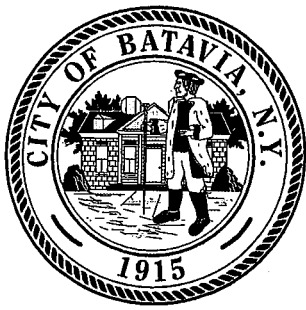


BATAVIA CITY COUNCIL CONFERENCE MEETING

**City Hall - Council Board Room
One Batavia City Centre
Monday, March 22, 2021 at 7:00 p.m.**

AGENDA

- I. Call to Order
- II. Invocation – Councilmember Jankowski
- III. Pledge of Allegiance
- IV. Public Comments
- V. Council Response to Public Comments
- VI. Communications
 - a. Genesee Country Farmer’s Market – June 4th until October 29th 2021
 - b. Batavia Concert Band – 6/19, 6/30, 7/7, 7/14, 7/21, 7/28, 8/4
 - c. Batavia Soccer Club – March 20th until May 28th 2021
- VII. Council President Report
 - a. Announcement of the City Council Business Meeting to be held on Monday April 12, 2021 at 7:00 p.m. at the City Hall Council Board Room, 2nd Floor, City Centre.
- VIII. Create Temporary Position of Superintendent of Water & Wastewater
- IX. AARP Challenge Grant Application – Community Garden
- X. Executive Session...Employment Matters
- XI. Adjournment



City of Batavia

MEMORANDUM

To: Rachael Tabelski, City Manager
From: Heidi J. Parker, Clerk-Treasurer
Date: March 15, 2021
Subject: Event Summary

Below please find the summary for the events to be reviewed on March 22, 2021 by City Council:

Genesee Country Farmer's Market – 6/4-10/29/21

There were no costs from the departments. Event sponsor to be reminded they are responsible for trash disposal.

Batavia Concert Band – 6/19, 6/30, 7/7, 7/14, 7/21, 7/28, 8/4

There were no costs from the departments.

Batavia Soccer Club – 3/20-5/28

There were no costs from the departments.

****NOTE** – Event sponsors are responsible for any costs that may be incurred because of their event and have been made aware of this change until further notice.



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

Official Use Only:

2021-2

Event Application #:

PAID

FEB 17 2021

CITY OF BATAVIA
CLERK-TREASURER

2590

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

Event Sponsor Genesee County Farmer's Market

Type of Event Public Market

Date of Event June 4, 2021 - Oct 29, 2021 T, F 9-4, Th 9-7

Time of Event (don't include set up time here - just actual event time) Tues-Fri 9AM-4PM, Th 9AM-7PM

Location of Event JCP parking lot at Alva & Bank St. (across from previous location)

Details of Event (be as specific as possible!) Vendors will be set up safely and selling fresh produce, baked goods, flowers, crafts, etc.

Contact Information:

Primary contact:

Secondary contact:

Name Sharon Brent

Phone # 716-560-0853

E-mail address sharon-brent@hotmail.com

* Events will be posted on the City's website calendar. If there is a website you would like to include that people can visit for more information or registration, if applicable, note website here: _____

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

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

(tastings only)
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? * Winery, brewery, cidery, meadery

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. ****

* have a special Farmer's Market permit through Ag & Market and liquor Authority for tasting only. They can sell product in approved sealed containers.

EVENT INFORMATION (required):

Set up date: June 4th, 2021 every Tues, Thurs and Friday Set up time: 8:00 AM
Tear down date: Oct 29th, 2021 Tear down time: Tues + Friday 4:15 PM
Thurs 7:15 PM

PLEASE LIST ALL DATES / TIMES AND CROWD INFORMATION BELOW:

Date: June 4 - Oct 29, 2021 Start time: 9:00 AM End time: 4 PM Tues + Friday
7 PM Thurs
Estimated crowd size: 50-100 # of Vendors/Displays 25-30

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 ☒ *see Special Events Inspection ✓ list for compliance*

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

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

TENTS/CANOPIES/POP-UPS: See appendices for compliance checklist – all tents will be inspected **

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 ☒

NOTE – Appropriate anchoring is required for all tents, canopies, and pop-up structures

Please list size(s) of Tents/Canopies or other temporary structures erected* Vendors use 10 x 10 tents weighted down properly.

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)

No personnel or materials requested. Genesee ~~Farmer~~ Country Farmer's Market would like to set cones out the evening prior to market days to mark off parking for vendor set up.

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. **Applications should be submitted at least 30 days in advance.**
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 approved, a Certificate of Liability Insurance of at least \$1,000,000 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

Genesee Country Farmer's Market, 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 Genesee Country Farmer's Market (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.

2/10/2021
Date:

Genesee Country Farmer's Market
Name of Event Sponsor:

Sharon Brent Treasurer
Authorized Signature, Title

Sharon Brent
Name - Printed or Typed

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

2/10/2021
Date:

Sharon Brent
Signature of Applicant:

Please forward this application to:

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

**SPECIAL EVENT APPLICATION
DEPARTMENT APPROVAL SUMMARY**

FOR OFFICIAL CITY USE ONLY

| OFFICIAL USE ONLY | | | |
|------------------------------|--------------------------|--------------------------|---------------------|
| Department Recommendations: | Approved | Denied | |
| DPW (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> | Additional Costs |
| Fire Dept. (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> | Department Initials |
| Police Dept. (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> | |

If recommendation is denied, please attach a brief explanation

| OFFICIAL USE ONLY | |
|--------------------------|--|
| Date Received | Council Action: (Approved / Disapproved) |
| Date of Council Action: | Insurance Received (if applicable) |

Event Application #: _____

Department: _____

List Department Name Here

Department Approval

DPW

YES

NO

Fire

☐

☐

Police

☐

☐

☐

☐

Department Cost Estimate:

If applicable

Estimate based on: Fillable table - type your response here:

If Application not Approved, Provide Reason Here: Fillable table - type your response here:

Submitted By: _____

Name / Title

Date Submitted

Appendices

| SPECIAL EVENTS INSPECTION | | | |
|---------------------------|---|----|---|
| YES | Item to verify | NO | Corrective action |
| | Extension cords plugged into approved electrical boxes? | | Do not use unless cords plugged direct |
| | Generator in use 20 feet from any structure? | | Do not use generator unless moved to safe area |
| | Generator has appropriate extinguisher available | | Do not use unless extinguisher present |
| | Generator grounded? | | Do not use unless grounded |
| | Inflatable secured to ground? | | Do not use unless secured |
| | Inflatable rods covered? | | Do not use unless rods are covered for safety |
| | Propane tanks secured? | | Do not use unless secured |
| | Outside cooking has appropriate extinguisher? | | Do not use unless extinguisher present |
| | Fireworks display 75 feet from any structure? | | Do not light unless in approved location |
| | Fireworks display has proper extinguishers? | | Do not light unless extinguisher is present |
| | Does cooking under tent meet the safety standard? | | Do not cook unless tent is rated for fire resistance or cooking outside tent |
| | Are Easy up tents properly roped, braced or anchored to withstand elements of weather and collapse? | | Do not occupy until proper securing is approved by inspector |
| | Does Easy up tent have permanent label ID of size and fabric? | | Tent not to be used without proper label |
| | Outdoor cooking that produces sparks or grease laden vapors? | | Shall be outside of tents unless tent is fire rated and extinguishers or hood present |
| | Does the venue have a crowd of 250 people or more? | | Must have crowd managers trained as approved by inspector |

| TEMPORARY STRUCTURE SETUP AND DAILY CHECKLIST (tent and membrane structures) | | | |
|--|--|----|--|
| YES | Item to Verify | NO | Corrective Action |
| | Is structure at least 20 feet from any property lines? | | Do not occupy or use structure. Structure needs to be relocated a minimum of 20 feet from any property lines. |
| | Is structure within 20 feet of any building? | | Do not occupy or use structure. Structure needs to be relocated a minimum of 20 feet from any building. |
| | Is structure within 20 feet of another structure? | | Evaluate all structures within 20 feet of each other as a single structure meeting all applicable requirements. |
| | Is structure within 20 feet of parking? | | Restrict parking or relocate structure at least 20 feet from parking. |
| | Is structure within 20 feet of any internal combustion engines? | | Do not use internal combustion engine until relocated at least 20 feet from structure. |
| | Are "No Smoking" signs posted inside and outside? | | Do not occupy or use structure unless no smoking signs are posted and enforced. |
| | Are fireworks and unapproved open flames prohibited inside and outside the structure? | | Do not occupy or use structure unless fireworks and all unapproved open flames are prohibited in the structure and within 20 feet of exterior of structure. |
| | Are all points in the structure within 100 feet of an exit? | | Do not occupy or use structure unless sufficient nearby exits are provided. |
| | Ensure "Exit" signs are posted and clearly visible. | | Do not occupy or use structure unless required "Exit" signs are provided. |
| | Ensure "Exit" signs are illuminated. | | Do not use or occupy structure unless illuminated exits are provided. |
| | Ensure that exit signs have either two separate circuits or two sources of power depending on occupant load. | | Do not use or occupy structure until a minimum of two circuits or sources of power are provided as required. Typically this is accomplished through the use of AC Powered Exit signs with internal battery backup. |
| | Are exits open and uncovered? | | Do not occupy or use structure unless all required exits are functional. |
| | Are all aisles at least 44 inches wide? Do aisles increase in width where required? | | Do not occupy or use structure unless proper aisle widths are maintained. |
| | Is the Occupant Load posted appropriately? | | Do not occupy or use structure unless the correct occupant load is posted appropriately. |
| | Ensure emergency lighting is provided. | | Do not use or occupy structure unless emergency lighting is provided. |
| | Is a label permanently affixed to the structure bearing the identification of size and material type? | | Do not use or occupy structure unless label is present. |
| | 2A:10BC Fire extinguishers are provided (see information packet for minimum number required). | | Do not use or occupy structure until sufficient, properly sized, fire extinguishers are provided. |
| | At least one 4OBC rated fire extinguisher shall be provided for each kitchen, mess hall, power generator, or transformer and at locations where flammable or combustible liquids are used, stored, or dispensed. | | Do not use or operate any of these hazards unless appropriate fire extinguishers are provided as described in Temporary Membrane Structures, Tents and Canopies document and applicable codes. |
| | Weeds and other combustible vegetation shall be removed from within 30 feet of the structure area. | | Do not use or occupy the structure unless combustible vegetation has been removed from the specified area. |
| | The floor surface inside, including the grounds adjacent to or within 30 feet outside of temporary tents, canopies, and membrane structures, shall be kept free of combustible waste. | | Do not use or occupy the structure unless combustible waste is removed or stored in proper containers. |
| | Such waste shall be stored in approved containers until removed from the premises. | | Do not use or occupy the structure unless trash containers have been emptied from the previous day. |
| | Outdoor cooking that produces sparks or grease-laden vapors. Must be outside tent. | | Do not use cooking source under tent |
| <div> <div>Inspection performed by:</div> <div>Date:</div> </div> | | | |



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

Official Use Only:

2021-3
Event Application #:

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

pd last yr but event didn't happen, pymt carried fwd to this app

Event Sponsor BATAVIA CANCER BAND

Type of Event SUMMER CANCER SERIES

Date of Event 6/19 6/30 7/2 7/14 7/21 7/28 8/4

Time of Event (don't include set up time here -- just actual event time) 6/19-1:00 - 8/4-7:00

Location of Event CENTRAL PARK

Details of Event (be as specific as possible!) OUR ANNUAL SUMMER CANCER SERIES

Contact Information:

Primary contact:

Name JASON SMITH
Phone # 590-0243
E-mail address _____

Secondary contact:

Name JASON MAPES
Phone # 300-7004
E-mail address _____

* Events will be posted on the City's website calendar. If there is a website you would like to include that people can visit for more information or registration, if applicable, note website here: _____

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: SAMESet up time: 6⁰⁰ (12⁰⁰ on 6/19)Tear down date: SAMETear down time: 8⁰⁰**PLEASE LIST ALL DATES / TIMES AND CROWD INFORMATION BELOW:**

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 ☐

Equipment

What will you be providing electric to?

SOUND SYSTEM

Will generators be used?

Yes ☐No ☒

see Special Events Inspection ✓ list for compliance

If yes, INCLUDE SITE DRAWING INDICATING PLACEMENT/LOCATION OF GENERATOR**SIZE OF GENERATOR(S)** _____ **FUEL SOURCE - GAS -** ☐ **- DIESEL -** ☐ **- PROPANE -** ☐

TENTS/CANOPIES/POP-UPS: See appendices for compliance checklist – all tents will be inspected **

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 ☒

NOTE – Appropriate anchoring is required for all tents, canopies, and pop-up structures

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. **Applications should be submitted at least 30 days in advance.**
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 approved, a Certificate of Liability Insurance of at least \$1,000,000 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 CONCERN BANC, 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 BATAVIA CONCERN BANC (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.

2/11/21
Date:

BATAVIA CONCERN BANC
Name of Event Sponsor:

[Signature]
Authorized Signature, Title

JASON SMITH
Name - Printed or Typed

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

2/11/21
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**

Appendices

| SPECIAL EVENTS INSPECTION | | | |
|---------------------------|---|----|---|
| YES | Item to verify | NO | Corrective action |
| | Extension cords plugged into approved electrical boxes? | | Do not use unless cords plugged direct |
| | Generator in use 20 feet from any structure? | | Do not use generator unless moved to safe area |
| | Generator has appropriate extinguisher available | | Do not use unless extinguisher present |
| | Generator grounded? | | Do not use unless grounded |
| | Inflatable secured to ground? | | Do not use unless secured |
| | Inflatable rods covered? | | Do not use unless rods are covered for safety |
| | Propane tanks secured? | | Do not use unless secured |
| | Outside cooking has appropriate extinguisher? | | Do not use unless extinguisher present |
| | Fireworks display 75 feet from any structure? | | Do not light unless in approved location |
| | Fireworks display has proper extinguishers? | | Do not light unless extinguisher is present |
| | Does cooking under tent meet the safety standard? | | Do not cook unless tent is rated for fire resistance or cooking outside tent |
| | Are Easy up tents properly roped, braced or anchored to withstand elements of weather and collapse? | | Do not occupy until proper securing is approved by inspector |
| | Does Easy up tent have permanent label ID of size and fabric? | | Tent not to be used without proper label |
| | Outdoor cooking that produces sparks or grease laden vapors? | | Shall be outside of tents unless tent is fire rated and extinguishers or hood present |
| | Does the venue have a crowd of 250 people or more? | | Must have crowd managers trained as approved by inspector |

| TEMPORARY STRUCTURE SETUP AND DAILY CHECKLIST (tent and membrane structures) | | |
|--|--|--|
| YES | Item to Verify | NO Corrective Action |
| | Is structure at least 20 feet from any property lines? | Do not occupy or use structure. Structure needs to be relocated a minimum of 20 feet from any property lines. |
| | Is structure within 20 feet of any building? | Do not occupy or use structure. Structure needs to be relocated a minimum of 20 feet from any building. |
| | Is structure within 20 feet of another structure? | Evaluate all structures within 20 feet of each other as a single structure meeting all applicable requirements. |
| | Is structure within 20 feet of parking? | Restrict parking or relocate structure at least 20 feet from parking. |
| | Is structure within 20 feet of any internal combustion engines? | Do not use internal combustion engine until relocated at least 20 feet from structure. |
| | Are "No Smoking" signs posted inside and outside? | Do not occupy or use structure unless no smoking signs are posted and enforced. |
| | Are fireworks and unapproved open flames prohibited inside and outside the structure? | Do not occupy or use structure unless fireworks and all unapproved open flames are prohibited in the structure and within 20 feet of exterior of structure. |
| | Are all points in the structure within 100 feet of an exit? | Do not occupy or use structure unless sufficient nearby exits are provided. |
| | Ensure "Exit" signs are posted and clearly visible. | Do not occupy or use structure unless required "Exit" signs are provided. |
| | Ensure "Exit" signs are illuminated. | Do not use or occupy structure unless illuminated exits are provided. |
| | Ensure that exit signs have either two separate circuits or two sources of power depending on occupant load. | Do not use or occupy structure until a minimum of two circuits or sources of power are provided as required. Typically this is accomplished through the use of AC Powered Exit signs with internal battery backup. |
| | Are exits open and uncovered? | Do not occupy or use structure unless all required exits are functional. |
| | Are all aisles at least 44 inches wide? Do aisles increase in width where required? | Do not occupy or use structure unless proper aisle widths are maintained. |
| | Is the Occupant Load posted appropriately? | Do not occupy or use structure unless the correct occupant load is posted appropriately. |
| | Ensure emergency lighting is provided. | Do not use or occupy structure unless emergency lighting is provided. |
| | Is a label permanently affixed to the structure bearing the identification of size and material type? | Do not use or occupy structure unless label is present. |
| | 2A:10BC Fire extinguishers are provided (see information packet for minimum number required). | Do not use or occupy structure until sufficient, properly sized, fire extinguishers are provided. |
| | At least one 4OBC rated fire extinguisher shall be provided for each kitchen, mess hall, power generator, or transformer and at locations where flammable or combustible liquids are used, stored, or dispensed. | Do not use or operate any of these hazards unless appropriate fire extinguishers are provided as described in Temporary Membrane Structures, Tents and Canopies document and applicable codes. |
| | Weeds and other combustible vegetation shall be removed from within 30 feet of the structure area. | Do not use or occupy the structure unless combustible vegetation has been removed from the specified area. |
| | The floor surface inside, including the grounds adjacent to or within 30 feet outside of temporary tents, canopies, and membrane structures, shall be kept free of combustible waste. | Do not use or occupy the structure unless combustible waste is removed or stored in proper containers. |
| | Such waste shall be stored in approved containers until removed from the premises. | Do not use or occupy the structure unless trash containers have been emptied from the previous day. |
| | Outdoor cooking that produces sparks or grease-laden vapors. Must be outside tent. | Do not use cooking source under tent |
| Inspection performed by: _____ Date: _____ | | |

**SPECIAL EVENT APPLICATION
DEPARTMENT APPROVAL SUMMARY**

FOR OFFICIAL CITY USE ONLY

| Department Recommendations: | OFFICIAL USE ONLY | | | |
|------------------------------|--------------------------|--------------------------|------------------|---------------------|
| | Approved | Denied | Additional Costs | Department Initials |
| DPW (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Fire Dept. (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Police Dept. (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> | | |

If recommendation is denied, please attach a brief explanation

| OFFICIAL USE ONLY | |
|--------------------------|--|
| Date Received | Council Action: (Approved / Disapproved) |
| Date of Council Action: | Insurance Received (if applicable) |

Event Application #: _____

Department: _____

List Department Name Here

Department Approval

| | YES | NO |
|--------|--------------------------|--------------------------|
| DPW | <input type="checkbox"/> | <input type="checkbox"/> |
| Fire | <input type="checkbox"/> | <input type="checkbox"/> |
| Police | <input type="checkbox"/> | <input type="checkbox"/> |

Department Cost Estimate: _____

If applicable

Estimate based on: Fillable table – type your response here:

If Application not Approved, Provide Reason Here: Fillable table – type your response here:

Submitted By: _____

Name / Title

Date Submitted



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

Official Use Only:

2021-Soccer 1
Event Application #:

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

Event Sponsor Batavia Soccer Club (BSC)

Type of Event youth soccer practices

Date of Event 3/20/2021 - 5/28/2021 on Monday-Friday 5pm-8pm

Time of Event (don't include set up time here - just actual event time) 5:00pm - 8:00pm

Location of Event Austin Park & Lions Park

Details of Event (be as specific as possible!) we would like to hold youth soccer practices
on the fields.

Contact Information:

Primary contact:

Secondary contact:

Name Mark Ricupito
Phone # 716-597-6774
E-mail address mricupito24@gmail.com

Name Mike Taggart
Phone # 716-560-4655
E-mail address mtaggart99@gmail.com

* Events will be posted on the City's website calendar. If there is a website you would like to include that people can visit for more information or registration, if applicable, note website here: _____

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: N/A

Set up time: _____

Tear down date: N/A

Tear down time: _____

PLEASE LIST ALL DATES / TIMES AND CROWD INFORMATION BELOW:

Date: 3/20/2021 - 5/28/2021

Start time: 5:00pm

End time: 8:00pm

(week days only)

Estimated crowd size: 15-20 people

of Vendors/Displays 0

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 ☒ *see Special Events Inspection ✓ list for compliance*

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

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

TENTS/CANOPIES/POP-UPS: See appendices for compliance checklist – all tents will be inspected **

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 ☒

NOTE – Appropriate anchoring is required for all tents, canopies, and pop-up structures

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. **Applications should be submitted at least 30 days in advance.**
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 approved, a Certificate of Liability Insurance of at least \$1,000,000 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 Soccer Club, 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 **Batavia Soccer Club** (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.

3/12/2021

Date:

Batavia Soccer Club

Name of Event Sponsor:

ML

RS

, VP of BSC

Authorized Signature, Title

Mark Ricupito

Name - Printed or Typed

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

3/12/2021

Date:

ML

RS

Signature of Applicant:

Please forward this application to:

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

**SPECIAL EVENT APPLICATION
DEPARTMENT APPROVAL SUMMARY**

FOR OFFICIAL CITY USE ONLY

| <u>OFFICIAL USE ONLY</u> | | | | |
|---|--------------------------|--------------------------|------------------|---------------------|
| Department Recommendations: | Approved | Denied | Additional Costs | Department Initials |
| DPW (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| Fire Dept. (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| Police Dept. (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> | _____ | _____ |
| <i>If recommendation is denied, please attach a brief explanation</i> | | | | |

| <u>OFFICIAL USE ONLY</u> | |
|---------------------------------|---|
| _____ | _____ |
| <i>Date Received</i> | <i>Council Action: (Approved / Disapproved)</i> |
| _____ | _____ |
| <i>Date of Council Action:</i> | <i>Insurance Received (if applicable)</i> |

Event Application #: _____

Department: _____

List Department Name Here

Department Approval

| | YES | NO |
|--------|--------------------------|--------------------------|
| DPW | <input type="checkbox"/> | <input type="checkbox"/> |
| Fire | <input type="checkbox"/> | <input type="checkbox"/> |
| Police | <input type="checkbox"/> | <input type="checkbox"/> |

Department Cost Estimate: _____

If applicable

Estimate based on: Fillable table - type your response here:

| |
|--|
| |
|--|

If Application not Approved, Provide Reason Here: Fillable table - type your response here:

| |
|--|
| |
|--|

Submitted By: _____

Name / Title

Date Submitted



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/8/2020

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 | K&K Insurance Group, Inc. 301 Commerce Street, Suite 2370 Fort Worth, TX 76102 | CONTACT NAME: | Sports Division | |
| | | PHONE: | (800) 441-3994 FAX: (224)-572-5709 | |
| | | E-MAIL ADDRESS: | kk.sports@kandkinsurance.com | |
| INSURED | New York State West Youth Soccer Association P.O. Box 1247 Corning, NY 14830 | INSURERS AFFORDING COVERAGE | | NAIC # |
| | | Insurer A: National Casualty Company | | 11991 |
| | | Insurer B: Nationwide Life Insurance Company | | 66869 |
| | | Insurer C: | | |
| | | Insurer D: | | |
| | | Insurer E: | | |
| | | Insurer F: | | |

COVERAGES

CERTIFICATE NUMBER: 20023488

REVISION NUMBER: 0

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 | ADD'L INSRD | SUBR WVD | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YY) | POLICY EXPIRATION DATE (MM/DD/YY) | 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 type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC | X | | KKO-85521-00 | 9/1/2020 | 9/1/2021 | EACH OCCURRENCE | \$1,000,000 |
| | | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | \$300,000 |
| | | | | | | | MED EXP (Any one person) | \$5,000 |
| | | | | | | | PERSONAL & ADV INJURY | \$1,000,000 |
| | | | | | | | GENERAL AGGREGATE | \$5,000,000 |
| | | | | | | | PRODUCTS - COMP/OP AGG | \$1,000,000 |
| | | | | | | | PARTICIPANT LEGAL LIABILITY | \$1,000,000 |
| A | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS | | | KKO-85521-00 | 9/1/2020 | 9/1/2021 | COMBINED SINGLE LIMIT (Ea accident) | \$1,000,000 |
| | | | | | | | BODILY INJURY (Per person) | |
| | | | | | | | BODILY INJURY (Per accident) | |
| | | | | | | | PROPERTY DAMAGE (Per accident) | |
| A | UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB CLAIMS-MADE DEDUCTIBLE RETENTION \$ | | | XKO-85523-00 | 9/1/2020 | 9/1/2021 | EACH OCCURRENCE | \$5,000,000 |
| | | | | | | | AGGREGATE | \$5,000,000 |
| | | | | | | | WC STATUTORY LIMITS | OTH-ER |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under | | N/A | | | | E. L. EACH ACCIDENT | |
| | | | | | | | E. L. DISEASE - EA EMPLOYEE | |
| | | | | | | | E. L. DISEASE - POLICY LIMIT | |
| B | PARTICIPANT ACCIDENT MEDICAL | | | BAX-314808-00 | 9/1/2020 | 9/1/2021 | | \$100,000 |

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

This certificate is issued on behalf of New York State West Youth Soccer Association & Batavia Soccer Club. Certificate Holder is Additional Insured as respects the operations of the Named Insured for sanctioned activities of the state association. CGL General Aggregate is on a per event basis.

CERTIFICATE HOLDER

City of Batavia
Attn: Parks Department
1 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



City of Batavia

Memorandum

To: Honorable City Council Members

From: Rachael J. Tabelski, City Manager

Date: March 16, 2021

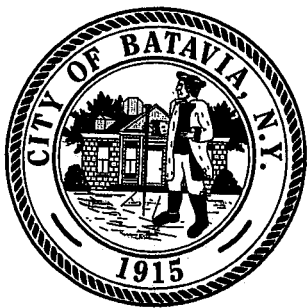
Subject: Creation of Temporary Position – Superintendent of Water & Wastewater

The current Superintendent of Water & Wastewater has indicated their wish to retire within the next eight to twelve months. This position is a Non-Union management position within the City of Batavia and critical to the continued operations of the City's water and wastewater plants and distribution systems.

The goal in creating the temporary position is to ensure that the knowledge, skills and abilities of the current Superintendent of Water & Wastewater are transferred to a successor. Succession planning and training of management level non-union positions is critical to ensure the continued operations of the City core functions.

The job responsibilities of this position include the overall accountability for the efficient operation of the water treatment facilities, water pollution control facilities, water distribution facilities, water distribution systems, wastewater pump stations, and miscellaneous election and city building and facility maintenance.

This is a Civil Service competitive position with minimum qualifications for the position to include graduation from high school (or possession of an appropriate equivalency diploma) AND, either graduation from a college and university with a bachelor's degree in sanitary, chemical, or civil engineering and two (2) year of responsibility or professional engineering experience in operation and maintenance of wastewater and water treatment distribution systems OR, possession of a 1A water plant operations license or a 1A water pollution control operations license with ten (10) years or responsible experience in the operation and maintenance of water or wastewater treatment systems, at least three (3) years of which were in a responsible supervisory capacity OR, any equivalent combination of the foregoing training indicating the ability to perform the duties of the job.



City of Batavia

The temporary job will be funded through the Water and Wastewater Funds, and the salary will be placed in the non-union salary schedule at a grade XIII. The anticipated expense, that will be split equally between the Water and Wastewater fund is \$76,000.

Once the planned retirement occurs, the temporary appointment would move into that permanent position.

I recommend as part of the City's Management Succession Planning that City Council authorize the creation of the temporary position and increase the Water and Wastewater Fund budget \$38,000 respectively per the attached resolution.

#-2021

**RESOLUTION TO CREATE A TEMPORARY POSITION OF
SUPERINTENDENT OF WATER & WASTEWATER**

Motion of Councilperson

WHEREAS, in preparation of the upcoming retirement of the current Superintendent of Water & Wastewater, and considering the management responsibilities and workload of this position it will be necessary to create a temporary position; and

WHEREAS, the creation of this position will allow for a smoother transition in planning for the retirement and handling the workload of the department.

WHEREAS, the newly created temporary position of Superintendent of Water & Wastewater will be placed in the Non-Union salary schedule, grade XIII.

NOW, THEREFORE, BE IT RESOVLED, that the Council of the City of Batavia hereby authorizes the creation of said position.

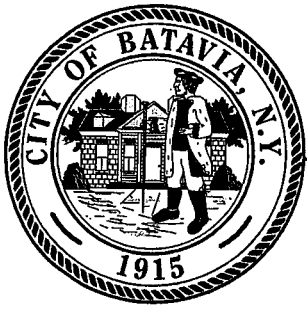
BE IT FURTHER RESOLVED, that the City Manager amend the budget and increase the following expenses.

EW 03.8310 100 \$19,000

EW 03.8320 100 \$19,000

ES 03.1710 100 \$38,000

**Seconded by
and on roll call**



City of Batavia

Memorandum

To: City Manager- Rachael Tabelski

From: Ray Tourt – Supt. of Maintenance

Date: March 15, 2021

Subject: AARP – Community Challenge Grant – Community Garden

The deadline for submission of AARP Community Challenge Grant is April 14, 2021. The Community Garden Board is requesting permission to submit a grant on behalf of the City for improvements to the Community Garden.

The Community Garden Board was working on an application last year for improvements, but the pandemic postponed this grant program for a year. The Community Garden would once again like to apply for a 2021 grant. The proposed improvements would be for materials for the construction of a hardscaped patio with a pergola and expansion of additional planting beds. The value of grant being requested is \$8,000 to \$10,000.

The Community Garden Board requests a consensus from City Council to pursue an AARP Community Challenge Grant for the purpose of improving the community garden.

#-2021

**A RESOLUTION TO ALLOW THE COMMUNITY GARDEN COMMITTEE TO
SUBMIT AN AARP COMMUNITY CHALLENGE GRANT APPLICATION**

Motion of Councilmember

WHEREAS, AARP (American Association of Retired Persons) is offering a Community Challenge Grant of up to \$10,000; and

WHEREAS, the AARP Community Challenge grant offers funding to assist the community garden with expansion of planting beds and materials for a pergola; and

WHEREAS, the Community Garden Committee is an eligible applicant for the AARP Community Challenge grant program; and

WHEREAS, the Community Garden Committee would like to apply for a 2021 Community Challenge Grant to expand the planting beds and build a pergola; and

NOW THEREFORE, BE IT RESOLVED, that the City of Batavia does hereby authorize submission of an AARP Community Challenge grant application of up to \$10,000 in grant funding.

**Seconded by Councilmember
and on the roll call**

MOTION TO ENTER EXECUTIVE SESSION

Motion of Councilmember

WHEREAS, Article 7, Section 105(1)(f), of the Public Officer's Law permits the legislative body of a municipality to enter into Executive Session to discuss "...the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation..."and;

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Batavia, that upon approval of this Motion, the City Council does hereby enter into Executive Session.

**Seconded by Councilmember
and on roll call**