

BATAVIA CITY COUNCIL CONFERENCE MEETING

**Zoom Video Conference
Monday, April 27, 2020 at 7:00 PM**

AGENDA (Amended)

- I. Call to Order
- II. Invocation – Councilmember Christian
- III. Pledge of Allegiance
- IV. Communications
 - a. Genesee County Farmer's Market 6–5 to 10–30–2020
 - b. Batavia Business Improvement District Beertavia 8–8–2020
 - c. Liquor License – Islands Hawaiian Grill
- V. Council President Report
 - a. Announcement of the next City Council Business Meeting to be held on Monday, May 11, 2020 at 7:00 p.m. during Zoom video conference meeting.
- VI. Update on 2020 Census
- VII. Update on Fiscal 2020/2021 Budget
- VIII. Purchasing Manual 2020/2021
- IX. NYSDOT Agreement for Richmond and Harvester Avenue Project
- X. Selecting Design Engineering Firm for Richmond and Harvester Avenue Project
- XI. Adjournment

Genesee County Farmer's Market 6-5 to 10-30-2020 (2020-11)

There are no costs from the departments.

BID Beertavia 8-8-2020 (2020-12)

Estimated costs of the event are as follows:

Police - \$200

There are no costs from the other departments.



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

DATE: 03/12/2020 TIME: 09:12:15
GENERAL RECEIPTS
RECEIPT TYPE: 2025
RECEIPT # 419964
AMOUNT PAID ---- 25.00

Official Use Only:

2020-11
Event Application #:

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

Event Sponsor Genesee Country Farmers Market
Type of Event Public Market
Date of Event Begins Friday June 5th - every T, TH, Fri thru Oct 30th
Time of Event (don't include set up time here - just actual event time) T, TH 9AM-4PM, Fri 9AM-5PM
Location of Event Alva & Bank Parking lot
Details of Event (be as specific as possible!) Public Farmers Market, up to 30 vendors can bring locally grown produce, products, baked goods.

Contact Information:

Primary contact:

Name Sharon Brent
Phone # _____
E-mail address Sharon-Brent@hotmail.com

Secondary contact:

Both Kemp
585-344-0900
Director@DowntownBataviay.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 ☐ Vendor selling wine
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? Vendors hold their own permit to sell products under Farmers Market permit
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: Fri. June 5thSet up time: 7 AMTear down date: Fri Oct 30thTear down time: T, TH 4PM, Fri 5PM**PLEASE LIST ALL DATES / TIMES AND CROWD INFORMATION BELOW:**Date: June 5th - Oct 30th Start time: 9:00 AM End time: T, TH 4 PM Fri 5PMEstimated crowd size: 500+ # of Vendors/Displays 20-30**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 Supply their own 10x10 or other awning for their tables and setup.

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)

Garbage Receptacles to be emptied every week @ market.

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 County Farmers 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 Gen. County Farmers 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.

3/10/20
Date:

Genesee County Farmers Market
Name of Event Sponsor:
Elizabeth M. Kemp, Secretary
Authorized Signature, Title
Elizabeth Kemp
Name - Printed or Typed

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

3/10/20
Date:

Elizabeth M. Kemp
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	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:

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

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Submitted By: _____
Name / Title Date Submitted



Official Use Only:

2020-12

Event Application #:

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

DATE: 03/12/2020

TIME: 09:12:58

GENERAL RECEIPTS

RECEIPT TYPE: 2025

RECEIPT # 419965

AMOUNT PAID -----

25.00

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

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

Event Sponsor Batavia Business Improvement District Management Assoc.

Type of Event Beer-tavia Craft Beer Festival

Date of Event Saturday, August 8, 2020

Time of Event (don't include set up time here - just actual event time) 2PM - 11PM

Location of Event Parking Lot @ Bank St & Alva Place

Details of Event (be as specific as possible!) Ticket holders will be allowed in to fenced in area for Craft beer tasting, food vendors, music & lawn games.

Contact Information:

Primary contact:

Secondary contact:

Name Beth Kemp

Phone # 344-0900

E-mail address director@downtownbataviany.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?

Breweries will carry their own

Permits to pour samples to ticket holders.

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. **

TENTS/CANOPIES/POP-UPS:

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.

1 40 x 100 Main Tent,
1 10 x 20 Tent w/ Sides, Vendors will supply their own
10 x 10 tents

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)

6-8 total garbage cans

8-10 additional picnic tables

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.**

**SPECIAL EVENT APPLICATION
DEPARTMENT APPROVAL SUMMARY**

FOR OFFICIAL CITY USE ONLY

OFFICIAL USE ONLY				
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>				

OFFICIAL USE ONLY	
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="text-align: center; font-size: small;">Date Received</div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="text-align: center; font-size: small;">Council Action: (Approved / Disapproved)</div>
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="text-align: center; font-size: small;">Date of Council Action:</div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="text-align: center; font-size: small;">Insurance Received (if applicable)</div>

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 / TitleDate Submitted

EVENT INFORMATION (required):Set up date: 8/7/20Set up time: 6PMTear down date: 8/8/20Tear down time: 6PM**PLEASE LIST ALL DATES / TIMES AND CROWD INFORMATION BELOW:**Date: 8/8/20 Start time: 2 PM End time: 6PMEstimated crowd size: 600 # of Vendors/Displays 10-12**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 - ☐

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 Business Improvement
District Management Assoc.

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 BID Management Assoc. (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.

3/10/20
Date:

Batavia B. I. D.

Name of Event Sponsor:

Elizabeth M. Kemp, Director

Authorized Signature/Title

Elizabeth Kemp

Name - Printed or Typed

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

3/10/20
Date:

Elizabeth M. Kemp

Signature of Applicant:

Please forward this application to:

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

OFFICE USE ONLY		
<input type="radio"/> Original	<input type="radio"/> Amended	Date _____

Standardized NOTICE FORM for Providing 30-Day Advance Notice to a Local Municipality or Community Board

1. Date Notice was Sent: 03/02/2020 1a. Delivered by: Personal Delivery with Proof of Receipt

2. Select the type of Application that will be filed with the Authority for an On-Premises Alcoholic Beverage License:

☒ New Application ☐ Renewal ☐ Alteration ☐ Corporate Change ☐ Removal ☐ Class Change ☐ Method of Operation Change

For **New** applicants, answer each question below using all information known to date

For **Renewal** applicants, answer all questions

For **Alteration** applicants, attach a complete written description and diagrams depicting the proposed alteration(s)

For **Corporate Change** applicants, attach a list of the current and proposed corporate principals

For **Removal** applicants, attach a statement of your current and proposed addresses with the reason(s) for the relocation

For **Class Change** applicants, attach a statement detailing your current license type and your proposed license type

For **Method of Operation Change** applicants, although not required, if you choose to submit, attach an explanation detailing those changes

This 30-Day Advance Notice is Being Provided to the Clerk of the Following Local Municipality or Community Board:

3. Name of Municipality or Community Board: City of Batavia

Applicant/Licensee Information:

4. Licensee Serial Number (if applicable): _____ Expiration Date (if applicable): _____

5. Applicant or Licensee Name: KUNICHIKA INC

6. Trade Name (if any): ISLANDS HAWAIIAN GRILL

7. Street Address of Establishment: 60 MAIN STREET

8. City, Town or Village: BATAVIA, NY Zip Code: 14020

9. Business Telephone Number of Applicant/Licensee: _____

10. Business E-mail of Applicant/Licensee: _____

11. Type(s) of alcohol sold or to be sold: ☐ Beer & Cider ☐ Wine, Beer & Cider ☒ Liquor, Wine, Beer & Cider

12. Extent of Food Service:

☒ Full food menu; full kitchen run by a chef or cook ☐ Menu meets legal minimum food availability requirements; food prep area at minimum

13. Type of Establishment: Restaurant (full kitchen and full menu required)

Amended 14. Method of Operation: (check all that apply) ☐ Seasonal Establishment ☐ Juke Box ☐ Disc Jockey ☒ Recorded Music ☐ Karaoke

☒ Live Music (give details i.e., rock bands, acoustic, jazz, etc.): acoustic

☐ Patron Dancing ☐ Employee Dancing ☐ Exotic Dancing ☐ Topless Entertainment

☐ Video/Arcade Games ☐ Third Party Promoters ☐ Security Personnel

☐ Other (specify): _____

15. Licensed Outdoor Area: (check all that apply) ☐ None ☒ Patio or Deck ☐ Rooftop ☐ Garden/Grounds ☐ Freestanding Covered Structure

☐ Sidewalk Cafe ☐ Other (specify): _____

RECEIVED
3/8/20

OFFICE USE ONLY		
<input type="radio"/> Original	<input type="radio"/> Amended	Date _____

16. List the floor(s) of the building that the establishment is located on: first floor
17. List the room number(s) the establishment is located in within the building, if appropriate: 6
18. Is the premises located within 500 feet of three or more on-premises liquor establishments? ☒ Yes ☐ No
19. Will the license holder or a manager be physically present within the establishment during all hours of operation? ☒ Yes ☐ No
20. If this is a transfer application (an existing licensed business is being purchased) provide the name and serial number of the licensee:
- | | |
|---------|---------------|
| <u></u> | <u></u> |
| Name | Serial Number |
21. Does the applicant or licensee own the building in which the establishment is located? ☐ Yes (if YES, SKIP 23-26) ☒ No

Owner of the Building in Which the Licensed Establishment is Located

22. Building Owner's Full Name: 113 of Batavia, Inc.
23. Building Owner's Street Address: [REDACTED]
24. City, Town or Village: West Babylon State: NY Zip Code: 11704
25. Business Telephone Number of Building Owner: [REDACTED]

Representative or Attorney Representing the Applicant in Connection with the Application for a License to Traffic in Alcohol at the Establishment Identified in this Notice

26. Representative/Attorney's Full Name: Thomas D. Williams
27. Representative/Attorney's Street Address: 2 Court Street Plaza
28. City, Town or Village: Batavia State: NY Zip Code: 14020
29. Business Telephone Number of Representative/Attorney: (585) 343-1486
30. Business E-mail Address of Representative/Attorney: sme@williamslawllp.com

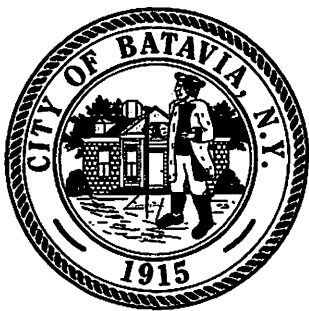
I am the applicant or licensee holder or a principal of the legal entity that holds or is applying for the license. Representations in this form are in conformity with representations made in submitted documents relied upon by the Authority when granting the license. I understand that representations made in this form will also be relied upon, and that false representations may result in disapproval of the application or revocation of the license.

By my signature, I affirm - under **Penalty of Perjury** - that the representations made in this form are true.

31. Printed Principal Name: Kourtney Kunichika Title: President

Principal Signature:





City of Batavia

Memorandum

To: Martin Moore, Ph.D., City Manager

From: Lisa Neary, Deputy Director of Finance

Date: March 23, 2020

Subject: Purchasing Manual

As required by General Municipal Law §104-b(4), the City's Purchasing Manual must be reviewed by City Council annually. This helps ensure that procedures are current and appropriate to meet the changing needs of the City of Batavia. A procurement policy and procedures manual generally ensures that competition is sought in a reasonable and cost effective manner for procurements below the bidding thresholds and for other contracts exempt from bidding.

I am enclosing the City's Purchasing Manual with the following changes:

1. XXII. Best Value – Section 1.B. Piggybacks and Cooperatives, Cooperative Purchasing – a sentence was added referencing a new Appendix J which contains a list of the cooperatives the City currently uses.
2. Appendix J List of Cooperatives the City currently uses – has been added.
3. Appendix B Individuals Responsible for Purchasing – this was updated.

#-2020

**A RESOLUTION AUTHORIZING THE ADOPTION OF A PURCHASING MANUAL
FOR THE CITY OF BATAVIA, NEW YORK**

Motion of Councilmember

WHEREAS, General Municipal Law §104-b (4) requires the governing body of every municipality annually review and adopt a procurement policy for all goods and services; and

WHEREAS, the City Council last adopted its Purchasing Manual on March 11, 2019; and

WHEREAS, comments have been solicited from all Department Heads and Bureau Chief's in the City of Batavia involved in the procurement process; and

WHEREAS, said Purchasing Manual has been reviewed and approved by the City's Attorney; and

NOW THEREFORE, BE IT RESOLVED, that the Batavia City Council of the City of Batavia, New York does hereby adopt the following Purchasing Manual effective immediately.

Seconded by Councilmember and on roll call

Appendix B

Individuals Responsible for Purchasing

Last Name	First Name	Title
Allen	Scott	Supervisor, Auto Mechanics
Betters	Kelly	Human Resource Clerk/Typist PT
Bolles	Eric	Police Sergeant
Call	James	Fire Lieutenant
Camp	Chris	Assistant Police Chief
Casey	Lisa	Confidential Secretary
Cassidy	Amy	Deputy Clerk/Treasurer
Chilano	Meg	Secretary
Coffey	Dan	Police Sergeant
Cowen	Mitchel	Police Sergeant
Davis	Bill	Superintendent of Water and Wastewater
Dean	Teri	Financial Clerk/Typist
Downey	McKenna	Secretary
Fairbanks	Dawn	Human Resource Specialist
Fix	Bob	Fire Captain
Green	Dave	Fire Lieutenant
Herberger	Dan	Fire Captain
Heubusch	Shawn	Police Chief
Hinz	Marty	Fire Captain
Houseknecht	Doug	Water & Wastewater Maint. Supervisor
Ireland	Gregory	Fire Captain
Klein	Vickie	Assessment Clerk
Lawrence	Marc	Police Sergeant
Lutey	Matthew	Police Detective Sergeant
Metz	Brian	Supervisor, Public Works
Moore	Martin	City Manager
Morris	Michael	Fire Lieutenant
Napolitano	Stefano	Fire Chief
Neary	Lisa	Deputy Director of Finance
Palmer	Patty	Senior Clerk Typist
Parker	Heidi	Clerk/Treasurer
Patterson	Rebecca	Secretary
Saulsbury	Rhonda	Assessor
Schauf	Lydia	Program Coordinator Youth Center
Sikorski	Jocelyn	Youth Director
Smith	Janice	Administrative Assistant
Stevenson	Brett	Supervisor, Public Works
Tabelski	Rachael	Assistant City Manager
Tourt	Ray	Superintendent of Maintenance
Volk	Kevin	Chief WW Treatment Plant Operator
Weibel	Neson	Chief Water Treatment Plant Operator
Whitcombe	Jeff	Fire Lieutenant
Worth	Matt	Director of Public Works

Appendix J

List of Cooperatives the City currently uses:

- NCPA: National Cooperative Purchasing Alliance
 - o <http://www.ncpa.us/>

- HGAC – BUY

- Sourcewell (formerly NJPA: National Joint Powers Alliance)
 - o <https://www.sourcewell-mn.gov/>

- Omnia Partners (formerly U.S. Communities Government Purchasing Alliance, National IPA & TCPN (The Cooperative Purchasing Network))
 - o <https://www.omniapartners.com/>

XXII. Best Value

General Municipal Law, Section 103 makes it possible for the City of Batavia to award purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to article eight of the labor law) on the basis of best value. It also allows the City to piggyback most out of state municipal, County, State, political subdivision or district bids which are awarded based on best value. In addition, it allows the City to utilize contracts with cooperatives where contracts may have been awarded based on best value.

“Best Value” means the basis for awarding contracts for services to the offeror who optimizes quality, cost and efficiency. Using this basis requires, wherever possible, objective and quantifiable analysis.

Should the City of Batavia elect to award a purchase contract on the basis of best value, the City must determine the following: (1) the offeror is responsive and responsible; and (2) objective and quantifiable standards are applied whenever possible to determine that the offer optimizes quality, cost and efficiency.

1. Piggybacks and Cooperatives

A. Piggybacking bids awarded based on best value

The City of Batavia may piggyback most out of state municipal, County and/or State contracts that have been awarded based on best value as long as those bids have been extended to local governments. The contract must have been let by the United States or any agency thereof, any state or any county, political subdivision or district therein. In order for this exception to apply, the contract must be let either to the lowest responsible bidder or on the basis of best value in a manner consistent with GML section 103 and made available for use by other governmental entities. The contract must explicitly authorize piggybacking and must be let in accordance with competitive bidding laws. Be aware of other cost factors including delivery charges. Most OGS contracts are “Free on Board” and delivery to the purchaser’s location is generally free. Other miscellaneous costs should be investigated before you commit to purchasing.

B. Cooperative Purchasing

The City of Batavia is authorized to enter into cooperative purchasing arrangements for the purpose of purchasing. Many cooperatives award bids based on best value. The benefits

of cooperative purchasing are potential cost savings attained by lower commodity prices (achieved through economies of scale) and lower joint administrative costs. In a cooperative purchasing arrangement, all laws relating to competitive bidding or competitive offering must be complied with and the cooperative agreement must be in place prior to the solicitation of bids or offers. A list of cooperatives can be found in Appendix J.

C. Office of the State Comptroller Requirements and Guidance

In all of the above situations where bids are being piggybacked or when the City is contracting with a cooperative, it is the City's responsibility to review each proposed procurement to determine whether the procurement meets the exception which allows piggybacking in place of competitive bidding. In reviewing each proposed procurement, there are three prerequisites that must be met in order for a procurement of apparatus, materials, equipment and supplies, and related installation, repair and maintenance services, to fall within this exception. Note, the City has the burden of reviewing this, and documenting that a review was performed and the results of the review. The Office of the State Comptroller has put together a bulletin to provide further guidance when undertaking this review. It is summarized as follows:

1. The contract must have been let by the United States or any agency thereof, any state or any other political subdivision or district therein. Therefore, there must be an underlying contract let by a governmental entity. Contracts developed for use by local governments that are let by private parties (e.g., a private company, association or non-profit corporation is the party awarding the contract to the vendor), would not fall within the exception.
2. The contract must have been made available for use by other governmental entities. This means that the other governmental entity has taken steps to make its contracts available for New York local governments. This would occur by inclusion in the contract a clause extending the terms and conditions of the contract to other governmental entities. Unilateral offers by vendors to extend contract pricing and other terms would not fall within the exception.
3. The contract must have been "let to the lowest responsible bidder or on the basis of best value in a manner consistent with this section." The term "consistent with this section" refers to General Municipal Law §103 (and related case law) applicable to New York State political subdivisions. The City needs to obtain background information on the procedures used to let the contract and, as necessary, consult with its counsel, to determine whether this prerequisite is met. Additional guidance on complying with this prerequisite follows:

In order for a non-New York contract to have been let to the lowest responsible bidder or on the basis of best value in a manner “consistent” with GML §103, the procedures used by that government need not be exactly the same as those under GML §103. Rather, the procedures should be in harmony or general agreement with, and further the same principles as the competitive bidding or best value requirements of GML §103. The purpose of GML §103 is to guard against favoritism, improvidence, extravagance, fraud, and corruption, and to foster honest competition in order that the City may obtain the best goods and services at the lowest possible price to protect the public interest.

Based on this, there are four fundamental elements that should be present in the procedures used by the non-New York entity in letting its contract in order for the process to have been let to the lowest responsible bidder or on the basis of best value consistent with GML §103. It is the City’s responsibility to review and document the review making sure these four elements are present.

- a. Public solicitation of bids or, in the case of best value, offers. A public solicitation is consistent with the statutory advertising requirement in GML §103, and services to ensure that the purposes of GML §103 are furthered.
- b. Submission of sealed bids or offers, or analogous procedures to secure and preserve the integrity of the process and confidentiality of the bids or offers submitted. A secure competitive bidding or best value process is consistent with sealed competitive bidding and competitive offering requirements of GML §103 and helps foster honest competition and guard against collusion.
- c. Preparation of specifications, or a similar document that provides a common standard for bidders or offerors to compete fairly. Consistent with the purposes of GML §103, the City, in advance of the submission of bids or offers, should convey the nature of the goods or services and other information necessary for prospective bidders or offerors to make an intelligent evaluation and bid or offer, without being unduly restrictive. In the case of a best value process, that generally should include a description of the manner in which the evaluation of the offers and award of the contract will be conducted and, as appropriate, identify the relative importance or weight of price and non-price factors.
- d. Award to the lowest bidder who materially or substantially meets the bid specifications and is determined to be a responsible bidder, or in the case of a best value process, an award to the responsive and responsible offeror which optimizes quality, cost and efficiency, reflecting objective and quantifiable analysis, whenever possible. A contract awarded through a negotiation process would not be consistent with the requirements and purposes of awarding to the lowest responsible bidder or on the basis of best value in a manner consistent with GML §103.

The City must maintain appropriate documentation to allow for a thorough review of the decision to use this exception to competitive bidding. This documentation should include such items as copies of the contract, analysis of the contract to ensure it meets the three prerequisites stated above, and cost savings analysis including consideration of other procurement methods. A Cooperative Contract Due Diligence form must be used to document the City's verification of these requirements. The Cooperative Contract Due Diligence form can be found in Appendix H or in the shared drive (s:/Finance Forms).

D. Procurement procedures for piggybacks and cooperatives

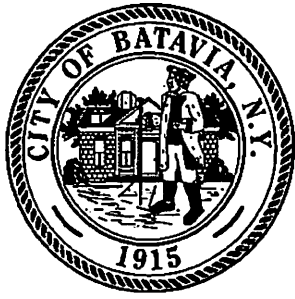
1. The portion of the bid containing the language authorizing municipalities to piggyback, and documentation stating who was awarded that bid (ie. resolution) must be scanned and attached to the purchase order requisition in KVS.
2. The purchase contract being utilized is to be scanned and attached to the purchase order requisition in KVS.
3. The use of the contract needs to be noted in the "contract #" field of the requisition in KVS.
4. Documentation such as the contract, and analysis of the contract to ensure it meets the three prerequisites as required by the Office of the State Comptroller, cost savings analysis including consideration of other procurement methods and correspondence with legal council should be kept on file with the contract in the clerk's office.
5. A statement should be added to the "memo" tab of the purchase order requisition stating that the analysis was completed, by whom it was completed, and that the contract was found to be consistent with GML §103.
6. Contracting with cooperatives differs depending on the cooperative. Some may require a signed contract in order to use one of their contracts, others do not allow contracting with other cooperatives. If a contract is required, consult with the City Manager and the City Attorney.

2. Preparing City of Batavia bids to be awarded using best value

- A. It is required to state in the bid for goods and services that the award will be made on the basis of best value.

- B. Identify a minimum of four (4) criteria that will be considered from the criteria list provided below. The criteria may include, but shall not be limited to, those listed below. The criteria is required to be clearly stated in the bid. Criteria should support City philosophies and should make sense based on what is being purchased. Your selection needs to be defensible.
- C. It is required that the bid include a statement of how best value will be evaluated. That determination shall be based on an objective analysis of clearly described and documented criteria as they apply to the rating of bids or offers. Where possible, the determination shall be based upon and include a quantifiable analysis. The method(s) for scoring and weighting criteria needs to be clearly documented in the bid. Where applicable, require the bidder to provide proof by independent verification, as it relates to criteria chosen. This must be clearly stated in the bid document.
- D. When evaluating bid results, record the evaluation and document the scoring. Make sure to follow methods precisely documented in the bid document.
- E. All other requirements for competitive bidding apply such as advertising, sealed bids or offers, non-collusion statements, bids or offers are publicly opened and read, etc.
- F. Consult with the City Attorney prior to bidding.
- G. Criteria examples include but are not limited to the following:
 - 1. Features of the offered product or service set forth in detailed specifications for the product offered;
 - 2. Warranties and/or maintenance to be provided with the product or service along with the availability of replacement parts or maintenance contracts;
 - 3. References, past performance and reliability, durability of the product being offered and current or past experience with provision of similar goods or services;
 - 4. Organization, staffing (both members of staff and particular abilities and experience), and ability to undertake the type and complexity of the work;
 - 5. Financial capability;


6. Record of compliance with all federal, state and local laws, rules, licensing requirements, where applicable, and executive orders, including but not limited to compliance with existing labor standards and prevailing wage laws;
7. Proximity to the end user if distance or response time is a significant term;
8. Added costs for training, transportation, installation and/or disposal; and
9. Environmental – less environmentally harmful manufacturing, less harmful end of life disposal, do they recycle.



City of Batavia

Memorandum

To: Martin Moore, City Manager

From: Matt Worth, Director of Public Works 

Date: April 17, 2020

Subject: Agreement with NYSDOT for Richmond Avenue / Harvester Avenue Project

The City of Batavia was awarded Federal Highway funding through the Genesee Transportation Council for the rehabilitation of Richmond Avenue (State St to Oak St) and Harvester Avenue. The total estimated project cost is \$2,040,900 with a 20% local share. It is expected for the City to utilize CHIPs to cover the 20% local share in addition to applying for Marchiselli funding to further lower the local share cost down to 5%.

The proposed schedule for this project is to engage a design professional in Spring of 2020, and to have preliminary design completed by fall of 2020 allowing for design approval. Advanced design would be completed in 2021 allowing for bids to be advertised in winter of 2022 and construction during the summer of 2022.

Entering into the agreement with NYSDOT allows for the release of the funding and for the project process to begin. This also is a commitment from the City to complete the project within the timeframe and budget constraints identified in the Initial Project Proposal (IPP).

Supporting Documentation:
Project IPP
Draft Resolution

#-2020

**A RESOLUTION AUTHORIZING AGREEMENT WITH
NEW YORK STATE DEPARTMENT OF TRANSPORTATION FOR
PRELIMINARY ENGINEERING, DESIGN AND ROW INCIDENTALS FOR THE
CITY OF BATAVIA, HIGHWAY PREVENTIVE MAINTENANCE (HARVESTER AND
RICHMOND)**

Motion of Councilmember

WHEREAS, a project for the preventive maintenance of two streets Harvester Avenue from NYS Routes 5/33 to NYS Route 63, and Richmond Avenue from Oak Street to State Street, City of Batavia, Genesee County, P.I.N. 4761.01 (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 costs of Preliminary Engineering, Design and Right of Way Incidentals; and

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

BE IT 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 of Preliminary Engineering, Design and Right of Way Incidentals for the Project or portions thereof; and

BE IT FURTHER RESOLVED, that the sum of \$358,900 is hereby appropriated and made available to cover the cost of participation in the above phase of the Project; and

BE IT 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

BE IT FURTHER RESOLVED, that the Council President be and is hereby authorized to execute all necessary agreements, and the Director of Public Works is authorized to execute certifications or reimbursement requests for Federal 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

BE IT 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

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

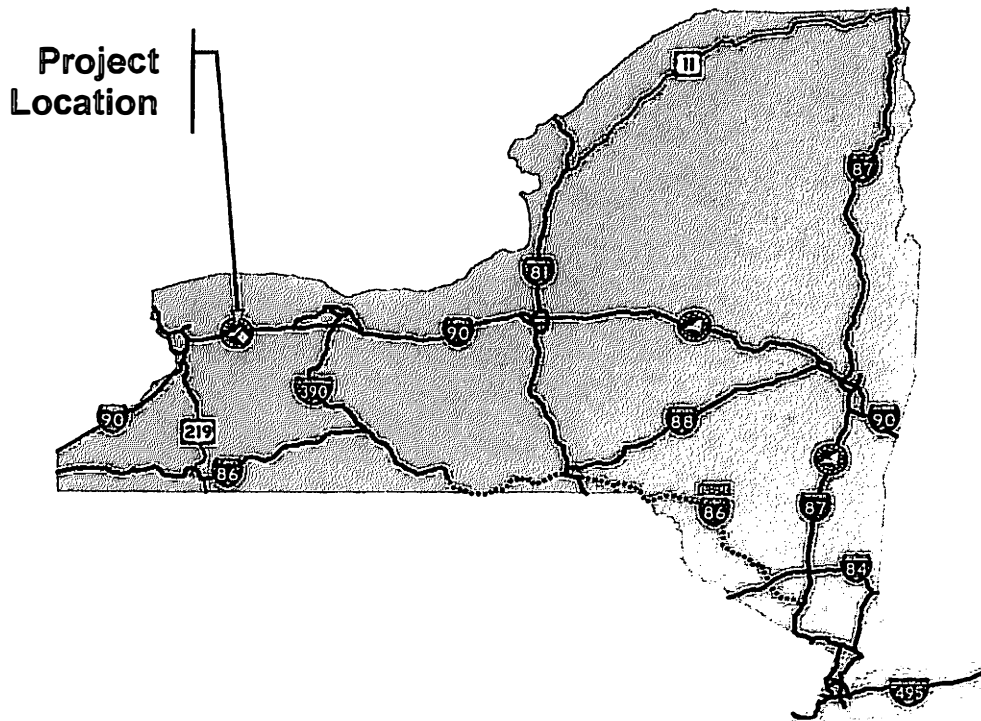
**Seconded by Councilmember
and on roll call**

Transportation Project Report

Initial Project Proposal

March 2020

City of Batavia Highway Preventive Maintenance
Project Identification Number (PIN): 4761.01
City of Batavia
Genesee County



Department of
Transportation



U.S. Department of Transportation
Federal Highway Administration

Initial Project Proposal Form / 4761.01 – City of Batavia Highway Preventive Maintenance

Form Report, prepared by: Jamberdino, Jeffrey, March 4, 2020

PROPOSED PROJECT DETAIL

PIN

4761.01

TIP Number

H20-04-GN2

Proposed Project Title

City of Batavia Highway Preventive Maintenance

County

Genesee

Municipality

City of Batavia

PDM Project Type

Pavement Preventive and Corrective Maintenance

Consultant Involvement

Yes

Target Letting Date

1/4/2022

Project Description

Mill and overlay on Richmond Avenue from Route 98 (Oak St) to State Street and Harvester Avenue from Routes 5/33 (E. Main Street) to Route 63 (Ellicott Street) in the City of Batavia, Genesee County. Work will include a 3" mill and overlay treatment with fibers and milling and resurfacing with a hot mix asphalt course. Additional work includes miscellaneous spot pavement repairs, curb repairs, ADA compliant curb ramps, and shared bicycle lane pavement markings.

Public Friendly Description

The project proposes preventive maintenance to provide a smooth riding surface for the traveling public on Richmond Ave from Oak Street (NYS Route 98) to the State Street Intersection and Harvester Ave from Rt 5/33 (E Main St) to Rt 63 (Ellicott St) in the City of Batavia, Genesee County. Work will also include pavement repairs, curb repairs, ADA (Americans With Disabilities Act) compliant curb ramps, and shared bicycle lane

Regional Local Project Liaison				
Robert Corcimiglia				
Responsible Organization				
Responsible Organization:		City of Batavia		
Scope of Work				
#	Scope of Work	Scope of Work Percentage	Asset Team-Specific Cost Share \$	FMIS Improvement Types
1	Pavement: Mill and Fill	100	\$1,448,400	Maintenance Resurfacing

Cost Categories		
#	Cost Category	Planned Level Budget Estimated
1	SCOPING	\$36,600
2	PRELIMINARY DESIGN	\$146,200
3	DETAILED DESIGN	\$149,100
4	RIGHT-OF-WAY INCIDENTALS	\$27,000
5	RIGHT-OF-WAY ACQUISITIONS	\$6,000
6	CONSTRUCTION	\$1,448,000
7	CONSTRUCTION INSPECTION	\$228,000

Total Planned Level Budget Estimated	
\$2,040,900	

Accomplishments - Current Planned			
#	Description	Unit Description	Qty
1	Pavement: Multi-Course Overlay	Lane Miles	2.04 (based on typ.12ft lanes widths there is an equivalent of 2.8 Lane miles of pavement with 1.5 Lane miles on Richmond Ave and 1.3 Lane miles on Harvester Ave of pavement between curb lines)
2	New Sidewalk Installation	Miles	Replace 1500 LF of sidewalk across frontage of NYS School for the Blind using 5 ft width. Assess remainder of the two corridors for passing width and install passing zones every 200 LF if needed. Replace sidewalks in poor condition as necessary
3	New Street Crossing Installation	Number	22 new curb ramps with appropriate pavement markings upon assessment of existing conditions.
4	Shared Bike Lanes	Miles	2.04 miles - Both corridors will be considered for the inclusion of shared bike lanes if found to be appropriate. Assess storm inlets for appropriateness for "Bike-Safe" and replace as necessary.

Project Specific Issues

N/A

State Wide Significance?

No

Anticipated State Environmental Classification

SEQR Type II

Anticipated Federal Environmental Classification

NEPA Class II, CE

Governor Program

N/A

LOCATION**GIS Landing**

Street	Begin Milepoint	End Milepoint	Total Lane Miles	Total Centerline Miles
Harvester Ave	0.000	0.525	1.05	0.53
Richmond Ave	0.674	1.160	0.95	0.49

Structures

#	Structure Type	Structure ID Number	On National Highway System?	On State Highway System?	On Federal Aid System
---	----------------	---------------------	-----------------------------	--------------------------	-----------------------

County

County

Genesee

Congressional District

Congressional District

27 – Open

State Senate District

State Senate District

61 – Ranzenhofer, Michael H.

State Assembly District

State Assembly District

139 – Hawley, Stephen

PROJECT SCHEDULE

P6 Activity ID	P6 Activity Name	OPPM Approved Date	OPPM Override Date	P6 Approved Baseline (BL)	P6 Forecast (FC) / Pending Baseline	P6 Actual Date	PAR Authorization Actual Date
099	IPP APPROVED	4/6/2020		4/6/2020	4/6/2020		
109	SCOPING PHASE AUTHORIZED	4/13/2020		4/13/2020	4/13/2020		
209	PRELIMINARY DESIGN AUTHORIZED	4/13/2020		4/13/2020	4/13/2020		
289	DESIGN APPROVAL GRANTED	11/12/2020		11/12/2020	11/12/2020		
309	DETAILED DESIGN AUTHORIZED	11/25/2020		11/25/2020	11/25/2020		
359	ADP COMPLETED	9/23/2021		9/23/2021	9/23/2021		
369	CONSTRUCTION PHASE AUTHORIZED	12/15/2021		12/15/2021	12/15/2021		
378	PS&E COMPLETE						
379	PS&E SUBMITTED	11/25/2021		11/25/2021	11/25/2021		
386	ADVERTISEMENT	1/4/2022		1/4/2022	1/4/2022		
389	LETTING HELD	1/4/2022		1/4/2022	1/4/2022		
410	ENVIRONMENTAL DETERMINATION MADE						
509	ROW INCIDENTALS AUTHORIZED	4/13/2020		4/13/2020	4/13/2020		
549	ROW ACQUISITION AUTHORIZED	11/25/2020		11/25/2020	11/25/2020		
589	ROW CLEARANCE CERT	10/25/2021		10/25/2021	10/25/2021		
649	CONSULTANT CONTRACT APPROVED						
719	CONTRACT AWARDED	2/15/2022		2/15/2022	2/15/2022		
729	PRECONSTRUCTION MEETING HELD	2/15/2022		2/15/2022	2/15/2022		
739	CONTRACTOR'S FIRST DAY OF WORK						
749	SUBSTANTIAL COMPLETION	9/30/2022		9/30/2022	9/30/2022		
759	CONTRACTOR'S LAST DAY OF WORK						
779	CONTRACT COMPLETION DATE	9/30/2022		9/30/2022	9/30/2022		
789	FINAL ACCEPTANCE						
799	FINAL PAYMENT	11/15/2022		11/15/2022	11/15/2022		

March 2020

Initial Project Proposal

PIN 4761.01

999	FINAL AGREEMENT	12/29/2022	12/29/2022	12/29/2022		
	ENACTED FOR PROGRAM					
Project Delivery Method:		Design-Bid-Build Low Bid				

ATTACHMENTS

The following Checklist(s) will be completed during preliminary design:

- ☒ Federal Environmental Approvals Worksheet (FEAW)
- ☒ Social, Economic and Environmental Resources Checklist
- ☒ Capital Projects Complete Streets Checklist
- ☒ Smart Growth Checklist

PROJECT APPROVAL

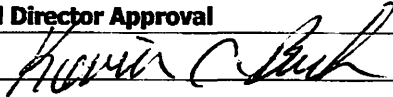
RPPM Approval By



Date RPPM Approval

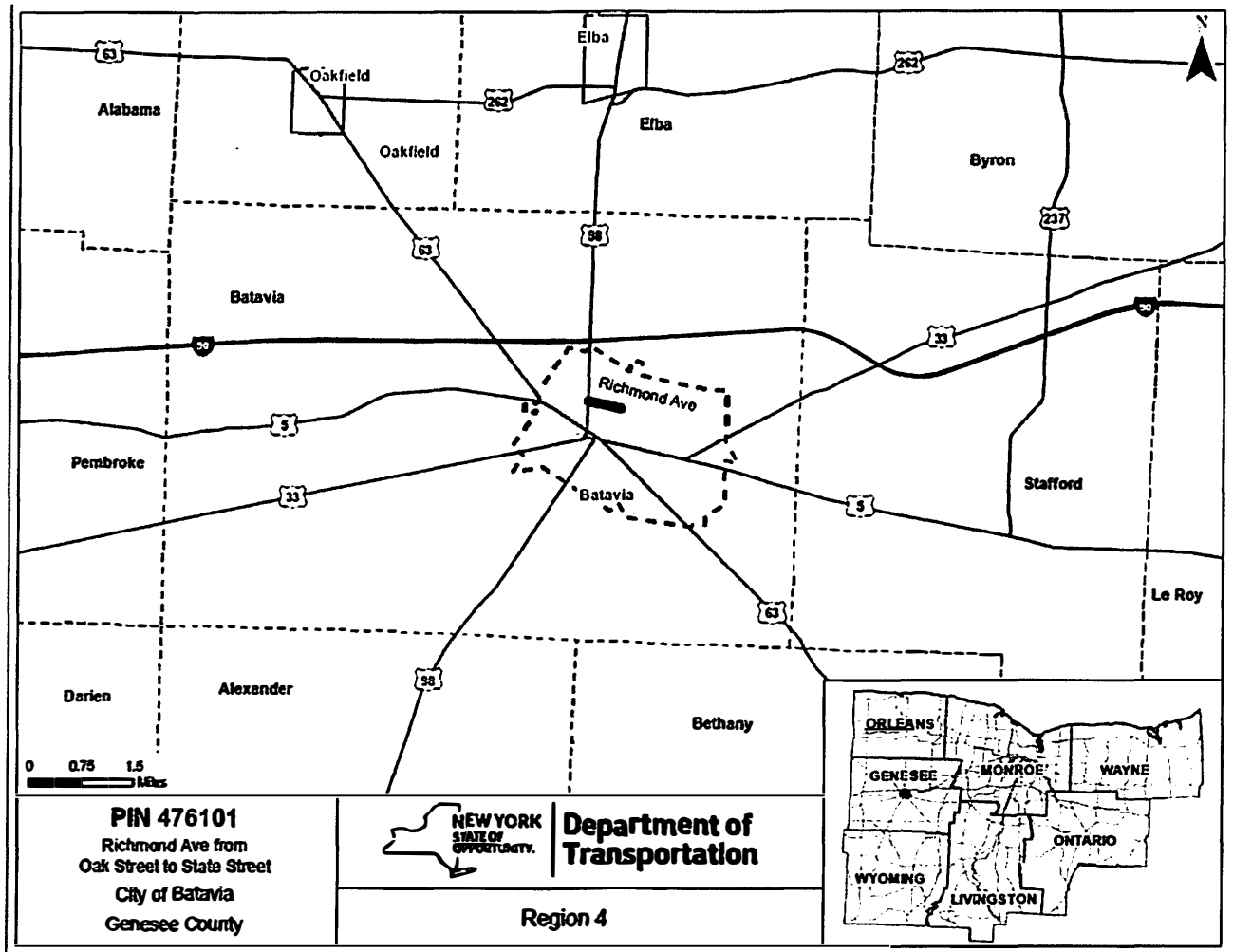
3/4/2020

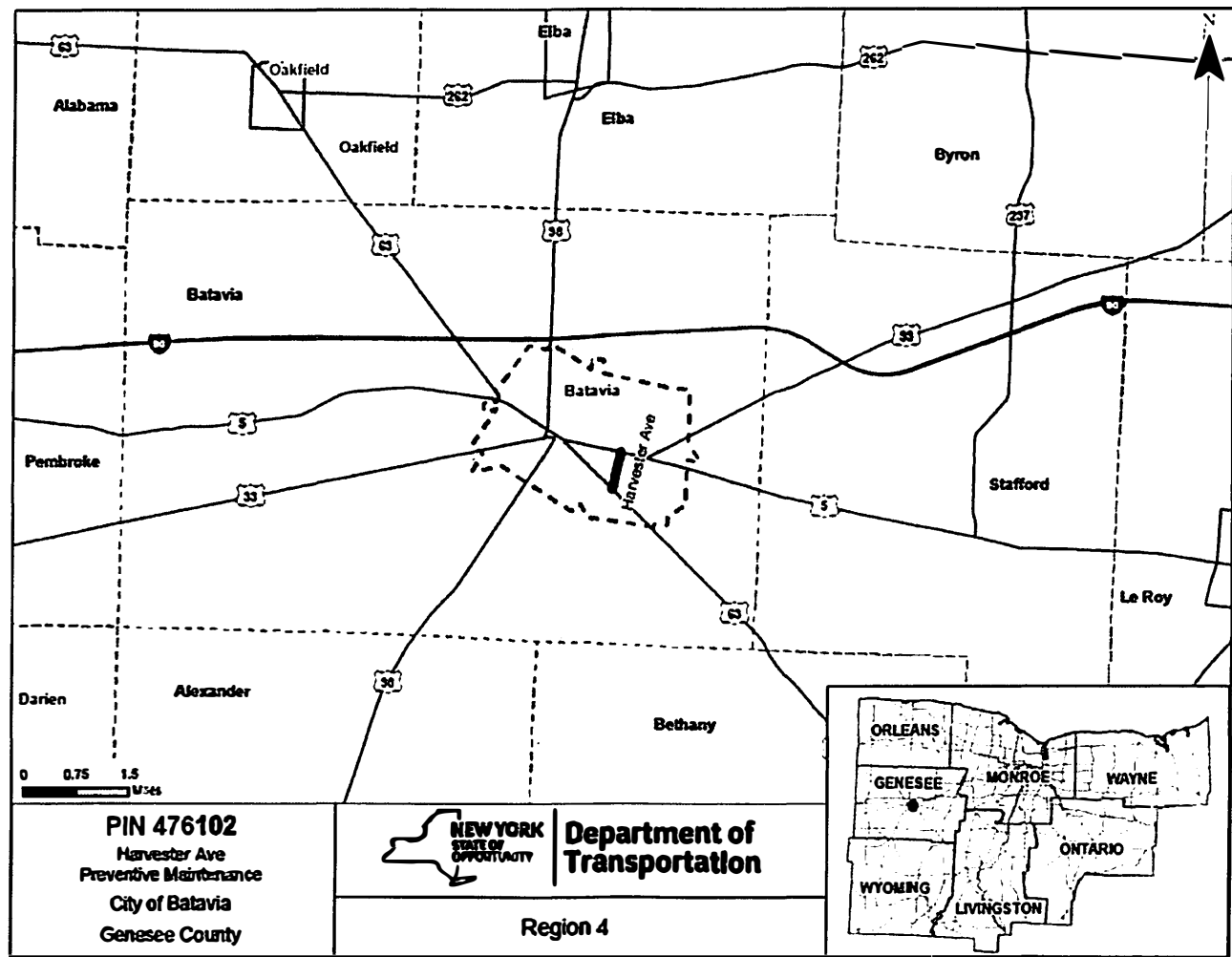
Regional Director Approval



Date of Regional Director Approval

03/04/2020





SCHEDULE A – Description of Project Phase, Funding and Deposit Requirements
NYSDOT/ State-Local Agreement - Schedule A for PIN 4761.01

OSC Municipal Contract #: D040140	Contract Start Date: <u>3/9/2020</u> (mm/dd/yyyy) Contract End Date: <u>8/31/2028</u> (mm/dd/yyyy) <input type="checkbox"/> Check, if date changed from the last Schedule A				
Purpose: <input checked="" type="checkbox"/> Original Standard Agreement <input type="checkbox"/> Supplemental Schedule A No.					
Agreement Type: <input checked="" type="checkbox"/> Locally Administered Municipality/Sponsor (Contract Payee): City of Batavia Other Municipality/Sponsor (if applicable): _____					
<input type="checkbox"/> State Administered List participating Municipality(ies) and the % of cost share for each and indicate by checkbox which Municipality this Schedule A applies.					
<input type="checkbox"/> Municipality: _____		% of Cost share			
<input type="checkbox"/> Municipality: _____		% of Cost share			
<input type="checkbox"/> Municipality: _____		% of Cost share			
Authorized Project Phase(s) to which this Schedule applies: <input checked="" type="checkbox"/> PE/Design <input checked="" type="checkbox"/> ROW Incidentals <input type="checkbox"/> ROW Acquisition <input type="checkbox"/> Construction/CI/CS					
Work Type: HWY REHAB		County (If different from Municipality): Genesee			
Marchiselli Eligible <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Check, if Project Description has changed from last Schedule A): <input type="checkbox"/>					
Project Description: City of Batavia Highway Preventive Maintenance					
Marchiselli Allocations Approved FOR ALL PHASES All totals will calculate automatically.					
Check box to indicate change from last Schedule A	State Fiscal Year(s)	Project Phase			TOTAL
		PE/Design	ROW (RI & RA)	Construction/CI/CS	
<input type="checkbox"/>	Cumulative total for all prior SFYs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<input type="checkbox"/>	Current SFY	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Authorized Allocations to Date		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

A. Summary of allocated MARCHISELLI Program Costs FOR ALL PHASES For each PIN Fiscal Share below, show current costs on the rows indicated as "Current.". Show the old costs from the previous Schedule A on the row indicated as "Old." All totals will calculate automatically.

PIN Fiscal Share	"Current" or "Old" entry indicator	Federal Funding	Total Costs	FEDERAL Participating Share	STATE MARCHISELLI Match	LOCAL Matching Share	LOCAL DEPOSIT AMOUNT (Required only if State Administered)
.	Current		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	Old		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
.	Current		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	Old		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
.	Current		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	Old		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
.	Current		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	Old		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
.	Current		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	Old		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
.	Current		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	Old		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
.	Current		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	Old		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL CURRENT COSTS:			\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

NYSDOT/State-Local Agreement – Schedule A

B. Summary of Other (including Non-allocated MARCHISELLI) Participating Costs FOR ALL PHASES For each PIN Fiscal Share, show current costs on the rows indicated as "Current." Show the old costs from the previous Schedule A on the row indicated as "Old." All totals will calculate automatically.

Other PIN Fiscal Shares	'Current' or 'Old' entry indicator	Funding Source	TOTAL	Other FEDERAL	Other STATE	Other LOCAL
4761.01.121	Current	STP	\$331,900.00	\$265,520.00	\$0.00	\$66,380.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00
4761.01.221	Current	STP	\$27,000.00	\$21,600.00	\$0.00	\$5,400.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00
	Current		\$ 0.00	\$0.00	\$0.00	\$0.00
	Old		\$ 0.00	\$0.00	\$0.00	\$0.00
TOTAL CURRENT COSTS:			\$358,900.00	\$287,120.00	\$ 0.00	\$71,780.00

C. Local Deposit(s) from Section A:

\$ 0.00

Additional Local Deposit(s)

\$

Total Local Deposit(s)

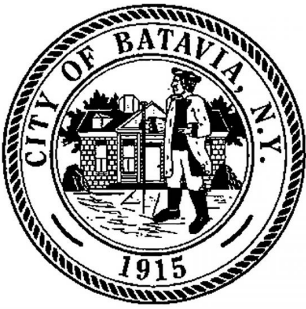
\$ 0.00

D. Total Project Costs All totals will calculate automatically.

Total FEDERAL Cost	Total STATE MARCHISELLI Cost	Total OTHER STATE Cost	Total LOCAL Cost	Total ALL SOURCES Cost
\$287,120.00	\$ 0.00	\$ 0.00	\$71,780.00	\$358,900.00

E. Point of Contact for Questions Regarding this Schedule A (Must be completed)Name: Rhonda LaFeverPhone No: 585-272-3727

- At this time the non-federal share of Project costs identified for federal aid funding in this agreement is to be provided entirely by the Municipality. No subsidy or reimbursement of any portion of that local match is provided by New York State's Marchiselli Program or this contract at this time. Furthermore, this Agreement does not assure that any Marchiselli aid for the Project or phase hereunder will be authorized or available in the future. If the Project (and the phase of work) is eligible for State aid under the Marchiselli Program, and such aid is duly requested by the Municipality, NYSDOT may (subject to budgetary requirements) submit an appropriate request for Marchiselli funding authorization by the Legislature. If Legislative authorization for such funding is received, NYSDOT and the Municipality may enter a supplemental agreement providing such Marchiselli aid. Only then would Marchiselli aid be available to the affected Project and phase.
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City of Batavia

Memorandum

To: Martin Moore, City Manager

From: Matt Worth, Director of Public Works

Date: April 20, 2020

Subject: Selection of Design Professional for Richmond Avenue / Harvester Avenue Project

The City of Batavia was awarded Federal Highway funding through the Genesee Transportation Council for the rehabilitation of Richmond Avenue (State St to Oak St) and Harvester Avenue. The selection of a design professional to begin scoping and preliminary design is the first step towards completing the construction scheduled for 2022.

The solicitation for design professionals was issued on March 24, 2020 to a pre-approved NYSDOT list of design firms with proposals due on Tuesday April 21, 2020. A team of City employees including The Director of Public Works, Superintendent of Maintenance, Superintendent of Water/Wastewater and City Manager shall review and score the proposals during the week. Once a design firm is selected, and NYSDOT has signed off on the process, a contract shall be developed and recommendation for approval at the May 11, 2020 Council Business Meeting.

It is expected that the review and scoring shall be complete by the Monday April 27, 2020 Conference Meeting where additional information to Council shall be provided.

Supporting Documentation:

List of NYSDOT Pre-Approved Design Firms

Solicitation of Proposals Letter

Draft Resolution

Department of Public Works

One Batavia City Centre
Batavia, New York 14020

Phone: 585-345-6325

Fax: 585-343-1385

www.batavianewyork.com

#-2020
A RESOLUTION AUTHORIZING AGREEMENT WITH
XXXXXX FOR ENGINEERING SERVICES FOR THE HIGHWAY PREVENTIVE
MAINTENANCE PROJECT (HARVESTER AND RICHMOND)

Motion of Councilmember

WHEREAS, a project for the preventive maintenance of two streets Harvester Avenue from NYS Routes 5/33 to NYS Route 63, and Richmond Avenue from Oak Street to State Street, City of Batavia, Genesee County, P.I.N. 4761.16 (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 that has been previously approved as part of the New York State Transportation Improvement Program

WHEREAS, a request for proposals was issued, and a committee of City and NYSDOT personnel selected XXXXX to perform the work out of XXXX proposals that were received;

NOW THEREFORE, be it resolved that City Council approves the award of a contract for Engineering services for PIN 4761.01 City of Batavia Harvester St. and Richmond Ave. to XXXXX for \$XXXX.XX or as otherwise modified by New York State Department of Transportation.

Seconded by Councilmember
and on roll call

Engineers

Barton & Loguidice, D.P.C.

Bergmann Associates

C&S Companies

CHA Consulting, Inc.

Clark Patterson Lee

Erdman Anthony

Fisher Associates

Greenman-Pedersen, Inc.

**Hunt Engineers, Architects, Land Surveyors & Landscape Architect
D.P.C.**

LaBella Associates D.P.C.

Lu Engineers

Popli Design Group

Ravi Engineering and Land Surveying, P.C.

Stantec

TY Lin International



City of Batavia

March 24, 2020

RE: City of Batavia Highway PIN 4761.01

To whom it may concern:

The City of Batavia is starting the consultant selection process for the pavement rehabilitation of two streets in the City of Batavia. This is a federally funded, locally administered “pass-thru” project with an estimated construction cost of \$1.4 million. The City is inviting firms from the NYSDOT Region 4 LDSA to provide a proposal of project understanding and qualifications. Please allow this letter to serve as an invitation to your firm to provide a “Letter of Interest” for engineering services for the above project.

The project is for the milling and resurfacing of two miles involving two streets within the City of Batavia. The two streets are Richmond Avenue (Oak Street to State Street) and Harvester Avenue. Both streets are urban collectors with AADT 9900 & 2260 respectively. These streets provide travel ways for commuters, business and schools within the community. The project will also address pedestrian needs as well as evaluate the potential inclusion of bicycle accommodations. In order to complete this work (2022 Construction), the selected consultant shall be familiar with pavement rehabilitation, survey & mapping, SHPO, ADA, ESA, public/stakeholder involvement, ROW, NYSDOT and FHWA project development procedures and requirements. Scoping will begin Spring 2020 and progress through to construction. Our desired bid opening date for the construction contract is April 2022. If your firm is interested in providing engineering services for this project, submit the following information for evaluation:

1. Identify the primary project team and list experience with similar projects
2. Describe your team’s approach and understanding of this project.
3. Descriptions of similar locally administered projects in Region 4 by your firm.
4. DBE participation (List percentage & Type of Work).

Please limit your submission to a cover letter and no more than **four (4) single sided pages** with 12 point font. Submit six (6) copies of this information to my office by **3 P.M. on Tuesday, April 21st**.

Sincerely,

Matthew Worth
Director of Public Works