets
Street to be closed	&	Cross Streets
Street to be closed	&	Cross Streets

Will street barricades be requested from the City? Yes ☐ No ☒ How Many? _____

Will traffic cones be requested from the City? Yes ☒ No ☐ How Many? _____

(Drop off locations of requested items must be identified on the site drawing)

**BANNERS / SIGNS OR OTHER DECORATIONS ARE NOT TO BE ATTACHED
TO STREET BARRICADES, TRAFFIC CONES, LIGHT POLES, OR ANY OTHER CITY PROPERTY**

we have normally placed a
cone near the blind spot -
see map / below.

Are there any other city materials or personnel requested for the event? Identify below: (there may be additional costs)

POLICE

Will City Police Officers be requested for the event? Yes ☒ No ☐

**FINAL DETERMINATION FOR NUMBER OF POLICE OFFICERS
and UTILIZATION WILL BE AT THE DISCRETION OF THE CITY.**

The Batavia Area Jaycees would like to request a lead police car to lead the runners - and if possible an end car. We also normally have had 1 police officer at the intersection of North/State to assist with traffic. This is also where we have a cone to move runners from 1 side of the street to the other. If possible we would also like to be able to use the Little League facilities. It was a huge help being able to store tables/chairs there the day before.

PLEASE NOTE:

1. Be as specific as possible in the description so we have the best understanding of your event. Also, be clear as to what you would like provided by the City.
2. Fire hydrants, Cross Streets/Alleys and Store Fronts **Shall Not Be Blocked** by any Vehicle or Concession at any time.
3. An Emergency Vehicle Safety Lane Must be Maintained at All times at All Locations
4. Fuel Containers Must be of an Approved type and Must be Properly Secured
5. Deep Fryers Must Be Approved. Commercial Types Require a Type "K" Portable Fire Extinguisher
6. All Food Vendors Must Have a Type ABC Fire Extinguisher. All Fire Extinguishers Must Be Inspected Within The Last Year. **A Valid Health Department Permit Must Be Displayed.**
7. No grease or substance of any kind may be discharged upon the streets, sidewalks, or into the storm drains and/or sewers
8. City Sign Ordinances Shall Be Complied With At All Times And In All Regards
9. No paint or other markings may be placed on the street surface.
10. Any overtime and/or material costs in excess of \$500, as determined by City Departments, must be paid by the event sponsor or other party
11. The application fee is due at time of submission of the application and is non-refundable.
12. If the event is approved, a Certificate of Liability Insurance naming the City of Batavia as an additional insured for at least the day(s) of the event must be submitted to the City Clerk prior to the event date.

Hold Harmless Agreement

Batavia Area Jaycees Inc. ^(BAS), the organizer/sponsor, shall indemnify, hold harmless, assume liability for and defend the City of Batavia, its employees, officers and agents from any and all damages, costs and expenses including but not limited to, attorney's fees, court costs, and all other sums which the City of Batavia its employees, officers and agents may pay or become obligated to pay on account of any and every demand, claim or assertion of liability, or any claim founded thereon, arising or alleged to have arisen out of the activities described in this special event application and sanctioned by the permit issued by the City of Batavia or by any act or omission of the BAS (Organizer/Sponsor), its members, agents, employees, volunteers, officers, or directors in relation to activities described in this application and sanctioned by the issuance of a special event permit.

7-23-15

Date:

BATAVIA AREA JAYCEES INC

Name of Event Sponsor:

M. George, Treasurer

Authorized Signature, Title

M. George

Name - Printed or Typed

The rules and information contained within this application have been read and will be adhered to.

7-23-15

Date:

M. George

Signature of Applicant:

Please forward this application to:

**City Clerk's Office
Attention: Events Applications Department
One Batavia City Centre
Batavia, New York 14020**



CERTIFICATE OF LIABILITY INSURANCE

BATAARE-01

TDEMARS

DATE (MM/DD/YYYY)

5/20/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # BR-941583

Lawley Genesee LLC
20 Jefferson Square
Batavia, NY 14020

CONTACT

NAME:

PHONE (A/C, No, Ext): 1 (585) 344-0300

FAX

(A/C, No): 1 (716) 849-8291

E-MAIL

ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Selective Insurance of America

12572

INSURED

Batavia Area Jaycees Inc
PO Box 285
Batavia, NY 14021-0285

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	X	S1790698	11/15/2014	11/15/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		S1790698	11/15/2014	11/15/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Batavia is additional insured with respects to general liability as required by written contract.

This certificate applies to the following events:

Memorial Day Parade - May 25th, 2015
Halloween Parade - October 25th, 2015
5K Run Labor Day - September 7th, 2015
Picnic in the Park - July 4th, 2015

CERTIFICATE HOLDER

City of Batavia
One City Centre
Batavia, NY 14020

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Batavia Area Jaycees Labor Day 5K Run

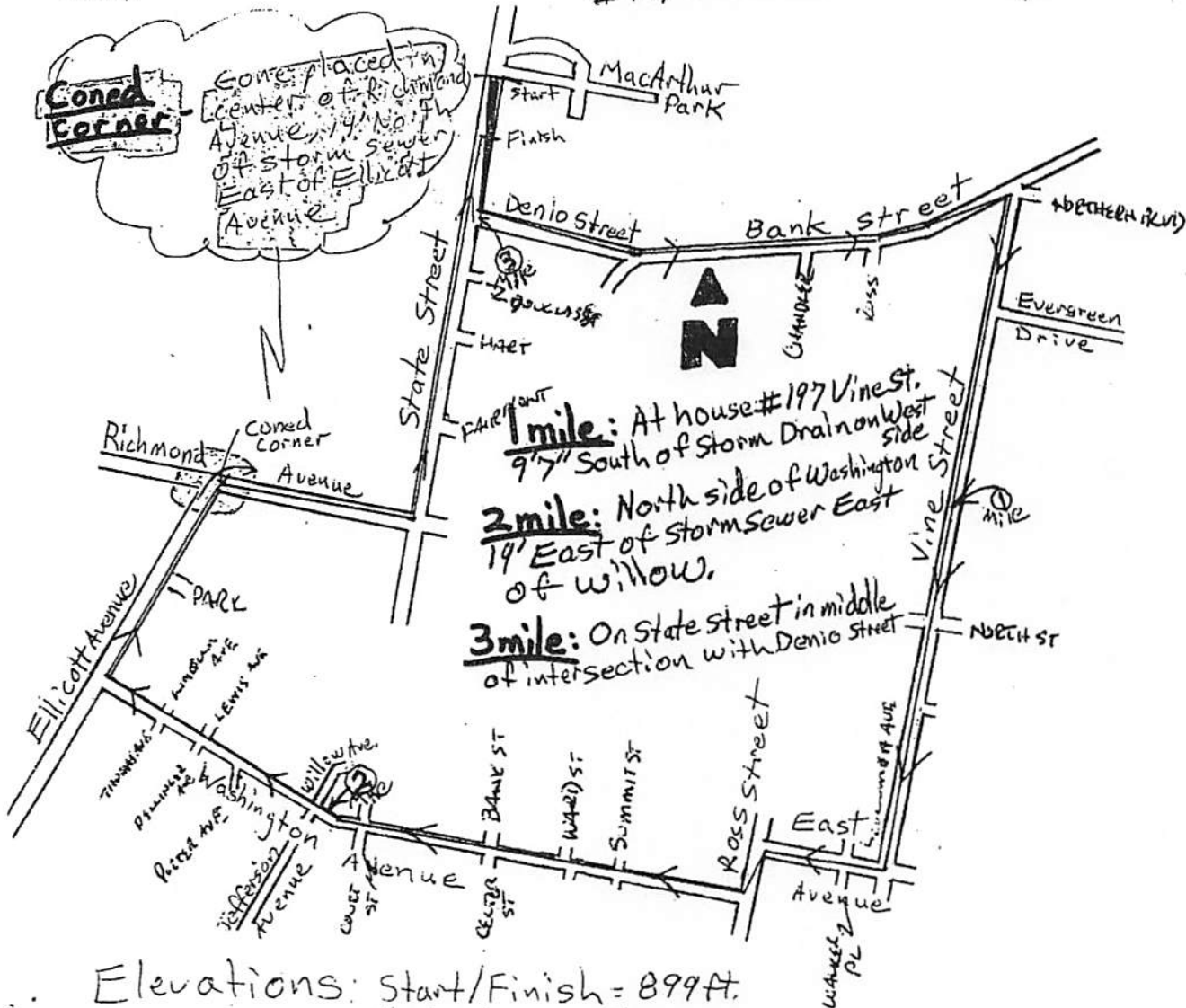
Measured on: May 13, 2006

By: Steve Tufts - 585.409.8858

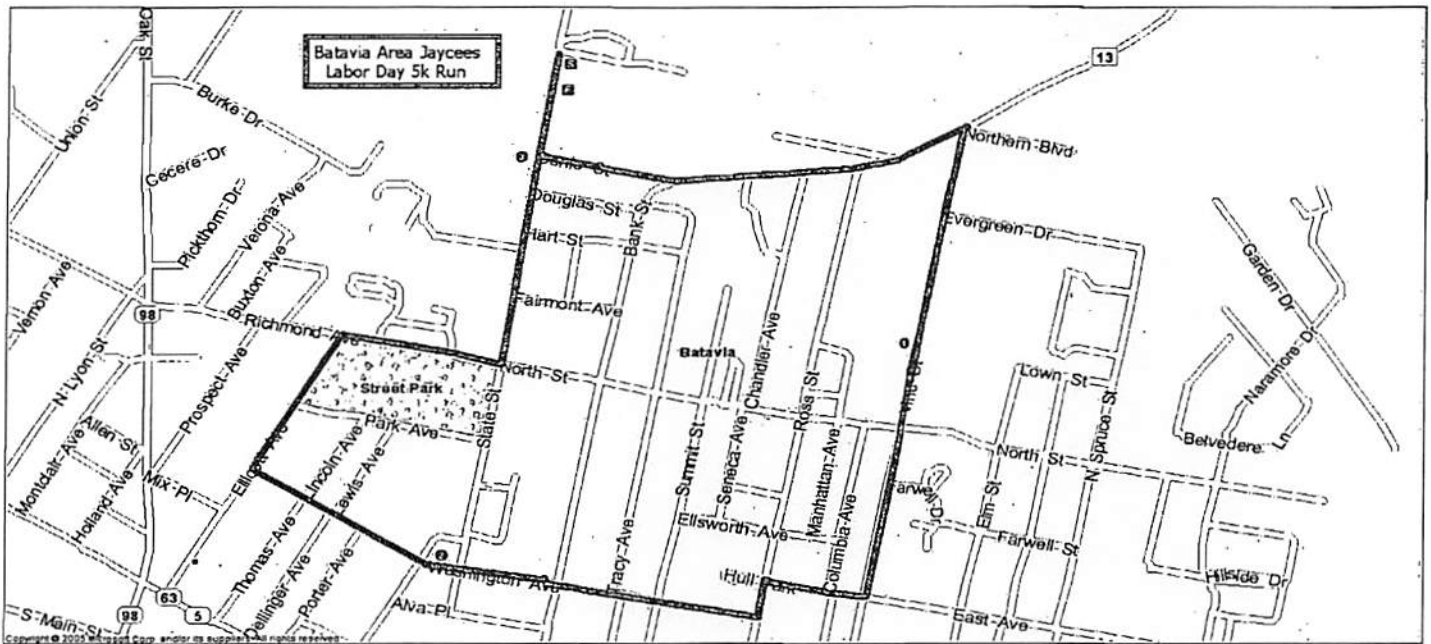
Calibrated on: Batavia Evergreen Drive 1000 Feet
#NY06111KL



Certified Course
NY-06038-JG



Mac
C
1'



29th Annual Labor Day 5K Run & Walk

Monday, September 7, 2015

Registration at 8:00am / Race Starts at 10:00am

MacArthur Park, Batavia

For more information call: 585-343-5775 or email: bajny@yahoo.com

www.bajny.com

Dear Runners & Walkers,

The Batavia Area Jaycees will be holding their 29th Annual Labor Day 5K Run & Walk on September 7, 2015.

Directions to MacArthur Park:

From the East or West: Take NYS Thruway to exit 48. Turn left onto Route 98 (Oak Street). At the first light turn left onto Richmond Avenue. Proceed to the next light and turn left onto State Street. The park is approximately 1/2 mile on the right.

From the North or South: Take Route 98 (Oak Street). The first light past the NYS Thruway entrance (from north) or past Main Street (from south) is Richmond Avenue. Turn left from the north or right from the south onto Richmond Avenue. Proceed to the next light and turn left onto State Street. The park is approximately 1/2 mile on the right.

If you are a runner, you will be excited to know that the Batavia Area Jaycees 5K course is certified to be accurate by USATF. The certification number is **NY-060380JG** and can be viewed online at www.usatf.com.

Thank you for your support and participation. See you on Labor Day!

#68-2015

A RESOLUTION ADOPTING A PROGRAM FOR PUBLIC INFORMATION

Motion of Councilperson

WHEREAS, a substantial portion of the City of Batavia, New York is located within the special flood hazard area; and

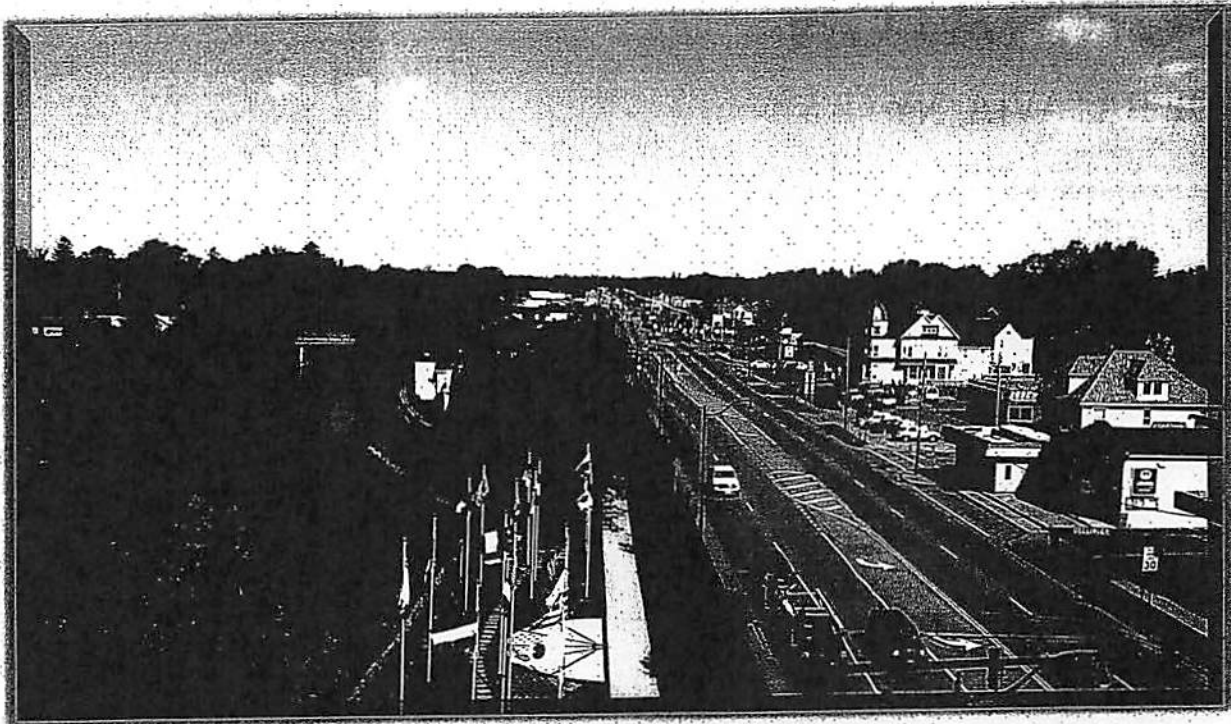
WHEREAS, a discount is applied to the flood insurance premium amounts which are paid by property owners with the City of Batavia based on the City's "Community Rating System" (CRS) score; and

WHEREAS, the adoption of a Program for Public Information (PPI) which is in compliance with FEMA requirements can be used to improve the City's CRS score, upon adoption of the PPI by the City Council; and

WHEREAS, the PPI Committee has prepared a PPI document for the consideration of the City Council, and the City Council finds the adoption of the PPI document and the implementation of the program to be in the best interests of the City of Batavia, New York; and

NOW THEREFORE, BE IT RESOLVED, that the City of Batavia program for public information, attached hereto as Exhibit "A" and by this reference incorporated herein, is hereby approved and adopted, and the PPI Committee is hereby empowered to implement said program and to undertake the activities called for therein.

**Seconded by Councilperson
and on roll call**



PROGRAM FOR PUBLIC INFORMATION

CITY OF BATAVIA, NY

Presented by the City of Batavia's

Community Rating System Team

May 15, 2015



PROGRAM FOR PUBLIC INFORMATION

CITY OF BATAVIA, NY

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<ul style="list-style-type: none"> • Table 11: Outreach Projects • Acronyms & Glossary of Terms 	A1 A5

PPI TEAM:

Tom Turnbull, President

Genesee County Chamber
of Commerce

Tim Yeager, Director

Genesee County
Emergency Management

Lisa Gautieri, Mortgage

Loan Officer, Bank of
Castile

Joe Teresi, Vice President

Tompkins Insurance

Lisa Casey, Confidential

Secretary, City Manager's
Office

Ron Panek, Certified

Floodplain Manager, City
Inspector, City of Batavia

Gretchen DiFante,

Assistant City Manager,
CRS Coordinator, City of
Batavia

BACKGROUND

The City of Batavia, located on the Tonawanda Creek at the former junction of two major Indian trails, was founded in 1801 and serves as the seat of Genesee County. Batavia occupies a land area of 5.2 square miles with a population of 15,465 and is conveniently located nearly equidistance between the cities of Rochester and Buffalo, New York.



While the City has been a member of the National Flood Insurance Program (NFIP) for many years, City leadership set a goal in 2013 to become a member of the NFIP's Community Rating System (CRS) by the year 2015. To this end the City has applied to the CRS and has been approved for consideration. As part of the process to become a CRS Community, the City has been working on both flood mitigation and public outreach activities that extend beyond the NFIP requirements.

In an effort to reduce flood insurance costs for the residents and businesses in the City and to increase the effectiveness of flood mitigation efforts, the City has formed the Program for Public Information (PPI) which is a part of the CRS.

In its brochure outlining the purpose of the PPI, the NFIP asserts the following:

- Successful public information efforts change behavior. It is not enough that people know they are in a flood prone area, they need to want to do something about it. Public information efforts need to explain what people should do about the hazard they face.
- Outreach projects and other public information efforts bring results. Research has found that floodplain residents in communities with outreach projects know more about their flood risk and are more likely to take protection measures to buy flood insurance.
- Although outreach projects can be effective, the previous approach to crediting outreach projects did not encourage local officials to design programs that could be more effective in their communities.
- Messages need to be repeated many times before people take action.
- Messages need to be delivered via multiple and different sources and partnerships in message delivery are more effective than going it alone.
- Different approaches bring various results among different audiences. Programs and tools need to be monitored, evaluated, and revised to ensure that they will be effective.

The City views the PPI as a benefit to the entire community as well as to surrounding community partners and with a strong plan, collaborative partnerships and the right tools, we are confident in our potential for success in all areas of public outreach.

PPI TEAM MEMBERS

The PPI Team consists of seven members from the community and represent both City Staff and important Stakeholder Groups:

Stakeholders	City Staff
<ul style="list-style-type: none">• Tom Turnbull, President, Genesee County Chamber of Commerce• Timothy Yeager, Director, Genesee County Emergency Management• Lisa Gautieri, Mortgage Loan Officer Residential Mortgage Lending, Bank of Castile• Joe Teresi, Vice President, Tompkins Insurance	<ul style="list-style-type: none">• Ron Panek, Certified Floodplain Manager, Building Inspector, City of Batavia, Bureau of Inspection• Lisa Casey, Confidential Secretary, City Manager's Office• Gretchen DiFante, Assistant City Manager, CRS Coordinator, City of Batavia

The role of the team members is to assist in the development of the PPI by providing feedback from their unique perspectives as to the best areas and groups to target for outreach as well as to the most effective messages and methods for delivery. Members were also asked to share information on any related efforts that have occurred or will be occurring within the City and County.

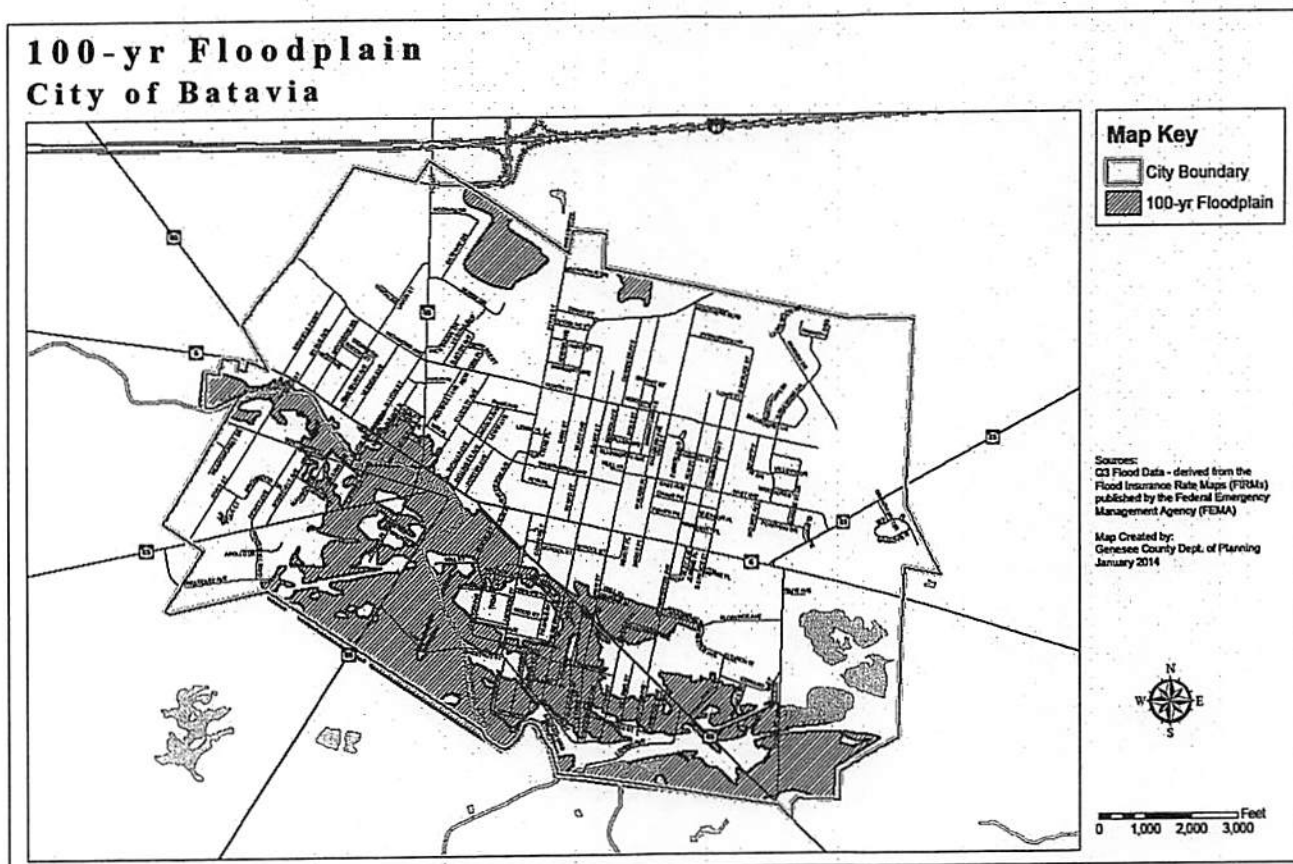
The CRS Coordinator served as facilitator to the team and set meetings and prepared agendas. The initial communication with the team involved sending a draft copy of the Insurance Assessment and a request to the team for any additions to the recommendations of that assessment. A copy of the document, "Developing a Program for Public Information," was also sent to team members so they could familiarize themselves with the goals of the PPI. The initial meeting of the team was held on April 29 and staff provided an overview of PPI's seven step process as well as a presentation of the work to date. Based on that first meeting, target areas and messages were determined. Ideas were also generated for ways to reach the target areas.

The second meeting was held on May 7, and members discussed additional CRS topics such as Flood Response Preparations, the Coverage Improvement Plan, resident training programs, and additional existing platforms to use to extend the reach of all messages. Based on the team's input, a draft PPI plan was completed and sent via email to team members, and the team met again on May 11 to review collective comments regarding the draft plan and to complete the final plan for submission to the NFIP for review.

COMMUNITY NEEDS ASSESSMENT

The City of Batavia occupies a land area of 5.2 square miles with a population of 15,465 and is conveniently located nearly equidistance between the cities of Rochester and Buffalo, New York. Approximately 700 acres, or nearly 20% of its land mass is located in a Special Flood Hazard Area (SFHA). (Figure F1, below).

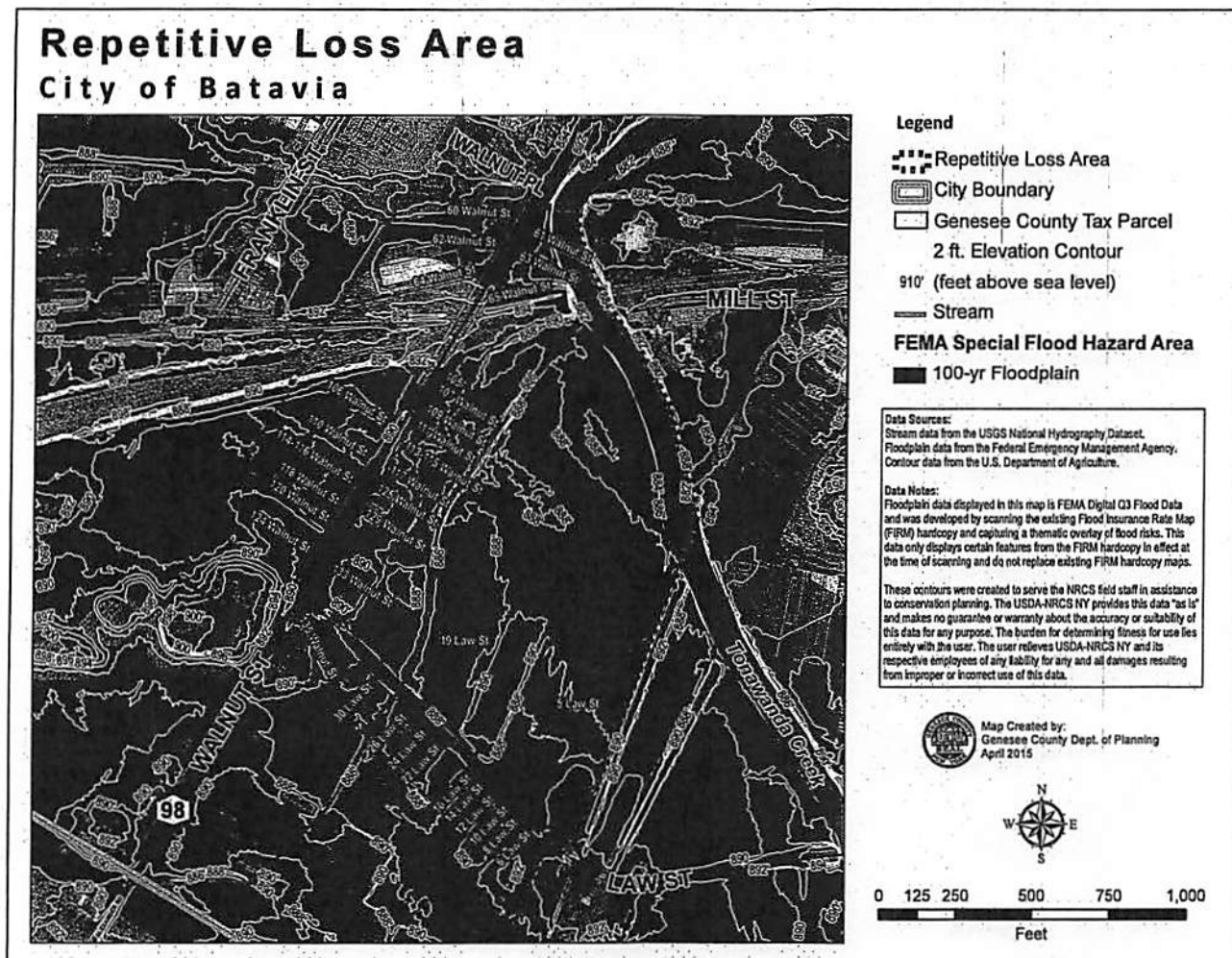
Figure F1: Special Flood Hazard Area (SFHA)



Flood Hazards

The Tonawanda Creek runs through Batavia and rain and snowmelt have caused flooding on several occasions. In December 2014, the Creek crested to over 11 feet. A crest of 10 feet is considered flood conditions – a state the Tonawanda has reached 24 times in the nearly 65 years that the National Weather Service has been measuring creek levels. The majority of Creek flooding has occurred in times of rapid snow melt combined with heavy rains. Most of the flooding conditions are limited to the Repetitive Loss Area (shown in Figure F2) and at Kibbe Park which lies at the sharp turn of the Tonawanda (Figure F3). The park is designed to act as a natural flood deterrent; and as such it holds flood waters preventing them from impacting local properties.

Figure F2: Repetitive Loss Area



While the City only has two repetitive loss properties (those with at least two flood claims in a 10-year period), City staff chose to identify the area above as a Repetitive Loss Area, based on historical water movement and the City of Batavia Fire Department's records on water rescue operations. While twenty properties are included in this area, more than half are either elevated higher than neighbors and/or have elevated utilities above the floodplain. The PPI addresses the need to educate these residents about flood insurance and what to do in a flood situation.

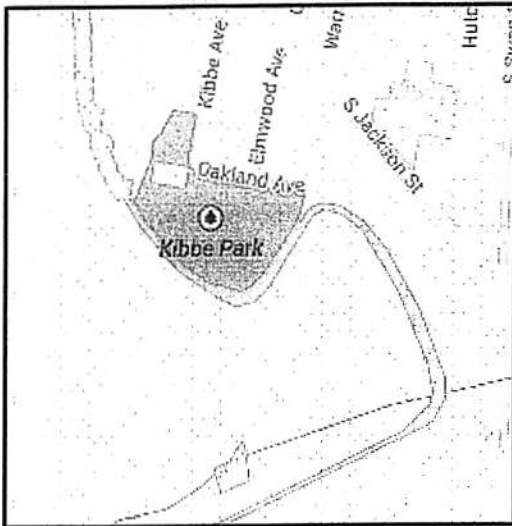


Figure F3 (right) shows Kibbe Park and its relation to the Tonawanda Creek.



When Kibbe Park floods, some residents use the park as a location for recreation and will canoe and kayak in the flooded area (photo above). These activities present a concern for the City's Emergency Management Personnel, and this PPI addresses the need to help residents understand the importance of keeping out of the park when it is flooded.

FLOOD INSURANCE ASSESSMENT

The Process

1. **Information Collection:** The CRS Team decided to generate its assessment based on General Data rather than Property Specific Data and received tables from FEMA's Community Information System (CIS) including: Insurance Review; Policies by Building Occupancy, Policies by FIRM Zone, and; Pre- and Post-FIRM Policy Summary. In addition, the Genesee County Director of Planning provided total property counts for single family homes, two-three family homes, four and greater family homes (designated commercial) and non-residential homes broken down by zones within the SFHA. The City and County Assessor worked together to generate reports from Assessment databases that furnished building counts for all properties with designations of All-Other Residential and Non-Residential.
2. **Determining Level of Flood Insurance Coverage:** The City reviewed the summary data table for building occupancy, which provides the number of policies, the premium paid, and the amount of insurance coverage for four categories of buildings. The OARS Assessment database was used to separate 4-family homes from all other residential. The team divided the amount of insurance in force by the number of policies in force to determine the average coverage by occupancy. That information is reflected in Table 1 on page 7. Staff members then divided the number of insurance policies in force within each zone by the number of total buildings in each zone to determine the percentage of buildings covered by zone. This information is shown in Table 2 (page 7) and the percentages are reflected in Finding B on page 8 of this document.
3. **Document Preparation:** The team used maps and data prepared by the Genesee County Planning Department using Q3 Flood Data derived from the FIRM published by FEMA to provide deeper analysis for its findings and assumptions in order to make recommendations. This information is being used as part of the City's PPI and recommendations are directed to that group and included in the PPI.

Table 1: Summary Data Table for Building Occupancy:

Occupancy	Policies in Force	Total Premiums	Insurance in Force	Number of Paid Losses	\$ of Paid Losses	Average Coverage
Single Family	281	\$242,836	\$25,703,000	28	\$87,301	\$91,470
2 - 4 Family	71	\$49,413	\$5,275,000	4	\$6051	\$74,296
All Other Residential	3	\$2096	\$220,200	0	\$0.00	\$73,400
Non-Residential	28	\$88,010	\$12,928,800	1	\$633.94	\$461,742
Total	383	\$382,355	\$44,127,000	33	\$93,983	\$115,214

Table 2: Summary Data Table for Coverage by Zone (in SFHA)*

Zone	# of Buildings	Policies	Premium	Insurance in Force	Number of Paid Losses	\$ of Paid Losses	Adjustment Expense
A01-30 & AE	617	113	\$140,999	\$13,811,900	8	\$34,634	\$5245
A	10	38	\$43,042	\$3,697,300	8	\$33,350	\$4650
AO	49	12	\$12,710	\$1,281,600	0	0.00	0.00
AH	596	177	\$151,636	\$415,320,500	4	\$18,691	\$2525
Total	1272	342	\$348,387	\$34,111,300	20	\$86,675	\$12,420

*There are a total of 41 flood insurance policies in the City that are outside the SFHA located in Zones B, C and X. Of these 41 policies, there have been four paid losses for a total payout of \$1,742.

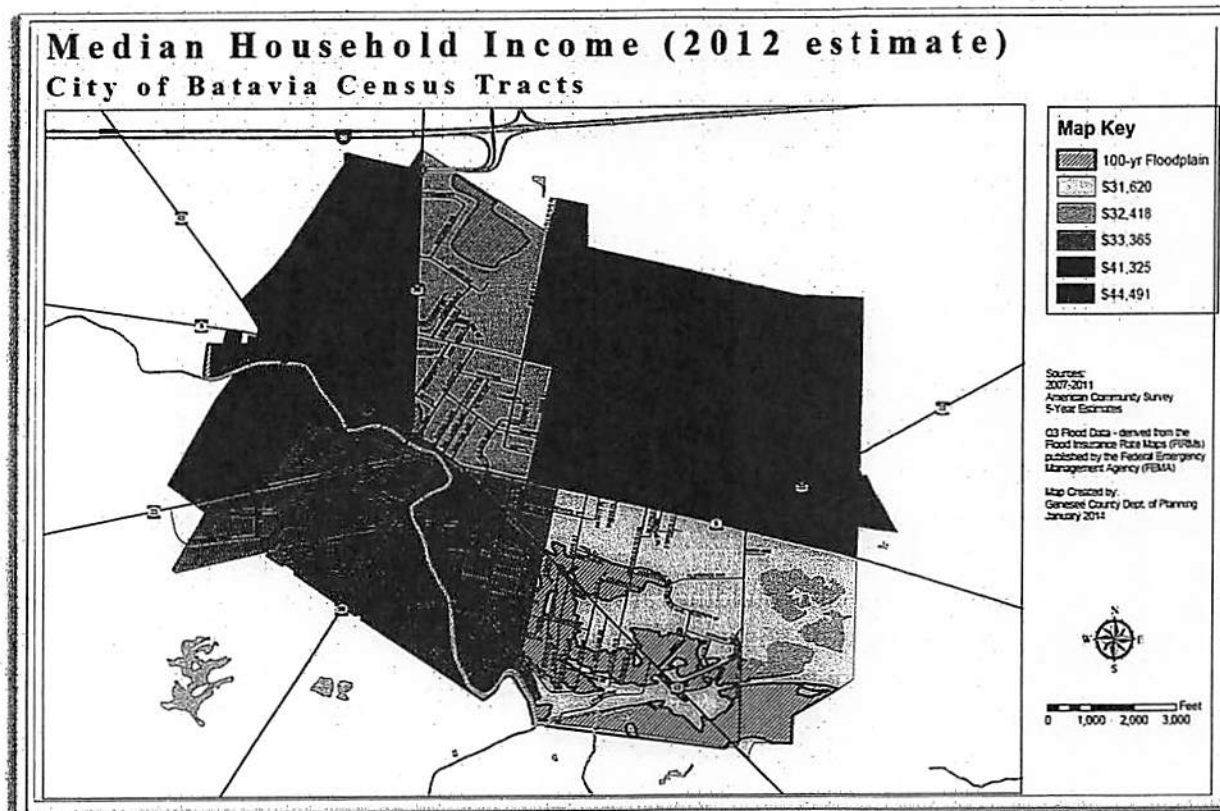
Findings and Assumptions

Staff members recognize they are not considering the number of buildings representing the 41 policies outside the SFHA in the findings on occupancy; however with that number representing about 10 percent of the total policies, the staff is not concerned with the margin of error and set its goal to focus on the insurance needs within the SFHA. These numbers do not impact nor have any margin of error when evaluating average coverage.

- **Finding A:** The average coverage for both single family and 2 – 4 family residences is greater than the average assessed value of a home within the SFHA (see figure F5, p. 10). However, the 2 – 4 Family Homes within the SFHA (of which most are rentals still show an average insured amount \$17,000 below the single family homes); therefore it is possible that the tenants do not have contents coverage.
- **Finding B:** The approximate percentage of buildings in the SFHA insured *by Occupancy*:
 - **Single Family Homes – 35%**
 - **2 – 4 Family Homes – 26%**
 - **All Other Residential – 50%**
 - **Non Residential – 15%**
- **Finding C:** While Non-Residential buildings are the most underinsured group at a 15% rate, they account for only one paid loss of \$634. Most business owners within the SFHA do not carry mortgages and therefore are not required to purchase flood insurance. It is also possible that the Non-Residential buildings in the SFHA have taken mitigation efforts to reduce flood risks; however this needs to be validated.
- **Finding D:** With the exception of Zone A, all zones within the SFHA have low coverage rates ranging from 18% in Zones AO1 – AE and 30% in the AH Zone (AO Zones show a 24% building insurance rate).

- **Finding E:** Figure F4 (below) shows the Median Household Income within the SFHA to be much lower than that outside the SFHA. The staff is aware that many neighborhoods within the SFHA include large concentrations of elderly and retired citizens on fixed incomes further contributing to the lower household income averages.

Figure F4: Map of Median Household Income with SFHA Overlay



- Finding F:** Figure F5 (below) demonstrates that homes within the SFHA have a median year of construction at 1900, with an average assessed value of \$69,739. Figure F6 (p. 11) outlines the group of homes constructed closest to the date of homes within the SFHA. These homes have a median construction date of 1925; however the average assessed value of these homes is significantly higher at \$86,129, yet still below the average assessed value of a home within the City as a whole at \$90,000. These findings may indicate that residents within the SFHA (most of whom do not carry mortgages and therefore are not required to purchase flood insurance), may see themselves as unable to afford flood insurance. In addition, many of them lack sufficient property value and/or income to obtain funding that would allow them to invest in construction improvements to support flood mitigation.

Figure F5: Average Assessed Value and Median Year Built of Homes within the SFHA

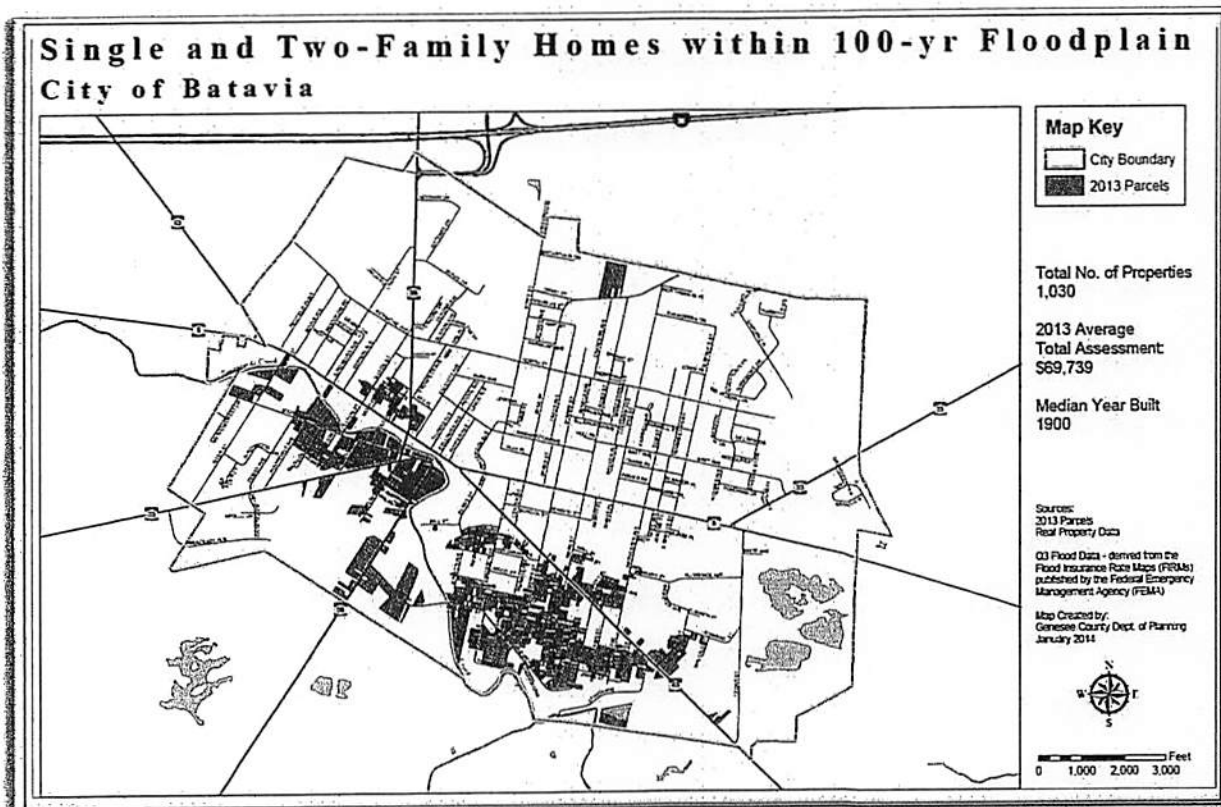
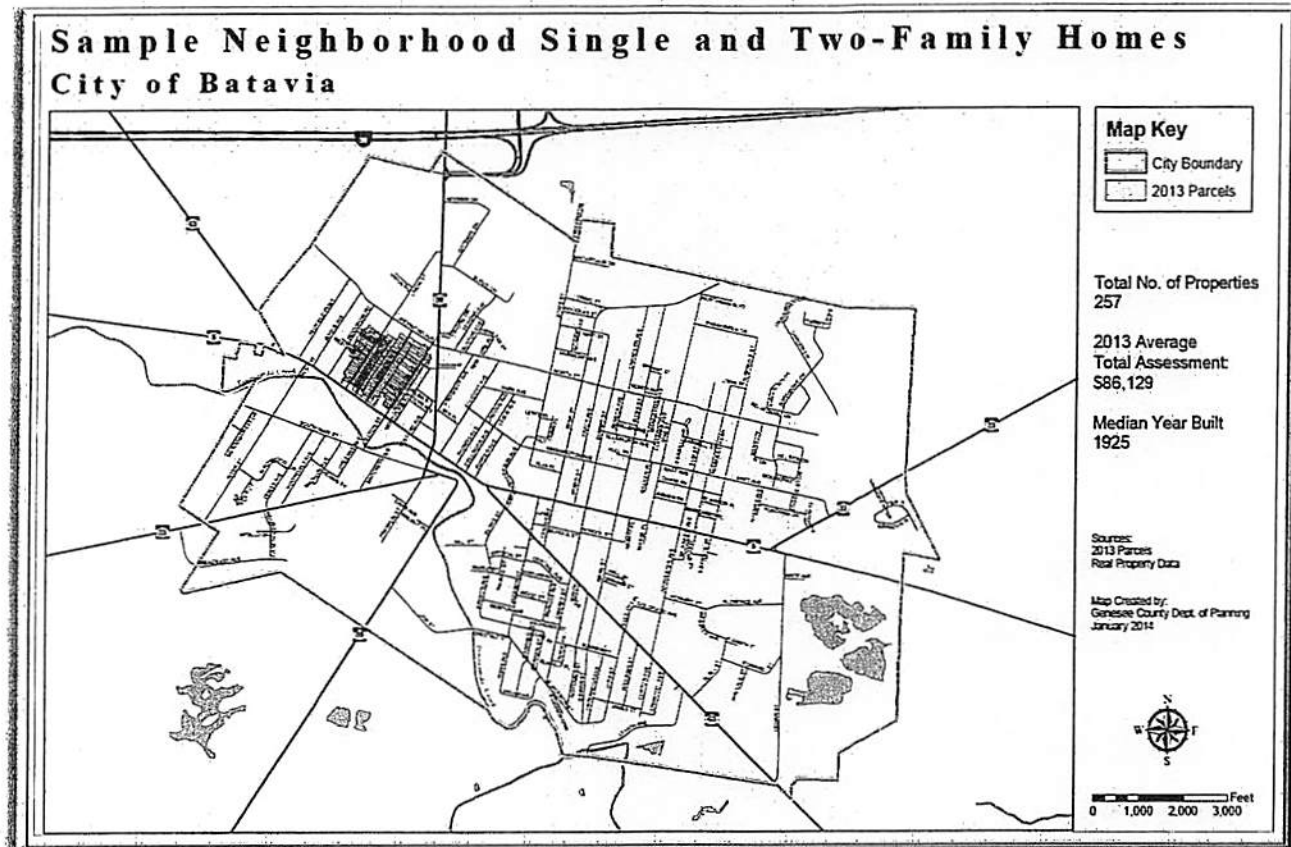


Figure F6: Average Assessed Value and Median Year Built of Similar Neighborhood Homes outside the SFHA



TARGET AUDIENCES

Based on the Community Assessment and the Insurance Assessment, the PPI team decided to target a variety of audiences to increase flood insurance coverage for buildings and contents, communicate important public safety needs and improve overall City-wide flood mitigation efforts.

- **Target Audience #1 – Tenants in multi-family homes in the SFHA.** The team chose this group as a target to increase awareness of and stress the importance of flood insurance contents coverage as data revealed this group to be largely underinsured.
- **Target Audience #2 – Nonresidential building owners in the SFHA.** The team again saw this as an underinsured group and needs to determine the types of buildings for which owners are lacking insurance and communicate the importance of that coverage.
- **Target Audience #3 – All Homeowners in the SFHA:** Given the age of homes in this area as in the SFHA in total, the team chose to communicate the risks associated with no coverage or insufficient coverage. At first, the team thought to target only residents in Zones A01 – AE Zones; however, after further discussion, it decided to direct these efforts to all properties in the SFHA
- **Target Audience #4 – Residents within the Repetitive Loss Area** – the team believes this group to benefit from ongoing communication regarding flood insurance, flood preparation and response and property mitigation.
- **Target Audience #5 – Realty, lending and insurance professionals:** The team felt this was a vital group as all members are critical to conveying information about flood hazards and the need for flood insurance. It is recommended that the City continue its communication encouraging flood elevation certificates for City residents and publicize programs like the Flood Elevation Grant Program.
- **Target Audience #6 – Builders and Remodelers** – the team views this group to be often unaware of floodplain regulations especially given the small amount of construction within the City in general and within the SFHA in particular. of Recommendation F: It is recommended that the CRS team work with County and Town government to encourage the expansion of CRS efforts and to facilitate a collective focus on CRS activities including outreach, mitigation projects and creative financing for low- to moderate-income residents.
- **Target Audience #7 – Children and parents** – The City's residents have become accustomed to playing in Kibbe Park during flooding conditions and going near the Creek in flooded conditions to capture photos and videos and just out of simple curiosity. The team believes that if it focuses on educating the youngest of citizens around flood safety practices, it will instill more appropriate behavior in their parents and in these children as they become adults.
- **Target Audience #8 – All residents** –The team believes all residents need to be more aware of flood safety measures and their part in maintaining a clean and working storm water drainage system. People pay attention to messages from the people they know and trust. Often an individual who has a parent, child or friend living in the SFHA brings critical information to that person's attention and can serve as a strong motivator for behavioral change.

INVENTORY OF OTHER PUBLIC INFORMATION EFFORTS

It is important to be aware of the public information efforts that are already impacting Batavia residents. Table xx contains initiatives that are in place and that support all CRS efforts and messages. The list was composed through City staff research and PPI Team Members:

Table 3: Existing PPI Efforts

Organization	Project	Subject Matter	Frequency
Genesee County Emergency Management	Handouts & brochures at various locations	Emergency preparedness, including flood-related preparation and reaction	Year-round
Tonawanda Creek Watershed Committee	Handouts and brochures at various locations	Water Quality, Watershed stewardship	Year-round
Buffalo Niagara Riverkeeper	Shoreline Sweep	Waterway clean up and stewardship	Annually in April
Blackcreek Watershed Coalition	Handouts and brochures at various locations	Watershed protection	Year-round
City of Batavia administration/City Fire Department City Bureau of Inspection	<u>Email and text alerts</u> Brochures and handouts at City Hall Handouts and brochures <u>Map inquiry service</u>	<u>Flood emergencies</u> Various flood-related information Various flood-related topics Flood hazards, insurance, flood protection	<u>As needed</u> Year-round Year-round
Insurance Agencies	Handouts on flood insurance	Flood insurance	As needed
Local Realtors	Handouts/pamphlets	Flood insurance	As needed
Army Corp of Engineers	Creek Inspection	Flood mitigation	Annually
Association for the Conservation or Recreational & Natural Spaces (ACORNS)	Various handouts, classes and educational experiences at Genesee County park	Environmental Stewardship and education	Year-round

Department of Environmental Conservation	Handouts, brochures and website information	Various flood-related topics	Year-round
American Red Cross	Handouts, brochures and website information	Various emergency response topics	Year-round
Genesee County Chamber of Commerce	Home Show with various vendors	Various resources for homeowners	Annually in the Spring
City Water Department	Water bills	Topics of importance to communicate to citizens	Quarterly
GO Art!	Independence Day in Centennial Park	Various topics/resources for attendees	Annually on 4 th of July weekend
BID	Summer in the City	Various topics/resources for attendees	Annually in the Summer
Vibrant Batavia	Handouts/brochures/small group discussions at neighborhood parties/events	Topics of importance to communicate to citizens in particular neighborhoods	Year-round
Batavia Development Corporation	Often times the first point of contact with potential developers – various meetings and communication opportunities	Various topics/resources to communicate to potential developers regarding regulations	On-going

MESSAGES

The PPI Team plans to include outreach messages related to the six CRS priority topics and has added two additional topics related to Kibbe Park and storm water drains. Below are the eight priority topics that are addressed in this PPI. The second chart below is a reminder of the target audiences to which these priority topics will be addressed. The team chose to group those in audiences 2 – 5 together into one target audience since all are living or working in the SFHA and will benefit from similar messages and outreach projects.

Priority Topics

1. **Know your flood hazard**
2. **Insure your property from the flood hazard**
3. **Protect people from the flood hazard**
4. **Protect your property from the flood hazard**
5. **Build responsibly**
6. **Protect natural floodplain functions**
7. **Keep away from Kibbe Park when it is flooded**
8. **Don't place anything in storm drains**

Target Audiences

1. **General Public**
2. **Tenets in multi-family homes in the SFHA**
3. **Nonresidential building owners in the SFHA**
4. **All Homeowners within the SFHA**
5. **Residents within the repetitive loss area**
6. **Realty, lending and insurance professionals**
7. **Builders and remodelers**
8. **School children and guardians**

OUTREACH PROJECT PLAN

Target Audience #1: General Public

The general public will benefit from messages from most of the priority topics since everyone in the City can be affected by flooding, water quality and natural floodplain management. The target messages, related priority topics and desired outcome for the general public are listed in the table below:

TABLE 4: OUTREACH MESSAGES FOR THE GENERAL PUBLIC

Messages	Outcome
Know the flood hazards that impact you personally	Increase in number of SFHA determinations requested to Bureau of Inspection and ACM Office
General flood safety messages such as: Turn Around, Don't Drown, stay away from flooded areas, & do not enter a flooded basement	<ul style="list-style-type: none"> • Reduction in the number of automobiles that attempt to access flooded streets/areas • No injuries or fatalities related to flooding
Keep storm drains clear: Avoid pouring grease and oils down drains; don't put grass clippings in stormwater drains	Reduced number of calls related to sewer backups
Stay away from Kibbe Park when water is rising	No injuries or fatalities in Kibbe Park related to flooding

Target Audience #2: Homeowners, tenants, non-residential building owners and residents within the repetitive loss area

Homeowners, business owners and tenants within the SFHA as well as those living in the repetitive loss area are at higher risk of flooding. Because the groups are very similar, the same target outreach messages have been developed for all of these groups and are listed in Table 4 below. They would also benefit from the messages targeting the general public listed above in Table 3.

TABLE 5: OUTREACH MESSAGES FOR SFHA AND REPETITIVE LOSS AREAS

Messages	Outcome
Your property is at risk for flooding	Increase in flood insurance policies
You need flood insurance – you are not covered for flood damage by your homeowners policy	Increase in flood insurance policies
Renters can buy flood insurance to protect contents	Increase in flood insurance contents policies
Know how to get emergency information about flooding and know when to evacuate	Reduced number of water rescues
Replace furnaces, air conditioners and water heaters with elevated ones.	Increase in number of permits to elevate utilities (?)
Get a floodplain permit before you build	No increase in notices of violations issued for floodplain ordinances
Safeguard your possessions	Better preparedness
Make a household inventory	Better preparedness
Prepare your house	Reduction in or no rise in claims for contents loss

Target Audience #3: Realty, lending and insurance professionals

Real estate agents, lenders and insurers will all benefit from the messages directed at the general public, as well as messages directed specifically to their groups which are listed below in Table 5.

TABLE 6: OUTREACH MESSAGES FOR REALTY, LENDING AND INSURANCE PROFESSIONALS

Messages	Outcome
Standard homeowners or commercial policies will not cover damage to structures or contents caused by flooding.	Increase in flood insurance policies – number of residents insured against flood damage
Communicate the risk to homes in the SFHA at point of contact with potential buyer	Increase in number of inquiries about a property's location within the SFHA and flood protection measures at the Bureau of Inspection and the ACM Office
The City is making progress with the CRS including flood mitigation activities, insurance and risk communication, and we need your help to disseminate this information and reduce the amount of false information in the community	Increase in the number of residents insured against flood damage and increase in number of inquiries listed above

Target Audience #4: Builders and remodelers

In addition to the topics listed for the general public, builders and remodelers would also benefit from the messages listed in Table 6 below.

TABLE 7: OUTREACH MESSAGES FOR BUILDERS AND REMODELERS

Messages	Outcome
Check for floodplain issues during the planning phase of a project – before architects and engineers develop plans	Increase in number of requests about floodplain construction to the Bureau of Inspection
Follow floodplain ordinance requirements	No increase in notices of violation issued for floodplain ordinances

Target Audience #5: School Children and Guardians

In addition to the messages targeted to the general public, school children and guardians will benefit from the following messages listed in Table 7 below.

TABLE 8: OUTREACH MESSAGES FOR SCHOOLCHILDREN AND GUARDIANS

Messages	Outcome
Flooded places like the creek, streets and Kibbe park are dangerous and you need to keep away from them	No injuries or fatalities related to flooding
If a friend falls in a flooded area, do not try to save him or her – Call 911 and get help	No injuries or fatalities related to flooding

OUTREACH PROJECTS

Outreach projects planned for the next year are listed in Appendix 1. Many projects will be continued from previous years; however the messages will be refined to better encourage behavior changes and produce the outcomes listed in each of the outreach message tables (Tables 4 - 8). Some outreach projects were begun when the City applied for entry into the CRS, and these are also reflected in Appendix 1 with past dates as well as dates for continuation.

COVERAGE IMPROVEMENT PLAN

Based with discussions with the PPI team, several outreach projects have been created specifically to increase flood insurance coverage rates in the City of Batavia, including at least one project for each of the target areas. The list of proposed projects for the Coverage Improvement Plan is included in Table 8 below.

TABLE 9: COVERAGE IMPROVEMENT PLAN

Project Name	Description	Outcome	Assignment	Schedule
Target Audience #1: General Public				
CIP 1. Batavia Daily News articles & on-line presentations	Articles that communicate the need to purchase flood insurance	Increase in flood insurance policies	CRS Coordinator	Quarterly August 2014 – July 2015
CIP 2. City website	Update website to include flood insurance page attached to main flood webpage	Increase in flood insurance policies	CRS Coordinator	By May 2015 and updated each quarter
CIP 3. Flood Insurance Information at Home Show	Brochures related to flood insurance at Home Show booth	Increase in flood insurance policies	CRS Coordinator	April 2016
CIP 4. Flood Insurance information at City Hall	Brochures and handouts related to flood insurance in kiosk in lobby of City Hall	Increase in flood insurance policies	CRS Coordinator	Brochures replaced as needed
Target Audience #2: Floodplain residents, tenants and repetitive loss properties				
CIP 5. Flood insurance flyer in whole SFHA	Include flood insurance flyer in annual letter to SFHA properties	Increase in flood insurance policies	City Manager	Annually, each Spring
CIP 6. Flood insurance flyer to added mailing to Repetitive Loss Area	Add a second mailing to repetitive loss area with insurance flyer included	Increase in flood insurance policies	CRS Coordinator	Annually, each Spring

Program for Public Information

Target Audience #3: Realty, lending and insurance professionals

CIP 7. Local realtor Advisory Team	Meet monthly to provide education about flood insurance and CRS progress. Enlist them as champions	Increase knowledge about flood insurance and the likelihood they will speak with potential buyers	CRS Coordinator	Monthly at least six month of the year.
CIP 8. Insurance and Lender Advisory Group	Include at least one presentation annually related to flood insurance	Increase knowledge about flood insurance	CRS Coordinator	Meeting by September 1 each year

Target Audience #5: Builders and Remodelers

CIP 9. Developer Advisory Group Meetings	Include at least one presentation annually related to flood insurance	Increase knowledge about flood insurance	Floodplain Manager	Meeting by March 1 each year
CIP 10. Batavia Development Corporation (BDC) Meetings	Meet with BDC to provide updates regarding upcoming development plans	Increase knowledge about flood mitigation measures in construction	Floodplain Manager	Twice each year

Target Audience #6: Guardians of School Children

CIP 11. Flyer sent home with Elementary and Intermediate School Students in district	Flyer that goes home with school children after fire department presentation on safety will include a message about flood insurance	Increase knowledge about flood insurance	CRS Coordinator	Once each year by June 1.
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FLOOD RESPONSE PLAN (FRP)

In addition to the annual outreach projects and coverage improvement plan projects, the PPI team discussed options for flood response projects for use in future flood situations. The team decided to include the projects listed in Table 9 below.

TABLE 10: FLOOD RESPONSE PREPARATIONS

Project Name	Description	Outcome	Assignment	Procedure
FRP 1. Letter to flooded properties	Letters sent to those in flooded areas advising residents of flood clean up procedures and ways to protect property, flood insurance availability	Increased awareness of flood safety and clean up procedures.	CRS Coordinator	Letters will be sent by the CRS Coordinator after flooding has occurred. Addresses will be determined using GIS data & feedback from first responders
FRP 2. Press release	Press release sent to local media listing information about how to protect people, property and flood insurance availability	No injuries or fatalities due to flooding.	CRS Coordinator	Press release will be sent to media outlets as soon as information is available during a flood
FRP 3. Text/email alerts	Text messages and alerts sent to registered users of City alert list. The alerts will inform people of the flood conditions and include information on how to protect people and property	No injuries or fatalities due to flooding	CRS Coordinator or Fire Station Commander	Alerts are drafted and sent via City website as soon as information is received from County Emergency Management via Sheriff's office
FRP 4. Turn Around, Don't Drown Signs	Signs to be placed at entrances to flooded streets to deter vehicles from entering	Reduction in water rescue situations on flooded streets	Fire Department Incident Commander during Flood	Fire Department Incident Commander will Coordinate with Police Chief and Superintendent of the Bureau of Maintenance to have signs placed as soon as streets become hazardous or are identified as potentially hazardous.

OTHER PUBLIC INFORMATION INITIATIVES

Map Information Service

The city of Batavia provides map information in several ways. The most common method is by calling the Bureau of Inspection at 585-345-6345 and providing contact information and address of the property in question. Bureau staff are committed to responding to inquiries within two business days if they are not able to provide the information during the call. In addition, the City's flood information pages found at www.batavianewyork.com provide a direct link to the City's Flood Insurance Rate Map (FIRM) and to the "Know Your Risk Profile Tool" directly linked to FloodSmart.org where inquirers can enter an address to determine risk profile information. Information about flood insurance is also included through both locations. This service is advertised annually to residents of the SFHA as well as to those in the repetitive loss area. It is also advertised at least annually to real estate agencies, lenders, insurance companies and to builders and remodelers.

Hazard Disclosure/Real Estate Agent's Brochure

Based on xxxx, the Seller's Disclosure of Property Conditions form, real estate agents in New York State and in the City of Batavia are required to disclose whether a property is located in a floodplain. Real estate agents can obtain this information from the same means described above, and this service has also been promoted to them through the CRS Team's monthly Realty Advisory Group Meetings held at City Hall the second Wednesday of every month. All real estate agents have also been given copies and agreed to distribute FEMA brochure number F-683, "Why You Need Flood Insurance."

Flood Protection Website

The City of Batavia's website has been updated to include information on all eight of the priority topics listed in the PPI. Additional information related to outreach projects will also be included on the website. Since the flood protection of the website is new, the committee will include its evaluation and seek ways to improve the content in annual PPI review meetings.

Flood Protection Assistance

The PPI team agreed that the City must continue to seek ways to help residents in the SFHA with low cost measures to help with flood mitigation improvements for their homes and properties. The City has approved the Flood Elevation Certificate Grant program which is promoted both on the website, directly to target groups such as realtors and insurance professionals and is communicated in the annual outreach letter to homes within the SHFA.

PLAN MAINTENANCE PROCEDURES

The PPI Team will meet annually to monitor the implementation of the outreach project and determine whether the desired outcomes are being achieved and if any changes need to be made. An annual evaluation report will be prepared and submitted for annual recertification.

PLAN ADOPTION

The PPI must achieve formal official status within the community.

The City of Batavia, NY Plan for Public Information was formally adopted by the Batavia City Council based on the passing of Resolution _____, adopted on _____.

APPENDICES

Appendix 1: Table 11: Outreach ProjectsPages A1 – A4

Appendix 2: List of Acronyms & Glossary.....Page A5

Appendix 1

Table 11: Schedule of Outreach Projects

Target Audience	Message	Outcome	Project	Assignment	Schedule	Stakeholder
#1 General Public	Topic #1: The City can help determine your risk for flooding	Increase in number of SFHA determinations	OP 1. Standard public presentation that can be delivered by both stakeholders and staff members OP 2. Map Inquiry Service – Advertise service on City website, in media	CRS Coordinator to develop	Presentation ready by July 1 & delivered as requested	Depending on presenter
	All 8 topics and general public messages	Increase in number of SFHA determinations; increase in # of policies purchased; no increase in notices of violation issued; no injuries or fatalities; reduced number of calls related to sewer backups, no injuries or fatalities in Kibbe Park.	OP 3. Flood Protection Series Oral Slide Presentations OP 4. Regular articles in the new media regarding flood information	CRS Coordinator working with the <i>Daily News</i>	OP 3. On news website by May 5 OP 4. articles published quarterly	OP 2. <i>Daily News</i> OP 3. Various news media outlets
	Topic #2: You need to purchase flood insurance to limit your risk	Increase in number of flood insurance policies	OP 5. Distribute Floodsmart brochure, "Why you Need Flood Insurance," to local realtors and ask for distribution to new home buyers	Real estate agents	Year round	Real estate agents
	Topic #2: You need to purchase flood insurance to limit your risk	Increase in flood insurance policies	CIP # 1 – 4 will have this information	CRS Coordinator	See CIP	N/A
	Topics #s 3, 4 and 7: See FRP	No injuries or fatalities due to flooding and reduction in water rescues	FRP # 2 – 4 will have this information	CRS Coordinator and Fire Incident Command and Station Command	See FRP	N/A
	All 8 topics and general public messages	Increase in number of SFHA determinations; increase in # of policies purchased; no increase in notices of violation issued; no	OP 6. Booth at Genesee Chamber Home Show	CRS OP 6 - 8: CRS Coordinator/CRM Inspection and Fire Department	OP 5: April/May OP 6: August	N/A for OP 5 – 9 OP 10: Richmond Memorial

General Public (continued)		injuries or fatalities; reduced number of calls related to sewer backups, no injuries or fatalities in Kibbe Park.	OP 7. Booth at Summer in the City OP 8. Booth at Centennial Celebration OP 9: City website flood information pages OP 10: Flood Information in City Hall kiosk OP 11: Materials at Richmond Memorial Library	OP 9: CRS Coordinator OP 10: CRS Coordinator OP 11: CRS Coordinator	OP 7: 4 th of July weekend OP 8: on-going OP 9: Ongoing OP 10: Updated annually	Library Staff members
	Topic #7	No injuries or fatalities at Kibbe Park due to flooding and reduction in water rescues	OP 12: New signs made and permanently displayed at Kibbe Park	Fire department	OP	
Target Audience	Message	Outcome	Project	Assignment	Schedule	Stakeholder
#2 Homeowners, tenants, non-residential building owners and residents within the repetitive loss area	All 8 Priority Topics & identified target audience messages	Increase in number of SFHA determinations; increase in # of policies purchased; no increase in notices of violation issued; no injuries or fatalities; reduced number of calls related to sewer backups, no injuries or fatalities in Kibbe Park.	OP 13: Annual mailing to SFHA. This also includes information found in CIP #s 5 & 6	City Manager	Annually in Spring	N/A
	All 8 Priority Topics & identified target audience messages	Increase in number of SFHA determinations; increase in # of policies purchased; no increase in notices of violation issued; no injuries or fatalities; reduced number of calls related to sewer backups, no injuries or fatalities in Kibbe Park AND increase in inquiries about flood mitigation efforts to CFM	OP 14: Annual mailing to repetitive loss area OP 15: Newsletter to SFHA residents in wards of Councilwomen Christian and Briggs	Op 14: CRS Coordinator and CFM OP 15: Written by CRS Coordinator and CFM	Annually in Spring Spring & Fall	N/A Councilpersons
	All 8 priority Topics & identified target audience messages	Increase in number of SFHA determinations; increase # of policies purchased; no increase in notices of violation; no injuries or fatalities; reduced calls related to sewer backups, no injuries or fatalities in Kibbe Park AND increase in inquiries about flood mitigation efforts to CFM	OP 16: Vibrant Batavia Neighborhood gatherings – distribution of Southside Neighborhood News	Written by CRS Coordinator	Summer and Fall scheduled neighborhood gatherings on the South side of the City	Vibrant Batavia volunteers

Homeowners, tenants, non-residential building owners and residents within the repetitive loss area (continued)	Topics #1, 2, 3 & 4: Understand your risk and obtain a flood elevation certificate. You need to purchase flood insurance and know the risk of your employees, customers, vendors, etc.	Increase in # of policies purchased; no flood related injuries or fatalities; increase in number of businesses in the SFHA with Elevation Certificates	OP 17. One-on-one meetings with most at-risk business owners in the SFHA	CRS Coordinator and CFM	Annual as meetings are set up	N/A
	Topics #s 1, 2 & 5. Know your risk, purchase flood insurance and obtain permits before you build or remodel	Increase in number of elevation certificates on file with City Bureau of Inspection, reduced number of violations and increase in flood insurance policies	OP 18: Flood Elevation Grant Program marketed in annual mailing to SFHA and repetitive loss area, promoted in local media and on City website	CRS Coordinator	On-going	N/A
Target Audience	Message	Outcome	Project	Assignment	Schedule	Shareholder
#3 Realty, lending and insurance professionals	Topic #s 1 and 2: See CIP 3s 7-8 for details The City is making progress with the CRS including flood mitigation activities, insurance and risk communication, and we need your help to disseminate this information and reduce the amount of false information	Increase knowledge about flood insurance and the likelihood they will speak to potential buyers of homes, insurance and mortgages These professionals become CRS Champions helping to communicate all priority messages – improved message penetration	See CIP #s 7 – 8 for details			Realtors, Insurance and Lending Professionals
#4 Builders & Remodelers	Topic # 5: Know the floodplain regulations as it relates to construction/development in the SFHA and get City Bureau of Inspection involved at the planning stage. Advise your clients to do the same.	Increase knowledge about floodplain regulations and provide timely advice to clients planning to build in the SFHA	See CIP #s 9 – 10 for details			Batavia Development Corporation Personnel

Target Audience	Message	Outcome	Project	Assignment	Schedule	Stakeholder
#5 School Children and Guardians	Topic #s 6 and 7: Stay away from Kibbe Park, the Creek and roads when they are flooded; If a friend falls in a flooded area, do not attempt to save him or her – Call 911 and get help	No injuries or fatalities related to flooding	OP 19: Fire Department Educational Project at Jackson Elementary School and John Kennedy Intermediate School	Fire Chief	Once each year	Fire personnel working with teachers and administrators
Addressed to Guardians only – not children	Topic #2: Every home is in a flood plain and needs to be covered by flood insurance -	Increase in purchase of flood insurance	See CIP #11 for details			

Appendix 2: List of Acronyms and Glossary of Terms

CFM – Certified Floodplain Manager

CRS – Community Rating System

FEMA – Federal Emergency Management Agency

FIRM – Flood Insurance Rate Map

NFIP – National Flood Insurance Program

OARS – Online Assessment Reporting System

PPI – Program for Public Information

SFHA – Special Flood Hazard Area

Definitions:

Certified Floodplain Manager (CFM): an individual who has undergone special training and testing to receive certification from FEMA and is able to serve as the official principal community administrator in the daily implementation of flood loss reduction activities including enforcing the community's flood damage prevention ordinance; updating flood maps, plans and policies of the community, and any of the activities related to the administration of the National Flood Insurance Program (NFIP). In Batavia, the only CFM is Ron Panek, Building Inspector, Bureau of Inspection.

Community Rating System (CRS):

CRS Coordinator: A local official designated by the Chief Executive Officer of the community to coordinate the community's CRS application and verification. For Batavia, Gretchen DiFante, Assistant City Manager, has been designated as the CRS Coordinator.

Flood: A general and temporary condition of partial or complete inundation of normally dry land areas from either the overflow of inland waters or the unusual and rapid accumulation or runoff of service waters from any source.

Flood Insurance Rate Map (FIRM): an official map of a community, on which FEMA has delineated both the SFHAs and risk premium zones applicable to a community. Most FIRMs include detailed floodplain mapping for some or all of a community's floodplains.

National Flood Insurance Program (NFIP):

Online Assessment Rating System (OARS):

Program for Public Information (PPI):

Special Flood Hazard Area (SFHA): the base floodplain delineated on a FIRM. The SFHA is mapped as a Zone A or Zone AE. The SFHA may not encompass all the community's flood problems.

Q3 Flood Data:

Watershed: All the area within a geographic boundary from which water, sediments and other transportable materials, and dissolved materials drain or are carried by water to a common outlet, such as a point on a larger stream, lake or underlying aquifer.

Zones:

A Zone:

A01 – A30 and AE Zones:

AO Zone:

AH Zone:

B, C, and X Zones:

#69-2015

**A RESOLUTION TO AMEND THE 2015-2016 FIRE DEPARTMENT BUDGET TO
REFLECT THE RECEIPT OF A NEW YORK STATE-DEPARTMENT OF
HOMELAND SECURITY GRANT – IN THE AMOUNT OF \$100,000.00**

Motion of Councilperson

WHEREAS, the City of Batavia Fire Department has received a grant in the amount of \$100,000.00 for award period October 16, 2015 through August 31, 2016 from the New York State Department of Homeland Security for increased Technical Water Rescue Training and Response capabilities in the City of Batavia and Genesee County; and

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

NOW THEREFORE, BE IT 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 to the 2015-2016 budget effective July 13, 2015, to cover various details and equipment purchases associated with this grant:

Increase expenditure accounts:

001.3410.0200.1148	\$51,025
Fire Department Equipment	

001.3410.0201.1148	\$48,975
Fire Department Small Equipment	

**Seconded by Councilperson
and on roll call**

#70-2015

**A RESOLUTION AUTHORIZING AGREEMENT WITH NEW YORK STATE
DEPARTMENT OF TRANSPORTATION FOR FINAL DESIGN PLANS ASSOCIATED
WITH THE RECONSTRUCTION OF SUMMIT STREET FROM EAST MAIN STREET
TO NORTH STREET**

Motion of Councilperson

WHEREAS, a project for the reconstruction of Summit Street from East Main Street to North Street, City of Batavia, Genesee County, P.I.N. 475436 (the "project") is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs of such program to be borne at the ratio of 80% Federal funds and 20% non-Federal funds; and

WHEREAS, the City of Batavia desires to advance the Project by making a commitment of 100% of the non-Federal share of the cost to prepare final design plans; and

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

IT IS FURTHER RESOLVED, that the City Council hereby authorizes the payment in the first instance 100% of the Federal and non-Federal share of the cost to prepare final design plans for the project or portions thereof; and

IT IS FURTHER RESOLVED, that the sum of \$232,578 is hereby appropriated and made available to cover the cost of participation in the above phase of the project; and

IT IS FURTHER RESOLVED, that in the event the full Federal and non-Federal share of the project costs exceeds the amount appropriated above, the City Council shall convene as soon as possible to appropriate said excess amount immediately upon notification by the New York State Department of Transportation thereof; and

IT IS FURTHER RESOLVED, that the Council President be and is hereby authorized to execute all necessary agreements, and the City Manager is authorized to execute certifications or reimbursement requests for Federal aid and/or Marchiselli aid on behalf of the City Council with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the municipality's first instance funding of Project costs and permanent funding of the local share of Federal aid and State aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible; and


IT IS FURTHER RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project; and

IT IS FURTHER RESOLVED, that this resolution shall take effect immediately.

**Seconded by Councilperson
and on roll call**



City of Batavia

To: Honorable City Council 

From: Jason Molino, City Manager

Date: August 5, 2015

Subject: CSEA Contract

As you are aware, the last collective bargaining agreement negotiated with the Civil Service Employees Association, Inc. (CSEA) expired March 31, 2015. Over the past year, the City and union representatives have been negotiating terms for a new agreement. On July 13th, a tentative agreement was reached and on August 5th union membership ratified the tentative agreement.

The agreement includes the following changes to the collective bargaining agreement:

- Discontinue of paper pay checks for electronic direct deposit
- Notice to serve arbitration must be within 15 days of receipt of Step III answer
- Clarity on what sick leave can be used for with respect to family members
- Sick leave and personal leave to be taken in one-half day increments
- Bereavement leave to be taken within 14 calendar days
- Compensatory time – maximum of 100 hours (currently no maximum)
- Retirees cannot elect individual plan benefits for use of health care credit
- Uniform allowance will go to \$400 annually in City spending account
- Wages:
 - 2.00% salary increment effective April 1, 2015
 - 2.50% salary increment effective April 1, 2016
 - 2.50% salary increment effective April 1, 2017
 - 2.50% salary increment effective April 1, 2018
 - 2.50% salary increment effective April 1, 2019
 - 2.50% salary increment effective April 1, 2020
- Reduce salary schedule by 5% for all new members after April 1, 2016

Total impact:

- Retro pay and impact on 2015/16 budget: \$33,720
- Over six year term of contract wages, retirement, social security: \$180,000

It is recommended that the City Council approve the proposed tentative agreement.

Office of the City Manager
One Batavia City Centre
Batavia, New York 14020

Phone: 585-345-6330
Fax: 585-343-8182
www.batavianewyork.com

#71-2015

**A RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT
WITH THE CIVIL SERVICE EMPLOYEES ASSOCIATION, INC. (CSEA)**

Motion of Councilperson

WHEREAS, the City of Batavia and the Civil Service Employees Association, Inc. (CSEA) have had collective bargaining sessions; and

WHEREAS, the parties have since been able to negotiate a tentative collective bargaining agreement; and

WHEREAS, City Council is of the opinion that it is in the best interest of the City of Batavia to approve the tentative collective bargaining agreement as negotiated; and

WHEREAS, on August 5, 2015 the CSEA Union secured the necessary votes to ratify the tentative agreement; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council President be and is hereby authorized and directed to execute said collective bargaining agreement.

**Seconded by Councilperson
and on roll call**

#72-2015

**A RESOLUTION TRANSFERRING \$33,720 FROM THE CONTINGENCY BUDGET
TO AMEND THE 2015/2016 BUDGET DUE TO CSEA CONTRACT SETTLEMENT**

Motion of Councilperson

WHEREAS, on July 13, 2015 the City Council and the CSEA union mutually agreed to the terms of a collective bargaining agreement; and

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Batavia that the City Manager is hereby authorized to make the following budget transfers to account for the expenditure increase due to the collective bargaining agreement with CSEA in the General, Water and Wastewater Funds; and

Effective August 10, 2015, the following transfers are hereby approved:

Increasing expenditure accounts:

Clerk	1.1325.0100	\$330.00
	1.1325.0801	\$60.00
	1.1325.0802	\$30.00
Assessment	1.1355.0100	\$800.00
	1.1355.0801	\$150.00
	1.1355.0802	\$60.00
Public Works Administration	1.1490.0100	\$410.00
	1.1490.0801	\$60.00
	1.1490.0802	\$30.00
City Facilities	1.1620.0100	\$140.00
	1.1620.0801	\$30.00
	1.1620.0802	\$10.00
Police	1.3120.0100	\$1,850.00
	1.3120.0801	\$350.00
	1.3120.0802	\$140.00
Fire	1.3410.0100	\$760.00
	1.3410.0801	\$140.00
	1.3410.0802	\$60.00
Inspection	1.3620.0100	\$3,900.00
	1.3620.0801	\$740.00
	1.3620.0802	\$300.00
Vital Statistics	1.4020.0100	\$240.00
	1.4020.0801	\$50.00
	1.4020.0802	\$20.00

Maintenance		
Administration	1.5010.0100	\$1,700.00
	1.5010.0801	\$300.00
	1.5010.0802	\$130.00
Street Maintenance	1.5110.0100	\$750.00
	1.5110.0801	\$130.00
	1.5110.0802	\$50.00
Garage	1.5132.0100	\$2,450.00
	1.5132.0801	\$470.00
	1.5132.0802	\$180.00
Snow Removal	1.5142.0100	\$410.00
	1.5142.0801	\$70.00
	1.5142.0802	\$30.00
Street Lights/Traffic		
Signals	1.5182.0100	\$50.00
	1.5182.0801	\$10.00
	1.5182.0802	\$10.00
Parks	1.7110.0100	\$2,860.00
	1.7110.0801	\$510.00
	1.7110.0802	\$230.00
Summer Recreation	1.7140.0100	\$260.00
	1.7140.0801	\$50.00
	1.7140.0802	\$20.00
Youth Services	1.7310.0100	\$1,510.00
	1.7310.0801	\$160.00
	1.7310.0802	\$110.00
Celebrations	1.7550.0100	\$20.00
	1.7550.0801	\$10.00
	1.7550.0802	\$10.00
Storm Sewer	1.8140.0100.5010	\$390.00
	1.8140.0100.8310	\$20.00
	1.8140.0801	\$60.00
	1.8140.0802	\$30.00
Street Cleaning	1.8170.0100	\$290.00
	1.8170.0801	\$50.00
	1.8170.0802	\$20.00
Water Administration	2.8310.0100	\$710.00
	2.8310.0801	\$130.00
	2.8310.0802	\$50.00
Pump Station	2.8320.0100	\$1,520.00
	2.8320.0801	\$280.00
	2.8320.0802	\$120.00

Water Distribution	2.8340.0100	\$2200.00
	2.8340.0801	\$400.00
	2.8340.0802	\$170.00
Waste Water Administration	3.8110.0100	\$860.00
	3.8110.0801	\$160.00
	3.8110.0802	\$60.00
Sanitary Sewers	3.8120.0100.5010	\$450.00
	3.8120.0100.8310	\$450.00
	3.8120.0801	\$150.00
	3.8120.0802	\$60.00
Waste Water Treatment	3.8130.0100	\$1,550.00
	3.8130.0801	\$270.00
	3.8130.0802	\$120.00

Decrease expenditure account:

Contingency	001.1990.0500	\$33,720
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**Seconded by Councilperson
and on roll call**