

**BATAVIA CITY COUNCIL  
BUSINESS MEETING**

**City Hall - Council Board Room  
One Batavia City Centre  
Monday, May 8<sup>th</sup>, 2023 at 7:00 p.m.**

**AGENDA**

- I. Call to Order
- II. Invocation – Councilmember Canale
- III. Pledge Of Allegiance
- IV. Public Comments
- V. Council Response to Public Comments
- VI. Communications
  - a. Brighton Securities – 5/26/2023
  - b. EverPresent Church Carnival – 6/10/2023
  - c. BID Cider Walk – 6/17/2023
  - d. BID Concert Series – various dates in July and August 2023
  - e. BID Boxcar Derby – 8/26/2023
- VII. Council President Report
  - a. Announcement of the next City Council Meeting to be held on Monday, May 22<sup>nd</sup>, 2023 at 7:00 p.m. at the City Hall Council Board Room, 2<sup>nd</sup> Floor, City Centre
- VIII. Approval of March 2023 Financials
- IX. Approval of April 2023 Minutes
- X. Assignment of Agenda Items
- XI. City Attorney’s Report
- XII. City Manager’s Report
- XIII. Committee Reports
- XIV. Unfinished Business

XV. New Business

- #44-2023 A Resolution Appointment of Council Member Bialkowski And Richmond to The Audit Committee
- #45-2023 A Resolution Re-Appointment of Patti Pacino to The Batavia Business Improvement District Board
- #46-2023 A Resolution Approving The Purchase And Sale Agreement of 11 City Centre
- #47-2023 A Resolution Approving The Residency Waiver For The Fire Chief
- #48-2023 A Resolution to Surplus Police Vehicle
- #49-2023 A Resolution to Accept The Town of Batavia's Modifications of The King's Plaza Pump Station Project And to Authorize The City Manager to Execute The NYS DEC BSP-5 Form
- #50-2023 A Resolution to Approve an Access License Agreement With Creek Park Batavia, LLC

XVI. Executive Session.....Litigation, Real Property, & Employment Matters

XVII. Adjournment



## **MEMORANDUM**

**To:** Rachael Tabelski, City Manager  
**From:** Heidi J. Parker, Clerk-Treasurer  
**Date:** 5/01/23  
**Subject:** Event Summary

Below please find the summary for the events to be reviewed by City Council on May 8, 2023:

### **Brighton Securities – 5/26/23**

There were no costs from the departments.

### **EverPresent Church Carnival – 6/10/23**

There were no costs from the departments.

### **BID Cider Walk – 6/17/23**

There were no costs from the departments.

### **BID Concert Series – various dates in July and August 2023**

There were no costs from the departments unless event has to be held in City Centre.

### **BID Boxcar Derby – 8/26/23**

There were no costs from the departments.

**\*\*NOTE** – Event sponsors are responsible for costs that may be incurred because of their event and have been made aware of estimated costs, if any. For final approval, all applicants must submit a certificate of liability insurance to the Clerk's Office prior to the event date.

Paid 4/25/23



City of Batavia  
Batavia, New York 14020  
(585) 345-6500

Official Use Only:

2023-31

Event Application #:

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

Event Sponsor Brighten Securities

Type of Event Shred Day

Day and Date of Event 5/26/23 Friday

Time of Event (don't include set up time here - just actual event time) 12-2pm

Location of Event 212 E. Main St. Batavia, NY 14020

Details of Event (be as specific as possible!) 12<sup>th</sup> Annual free document destruction & disposal day where the public is free to contactlessly drop off and dispose of old documents.

Contact Information:

Primary contact:

Secondary contact:

Name Christina Gregory

Michelle Mosgeller

Phone # 585-340-2204

585-344-1850

Mailing address 212 E Main St Batavia NY 14020

E-mail address cgregory@brightensecurities.com

mmosgeller@brightensecurities.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: brightensecurities.com/events/05-26-2023

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: 5/26/23

Set up time: 12:30

Tear down date: 5/26/23

Tear down time: 2:30

**PLEASE LIST ALL DATES / TIMES AND CROWD INFORMATION BELOW:**

Date: 5/26/23

Start time: 12:00 PM

End time: 2:00 PM

Estimated crowd size: 50 thru 100 people  
fine space

# of Vendors/Displays \_\_\_\_\_

**WILL THE EVENT INCLUDE:**

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

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

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

\_\_\_\_\_  
Address, Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Music: Live Group  Recorded/DJ

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

\_\_\_\_\_  
Address, Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

**CITY SERVICES SUPPORT:**

**City Code 66-15, D-2** The City reserves the right, as part of the permitting process, to require the applicant to pay for additional operational costs of the City associated with the event.

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

**ELECTRIC:**

Will electric be needed for the event? Yes  No

What will you be providing electric to? \_\_\_\_\_

Will generators be used? Yes  No  \*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\* 1-10x10 pop up tent

**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:**

_____	_____	&	_____
<i>Street to be closed</i>		<i>Cross Streets</i>	
_____	_____	&	_____
<i>Street to be closed</i>		<i>Cross Streets</i>	
_____	_____	&	_____
<i>Street to be closed</i>		<i>Cross Streets</i>	
_____	_____	&	_____
<i>Street to be closed</i>		<i>Cross Streets</i>	

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. Additional operational costs of the City, as determined by City Departments, must be paid by the event sponsor at the conclusion of the event. The application fee is due at time of submission and is non-refundable.
11. Vendor/participants must also follow all inspection/temporary structure rules found in the appendices (pg 6-7)
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.

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**Hold Harmless Agreement**

Brighton Securities, 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 Brighton Securities (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.

4/20/23  
Date:

Brighton Securities  
Name of Event Sponsor:

Christina Gregory, Marketing Operations Manager  
Authorized Signature, Title

Christina Gregory  
Name - Printed or Typed

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

\_\_\_\_\_  
Date:

\_\_\_\_\_  
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**

<b><u>OFFICIAL USE ONLY</u></b>				
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"/>	_____	_____
<b><i>If recommendation is denied, please attach a brief explanation</i></b>				

<b><u>OFFICIAL USE ONLY</u></b>	
_____ <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*

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
Is tent secure	20 lbs per leg or tent stakes
<p>Inspection performed by: _____ Date: _____</p>	



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/20/2023

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 have **ADDITIONAL INSURED** provisions or 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).

<b>PRODUCER</b> Haylor, Freyer & Coon, Inc. PO Box 4743 Syracuse NY 13221	<b>CONTACT NAME:</b> Kristen Gilfus <b>PHONE (A/C No, Ext):</b> 315-451-1500 <b>FAX (A/C, No):</b> 315-362-5747 <b>E-MAIL ADDRESS:</b> certificates@haylor.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Brighton Securities Corp 1703 Monroe Ave Rochester NY 14618	<b>INSURER A:</b> Ohio Security Insurance Co. <b>NAIC #</b> 24082	
	<b>INSURER B:</b> Aspen American Insurance Company <b>NAIC #</b> 43460	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	

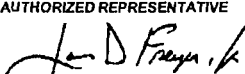
**COVERAGES**      **CERTIFICATE NUMBER:** 540384233      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y	Y	BZS2358084540	6/30/2022	6/30/2023	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	<input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BZS2158084540	6/30/2022	6/30/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y	Y	USO58084540	6/30/2022	6/30/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ PER STATUTE    OTH-ER
<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Professional Liability			LR00QX123	4/11/2023	4/11/2024	Each Claim limit \$1,000,000 Aggregate limit \$1,000,000

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

General Liability Additional Insured & Waiver of Subrogation form# BP7996 07/10  
 Umbrella policy follows General Liability form  
 Location: 212 E. Main St. Batavia NY 14020 for 5/26/23 event.

<b>CERTIFICATE HOLDER</b>  City of Batavia One Batavia City Centre Batavia NY 14020	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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

PAID  
APR 13 2023  
CITY OF BATAVIA  
CLERK-TREASURER

Official Use Only:

2023-30

Event Application #:

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

Event Sponsor EverPresent Church

Type of Event Carnival/Games

Day and Date of Event June 10<sup>th</sup> 11-3pm Saturday

Time of Event (don't include set up time here - just actual event time) 11am-3pm

Location of Event Parking Lot on Rain<sup>thru</sup> Concourse  
*outside their entrance*

Details of Event (be as specific as possible) Carnival Games, Bounce

Houses, Waffle Cakes, Hot Dogs, Popcorn  
Face Painting - 25 Vendors

Contact Information:

Primary contact:

Secondary contact:

Name Michelle Norton

Jason Norton

Phone # 585-397-3153

585-993-1888

Mailing address 4 Batavia City Centre

E-mail address astormichelle@everpresentchurch.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: Everpresentchurch.com

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: June 10<sup>th</sup> Set up time: 8am  
Tear down date: June 10<sup>th</sup> Tear down time: 3pm

**PLEASE LIST ALL DATES / TIMES AND CROWD INFORMATION BELOW:**

Date: June 10<sup>th</sup> Start time: 11am End time: 3pm  
Estimated crowd size: 500 # of Vendors/Displays 25

**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

EverPresent Church  
Name of Company Providing Above: \_\_\_\_\_ Company Contact/Representative \_\_\_\_\_ Phone # 555 993 7888

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? Generator - 2

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) 6000 Watt 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\* 10x12, 20x20, 30x10, 12x12-20

**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):**

N/A

**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. Additional operational costs of the City, as determined by City Departments, must be paid by the event sponsor at the conclusion of the event. The application fee is due at time of submission and is non-refundable.
11. Vendor/participants must also follow all inspection/temporary structure rules found in the appendices (pg 6-7)
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**

EverPresent, 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 \_\_\_\_\_ (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.

4-15-23  
Date:

EverPresent Church  
Name of Event Sponsor:  
Michelle Norton  
Authorized Signature, Title  
Michelle Norton  
Name - Printed or Typed

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

\_\_\_\_\_  
Date:

\_\_\_\_\_  
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**

<b>OFFICIAL USE ONLY</b>				
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*

<b>OFFICIAL USE ONLY</b>	
_____	_____
<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*

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
Is tent secure	20 lbs per leg or tent stakes
Inspection performed by:	Date:



City of Batavia  
Batavia, New York 14020  
(585) 345-6500

PAID  
APR 10 2023  
CITY OF BATAVIA  
CLERK-TREASURER

Official Use Only:

2023-26

Event Application #:

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

Event Sponsor Batavia Business Improvement Dist  
Type of Event Cider walk  
Day and Date of Event June 17th 2023 4-8 pm  
Time of Event (don't include set up time here - just actual event time) 4pm - 8pm  
Location of Event Downtown  
Details of Event (be as specific as possible!) Just like wine walk but with Cider

Contact Information:

Primary contact:

Secondary contact:

Name Shannon Maute  
Phone # 409 531#  
Mailing address 20 E Main St, Suite B  
E-mail address director@downtownbatavia.ny.gov

\* 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  Other  
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? Each Stop will apply

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: ~~6/17/23~~ 6/17/23 Set up time: 4pm  
Tear down date: 6/17/23 Tear down time: 8pm

**PLEASE LIST ALL DATES / TIMES AND CROWD INFORMATION BELOW:**

Date: ~~6/17/23~~ 6/17/23 Start time: 4pm End time: 8pm  
Estimated crowd size: 450 # of Vendors/Displays N/A

**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:**

_____	_____	&	_____
<i>Street to be closed</i>		<i>Cross Streets</i>	
_____	_____	&	_____
<i>Street to be closed</i>		<i>Cross Streets</i>	
_____	_____	&	_____
<i>Street to be closed</i>		<i>Cross Streets</i>	
_____	_____	&	_____
<i>Street to be closed</i>		<i>Cross Streets</i>	

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. Additional operational costs of the City, as determined by City Departments, must be paid by the event sponsor at the conclusion of the event. The application fee is due at time of submission and is non-refundable.
11. Vendor/participants must also follow all inspection/temporary structure rules found in the appendices (pg 6-7)
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**

BID, 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 (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.

3/20/23  
Date:

BID  
Name of Event Sponsor:

Shannon Marks Executive Director  
Authorized Signature, Title

Shannon Marks  
Name - Printed or Typed

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

3/20/23  
Date:

Shannon Marks  
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

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
Is tent secure	20 lbs per leg or tent stakes
<p>Inspection performed by: _____ Date: _____</p>	



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

**PAID**  
APR 10 2023  
CITY OF BATAVIA  
CLERK-TREASURER

Official Use Only:

2023-21

Event Application #:

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

Event Sponsor Batavia Business Improvement Dist  
Type of Event Concert Series  
Day and Date of Event 7/7, 7/13, 7/14, 7/20, 7/21, 7/28, 8/4, 8/10, 8/11, 8/17, 8/18 8/25  
Time of Event (don't include set up time here - just actual event time) 7-9  
Location of Event Jackson Square  
Details of Event (be as specific as possible!)  
Concert Series

**Contact Information:**

Primary contact:

Secondary contact:

Name Sharon Maute  
Phone # 408-5531  
Mailing address 200 E Main St  
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? \_\_\_\_\_

**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: Day of

Set up time: 5pm

Tear down date: Day of

Tear down time: 9pm

**PLEASE LIST ALL DATES / TIMES AND CROWD INFORMATION BELOW:**

Date: Fridays & Thursdays July-Aug Start time: 7pm End time: 9pm

Estimated crowd size: 100-150 # of Vendors/Displays N/A

**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

TBD

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? AMPS, lights, Speakers

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:**

_____	&	_____
<i>Street to be closed</i>	<i>Cross Streets</i>	
_____	&	_____
<i>Street to be closed</i>	<i>Cross Streets</i>	
_____	&	_____
<i>Street to be closed</i>	<i>Cross Streets</i>	
_____	&	_____
<i>Street to be closed</i>	<i>Cross Streets</i>	

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. Additional operational costs of the City, as determined by City Departments, must be paid by the event sponsor at the conclusion of the event. The application fee is due at time of submission and is non-refundable.
11. Vendor/participants must also follow all inspection/temporary structure rules found in the appendices (pg 6-7)
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**

\_\_\_\_\_, 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 \_\_\_\_\_ (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.

\_\_\_\_\_  
*Date:*

\_\_\_\_\_  
*Name of Event Sponsor:*

\_\_\_\_\_  
*Authorized Signature, Title*

\_\_\_\_\_  
*Name - Printed or Typed*

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

\_\_\_\_\_  
*Date:*

\_\_\_\_\_  
*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**

<b><u>OFFICIAL USE ONLY</u></b>				
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*

<b><u>OFFICIAL USE ONLY</u></b>	
_____	_____
<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*

<b>Department Approval</b>	<b>YES</b>	<b>NO</b>
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*

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
Is tent secure	20 lbs per leg or tent stakes
Inspection performed by: _____ Date: _____	





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

**PAID**  
APR 10 2023  
CITY OF BATAVIA  
CLERK-TREASURER

**Official Use Only:**

2023-29  
Event Application #:

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

Event Sponsor Batavia Business Improvement Dist  
 Type of Event BID Boxcar Derby  
 Day and Date of Event August 16th - Saturday  
 Time of Event (don't include set up time here - just actual event time) 8 AM - 1 PM  
 Location of Event Ellicott Ave  
 Details of Event (be as specific as possible!) Boxcar Race

**Contact Information:**

Primary contact:

Secondary contact:

Name Shannon Maude  
 Phone # 408-5531  
 Mailing address 200 E. Main St. Suite 10  
 E-mail address director@townofbatavia.ny.gov

\* 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: 8/26/23 Set up time: 7 AM  
Tear down date: 1 PM 8/26/23 Tear down time: 1 PM

**PLEASE LIST ALL DATES / TIMES AND CROWD INFORMATION BELOW:**

Date: 8/26 Start time: 8 AM End time: 1 PM  
Estimated crowd size: 200-300 # of Vendors/Displays 5ish

**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? vendors (keep food warm or cold)

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\* 5 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: Race down Street

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

Ellicott Ave From North to Almost Washington ave  
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? 10?

Will traffic cones be requested from the City? Yes  No  How Many? 10?  
(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 trash cans 10 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.**

**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. Additional operational costs of the City, as determined by City Departments, must be paid by the event sponsor at the conclusion of the event. The application fee is due at time of submission and is non-refundable.
11. Vendor/participants must also follow all inspection/temporary structure rules found in the appendices (pg 6-7)
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**

BID, 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 (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.

3/20/23  
Date:

BID  
Name of Event Sponsor:

Shannon Maeste Executive Director  
Authorized Signature, Title

Shannon Maeste  
Name - Printed or Typed

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

3/20/23  
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**

**SPECIAL EVENT APPLICATION  
DEPARTMENT APPROVAL SUMMARY**

**FOR OFFICIAL CITY USE ONLY**

<b><u>OFFICIAL USE ONLY</u></b>				
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>				

<b><u>OFFICIAL USE ONLY</u></b>	
_____	_____
<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*

<b>Department Approval</b>	<b>YES</b>	<b>NO</b>
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*

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
Is tent secure	20 lbs per leg or tent stakes
Inspection performed by: _____ Date: _____	

# Monthly Council Financial Report - DRAFT

Through 03/31/23  
Summary Listing

Organization	Organization Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
Fund Category	<b>Governmental Funds</b>							
Fund Type	<b>General Fund</b>							
Fund	<b>A - General Fund</b>							
REVENUE								
Division	<b>00 - Revenue</b>							
Department	<b>0000 - Revenues</b>							
Revenue		18,653,561.68	420,355.40	19,596,419.18	.00	(942,857.50)	105%	18,864,408.89
	Department <b>0000 - Revenues</b> Totals	\$18,653,561.68	\$420,355.40	\$19,596,419.18	\$0.00	(\$942,857.50)	105%	\$18,864,408.89
	Division <b>00 - Revenue</b> Totals	\$18,653,561.68	\$420,355.40	\$19,596,419.18	\$0.00	(\$942,857.50)	105%	\$18,864,408.89
	REVENUE TOTALS	\$18,653,561.68	\$420,355.40	\$19,596,419.18	\$0.00	(\$942,857.50)	105%	\$18,864,408.89
EXPENSE								
Division	<b>01 - General Governmental Services</b>							
Reserves		314,352.00	.00	.00	.00	314,352.00	0%	.00
City Council		62,799.00	13,567.96	55,658.03	.00	7,140.97	89%	43,792.69
City Manager		188,669.00	23,985.24	191,474.40	176.74	(2,982.14)	102%	180,168.27
Finance		127,156.58	8,720.74	123,176.22	16.06	3,964.30	97%	122,340.80
Legal Services		238,250.00	13,190.94	237,038.48	.00	1,211.52	99%	271,613.81
Contingency		217,115.00	.00	.00	.00	217,115.00	0%	.00
Community Development		195,728.33	6,816.90	22,546.88	171,742.95	1,438.50	99%	31,895.66
Economic Development		95,000.00	.00	100,065.32	.00	(5,065.32)	105%	155,392.28
Council on the Arts		2,250.00	.00	2,250.00	.00	.00	100%	2,250.00
Community Celebrations		13,060.00	186.21	6,455.60	.00	6,604.40	49%	5,714.11
Debt Service - Bonds		358,084.00	.00	358,082.80	.00	1.20	100%	354,029.15
Installment Purchase Debt		28,587.00	.00	28,585.88	.00	1.12	100%	28,585.88
Debt Service Energy Lease		.00	.00	.00	.00	.00	+++	82,003.95
Interfund Transfer		2,734,630.00	136,416.31	4,197,398.31	.00	(1,462,768.31)	153%	3,574,410.59
Transfer to Capital Projects		262,662.05	199,318.88	199,318.88	.00	63,343.17	76%	457,964.46
	Division <b>01 - General Governmental Services</b> Totals	\$4,838,342.96	\$402,203.18	\$5,522,050.80	\$171,935.75	(\$855,643.59)	118%	\$5,310,161.65
Division	<b>02 - Administrative Services</b>							
Dept of Administrative Services		307,716.00	13,331.75	324,292.02	.00	(16,576.02)	105%	288,989.61
Department <b>1325 - Clerk-Treasurer</b>								
Clerk-Treasurer		148,120.00	16,690.61	138,291.05	80.33	9,748.62	93%	151,956.38
Elections		29,195.00	.00	29,195.00	.00	.00	100%	21,267.00
Control of Dogs		1,390.00	(1.33)	1,099.10	.00	290.90	79%	1,090.48
Vital Statistics		20,289.00	2,379.71	19,323.27	16.06	949.67	95%	19,341.62
	Department <b>1325 - Clerk-Treasurer</b> Totals	\$198,994.00	\$19,068.99	\$187,908.42	\$96.39	\$10,989.19	94%	\$193,655.48
Assessment		140,167.00	23,688.69	139,519.05	48.20	599.75	100%	142,188.67
Personnel		278,670.00	17,833.13	190,630.65	48.20	87,991.15	68%	159,257.17
Information Services		124,287.00	9,008.11	101,405.75	.00	22,881.25	82%	113,601.59



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Organization	Organization Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
<b>Fund Category Governmental Funds</b>								
<b>Fund Type General Fund</b>								
<b>Fund A - General Fund</b>								
<b>EXPENSE</b>								
<b>Division 02 - Administrative Services</b>								
<b>Department 7140 - Youth Bureau</b>								
7140	Summer Recreation	75,091.00	.00	80,091.00	.00	(5,000.00)	107	72,400.26
7310	Youth Service	124,967.00	19,436.16	104,590.98	.00	20,376.02	84	102,749.97
		\$200,058.00	\$19,436.16	\$184,681.98	\$0.00	\$15,376.02	92%	\$175,150.23
<b>Department 7140 - Youth Bureau Totals</b>		\$1,249,892.00	\$102,366.83	\$1,128,437.87	\$192.79	\$121,261.34	90%	\$1,072,842.75
<b>Division 02 - Administrative Services Totals</b>								
<b>Division 03 - Public Works</b>								
<b>Engineering</b>								
1440	Department of Public Works	12,500.00	562.52	7,035.71	.00	5,464.29	56	48,728.98
1490	Department of Public Works	68,639.00	10,237.76	79,260.32	64.27	(10,685.59)	116	61,732.89
<b>Department 1620 - City Facilities</b>								
<b>Facilities</b>								
1620	Facilities	291,793.50	44,471.14	220,667.44	219.63	70,906.43	76	264,135.75
1621	Facilities-Ice Rink	40,210.00	3,412.57	98,125.58	.00	(57,915.58)	244	85,634.42
1622	Facilities - Dwyer	16,690.00	3,502.69	10,194.28	.00	6,495.72	61	9,626.51
		\$348,693.50	\$51,386.40	\$328,987.30	\$219.63	\$19,486.57	94%	\$359,396.68
3620	Inspection	387,209.00	40,766.15	374,452.27	96.40	12,660.33	97	313,147.85
<b>Department 5010 - Bureau of Maintenance</b>								
<b>Maintenance Admin</b>								
5010	Maintenance Admin	136,080.00	13,491.68	122,267.50	160.67	13,651.83	90	170,511.03
5110	Street Maintenance	1,039,182.65	34,966.98	720,066.26	.00	319,116.39	69	389,499.14
5112	CHPS Perm Improv Highway	94,500.00	.00	501,228.56	.00	(406,728.56)	530	184,047.03
5132	Public Works Garage	486,800.00	57,274.88	397,671.62	.00	89,128.38	82	424,983.60
5142	Snow Removal	480,830.00	73,781.19	322,988.80	.00	157,841.20	67	366,781.42
5182	Street Lighting Traffic Signals	264,760.00	41,658.04	241,780.24	.00	22,979.76	91	247,023.15
5650	Parking Lots	41,000.00	.00	36,490.38	.00	4,509.62	89	42,865.28
7110	Parks	529,370.00	45,765.55	491,368.69	.00	38,001.31	93	450,503.38
8140	Storm Sewer - BOM	159,300.00	4,275.65	77,495.18	.00	81,804.82	49	101,623.48
8170	Street Cleaning	125,040.00	5,258.51	103,296.38	.00	21,743.62	83	98,140.07
		\$3,356,862.65	\$276,472.48	\$3,014,653.61	\$160.67	\$342,048.37	90%	\$2,475,977.58
<b>Department 5010 - Bureau of Maintenance Totals</b>								
<b>Historic Preservation</b>								
7510	Historic Preservation	6,290.00	1,478.04	5,710.50	.00	579.50	91	624.92
<b>Planning and Zoning</b>								
8020	Planning and Zoning	1,300.00	65.21	772.01	.00	527.99	59	826.05
<b>Storm Sewer - Water-WW</b>								
8141	Storm Sewer - Water-WW	29,520.00	3,322.09	18,490.68	.00	11,029.32	63	27,435.49
<b>Refuse and Recycling</b>								
8160	Refuse and Recycling	101,490.00	12,709.00	85,626.04	.00	15,863.96	84	81,625.61
		\$4,312,504.15	\$396,999.65	\$3,914,988.44	\$540.97	\$396,974.74	91%	\$3,369,496.05
<b>Division 03 - Public Works Totals</b>								
<b>Division 04 - Police</b>								
<b>Department 3120 - Police</b>								
3120	Police	4,509,958.83	494,251.12	4,546,665.04	139,186.93	(175,893.14)	104	3,890,382.61

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Organization	Organization Description	Budget Amount	Annual Actual Amount	MTD Actual Amount	YTD Actual Amount	Encumbrances	YTD Budget Less	% of Budget	Prior Year Total Actual
<b>Fund Category Governmental Funds</b>									
<b>Fund Type General Fund</b>									
<b>Fund A - General Fund</b>									
EXPENSE									
Division <b>04 - Police</b>									
Department <b>3120 - Police</b>									
3121	Emergency Response Team	35,600.00	2,115.75	29,825.21	.00	5,774.79	84	.00	
3122	Net	5,490.00	.00	448.91	.00	5,041.09	8	.00	
3123	Community Policing & Events	13,630.00	468.63	11,590.35	.00	2,039.65	85	.00	
3124	K-9	950.00	721.23	16,211.38	.00	(15,261.38)	1,706	2,781.24	
Department <b>3120 - Police Totals</b>		\$4,565,628.83	\$497,556.73	\$4,604,740.89	\$139,186.93	(\$178,298.99)	104%	\$3,893,163.85	
Division <b>04 - Police Totals</b>		\$4,565,628.83	\$497,556.73	\$4,604,740.89	\$139,186.93	(\$178,298.99)	104%	\$3,893,163.85	
Division <b>05 - Fire</b>									
Department <b>3410 - Fire</b>									
3410	Fire	4,192,518.34	460,667.51	4,156,701.86	224.93	35,591.55	99	3,820,065.11	
3411	State Internal EMS Program	2,227.00	.58	380.21	.00	1,846.79	17	1,144.25	
3412	State External EMS Program	15,035.00	461.39	7,740.84	.00	7,294.16	51	10,821.66	
3413	Non State EMS Program	17,460.00	.90	4,758.55	.00	12,701.45	27	13,170.18	
Department <b>3410 - Fire Totals</b>		\$4,227,240.34	\$461,130.38	\$4,169,581.46	\$224.93	\$57,433.95	99%	\$3,845,201.20	
Division <b>05 - Fire Totals</b>		\$4,227,240.34	\$461,130.38	\$4,169,581.46	\$224.93	\$57,433.95	99%	\$3,845,201.20	
EXPENSE TOTALS		\$19,193,608.28	\$1,860,256.77	\$19,339,799.46	\$312,081.37	(\$458,272.55)	102%	\$17,490,865.50	
<b>Fund A - General Fund Totals</b>									
REVENUE TOTALS		18,653,561.68	420,355.40	19,596,419.18	.00	(942,857.50)	105%	18,864,408.89	
EXPENSE TOTALS		19,193,608.28	1,860,256.77	19,339,799.46	312,081.37	(458,272.55)	102%	17,490,865.50	
<b>Fund A - General Fund Net Gain (Loss)</b>		(\$540,046.60)	(\$1,439,901.37)	\$256,619.72	(\$312,081.37)	\$484,584.95	10%	\$1,373,543.39	
<b>Fund Type General Fund Totals</b>									
REVENUE TOTALS		18,653,561.68	420,355.40	19,596,419.18	.00	(942,857.50)	105%	18,864,408.89	
EXPENSE TOTALS		19,193,608.28	1,860,256.77	19,339,799.46	312,081.37	(458,272.55)	102%	17,490,865.50	
<b>Fund Type General Fund Net Gain (Loss)</b>		(\$540,046.60)	(\$1,439,901.37)	\$256,619.72	(\$312,081.37)	\$484,584.95	10%	\$1,373,543.39	

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Fund Category	<b>Governmental Funds</b>							
Fund Type	<b>Special Revenue Funds</b>							
Fund	<b>MS - Workers compensation fund</b>							
	REVENUE							
	Division							
	Department <b>0000 - Revenues</b>							
0000	Revenue							
		242,750.00	55.29	286,741.91	.00	(43,991.91)	118	455,122.05
	Department <b>0000 - Revenues</b> Totals	\$242,750.00	\$55.29	\$286,741.91	\$0.00	(\$43,991.91)	118%	\$455,122.05
	Division <b>00 - Revenue</b> Totals	\$242,750.00	\$55.29	\$286,741.91	\$0.00	(\$43,991.91)	118%	\$455,122.05
	REVENUE TOTALS	\$242,750.00	\$55.29	\$286,741.91	\$0.00	(\$43,991.91)	118%	\$455,122.05
	EXPENSE							
	Division							
	<b>01 - General Governmental Services</b>							
9040	Workers Compensation	242,750.00	1,921.77	201,478.88	.00	41,271.12	83	284,136.60
9901	Interfund Transfer	.00	.00	.00	.00	.00	+++	50,000.00
	Division <b>01 - General Governmental Services</b> Totals	\$242,750.00	\$1,921.77	\$201,478.88	\$0.00	\$41,271.12	83%	\$334,136.60
	EXPENSE TOTALS	\$242,750.00	\$1,921.77	\$201,478.88	\$0.00	\$41,271.12	83%	\$334,136.60
	Fund							
	<b>MS - Workers compensation fund</b> Totals	242,750.00	55.29	286,741.91	.00	(43,991.91)	118%	455,122.05
	REVENUE TOTALS	242,750.00	55.29	286,741.91	.00	(43,991.91)	118%	455,122.05
	EXPENSE TOTALS	242,750.00	1,921.77	201,478.88	.00	41,271.12	83%	334,136.60
	Fund <b>MS - Workers compensation fund</b> Net Gain (Loss)	\$0.00	(\$1,866.48)	\$85,263.03	\$0.00	\$85,263.03	+++	\$120,985.45

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Organization	Organization Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
Fund Category	<b>Governmental Funds</b>							
Fund Type	<b>Special Revenue Funds</b>							
Fund	<b>MS1 - Health Insurance Fund</b>							
REVENUE								
Division	<b>00 - Revenue</b>							
Department	<b>0000 - Revenues</b>							
Revenue								
0000		2,905,690.00	13,040.00	3,144,975.03	.00	(239,285.03)	108	3,170,504.05
	Department <b>0000 - Revenues</b> Totals	\$2,905,690.00	\$13,040.00	\$3,144,975.03	\$0.00	(\$239,285.03)	108%	\$3,170,504.05
	Division <b>00 - Revenue</b> Totals	\$2,905,690.00	\$13,040.00	\$3,144,975.03	\$0.00	(\$239,285.03)	108%	\$3,170,504.05
	REVENUE TOTALS	\$2,905,690.00	\$13,040.00	\$3,144,975.03	\$0.00	(\$239,285.03)	108%	\$3,170,504.05
	EXPENSE							
Division	<b>01 - General Governmental Services</b>							
Health Insurance								
9060		2,905,690.00	166,701.47	2,667,919.95	.00	237,770.05	92	2,642,956.70
	Division <b>01 - General Governmental Services</b> Totals	\$2,905,690.00	\$166,701.47	\$2,667,919.95	\$0.00	\$237,770.05	92%	\$2,642,956.70
	EXPENSE TOTALS	\$2,905,690.00	\$166,701.47	\$2,667,919.95	\$0.00	\$237,770.05	92%	\$2,642,956.70
Fund	<b>MS1 - Health Insurance Fund</b> Totals	2,905,690.00	13,040.00	3,144,975.03	.00	(239,285.03)	108%	3,170,504.05
	REVENUE TOTALS	2,905,690.00	166,701.47	2,667,919.95	.00	237,770.05	92%	2,642,956.70
	EXPENSE TOTALS	\$0.00	(\$153,661.47)	\$477,055.08	\$0.00	\$477,055.08	+++	\$527,547.35
Fund Type	<b>Special Revenue Funds</b> Totals	3,148,440.00	13,095.29	3,431,716.94	.00	(283,276.94)	109%	3,625,626.10
	REVENUE TOTALS	3,148,440.00	168,623.24	2,869,398.83	.00	279,041.17	91%	2,977,093.30
	EXPENSE TOTALS	\$0.00	(\$155,527.95)	\$562,318.11	\$0.00	\$562,318.11	+++	\$648,532.80
Fund Type	<b>Special Revenue Funds</b> Net Gain (Loss)							
Fund Category	<b>Governmental Funds</b> Totals	21,802,001.68	433,450.69	23,028,136.12	.00	(1,226,134.44)	106%	22,490,034.99
	REVENUE TOTALS	22,342,048.28	2,028,880.01	22,209,198.29	312,081.37	(179,231.38)	101%	20,467,958.80
	EXPENSE TOTALS	(\$540,046.60)	(\$1,595,429.32)	\$818,937.83	(\$312,081.37)	\$1,046,903.06	(94%)	\$2,022,076.19
Fund Category	<b>Governmental Funds</b> Net Gain (Loss)							

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Organization	Organization Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	YTD Encumbrances	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
Fund Category	<b>Proprietary Funds</b>							
Fund Type	<b>Enterprise Funds</b>							
Fund	<b>EM - City Centre Fund</b>							
REVENUE								
Division	<b>00 - Revenue</b>							
Department	<b>0000 - Revenues</b>							
Revenue								
0000		226,266.00	55,993.46	286,021.59	.00	(59,755.59)	126%	387,206.73
	Department <b>0000 - Revenues</b> Totals	\$226,266.00	\$55,993.46	\$286,021.59	\$0.00	(\$59,755.59)	126%	\$387,206.73
	Division <b>00 - Revenue</b> Totals	\$226,266.00	\$55,993.46	\$286,021.59	\$0.00	(\$59,755.59)	126%	\$387,206.73
	REVENUE TOTALS	\$226,266.00	\$55,993.46	\$286,021.59	\$0.00	(\$59,755.59)	126%	\$387,206.73
	<b>EXPENSE</b>							
Division	<b>03 - Public Works</b>							
1710	Administration	186,996.50	18,062.70	136,264.40	5.35	50,726.75	73%	131,444.24
1989	Contingency	7,508.00	.00	.00	.00	7,508.00	0	.00
1994	Depreciation	.00	.00	.00	.00	.00	+++	39,899.14
9901	Interfund Transfer	32,910.00	.00	32,910.00	.00	.00	100	30,520.00
	Division <b>03 - Public Works</b> Totals	\$227,414.50	\$18,062.70	\$169,174.40	\$5.35	\$58,234.75	74%	\$201,863.38
	EXPENSE TOTALS	\$227,414.50	\$18,062.70	\$169,174.40	\$5.35	\$58,234.75	74%	\$201,863.38
Fund	<b>EM - City Centre Fund</b> Totals							
	REVENUE TOTALS	226,266.00	55,993.46	286,021.59	.00	(59,755.59)	126%	387,206.73
	EXPENSE TOTALS	227,414.50	18,062.70	169,174.40	5.35	58,234.75	74%	201,863.38
Fund	<b>EM - City Centre Fund</b> Net Gain (Loss)	(\$1,148.50)	\$37,930.76	\$116,847.19	(\$5.35)	\$117,990.34	(10,173%)	\$185,343.35

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Organization	Organization Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Encumbrances YTD	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
Fund Category	<b>Proprietary Funds</b>							
Fund Type	<b>Enterprise Funds</b>							
Fund	<b>ES - Wastewater Fund</b>							
REVENUE								
Division	<b>00 - Revenue</b>							
Department	<b>0000 - Revenues</b>							
0000	Revenue							
	Department <b>0000 - Revenues</b> Totals	3,161,635.00	251,756.78	3,726,255.76	.00	(564,620.76)	118%	5,862,724.30
	Division <b>00 - Revenue</b> Totals	\$3,161,635.00	\$251,756.78	\$3,726,255.76	\$0.00	(\$564,620.76)	118%	\$5,862,724.30
	REVENUE TOTALS	\$3,161,635.00	\$251,756.78	\$3,726,255.76	\$0.00	(\$564,620.76)	118%	\$5,862,724.30
EXPENSE								
Division	<b>03 - Public Works</b>							
0900	Reserves	315,164.00	.00	.00	.00	315,164.00	0	.00
1710	Administration	716,744.00	61,985.57	524,095.11	141,792.22	50,856.67	93	297,960.06
1989	Contingency	18,168.00	.00	.00	.00	18,168.00	0	.00
1994	Depreciation	.00	.00	.00	.00	.00	+++	1,561,782.08
8120	Sanitary Sewers BOM	455,280.00	15,745.58	551,102.13	.00	(95,822.13)	121	210,283.05
8121	Sanitary Sewer Water/WW	248,410.00	16,093.80	116,358.92	15,341.48	116,709.60	53	117,420.59
8130	Wastewater Treatment	1,057,212.00	158,557.06	868,445.66	9,151.90	179,614.44	83	713,997.51
9710	Debt Service - Bonds	386,788.00	.00	45,908.82	.00	340,879.18	12	86,489.38
9789	Debt Service Energy Lease	.00	.00	.00	.00	.00	+++	144.14
9901	Interfund Transfer	273,740.00	.00	588,904.00	.00	(315,164.00)	215	1,650,294.68
	Division <b>03 - Public Works</b> Totals	\$3,471,506.00	\$252,382.01	\$2,694,814.64	\$166,285.60	\$610,405.76	82%	\$4,638,371.49
	EXPENSE TOTALS	\$3,471,506.00	\$252,382.01	\$2,694,814.64	\$166,285.60	\$610,405.76	82%	\$4,638,371.49
Fund	<b>ES - Wastewater Fund</b> Totals							
	REVENUE TOTALS	3,161,635.00	251,756.78	3,726,255.76	.00	(564,620.76)	118%	5,862,724.30
	EXPENSE TOTALS	3,471,506.00	252,382.01	2,694,814.64	166,285.60	610,405.76	82%	4,638,371.49
Fund	<b>ES - Wastewater Fund</b> Net Gain (Loss)	(\$309,871.00)	(\$625.23)	\$1,031,441.12	(\$166,285.60)	\$1,175,026.52	(279%)	\$1,224,352.81

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Organization	Organization Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Encumbrances	YTD Budget Less	% of Budget	Prior Year Total Actual
Fund Category	<b>Proprietary Funds</b>							
Fund Type	<b>Enterprise Funds</b>							
Fund	<b>EW - Water Fund</b>							
REVENUE								
Division	<b>00 - Revenue</b>							
Department	<b>0000 - Revenues</b>							
Revenue								
0000		5,310,559.00	770,008.94	5,172,933.63	.00	137,625.37	97%	6,067,969.12
	<b>Department 0000 - Revenues Totals</b>	\$5,310,559.00	\$770,008.94	\$5,172,933.63	\$0.00	\$137,625.37	97%	\$6,067,969.12
	<b>Division 00 - Revenue Totals</b>	\$5,310,559.00	\$770,008.94	\$5,172,933.63	\$0.00	\$137,625.37	97%	\$6,067,969.12
	<b>REVENUE TOTALS</b>	\$5,310,559.00	\$770,008.94	\$5,172,933.63	\$0.00	\$137,625.37	97%	\$6,067,969.12
EXPENSE								
Division	<b>03 - Public Works</b>							
0900	Reserves	78,515.00	.00	.00	.00	78,515.00	0	.00
1989	Contingency	19,084.00	.00	.00	.00	19,084.00	0	.00
1994	Depreciation	.00	.00	.00	.00	.00	+++	257,362.96
8310	Water Administration	2,773,597.88	669,529.22	2,867,822.96	81,774.80	(175,999.88)	106	2,386,493.31
8320	Pump Station and Filtration	1,384,420.00	182,367.20	1,374,491.00	12,536.91	(2,607.91)	100	1,249,350.10
8340	Water Distribution	418,280.00	48,651.16	416,673.95	.00	1,606.05	100	470,228.05
9710	Debt Service - Bonds	244,785.00	.00	32,162.85	.00	212,622.15	13	62,637.55
9789	Debt Service Energy Lease	.00	.00	.00	.00	.00	+++	362.47
9901	Interfund Transfer	587,160.00	448,172.61	1,113,847.61	.00	(526,687.61)	190	757,662.12
	<b>Division 03 - Public Works Totals</b>	\$5,505,841.88	\$1,348,720.19	\$5,804,998.37	\$94,311.71	(\$393,468.20)	107%	\$5,184,096.56
	<b>EXPENSE TOTALS</b>	\$5,505,841.88	\$1,348,720.19	\$5,804,998.37	\$94,311.71	(\$393,468.20)	107%	\$5,184,096.56
Fund	<b>EW - Water Fund Totals</b>							
	<b>REVENUE TOTALS</b>	5,310,559.00	770,008.94	5,172,933.63	.00	137,625.37	97%	6,067,969.12
	<b>EXPENSE TOTALS</b>	5,505,841.88	1,348,720.19	5,804,998.37	94,311.71	(393,468.20)	107%	5,184,096.56
Fund	<b>EW - Water Fund Net Gain (Loss)</b>	(\$195,282.88)	(\$578,711.25)	(\$632,064.74)	(\$94,311.71)	(\$531,093.57)	372%	\$883,872.56
Fund Type	<b>Enterprise Funds Totals</b>							
	<b>REVENUE TOTALS</b>	8,698,460.00	1,077,759.18	9,185,210.98	.00	(486,750.98)	106%	12,317,900.15
	<b>EXPENSE TOTALS</b>	9,204,762.38	1,619,164.90	8,668,987.41	260,602.66	275,172.31	97%	10,024,331.43
Fund Type	<b>Enterprise Funds Net Gain (Loss)</b>	(\$506,302.38)	(\$541,405.72)	(\$516,223.57)	(\$260,602.66)	\$761,923.29	(50%)	\$2,293,568.72
Fund Category	<b>Proprietary Funds Totals</b>							
	<b>REVENUE TOTALS</b>	8,698,460.00	1,077,759.18	9,185,210.98	.00	(486,750.98)	106%	12,317,900.15
	<b>EXPENSE TOTALS</b>	9,204,762.38	1,619,164.90	8,668,987.41	260,602.66	275,172.31	97%	10,024,331.43

# Monthly Council Financial Report - DRAFT

Through 03/31/23  
Summary Listing

Organization	Organization Description	Budget Amount	Annual	Actual Amount	MTD	YTD	YTD	Encumbrances	YTD	Budget Less	% of	Prior Year
						Actual Amount	Actual Amount		Actual	YTD Actual	Budget	Total Actual
	<b>Fund Category Proprietary Funds Net Gain (Loss)</b>	(\$506,302.38)		(\$541,405.72)		\$516,223.57		(\$260,602.66)		\$761,923.29	(50%)	\$2,293,568.72
	<b>Grand Totals</b>											
	REVENUE TOTALS	30,500,461.68		1,511,209.87		32,213,347.10		.00		(1,712,885.42)	106%	34,807,935.14
	EXPENSE TOTALS	31,546,810.66		3,648,044.91		30,878,185.70		572,684.03		95,940.93	100%	30,492,290.23
	<b>Grand Total Net Gain (Loss)</b>	(\$1,046,348.98)		(\$2,136,835.04)		\$1,335,161.40		(\$572,684.03)		\$1,808,826.35	(73%)	\$4,315,644.91



# Council Monthly Financial Report #2 - DRAFT

by Account Classification

Through 03/31/23  
Prior Fiscal Year Activity Included

Organization	Organization Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>REVENUE</b>											
<i>Real Property Tax</i>											
A.00.0000.0000	General Fund, Revenue, Revenues, Revenue	6,008,798.00	.00	6,008,798.00	.00	.00	6,008,798.14	6,008,798.14	(.14)	100	5,924,261.37
	<i>Real Property Tax Totals</i>	\$6,008,798.00	\$0.00	\$6,008,798.00	\$0.00	\$0.00	\$6,008,798.14	\$6,008,798.14	(\$0.14)	100%	\$5,924,261.37
<i>Real Property Tax Items</i>											
A.00.0000.0000	General Fund, Revenue, Revenues, Revenue	232,232.00	.00	232,232.00	2,873.01	.00	945,981.40	945,981.40	(713,749.40)	407	253,317.37
	<i>Real Property Tax Items Totals</i>	\$232,232.00	\$0.00	\$232,232.00	\$2,873.01	\$0.00	\$945,981.40	\$945,981.40	(\$713,749.40)	407%	\$253,317.37
<i>Sales Tax and Other</i>											
A.00.0000.0000	General Fund, Revenue, Revenues, Revenue	7,227,000.00	.00	7,227,000.00	74,993.94	.00	6,324,828.22	6,324,828.22	902,171.78	88	7,346,706.77
	<i>Sales Tax and Other Totals</i>	\$7,227,000.00	\$0.00	\$7,227,000.00	\$74,993.94	\$0.00	\$6,324,828.22	\$6,324,828.22	\$902,171.78	88%	\$7,346,706.77
<i>Departmental Income</i>											
A.00.0000.0000	General Fund, Revenue, Revenues, Revenue	208,870.00	.00	208,870.00	25,874.02	.00	181,863.70	181,863.70	27,006.30	87	261,193.01
	<i>Departmental Income Totals</i>	\$208,870.00	\$0.00	\$208,870.00	\$25,874.02	\$0.00	\$181,863.70	\$181,863.70	\$27,006.30	87%	\$261,193.01
<i>Intergov't charges</i>											
A.00.0000.0000	General Fund, Revenue, Revenues, Revenue	130,500.00	.00	130,500.00	165,552.77	.00	205,546.90	205,546.90	(75,046.90)	158	217,110.78
	<i>Intergov't charges Totals</i>	\$130,500.00	\$0.00	\$130,500.00	\$165,552.77	\$0.00	\$205,546.90	\$205,546.90	(\$75,046.90)	158%	\$217,110.78
<i>Use of Money and Property</i>											
A.00.0000.0000	General Fund, Revenue, Revenues, Revenue	91,787.00	.00	91,787.00	4,017.05	.00	271,486.03	271,486.03	(179,699.03)	296	97,772.10
	<i>Use of Money and Property Totals</i>	\$91,787.00	\$0.00	\$91,787.00	\$4,017.05	\$0.00	\$271,486.03	\$271,486.03	(\$179,699.03)	296%	\$97,772.10
<i>Licenses and Permits</i>											
A.00.0000.0000	General Fund, Revenue, Revenues, Revenue	98,700.00	.00	98,700.00	15,156.01	.00	226,655.49	226,655.49	(127,955.49)	230	87,474.77
	<i>Licenses and Permits Totals</i>	\$98,700.00	\$0.00	\$98,700.00	\$15,156.01	\$0.00	\$226,655.49	\$226,655.49	(\$127,955.49)	230%	\$87,474.77
<i>Fines and Forfeitures</i>											
A.00.0000.0000	General Fund, Revenue, Revenues, Revenue	71,000.00	.00	71,000.00	11,194.60	.00	63,263.60	63,263.60	7,736.40	89	94,049.10
	<i>Fines and Forfeitures Totals</i>	\$71,000.00	\$0.00	\$71,000.00	\$11,194.60	\$0.00	\$63,263.60	\$63,263.60	\$7,736.40	89%	\$94,049.10
<i>Misc Local Sources</i>											
A.00.0000.0000	General Fund, Revenue, Revenues, Revenue	108,970.00	.00	108,970.00	201.81	.00	476,747.19	476,747.19	(367,777.19)	438	368,224.52
	<i>Misc Local Sources Totals</i>	\$108,970.00	\$0.00	\$108,970.00	\$201.81	\$0.00	\$476,747.19	\$476,747.19	(\$367,777.19)	438%	\$368,224.52
<i>Federal and State</i>											
A.00.0000.0000	General Fund, Revenue, Revenues, Revenue	2,522,035.00	464,775.93	2,986,810.93	30,507.42	.00	3,194,911.74	3,194,911.74	(208,100.81)	107	3,013,113.90
	<i>Federal and State Totals</i>	\$2,522,035.00	\$464,775.93	\$2,986,810.93	\$30,507.42	\$0.00	\$3,194,911.74	\$3,194,911.74	(\$208,100.81)	107%	\$3,013,113.90
<i>Transfers In</i>											
A.00.0000.0000	General Fund, Revenue, Revenues, Revenue	275,000.00	.00	275,000.00	89,984.77	.00	1,696,336.77	1,696,336.77	(1,421,336.77)	617	1,201,185.20
	<i>Transfers In Totals</i>	\$275,000.00	\$0.00	\$275,000.00	\$89,984.77	\$0.00	\$1,696,336.77	\$1,696,336.77	(\$1,421,336.77)	617%	\$1,201,185.20
<i>Appropriated Reserves</i>											
A.00.0000.0000	General Fund, Revenue, Revenues, Revenue	604,000.00	334,893.75	938,893.75	.00	.00	.00	.00	938,893.75	0	.00
	<i>Appropriated Reserves Totals</i>	\$604,000.00	\$334,893.75	\$938,893.75	\$0.00	\$0.00	\$0.00	\$0.00	\$938,893.75	0%	\$0.00
<i>Appropriated Fund Balance</i>											
A.00.0000.0000	General Fund, Revenue, Revenues, Revenue	275,000.00	.00	275,000.00	.00	.00	.00	.00	275,000.00	0	.00
	<i>Appropriated Fund Balance Totals</i>	\$275,000.00	\$0.00	\$275,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$275,000.00	0%	\$0.00
	<b>REVENUE TOTALS</b>	\$17,853,892.00	\$799,669.68	\$18,653,561.68	\$420,355.40	\$0.00	\$19,596,419.18	\$19,596,419.18	(\$942,857.50)	105%	\$18,864,408.89

# Council Monthly Financial Report #2 - DRAFT

by Account Classification

Through 03/31/23  
Prior Fiscal Year Activity Included

Organization	Organization Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
<i>Personnel Services</i>										
A.01.0900	General Fund,General Governmental Services,Reserves	.00	.00	.00	.00	.00	.00	.00	+++	.00
A.01.1010	General Fund,General Governmental Services,City Council	47,000.00	.00	47,000.00	11,750.00	.00	47,000.00	.00	100	32,468.20
A.01.1230	General Fund,General Governmental Services,City Manager	145,050.00	.00	145,050.00	19,336.17	.00	138,782.41	6,267.59	96	130,656.42
A.01.1310	General Fund,General Governmental Services,Finance	58,620.00	.00	58,620.00	7,177.19	.00	56,152.85	2,467.15	96	56,416.77
A.01.6460	General Fund,General Governmental Services,Community Development	.00	.00	.00	.00	.00	.00	.00	+++	.00
A.01.7550	General Fund,General Governmental Services,Community Celebrations	8,860.00	.00	8,860.00	.00	.00	3,194.17	5,665.83	36	3,274.88
A.02.1315	General Fund,Administrative Services,Dept of Administrative Services	76,135.00	.00	76,135.00	10,441.13	.00	72,301.31	3,833.69	95	48,210.31
A.02.1325.1325	General Fund,Administrative Services,Clerk-Treasurer,Clerk-Treasurer	84,960.00	.00	84,960.00	10,123.57	.00	74,571.80	10,388.20	88	78,344.44
A.02.1325.4020	General Fund,Administrative Services,Clerk-Treasurer,Vital Statistics	15,730.00	.00	15,730.00	1,924.18	.00	15,331.19	398.81	97	14,901.63
A.02.1355	General Fund,Administrative Services,Assessment	49,870.00	.00	49,870.00	6,538.48	.00	49,734.78	135.22	100	48,540.24
A.02.1430	General Fund,Administrative Services,Personnel	203,860.00	.00	203,860.00	16,221.84	.00	125,844.27	78,015.73	62	110,101.54
A.02.7140.7140	General Fund,Administrative Services,Youth Bureau,Summer Recreation	.00	.00	.00	.00	.00	.00	.00	+++	.00
A.02.7140.7310	General Fund,Administrative Services,Youth Bureau,Youth Service	.00	.00	.00	.00	.00	.00	.00	+++	.00
A.03.1490	General Fund,Public Works,Department of Public Works	54,163.00	.00	54,163.00	8,571.38	.00	64,442.01	(10,279.01)	119	40,537.01
A.03.1620.1620	General Fund,Public Works,City Facilities,Facilities	78,340.00	.00	78,340.00	8,550.22	.00	60,589.39	17,750.61	77	54,566.14
A.03.1620.1621	General Fund,Public Works,City Facilities,Facilities-Ice Rink	1,170.00	.00	1,170.00	257.94	.00	5,981.10	(4,811.10)	511	783.00
A.03.1620.1622	General Fund,Public Works,City Facilities,Facilities - Dwyer	4,580.00	.00	4,580.00	.00	.00	3,793.24	786.76	83	1,919.41
A.03.3620	General Fund,Public Works,Inspection	260,560.00	.00	260,560.00	34,345.49	.00	252,284.08	8,275.92	97	225,707.65
A.03.5010.5010	General Fund,Public Works,Bureau of Maintenance,Maintenance Admin	88,140.00	.00	88,140.00	10,568.55	.00	83,614.34	4,525.66	95	115,429.20
A.03.5010.5110	General Fund,Public Works,Bureau of Maintenance,Street Maintenance	237,080.00	11,472.65	248,552.65	32,216.80	.00	311,014.00	(62,461.35)	125	306,551.06
A.03.5010.5132	General Fund,Public Works,Bureau of Maintenance,Public Works Garage	258,590.00	.00	258,590.00	23,122.60	.00	175,721.59	82,868.41	68	235,505.87
A.03.5010.5142	General Fund,Public Works,Bureau of Maintenance,Snow Removal	228,340.00	.00	228,340.00	34,869.02	.00	99,509.50	128,830.50	44	118,865.06
A.03.5010.5182	General Fund,Public Works,Bureau of Maintenance,Street Lighting Traffic Signals	18,960.00	.00	18,960.00	798.27	.00	8,991.42	9,968.58	47	16,956.24
A.03.5010.7110	General Fund,Public Works,Bureau of Maintenance,Parks	362,900.00	.00	362,900.00	40,708.22	.00	326,213.38	36,686.62	90	297,783.69
A.03.5010.8140	General Fund,Public Works,Bureau of Maintenance,Storm Sewer - BOM	118,340.00	.00	118,340.00	3,971.12	.00	50,314.89	68,025.11	43	70,914.02

# Council Monthly Financial Report #2 - DRAFT

by Account Classification

Through 03/31/23  
Prior Fiscal Year Activity Included

Organization	Organization Description	Adopted Budget	Amended Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>EXPENSE</b>												
<i>Personnel Services</i>												
A.03.5010.8170	General Fund, Public Works, Bureau of Maintenance, Street Cleaning	92,710.00	92,710.00	.00	92,710.00	4,890.54	.00	74,389.27	18,320.73	80	75,325.35	
A.03.7510	General Fund, Public Works, Historic Preservation	.00	5,000.00	5,000.00	5,000.00	1,373.12	.00	5,123.12	(123.12)	102	129.54	
A.03.8141	General Fund, Public Works, Storm Sewer - Water-WW	9,610.00	9,610.00	.00	9,610.00	1,100.76	.00	7,420.23	2,189.77	77	12,874.24	
A.03.8160	General Fund, Public Works, Refuse and Recycling	20,050.00	20,050.00	.00	20,050.00	.00	.00	18,207.00	1,843.00	91	18,349.52	
A.04.3120.3120	General Fund, Police, Police	2,878,220.00	2,944,060.63	65,840.63	2,944,060.63	362,262.49	.00	3,040,016.30	(95,955.67)	103	2,775,609.27	
A.04.3120.3121	General Fund, Police, Police, Emergency Response Team	25,000.00	25,000.00	.00	25,000.00	1,917.77	.00	22,133.36	2,866.64	89	.00	
A.04.3120.3122	General Fund, Police, Police, Net	5,100.00	5,100.00	.00	5,100.00	.00	.00	417.65	4,682.35	8	.00	
A.04.3120.3123	General Fund, Police, Police, Community Policing & Events	12,660.00	12,660.00	.00	12,660.00	439.59	.00	10,781.64	1,878.36	85	.00	
A.04.3120.3124	General Fund, Police, Police, K-9	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00	
A.05.3410.3410	General Fund, Fire, Fire, Fire	2,816,340.00	2,878,183.66	61,843.66	2,878,183.66	335,124.57	.00	2,895,252.32	(17,068.66)	101	2,740,941.10	
A.05.3410.3411	General Fund, Fire, Fire, State Internal EMS Program	1,000.00	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00	
A.05.3410.3412	General Fund, Fire, Fire, State External EMS Program	10,000.00	10,000.00	.00	10,000.00	.00	.00	3,972.70	6,027.30	40	5,184.67	
A.05.3410.3413	General Fund, Fire, Fire, Non State EMS Program	8,800.00	8,800.00	.00	8,800.00	.00	.00	1,975.99	6,824.01	22	4,492.51	
<i>Personnel Services Totals</i>		\$8,280,738.00	\$8,424,894.94	\$144,156.94	\$8,424,894.94	\$988,601.01	\$0.00	\$8,105,071.30	\$319,823.64	96%	\$7,641,338.98	
<i>Equipment</i>												
A.01.0900	General Fund, General Governmental Services, Reserves	314,352.00	314,352.00	.00	314,352.00	.00	.00	.00	314,352.00	0	.00	
A.01.1310	General Fund, General Governmental Services, Finance	.00	6,841.58	6,841.58	6,841.58	.00	.00	6,841.58	.00	100	.00	
A.01.7550	General Fund, General Governmental Services, Community Celebrations	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00	
A.02.1680	General Fund, Administrative Services, Information Services	15,000.00	12,000.00	12,000.00	27,000.00	443.99	.00	37,168.33	(10,168.33)	138	11,793.67	
A.02.7140.7310	General Fund, Administrative Services, Youth Bureau, Youth Service	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00	
A.03.1620.1620	General Fund, Public Works, City Facilities, Facilities	11,400.00	15,585.00	4,185.00	15,585.00	.00	.00	4,264.99	11,320.01	27	12,858.98	
A.03.1620.1621	General Fund, Public Works, City Facilities, Facilities-Ice Rink	.00	.00	.00	.00	.00	.00	.00	.00	+++	38,800.00	
A.03.1620.1622	General Fund, Public Works, City Facilities, Facilities - Dwyer	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00	
A.03.3620	General Fund, Public Works, Inspection	35,000.00	35,000.00	.00	35,000.00	.00	.00	37,980.19	(2,980.19)	109	.00	
A.03.5010.5010	General Fund, Public Works, Bureau of Maintenance, Maintenance Admin	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00	
A.03.5010.5110	General Fund, Public Works, Bureau of Maintenance, Street Maintenance	100,000.00	283,200.00	183,200.00	283,200.00	.00	.00	304,185.14	(20,985.14)	107	6,907.75	
A.03.5010.5112	General Fund, Public Works, Bureau of Maintenance, CHIPS Perm Improv Highway	.00	94,500.00	94,500.00	94,500.00	.00	.00	501,228.56	(406,728.56)	530	184,047.03	
A.03.5010.5132	General Fund, Public Works, Bureau of Maintenance, Public Works Garage	14,800.00	14,800.00	.00	14,800.00	.00	.00	8,690.00	6,110.00	59	2,250.00	

# Council Monthly Financial Report #2 - DRAFT

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Through 03/31/23  
Prior Fiscal Year Activity Included

Organization	Organization Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
<b>EXPENSE</b>										
<i>Equipment</i>										
A.03.5010.5142	General Fund,Public Works,Bureau of Maintenance,Snow Removal	.00	.00	.00	.00	.00	.00	.00	+++	.00
A.03.5010.5182	General Fund,Public Works,Bureau of Maintenance,Street Lighting Traffic Signals	12,000.00	.00	12,000.00	.00	.00	329.00	11,671.00	3	878.80
A.03.5010.7110	General Fund,Public Works,Bureau of Maintenance,Parks	.00	.00	.00	.00	.00	.00	.00	+++	.00
A.03.5010.8140	General Fund,Public Works,Bureau of Maintenance,Storm Sewer - BOM	.00	.00	.00	.00	.00	.00	.00	+++	.00
A.04.3120.3120	General Fund,Police,Police	121,371.00	317,500.50	438,871.50	68,144.10	134,040.97	337,728.89	(32,898.36)	107	71,249.17
A.04.3120.3121	General Fund,Police,Police,Emergency Response Team	.00	.00	.00	.00	.00	.00	.00	+++	.00
A.04.3120.3124	General Fund,Police,Police,K-9	.00	.00	.00	.00	.00	9,326.03	(9,326.03)	+++	217.50
A.05.3410.3410	General Fund,Fire,Fire,Fire	36,600.00	98,669.60	135,269.60	12,205.57	.00	115,511.14	19,758.46	85	37,058.18
A.05.3410.3412	General Fund,Fire,Fire,State External EMS Program	600.00	.00	600.00	459.03	.00	459.03	140.97	77	.00
<i>Equipment Totals</i>		\$661,123.00	\$716,896.68	\$1,378,019.68	\$81,252.69	\$134,040.97	\$1,363,712.88	(\$119,734.17)	109%	\$366,061.08
<i>Contracted Exp</i>										
A.01.0900	General Fund,General Governmental Services,Reserves	.00	.00	.00	.00	.00	.00	.00	+++	.00
A.01.1010	General Fund,General Governmental Services,City Council	12,200.00	.00	12,200.00	919.04	.00	5,062.42	7,137.58	41	8,840.68
A.01.1230	General Fund,General Governmental Services,City Manager	13,750.00	2,519.00	16,269.00	3,190.80	176.74	27,573.59	(11,481.33)	171	24,848.51
A.01.1310	General Fund,General Governmental Services,Finance	48,326.00	229.00	48,555.00	1,014.16	16.06	48,292.03	246.91	99	50,494.54
A.01.1420	General Fund,General Governmental Services,Legal Services	238,250.00	.00	238,250.00	13,190.94	.00	237,038.48	1,211.52	99	271,613.81
A.01.1989	General Fund,General Governmental Services,Contingency	242,657.00	(25,542.00)	217,115.00	.00	.00	.00	217,115.00	0	.00
A.01.6460	General Fund,General Governmental Services,Community Development	6,000.00	189,728.33	195,728.33	6,816.90	171,742.95	22,546.88	1,438.50	99	31,895.66
A.01.6989	General Fund,General Governmental Services,Economic Development	95,000.00	.00	95,000.00	.00	.00	100,065.32	(5,065.32)	105	155,392.28
A.01.7010	General Fund,General Governmental Services,Council on the Arts	2,250.00	.00	2,250.00	.00	.00	2,250.00	.00	100	2,250.00
A.01.7550	General Fund,General Governmental Services,Community Celebrations	2,450.00	.00	2,450.00	186.21	.00	2,056.47	393.53	84	1,383.91
A.02.1315	General Fund,Administrative Services,Dept of Administrative Services	215,851.00	.00	215,851.00	2,091.89	.00	237,648.78	(21,797.78)	110	224,415.20
A.02.1325.1325	General Fund,Administrative Services,Clerk-Treasurer,Clerk-Treasurer	44,915.00	1,145.00	46,060.00	5,826.04	80.33	48,721.60	(2,741.93)	106	54,200.75
A.02.1325.1450	General Fund,Administrative Services,Clerk-Treasurer,Elections	29,195.00	.00	29,195.00	.00	.00	29,195.00	.00	100	21,267.00
A.02.1325.3510	General Fund,Administrative Services,Clerk-Treasurer,Control of Dogs	1,390.00	.00	1,390.00	(1.33)	.00	1,099.10	290.90	79	1,090.48
A.02.1325.4020	General Fund,Administrative Services,Clerk-Treasurer,Vital Statistics	1,070.00	229.00	1,299.00	316.65	16.06	1,032.67	250.27	81	759.39

# Council Monthly Financial Report #2 - DRAFT

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Prior Fiscal Year Activity Included

Organization	Organization Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<i>EXPENSE</i>										
<i>Contracted Exp</i>										
A.02.1355	General Fund,Administrative Services,Assessment	79,300.00	687.00	79,987.00	16,656.36	48.20	80,169.35	(230.55)	100	81,705.33
A.02.1430	General Fund,Administrative Services,Personnel	19,963.00	687.00	20,650.00	1,262.70	48.20	15,514.68	5,087.12	75	13,323.51
A.02.1680	General Fund,Administrative Services,Information Services	97,287.00	.00	97,287.00	8,564.12	.00	64,237.42	33,049.58	66	101,807.92
A.02.7140.7140	General Fund,Administrative Services,Youth Bureau,Summer Recreation Bureau,Youth Service	75,091.00	.00	75,091.00	.00	.00	80,091.00	(5,000.00)	107	72,400.26
A.02.7140.7310	General Fund,Administrative Services,Youth Bureau,Youth Service	124,967.00	.00	124,967.00	19,436.16	.00	104,590.98	20,376.02	84	102,749.97
A.03.1440	General Fund,Public Works,Engineering	12,500.00	.00	12,500.00	562.52	.00	7,035.71	5,464.29	56	48,728.98
A.03.1490	General Fund,Public Works,Department of Public Works	4,200.00	916.00	5,116.00	1,013.27	64.27	5,299.14	(247.41)	105	4,637.94
A.03.1620.1620	General Fund,Public Works,City Facilities,Facilities	183,150.00	1,148.50	184,298.50	35,277.01	219.63	144,332.46	39,746.41	78	179,993.43
A.03.1620.1621	General Fund,Public Works,City Facilities,Facilities-Ice Rink	17,000.00	21,950.00	38,950.00	3,136.35	.00	91,688.01	(52,738.01)	235	45,998.97
A.03.1620.1622	General Fund,Public Works,City Facilities,Facilities - Dwyer	11,750.00	.00	11,750.00	3,502.69	.00	6,134.55	5,615.45	52	7,546.49
A.03.3620	General Fund,Public Works,Inspection	38,895.00	1,374.00	40,269.00	3,823.85	96.40	36,853.01	3,319.59	92	30,596.10
A.03.5010.5010	General Fund,Public Works,Bureau of Maintenance,Maintenance Admin	28,780.00	2,290.00	31,070.00	2,135.04	160.67	23,220.43	7,688.90	75	24,667.35
A.03.5010.5110	General Fund,Public Works,Bureau of Maintenance,Street Maintenance	462,280.00	.00	462,280.00	331.48	.00	57,135.81	405,144.19	12	43,490.03
A.03.5010.5132	General Fund,Public Works,Bureau of Maintenance,Public Works Garage	162,560.00	.00	162,560.00	32,405.34	.00	171,972.68	(9,412.68)	106	130,180.71
A.03.5010.5142	General Fund,Public Works,Bureau of Maintenance,Snow Removal	207,410.00	.00	207,410.00	36,268.23	.00	190,919.78	16,490.22	92	202,509.14
A.03.5010.5182	General Fund,Public Works,Bureau of Maintenance,Street Lighting Traffic Signals	230,250.00	.00	230,250.00	40,799.84	.00	229,876.19	373.81	100	225,222.00
A.03.5010.5410	General Fund,Public Works,Bureau of Maintenance,Sidewalks	.00	.00	.00	.00	.00	.00	.00	+++	.00
A.03.5010.5650	General Fund,Public Works,Bureau of Maintenance,Parking Lots	41,000.00	.00	41,000.00	.00	.00	36,490.38	4,509.62	89	42,865.28
A.03.5010.7110	General Fund,Public Works,Bureau of Maintenance,Parks	97,240.00	.00	97,240.00	2,024.71	.00	103,358.63	(6,118.63)	106	77,400.06
A.03.5010.8140	General Fund,Public Works,Bureau of Maintenance,Storm Sewer - BOM	18,420.00	.00	18,420.00	.00	.00	11,218.42	7,201.58	61	7,671.77
A.03.5010.8170	General Fund,Public Works,Bureau of Maintenance,Street Cleaning	14,650.00	.00	14,650.00	6.06	.00	13,893.18	756.82	95	3,213.76
A.03.7510	General Fund,Public Works,Historic Preservation	900.00	.00	900.00	.05	.00	195.62	704.38	22	485.66
A.03.8020	General Fund,Public Works,Planning and Zoning	1,300.00	.00	1,300.00	65.21	.00	772.01	527.99	59	826.05
A.03.8141	General Fund,Public Works,Storm Sewer - Water-WW	18,100.00	.00	18,100.00	2,148.40	.00	9,553.97	8,546.03	53	12,225.07
A.03.8160	General Fund,Public Works,Refuse and Recycling	79,900.00	.00	79,900.00	12,709.00	.00	66,026.21	13,873.79	83	61,872.34
A.04.3120.3120	General Fund,Police,Police	210,862.00	25,264.70	236,126.70	36,361.48	5,145.96	283,669.28	(52,688.54)	122	210,463.02
A.04.3120.3121	General Fund,Police,Police,Emergency Response Team	8,680.00	.00	8,680.00	55.84	.00	6,012.15	2,667.85	69	.00

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Prior Fiscal Year Activity Included

Organization	Organization Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<i>Contracted Exp</i>											
A.04.3120.3124	General Fund,Police,Police,K-9	950.00	.00	950.00	721.23	.00	6,885.35	(5,935.35)	725	725	2,563.74
A.05.3410	General Fund,Fire,Fire	.00	.00	.00	.00	.00	.00	.00	+++	+++	.00
A.05.3410.3410	General Fund,Fire,Fire,Fire	192,190.00	107,985.08	300,175.08	87,714.03	224.93	274,519.13	25,431.02	92	92	151,037.39
A.05.3410.3411	General Fund,Fire,Fire,State Internal EMS Program	850.00	.00	850.00	.58	.00	80.57	769.43	9	9	364.25
A.05.3410.3412	General Fund,Fire,Fire,State External EMS Program	675.00	.00	675.00	2.36	.00	16.13	658.87	2	2	571.57
A.05.3410.3413	General Fund,Fire,Fire,Non State EMS Program	5,350.00	.00	5,350.00	.90	.00	2.03	5,347.97	0	0	7,085.80
	<i>Contracted Exp Totals</i>	\$3,399,754.00	\$330,610.61	\$3,730,364.61	\$380,536.11	\$178,040.40	\$2,884,346.60	\$667,977.61	82%	82%	\$2,742,656.10
<i>Debt Principle</i>											
A.01.9710	General Fund,General Governmental Services,Debt Service - Bonds	283,700.00	.00	283,700.00	.00	.00	283,700.00	.00	100	100	273,800.00
A.01.9785	General Fund,General Governmental Services,Installment Purchase Debt	28,113.00	.00	28,113.00	.00	.00	28,113.00	.00	100	100	27,805.00
A.01.9789	General Fund,General Governmental Services,Debt Service Energy Lease	.00	.00	.00	.00	.00	.00	.00	+++	+++	80,514.43
	<i>Debt Principle Totals</i>	\$311,813.00	\$0.00	\$311,813.00	\$0.00	\$0.00	\$311,813.00	\$0.00	100%	100%	\$382,119.43
<i>Debt Interest</i>											
A.01.9710	General Fund,General Governmental Services,Debt Service - Bonds	74,384.00	.00	74,384.00	.00	.00	74,382.80	1.20	100	100	80,229.15
A.01.9730	General Fund,General Governmental Services,Debt Service - BAN	.00	.00	.00	.00	.00	.00	.00	+++	+++	.00
A.01.9785	General Fund,General Governmental Services,Installment Purchase Debt	474.00	.00	474.00	.00	.00	472.88	1.12	100	100	780.88
A.01.9789	General Fund,General Governmental Services,Debt Service Energy Lease	.00	.00	.00	.00	.00	.00	.00	+++	+++	1,489.52
	<i>Debt Interest Totals</i>	\$74,858.00	\$0.00	\$74,858.00	\$0.00	\$0.00	\$74,855.68	\$2.32	100%	100%	\$82,499.55
<i>Employee Benefits</i>											
A.01.1010	General Fund,General Governmental Services,City Council	3,599.00	.00	3,599.00	898.92	.00	3,595.61	3.39	100	100	2,483.81
A.01.1230	General Fund,General Governmental Services,City Manager	27,350.00	.00	27,350.00	1,458.27	.00	25,118.40	2,231.60	92	92	24,663.34
A.01.1310	General Fund,General Governmental Services,Finance	13,140.00	.00	13,140.00	529.39	.00	11,889.76	1,250.24	90	90	15,429.49
A.01.1750	General Fund,General Governmental Services,Community Celebrations	1,750.00	.00	1,750.00	.00	.00	1,204.96	545.04	69	69	1,055.32
A.02.1315	General Fund,Administrative Services,Dept of Administrative Services	15,730.00	.00	15,730.00	798.73	.00	14,341.93	1,388.07	91	91	16,364.10
A.02.1325.1325	General Fund,Administrative Services,Clerk-Treasurer,Clerk-Treasurer	17,100.00	.00	17,100.00	741.00	.00	14,997.65	2,102.35	88	88	19,411.19
A.02.1325.4020	General Fund,Administrative Services,Clerk-Treasurer,Vital Statistics	3,260.00	.00	3,260.00	138.88	.00	2,959.41	300.59	91	91	3,680.60
A.02.1355	General Fund,Administrative Services,Assessment	10,310.00	.00	10,310.00	493.85	.00	9,614.92	695.08	93	93	11,943.10
A.02.1430	General Fund,Administrative Services,Personnel	54,160.00	.00	54,160.00	348.59	.00	49,271.70	4,888.30	91	91	35,832.12
A.02.7140.7140	General Fund,Administrative Services,Youth Bureau,Summer Recreation	.00	.00	.00	.00	.00	.00	.00	+++	+++	.00

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Through 03/31/23  
Prior Fiscal Year Activity Included

Organization	Organization Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
<i>Employee Benefits</i>											
A.02.7140.7310	General Fund,Administrative Services,Youth Bureau,Youth Service	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
A.03.1490	General Fund,Public Works,Department of Public Works	9,360.00	.00	9,360.00	653.11	.00	9,519.17	(159.17)	102	102	16,557.94
A.03.1620.1620	General Fund,Public Works,City Facilities,Facilities	13,570.00	.00	13,570.00	643.91	.00	11,480.60	2,089.40	85	85	16,717.20
A.03.1620.1621	General Fund,Public Works,City Facilities,Facilities-Ice Rink	90.00	.00	90.00	18.28	.00	456.47	(366.47)	507	507	52.45
A.03.1620.1622	General Fund,Public Works,City Facilities,Facilities - Dwyer	360.00	.00	360.00	.00	.00	266.49	93.51	74	74	160.61
A.03.3620	General Fund,Public Works,Inspection	51,380.00	.00	51,380.00	2,596.81	.00	47,334.99	4,045.01	92	92	56,844.10
A.03.5010.5010	Maintenance,Maintenance Admin	16,870.00	.00	16,870.00	788.09	.00	15,432.73	1,437.27	91	91	30,414.48
A.03.5010.5110	General Fund,Public Works,Bureau of Maintenance,Street Maintenance	45,150.00	.00	45,150.00	2,418.70	.00	47,731.31	(2,581.31)	106	106	32,550.30
A.03.5010.5132	General Fund,Public Works,Bureau of Maintenance,Public Works Garage	50,850.00	.00	50,850.00	1,746.94	.00	41,287.35	9,562.65	81	81	57,047.02
A.03.5010.5142	General Fund,Public Works,Bureau of Maintenance,Snow Removal	45,080.00	.00	45,080.00	2,643.94	.00	32,559.52	12,520.48	72	72	45,407.22
A.03.5010.5182	General Fund,Public Works,Bureau of Maintenance,Street Lighting Traffic Signals	3,550.00	.00	3,550.00	59.93	.00	2,583.63	966.37	73	73	3,966.11
A.03.5010.7110	General Fund,Public Works,Bureau of Maintenance,Parks	69,230.00	.00	69,230.00	3,032.62	.00	61,796.68	7,433.32	89	89	75,319.63
A.03.5010.8140	General Fund,Public Works,Bureau of Maintenance,Storm Sewer - BOM	22,540.00	.00	22,540.00	304.53	.00	15,961.87	6,578.13	71	71	23,037.69
A.03.5010.8170	General Fund,Public Works,Bureau of Maintenance,Street Cleaning	17,680.00	.00	17,680.00	361.91	.00	15,013.93	2,666.07	85	85	19,600.96
A.03.7510	General Fund,Public Works,Historic Preservation	.00	390.00	390.00	104.87	.00	391.76	(1.76)	100	100	9.72
A.03.8141	General Fund,Public Works,Storm Sewer - Water-WW	1,810.00	.00	1,810.00	72.93	.00	1,516.48	293.52	84	84	2,336.18
A.03.8160	General Fund,Public Works,Refuse and Recycling	1,540.00	.00	1,540.00	.00	.00	1,392.83	147.17	90	90	1,403.75
A.04.3120.3120	General Fund,Police,Police	890,900.00	.00	890,900.00	27,483.05	.00	885,250.57	5,649.43	99	99	833,061.15
A.04.3120.3121	General Fund,Police,Police,Emergency Response Team	1,920.00	.00	1,920.00	142.14	.00	1,679.70	240.30	87	87	.00
A.04.3120.3122	General Fund,Police,Police,Net	390.00	.00	390.00	.00	.00	31.26	358.74	8	8	.00
A.04.3120.3123	General Fund,Police,Police,Community Policing & Events	970.00	.00	970.00	29.04	.00	808.71	161.29	83	83	.00
A.04.3120.3124	General Fund,Police,Police,K-9	.00	.00	.00	.00	.00	.00	.00	+++	+++	.00
A.05.3410.3410	General Fund,Fire,Fire	878,890.00	.00	878,890.00	25,623.34	.00	871,419.27	7,470.73	99	99	891,028.44
A.05.3410.3411	General Fund,Fire,Fire,State Internal EMS Program	377.00	.00	377.00	.00	.00	299.64	77.36	79	79	780.00
A.05.3410.3412	General Fund,Fire,Fire,State External EMS Program	3,760.00	.00	3,760.00	.00	.00	3,292.98	467.02	88	88	5,065.42
A.05.3410.3413	General Fund,Fire,Fire,Non State EMS Program	3,310.00	.00	3,310.00	.00	.00	2,780.53	529.47	84	84	1,591.87

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Organization	Organization Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<i>Employee Benefits Totals</i>										
		\$2,275,976.00	\$390.00	\$2,276,366.00	\$74,131.77	\$0.00	\$2,203,282.81	\$73,083.19	97%	\$2,243,815.31
<i>Transfers</i>										
A.01.9901	General Fund, General Governmental Services, Interfund Transfer	2,679,630.00	55,000.00	2,734,630.00	136,416.31	.00	4,197,398.31	(1,462,768.31)	153	3,574,410.59
A.01.9950	General Fund, General Governmental Services, Transfer to Capital Projects	170,000.00	92,662.05	262,662.05	199,318.88	.00	199,318.88	63,343.17	76	457,964.46
	<i>Transfers Totals</i>	\$2,849,630.00	\$147,662.05	\$2,997,292.05	\$335,735.19	\$0.00	\$4,396,717.19	(\$1,399,425.14)	147%	\$4,032,375.05
	EXPENSE TOTALS	\$17,853,892.00	\$1,339,716.28	\$19,193,608.28	\$1,860,256.77	\$312,081.37	\$19,339,799.46	(\$458,272.55)	102%	\$17,490,865.50
	<i>Grand Totals</i>									
	Grand Totals	\$17,853,892.00	\$799,669.68	\$18,653,561.68	\$420,355.40	\$0.00	\$19,596,419.18	(\$942,857.50)	105%	\$18,864,408.89
	EXPENSE TOTALS	\$17,853,892.00	\$1,339,716.28	\$19,193,608.28	\$1,860,256.77	\$312,081.37	\$19,339,799.46	(\$458,272.55)	102%	\$17,490,865.50
	<i>Grand Totals</i>	\$0.00	(\$540,046.60)	(\$540,046.60)	(\$1,439,901.37)	(\$312,081.37)	\$256,619.72	(\$484,584.95)		\$1,373,543.39



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Organization	Organization Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>REVENUE</b>											
<i>Real Property Tax Items</i>											
EW.00.00000.0000	Water Fund, Revenue, Revenues, Revenue	192,579.00	.00	192,579.00	14,584.20		211,755.69	(19,176.69)	110		226,080.12
	<i>Real Property Tax Items Totals</i>	\$192,579.00	\$0.00	\$192,579.00	\$14,584.20		\$211,755.69	(\$19,176.69)	110%		\$226,080.12
<i>Use of Money and Property</i>											
EW.00.00000.0000	Water Fund, Revenue, Revenues, Revenue	2,146,470.00	.00	2,146,470.00	1,106.81		1,606,127.06	540,342.94	75		2,021,087.14
	<i>Use of Money and Property Totals</i>	\$2,146,470.00	\$0.00	\$2,146,470.00	\$1,106.81		\$1,606,127.06	\$540,342.94	75%		\$2,021,087.14
<i>Fines and Forfeitures</i>											
EW.00.00000.0000	Water Fund, Revenue, Revenues, Revenue	.00	.00	.00	.00		.00	.00	+++		2,207.92
	<i>Fines and Forfeitures Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++		\$2,207.92
<i>Misc Local Sources</i>											
EW.00.00000.0000	Water Fund, Revenue, Revenues, Revenue	4,820.00	.00	4,820.00	.00		1,823.03	2,996.97	38		18,094.88
	<i>Misc Local Sources Totals</i>	\$4,820.00	\$0.00	\$4,820.00	\$0.00		\$1,823.03	\$2,996.97	38%		\$18,094.88
<i>Federal and State</i>											
EW.00.00000.0000	Water Fund, Revenue, Revenues, Revenue	.00	.00	.00	.00		.00	.00	+++		520,002.40
	<i>Federal and State Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++		\$520,002.40
<i>Transfers In</i>											
EW.00.00000.0000	Water Fund, Revenue, Revenues, Revenue	.00	.00	.00	614,369.91		692,884.91	(692,884.91)	+++		206,072.12
	<i>Transfers In Totals</i>	\$0.00	\$0.00	\$0.00	\$614,369.91		\$692,884.91	(\$692,884.91)	+++		\$206,072.12
<i>Appropriated Reserves</i>											
EW.00.00000.0000	Water Fund, Revenue, Revenues, Revenue	50,000.00	.00	50,000.00	.00		.00	50,000.00	0		.00
	<i>Appropriated Reserves Totals</i>	\$50,000.00	\$0.00	\$50,000.00	\$0.00		\$0.00	\$50,000.00	0%		\$0.00
<i>Water</i>											
EW.00.00000.0000	Water Fund, Revenue, Revenues, Revenue	2,916,690.00	.00	2,916,690.00	139,948.02		2,660,342.94	256,347.06	91		3,074,424.54
	<i>Water Totals</i>	\$2,916,690.00	\$0.00	\$2,916,690.00	\$139,948.02		\$2,660,342.94	\$256,347.06	91%		\$3,074,424.54
	<b>REVENUE TOTALS</b>	\$5,310,559.00	\$0.00	\$5,310,559.00	\$770,008.94		\$5,172,933.63	\$137,625.37	97%		\$6,067,969.12
<b>EXPENSE</b>											
<i>Personnel Services</i>											
EW.03.8310	Water Fund, Public Works, Water Administration	193,400.00	.00	193,400.00	25,655.42		177,598.81	15,801.19	92		160,598.03
EW.03.8320	Water Fund, Public Works, Pump Station and Filtration	502,550.00	.00	502,550.00	54,362.22		506,715.64	(4,165.64)	101		492,258.90
EW.03.8340	Water Fund, Public Works, Water Distribution	273,990.00	.00	273,990.00	40,808.94		281,550.63	(7,560.63)	103		338,548.33
	<i>Personnel Services Totals</i>	\$969,940.00	\$0.00	\$969,940.00	\$120,826.58		\$965,865.08	\$4,074.92	100%		\$991,405.26
<i>Equipment</i>											
EW.03.0900	Water Fund, Public Works, Reserves	78,515.00	.00	78,515.00	.00		.00	78,515.00	0		.00
EW.03.8310	Water Fund, Public Works, Water Administration	.00	21,983.88	21,983.88	221.99		22,488.11	(504.23)	102		419.98
EW.03.8320	Water Fund, Public Works, Pump Station and Filtration	76,300.00	.00	76,300.00	2,203.73		35,528.27	40,771.73	47		13,005.56
EW.03.8340	Water Fund, Public Works, Water Distribution	63,500.00	.00	63,500.00	893.35		59,214.41	4,285.59	93		3,631.97
EW.20	Water Fund, General Government	.00	.00	.00	.00		.00	.00	+++		.00
EW.25	Water Fund, Public Safety	.00	.00	.00	.00		.00	.00	+++		.00
EW.30	Water Fund, Transportation	.00	.00	.00	.00		.00	.00	+++		.00

# Council Monthly Financial Report #2 - DRAFT

by Account Classification  
Through 03/31/23  
Prior Fiscal Year Activity Included

Organization	Organization Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>EXPENSE</b>										
<i>Equipment</i>										
EW.35	Water Fund,Culture and Recreation	.00	.00	.00	.00	.00	.00	.00	+++	.00
EW.40	Water Fund,Home and Community Service	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Equipment Totals</i>	\$218,315.00	\$21,983.88	\$240,298.88	\$3,319.07	\$0.00	\$117,230.79	\$123,068.09	49%	\$17,057.51
<i>Contracted Exp</i>										
EW.03.0900	Water Fund,Public Works,Reserves	.00	.00	.00	.00	.00	.00	.00	+++	.00
EW.03.1989	Water Fund,Public Works,Contingency	20,000.00	(916.00)	19,084.00	.00	.00	.00	19,084.00	0	.00
EW.03.1994	Water Fund,Public Works,Depreciation	.00	.00	.00	.00	.00	.00	.00	+++	257,362.96
EW.03.1995	Water Fund,Public Works,Loss on Sale of Assets	.00	.00	.00	.00	.00	.00	.00	+++	.00
EW.03.8310	Water Fund,Public Works,Water Administration	2,341,629.00	174,215.00	2,515,844.00	641,744.45	81,774.80	2,629,738.41	(195,669.21)	108	2,304,543.27
EW.03.8320	Water Fund,Public Works,Pump Station and Filtration	709,080.00	.00	709,080.00	121,728.09	12,536.91	742,863.34	(46,320.25)	107	634,570.46
EW.03.8340	Water Fund,Public Works,Water Distribution	29,600.00	.00	29,600.00	3,855.39	.00	27,428.83	2,171.17	93	65,469.04
EW.20	Water Fund,General Government	.00	.00	.00	.00	.00	.00	.00	+++	.00
EW.25	Water Fund,Public Safety	.00	.00	.00	.00	.00	.00	.00	+++	.00
EW.30	Water Fund,Transportation	.00	.00	.00	.00	.00	.00	.00	+++	.00
EW.35	Water Fund,Culture and Recreation	.00	.00	.00	.00	.00	.00	.00	+++	.00
EW.40	Water Fund,Home and Community Service	.00	.00	.00	.00	.00	.00	.00	+++	.00
EW.40.1994	Water Fund,Home and Community Service,Depreciation	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Contracted Exp Totals</i>	\$3,100,309.00	\$173,299.00	\$3,273,608.00	\$767,327.93	\$94,311.71	\$3,400,030.58	(\$220,734.29)	107%	\$3,261,945.73
<i>Debt Principle</i>										
EW.03.9710	Water Fund,Public Works,Debt Service - Bonds	183,250.00	.00	183,250.00	.00	.00	.00	183,250.00	0	.00
EW.03.9730	Water Fund,Public Works,Debt Service - BAN	.00	.00	.00	.00	.00	.00	.00	+++	.00
EW.03.9785	Water Fund,Public Works,Installment Purchase Debt	.00	.00	.00	.00	.00	.00	.00	+++	.00
EW.03.9789	Water Fund,Public Works,Debt Service Energy Lease	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Debt Principle Totals</i>	\$183,250.00	\$0.00	\$183,250.00	\$0.00	\$0.00	\$0.00	\$183,250.00	0%	\$0.00
<i>Debt Interest</i>										
EW.03.9710	Water Fund,Public Works,Debt Service - Bonds	61,535.00	.00	61,535.00	.00	.00	32,162.85	29,372.15	52	62,637.55
EW.03.9730	Water Fund,Public Works,Debt Service - BAN	.00	.00	.00	.00	.00	.00	.00	+++	.00
EW.03.9785	Water Fund,Public Works,Installment Purchase Debt	.00	.00	.00	.00	.00	.00	.00	+++	.00
EW.03.9789	Water Fund,Public Works,Debt Service Energy Lease	.00	.00	.00	.00	.00	.00	.00	+++	362.47
	<i>Debt Interest Totals</i>	\$61,535.00	\$0.00	\$61,535.00	\$0.00	\$0.00	\$32,162.85	\$29,372.15	52%	\$63,000.02
<i>Employee Benefits</i>										
EW.03.8310	Water Fund,Public Works,Water Administration	42,370.00	.00	42,370.00	1,907.36	.00	37,997.63	4,372.37	90	(79,067.97)
EW.03.8320	Water Fund,Public Works,Pump Station and Filtration	96,490.00	.00	96,490.00	4,073.16	.00	89,383.75	7,106.25	93	109,515.18
EW.03.8340	Water Fund,Public Works,Water Distribution	51,190.00	.00	51,190.00	3,093.48	.00	48,480.08	2,709.92	95	62,578.71
	<i>Employee Benefits Totals</i>	\$190,050.00	\$0.00	\$190,050.00	\$9,074.00	\$0.00	\$175,861.46	\$14,188.54	93%	\$93,025.92

# Council Monthly Financial Report #2 - DRAFT

by Account Classification

Through 03/31/23  
Prior Fiscal Year Activity Included

Organization	Organization Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
EXPENSE										
<i>Transfers</i>										
EW.03.9901	Water Fund,Public Works,Interfund Transfer	587,160.00	.00	587,160.00	448,172.61	.00	1,113,847.61	(526,687.61)	190	757,662.12
	<i>Transfers Totals</i>	<u>\$587,160.00</u>	<u>\$0.00</u>	<u>\$587,160.00</u>	<u>\$448,172.61</u>	<u>\$0.00</u>	<u>\$1,113,847.61</u>	<u>(\$526,687.61)</u>	<u>190%</u>	<u>\$757,662.12</u>
	EXPENSE TOTALS	\$5,310,559.00	\$195,282.88	\$5,505,841.88	\$1,348,720.19	\$94,311.71	\$5,804,998.37	(\$393,468.20)	107%	\$5,184,096.56
	Grand Totals									
	REVENUE TOTALS	\$5,310,559.00	\$0.00	\$5,310,559.00	\$770,008.94	\$0.00	\$5,172,933.63	\$137,625.37	97%	\$6,067,969.12
	EXPENSE TOTALS	\$5,310,559.00	\$195,282.88	\$5,505,841.88	\$1,348,720.19	\$94,311.71	\$5,804,998.37	(\$393,468.20)	107%	\$5,184,096.56
	Grand Totals	<u>\$0.00</u>	<u>(\$195,282.88)</u>	<u>(\$195,282.88)</u>	<u>(\$578,711.25)</u>	<u>(\$94,311.71)</u>	<u>(\$632,064.74)</u>	<u>\$531,093.57</u>		<u>\$683,872.56</u>

# Council Monthly Financial Report #2 - DRAFT

by Account Classification  
Through 02/28/23  
Prior Fiscal Year Activity Included

Organization	Organization Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>REVENUE</b>										
<i>Departmental Income</i>										
ES.00.0000.0000	Wastewater Fund,Revenue,Revenues,Revenue	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Departmental Income Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Use of Money and Property</i>										
ES.00.0000.0000	Wastewater Fund,Revenue,Revenues,Revenue	12,000.00	.00	12,000.00	30,172.81	.00	140,427.16	(128,427.16)	1170	16,049.66
	<i>Use of Money and Property Totals</i>	\$12,000.00	\$0.00	\$12,000.00	\$30,172.81	\$0.00	\$140,427.16	(\$128,427.16)	1170%	\$16,049.66
<i>Fines and Forfeitures</i>										
ES.00.0000.0000	Wastewater Fund,Revenue,Revenues,Revenue	.00	.00	.00	.00	.00	.00	.00	+++	1,131.24
	<i>Fines and Forfeitures Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$1,131.24
<i>Misc Local Sources</i>										
ES.00.0000.0000	Wastewater Fund,Revenue,Revenues,Revenue	128,860.00	.00	128,860.00	.00	.00	1,657.30	127,202.70	1	71,242.10
	<i>Misc Local Sources Totals</i>	\$128,860.00	\$0.00	\$128,860.00	\$0.00	\$0.00	\$1,657.30	\$127,202.70	1%	\$71,242.10
<i>Transfers In</i>										
ES.00.0000.0000	Wastewater Fund,Revenue,Revenues,Revenue	.00	.00	.00	.00	.00	315,164.00	(315,164.00)	+++	1,470,724.68
	<i>Transfers In Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$315,164.00	(\$315,164.00)	+++	\$1,470,724.68
<i>Appropriated Reserves</i>										
ES.00.0000.0000	Wastewater Fund,Revenue,Revenues,Revenue	249,000.00	.00	249,000.00	.00	.00	.00	249,000.00	0	.00
	<i>Appropriated Reserves Totals</i>	\$249,000.00	\$0.00	\$249,000.00	\$0.00	\$0.00	\$0.00	\$249,000.00	0%	\$0.00
<i>Sewer</i>										
ES.00.0000.0000	Wastewater Fund,Revenue,Revenues,Revenue	2,771,775.00	.00	2,771,775.00	480,631.45	.00	3,017,250.52	(245,475.52)	109	4,303,576.62
	<i>Sewer Totals</i>	\$2,771,775.00	\$0.00	\$2,771,775.00	\$480,631.45	\$0.00	\$3,017,250.52	(\$245,475.52)	109%	\$4,303,576.62
	<b>REVENUE TOTALS</b>	\$3,161,635.00	\$0.00	\$3,161,635.00	\$510,804.26	\$0.00	\$3,474,498.98	(\$312,863.98)	110%	\$5,862,724.30
<b>EXPENSE</b>										
<i>Personnel Services</i>										
ES.03.1710	Wastewater Fund,Public Works,Administration	244,680.00	.00	244,680.00	17,420.04	.00	192,818.35	51,861.65	79	192,005.79
ES.03.8120	Wastewater Fund,Public Works,Sanitary Sewers BOM	142,530.00	.00	142,530.00	8,174.86	.00	119,204.44	23,325.56	84	151,950.75
ES.03.8121	Wastewater Fund,Public Works,Sanitary Sewer Water/WW	111,710.00	.00	111,710.00	5,434.83	.00	55,424.63	56,285.37	50	53,143.54
ES.03.8130	Wastewater Fund,Public Works,Wastewater Treatment	261,630.00	.00	261,630.00	18,679.13	.00	222,667.86	38,962.14	85	244,468.66
	<i>Personnel Services Totals</i>	\$760,550.00	\$0.00	\$760,550.00	\$49,708.86	\$0.00	\$590,115.28	\$170,434.72	78%	\$641,568.74
<i>Equipment</i>										
ES.03.0900	Wastewater Fund,Public Works,Reserves	315,164.00	.00	315,164.00	.00	.00	.00	315,164.00	0	.00
ES.03.1710	Wastewater Fund,Public Works,Administration	.00	.00	.00	.00	.00	.00	.00	+++	.00
ES.03.8120	Wastewater Fund,Public Works,Sanitary Sewers BOM	50,000.00	.00	50,000.00	54,663.33	.00	54,663.33	(4,663.33)	109	69.00
ES.03.8121	Wastewater Fund,Public Works,Sanitary Sewer Water/WW	68,750.00	.00	68,750.00	.00	15,341.48	4,658.53	48,749.99	29	11,158.68
ES.03.8130	Wastewater Fund,Public Works,Wastewater Treatment	225,250.00	.00	225,250.00	.00	.00	30,721.74	194,528.26	14	7,492.97
ES.20	Wastewater Fund,General Government	.00	.00	.00	.00	.00	.00	.00	+++	.00

# Council Monthly Financial Report #2 - DRAFT

by Account Classification  
Through 02/28/23  
Prior Fiscal Year Activity Included

Organization	Organization Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
<b>EXPENSE</b>										
<i>Equipment</i>										
ES.25	Wastewater Fund,Public Safety	.00	.00	.00	.00	.00	.00	.00	+++	.00
ES.30	Wastewater Fund,Transportation	.00	.00	.00	.00	.00	.00	.00	+++	.00
ES.35	Wastewater Fund,Culture and Recreation	.00	.00	.00	.00	.00	.00	.00	+++	.00
ES.40	Wastewater Fund,Home and Community Service	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Equipment Totals</i>		\$659,164.00	\$0.00	\$659,164.00	\$54,663.33	\$15,341.48	\$90,043.60	\$553,778.92	16%	\$18,720.65
<i>Contracted Exp</i>										
ES.03.0900	Wastewater Fund,Public Works,Reserves	.00	.00	.00	.00	.00	.00	.00	+++	.00
ES.03.1710	Wastewater Fund,Public Works,Administration	143,993.00	279,871.00	423,864.00	26,299.30	167,537.06	228,581.94	27,745.00	93	136,133.91
ES.03.1989	Wastewater Fund,Public Works,Contingency	20,000.00	(1,832.00)	18,168.00	.00	.00	.00	18,168.00	0	.00
ES.03.1994	Wastewater Fund,Public Works,Depreciation	.00	.00	.00	.00	.00	.00	.00	+++	1,561,782.08
ES.03.1995	Wastewater Fund,Public Works,Loss on Sale of Assets	.00	.00	.00	.00	.00	.00	.00	+++	.00
ES.03.8120	Wastewater Fund,Public Works,Sanitary Sewers BOM	235,560.00	.00	235,560.00	1,175.64	.00	337,833.70	(102,273.70)	143	25,339.19
ES.03.8121	Wastewater Fund,Public Works,Sanitary Sewer Water/WW	47,100.00	.00	47,100.00	26.70	.00	24,953.19	22,146.81	53	33,201.15
ES.03.8130	Wastewater Fund,Public Works,Wastewater Treatment	491,750.00	31,832.00	523,582.00	20,355.73	72,731.07	415,691.75	35,159.18	93	453,768.03
ES.20	Wastewater Fund,General Government	.00	.00	.00	.00	.00	.00	.00	+++	.00
ES.25	Wastewater Fund,Public Safety	.00	.00	.00	.00	.00	.00	.00	+++	.00
ES.30	Wastewater Fund,Transportation	.00	.00	.00	.00	.00	.00	.00	+++	.00
ES.35	Wastewater Fund,Culture and Recreation	.00	.00	.00	.00	.00	.00	.00	+++	.00
ES.40	Wastewater Fund,Home and Community Service	.00	.00	.00	.00	.00	.00	.00	+++	.00
ES.40.1994	Wastewater Fund,Home and Community Service,Depreciation	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Contracted Exp Totals</i>		\$938,403.00	\$309,871.00	\$1,248,274.00	\$47,857.37	\$240,268.13	\$1,007,060.58	\$945.29	100%	\$2,210,224.36
<i>Debt Principle</i>										
ES.03.9710	Wastewater Fund,Public Works,Debt Service - Bonds	303,050.00	.00	303,050.00	.00	.00	.00	303,050.00	0	.00
ES.03.9730	Wastewater Fund,Public Works,Debt Service - BAN	.00	.00	.00	.00	.00	.00	.00	+++	.00
ES.03.9785	Wastewater Fund,Public Works,Installment Purchase Debt	.00	.00	.00	.00	.00	.00	.00	+++	.00
ES.03.9789	Wastewater Fund,Public Works,Debt Service Energy Lease	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Debt Principle Totals</i>		\$303,050.00	\$0.00	\$303,050.00	\$0.00	\$0.00	\$0.00	\$303,050.00	0%	\$0.00
<i>Debt Interest</i>										
ES.03.9710	Wastewater Fund,Public Works,Debt Service - Bonds	83,738.00	.00	83,738.00	.00	.00	45,908.82	37,829.18	55	86,489.38
ES.03.9730	Wastewater Fund,Public Works,Debt Service - BAN	.00	.00	.00	.00	.00	.00	.00	+++	.00
ES.03.9785	Wastewater Fund,Public Works,Installment Purchase Debt	.00	.00	.00	.00	.00	.00	.00	+++	.00

# Council Monthly Financial Report #2 - DRAFT

by Account Classification

Through 02/28/23  
Prior Fiscal Year Activity Included

Organization	Organization Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
<b>EXPENSE</b>										
<i>Debt Interest</i>										
ES.03.9789	Wastewater Fund,Public Works,Debt Service Energy Lease	.00	.00	.00	.00	.00	.00	.00	+++	144.14
	<i>Debt Interest Totals</i>	\$83,738.00	\$0.00	\$83,738.00	\$0.00	\$0.00	\$45,908.82	\$37,829.18	55%	\$86,633.52
<i>Employee Benefits</i>										
ES.03.1710	Wastewater Fund,Public Works,Administration	48,200.00	.00	48,200.00	1,391.89	.00	40,709.25	7,490.75	84	(30,179.64)
ES.03.8120	Wastewater Fund,Public Works,Sanitary Sewers BOM	27,190.00	.00	27,190.00	616.79	.00	23,655.08	3,534.92	87	32,924.11
ES.03.8121	Wastewater Fund,Public Works,Sanitary Sewer Water/WW	20,850.00	.00	20,850.00	405.78	.00	15,228.77	5,621.23	73	19,917.22
ES.03.8130	Wastewater Fund,Public Works,Wastewater Treatment	46,750.00	.00	46,750.00	1,407.49	.00	40,807.25	5,942.75	87	8,267.85
	<i>Employee Benefits Totals</i>	\$142,990.00	\$0.00	\$142,990.00	\$3,821.95	\$0.00	\$120,400.35	\$22,589.65	84%	\$30,929.54
<i>Transfers</i>										
ES.03.9901	Wastewater Fund,Public Works,Interfund Transfer	273,740.00	.00	273,740.00	.00	.00	588,904.00	(315,164.00)	215	1,650,294.68
	<i>Transfers Totals</i>	\$273,740.00	\$0.00	\$273,740.00	\$0.00	\$0.00	\$588,904.00	(\$315,164.00)	215%	\$1,650,294.68
	<b>EXPENSE TOTALS</b>	\$3,161,635.00	\$309,871.00	\$3,471,506.00	\$156,051.51	\$255,609.61	\$2,442,432.63	\$773,463.76	78%	\$4,638,371.49
<b>Grand Totals</b>										
	REVENUE TOTALS	\$3,161,635.00	\$0.00	\$3,161,635.00	\$510,804.26	\$0.00	\$3,474,498.98	(\$312,863.98)	110%	\$5,862,724.30
	EXPENSE TOTALS	\$3,161,635.00	\$309,871.00	\$3,471,506.00	\$156,051.51	\$255,609.61	\$2,442,432.63	\$773,463.76	78%	\$4,638,371.49
	<b>Grand Totals</b>	\$0.00	(\$309,871.00)	(\$309,871.00)	\$354,752.75	(\$255,609.61)	\$1,032,066.35	(\$1,086,327.74)		\$1,224,352.81

# Council Monthly Financial Report #2 - DRAFT

by Account Classification

Through 03/31/23

Prior Fiscal Year Activity Included

Organization	Organization Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<i>Departmental Income</i>											
EM.00.0000.0000	City Centre Fund,Revenue,Revenues,Revenue	224,536.00	.00	224,536.00	.00	.00	226,052.31	(1,516.31)	101		222,591.39
	<i>Departmental Income Totals</i>	\$224,536.00	\$0.00	\$224,536.00	\$0.00	\$0.00	\$226,052.31	(\$1,516.31)	101%		\$222,591.39
<i>Use of Money and Property</i>											
EM.00.0000.0000	City Centre Fund,Revenue,Revenues,Revenue	750.00	.00	750.00	72.41	.00	2,340.83	(1,590.83)	312		2,136.77
	<i>Use of Money and Property Totals</i>	\$750.00	\$0.00	\$750.00	\$72.41	\$0.00	\$2,340.83	(\$1,590.83)	312%		\$2,136.77
<i>Fines and Forfeitures</i>											
EM.00.0000.0000	City Centre Fund,Revenue,Revenues,Revenue	.00	.00	.00	(60.00)	.00	1,481.67	(1,481.67)	+++		790.00
	<i>Fines and Forfeitures Totals</i>	\$0.00	\$0.00	\$0.00	(\$60.00)	\$0.00	\$1,481.67	(\$1,481.67)	+++		\$790.00
<i>Misc Local Sources</i>											
EM.00.0000.0000	City Centre Fund,Revenue,Revenues,Revenue	980.00	.00	980.00	.00	.00	165.73	814.27	17		1,688.57
	<i>Misc Local Sources Totals</i>	\$980.00	\$0.00	\$980.00	\$0.00	\$0.00	\$165.73	\$814.27	17%		\$1,688.57
<i>Transfers In</i>											
EM.00.0000.0000	City Centre Fund,Revenue,Revenues,Revenue	.00	.00	.00	55,981.05	.00	55,981.05	(55,981.05)	+++		160,000.00
	<i>Transfers In Totals</i>	\$0.00	\$0.00	\$0.00	\$55,981.05	\$0.00	\$55,981.05	(\$55,981.05)	+++		\$160,000.00
<i>Appropriated Reserves</i>											
EM.00.0000.0000	City Centre Fund,Revenue,Revenues,Revenue	.00	.00	.00	.00	.00	.00	.00	+++		.00
	<i>Appropriated Reserves Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++		\$0.00
<i>Appropriated Fund Balance</i>											
EM.00.0000.0000	City Centre Fund,Revenue,Revenues,Revenue	.00	.00	.00	.00	.00	.00	.00	+++		.00
	<i>Appropriated Fund Balance Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++		\$0.00
<b>REVENUE TOTALS</b>											
		\$226,266.00	\$0.00	\$226,266.00	\$55,993.46	\$0.00	\$286,021.59	(\$59,755.59)	126%		\$387,206.73
<i>Personnel Services</i>											
EM.03.1710	City Centre Fund,Public Works,Administration	81,830.00	.00	81,830.00	4,591.01	.00	62,096.42	19,733.58	76		68,248.59
	<i>Personnel Services Totals</i>	\$81,830.00	\$0.00	\$81,830.00	\$4,591.01	\$0.00	\$62,096.42	\$19,733.58	76%		\$68,248.59
<i>Equipment</i>											
EM.03.1710	City Centre Fund,Public Works,Administration	19,500.00	.00	19,500.00	284.98	.00	14,800.97	4,699.03	76		.00
EM.40	City Centre Fund,Home and Community Service	.00	.00	.00	.00	.00	.00	.00	+++		.00
	<i>Equipment Totals</i>	\$19,500.00	\$0.00	\$19,500.00	\$284.98	\$0.00	\$14,800.97	\$4,699.03	76%		\$0.00
<i>Contracted Exp</i>											
EM.03.1710	City Centre Fund,Public Works,Administration	72,248.00	1,148.50	73,396.50	12,846.17	5.35	49,326.49	24,064.66	67		40,391.38
EM.03.1989	City Centre Fund,Public Works,Contingency	7,508.00	.00	7,508.00	.00	.00	.00	7,508.00	0		.00
EM.03.1994	City Centre Fund,Public Works,Depreciation	.00	.00	.00	.00	.00	.00	.00	+++		39,899.14
EM.03.1995	City Centre Fund,Public Works,Loss on Sale of Assets	.00	.00	.00	.00	.00	.00	.00	+++		.00
	<i>Contracted Exp Totals</i>	\$79,756.00	\$1,148.50	\$80,904.50	\$12,846.17	\$5.35	\$49,326.49	\$31,572.66	61%		\$80,290.52
<i>Debt Principle</i>											
EM.03.9710	City Centre Fund,Public Works,Debt Service - Bonds	.00	.00	.00	.00	.00	.00	.00	+++		.00

# Council Monthly Financial Report #2 - DRAFT

by Account Classification  
Through 03/31/23  
Prior Fiscal Year Activity Included

Organization	Organization Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>EXPENSE</b>										
<i>Debt Interest</i>										
EM.03.9730	City Centre Fund,Public Works,Debt Service - BAN	.00	.00	.00	.00	.00	.00	.00	+++	.00
EM.03.9785	City Centre Fund,Public Works,Installment Purchase Debt	.00	.00	.00	.00	.00	.00	.00	+++	.00
EM.03.9789	City Centre Fund,Public Works,Debt Service Energy Lease	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Debt Principle Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Debt Interest</i>										
EM.03.9710	City Centre Fund,Public Works,Debt Service - Bonds	.00	.00	.00	.00	.00	.00	.00	+++	.00
EM.03.9730	City Centre Fund,Public Works,Debt Service - BAN	.00	.00	.00	.00	.00	.00	.00	+++	.00
EM.03.9785	City Centre Fund,Public Works,Installment Purchase Debt	.00	.00	.00	.00	.00	.00	.00	+++	.00
EM.03.9789	City Centre Fund,Public Works,Debt Service Energy Lease	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Debt Interest Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Employee Benefits</i>										
EM.03.1710	City Centre Fund,Public Works,Administration	12,270.00	.00	12,270.00	340.54	.00	10,040.52	2,229.48	82	22,804.27
	<i>Employee Benefits Totals</i>	\$12,270.00	\$0.00	\$12,270.00	\$340.54	\$0.00	\$10,040.52	\$2,229.48	82%	\$22,804.27
<i>Transfers</i>										
EM.03.9901	City Centre Fund,Public Works,Interfund Transfer	32,910.00	.00	32,910.00	.00	.00	32,910.00	.00	100	30,520.00
	<i>Transfers Totals</i>	\$32,910.00	\$0.00	\$32,910.00	\$0.00	\$0.00	\$32,910.00	\$0.00	100%	\$30,520.00
	<b>EXPENSE TOTALS</b>	\$226,266.00	\$1,148.50	\$227,414.50	\$18,062.70	\$5.35	\$169,174.40	\$58,234.75	74%	\$201,863.38
<b>Grand Totals</b>										
	REVENUE TOTALS	\$226,266.00	\$0.00	\$226,266.00	\$55,993.46	\$0.00	\$286,021.59	(\$59,755.59)	126%	\$387,206.73
	EXPENSE TOTALS	\$226,266.00	\$1,148.50	\$227,414.50	\$18,062.70	\$5.35	\$169,174.40	\$58,234.75	74%	\$201,863.38
	<b>Grand Totals</b>	\$0.00	(\$1,148.50)	(\$1,148.50)	\$37,930.76	(\$5.35)	\$116,847.19	(\$117,990.34)		\$185,343.35



# Council Monthly Financial Report #2 - DRAFT

by Account Classification  
Through 03/31/23  
Prior Fiscal Year Activity Included

Organization	Organization Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
<i>Use of Money and Property</i>											
MS.00.0000.0000	Workers compensation fund,Revenue,Revenues,Revenue	.00	.00	.00	55.29	.00	18,991.91	18,991.91	(18,991.91)	+++	1,795.31
	<i>Use of Money and Property Totals</i>	\$0.00	\$0.00	\$0.00	\$55.29	\$0.00	\$18,991.91	\$18,991.91	(\$18,991.91)	+++	\$1,795.31
<i>Misc Local Sources</i>											
MS.00.0000.0000	Workers compensation fund,Revenue,Revenues,Revenue	.00	.00	.00	.00	.00	.00	.00	.00	+++	84,216.74
	<i>Misc Local Sources Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$84,216.74
<i>Transfers In</i>											
MS.00.0000.0000	Workers compensation fund,Revenue,Revenues,Revenue	242,750.00	.00	242,750.00	.00	.00	267,750.00	267,750.00	(25,000.00)	110	369,110.00
	<i>Transfers In Totals</i>	\$242,750.00	\$0.00	\$242,750.00	\$0.00	\$0.00	\$267,750.00	\$267,750.00	(\$25,000.00)	110%	\$369,110.00
	REVENUE TOTALS	\$242,750.00	\$0.00	\$242,750.00	\$55.29	\$0.00	\$286,741.91	\$286,741.91	(\$43,991.91)	118%	\$455,122.05
<i>EXPENSE</i>											
<i>Contracted Exp</i>											
MS.01.9040	Workers compensation fund,General Governmental Services,Workers Compensation	111,680.00	.00	111,680.00	243.69	.00	110,464.76	110,464.76	1,215.24	99	93,510.96
	<i>Contracted Exp Totals</i>	\$111,680.00	\$0.00	\$111,680.00	\$243.69	\$0.00	\$110,464.76	\$110,464.76	\$1,215.24	99%	\$93,510.96
<i>Employee Benefits</i>											
MS.01.9040	Workers compensation fund,General Governmental Services,Workers Compensation	131,070.00	.00	131,070.00	1,678.08	.00	91,014.12	91,014.12	40,055.88	69	190,625.64
	<i>Employee Benefits Totals</i>	\$131,070.00	\$0.00	\$131,070.00	\$1,678.08	\$0.00	\$91,014.12	\$91,014.12	\$40,055.88	69%	\$190,625.64
<i>Transfers</i>											
MS.01.9901	Workers compensation fund,General Governmental Services,Interfund Transfer	.00	.00	.00	.00	.00	.00	.00	.00	+++	50,000.00
	<i>Transfers Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$50,000.00
	EXPENSE TOTALS	\$242,750.00	\$0.00	\$242,750.00	\$1,921.77	\$0.00	\$201,478.88	\$201,478.88	\$41,271.12	83%	\$334,136.60
<i>Grand Totals</i>											
	REVENUE TOTALS	\$242,750.00	\$0.00	\$242,750.00	\$55.29	\$0.00	\$286,741.91	\$286,741.91	(\$43,991.91)	118%	\$455,122.05
	EXPENSE TOTALS	\$242,750.00	\$0.00	\$242,750.00	\$1,921.77	\$0.00	\$201,478.88	\$201,478.88	\$41,271.12	83%	\$334,136.60
	<i>Grand Totals</i>	\$0.00	\$0.00	\$0.00	(\$1,866.48)	\$0.00	\$85,263.03	\$85,263.03	(\$85,263.03)		\$120,985.45

# Council Monthly Financial Report #2 - DRAFT

by Account Classification  
Through 03/31/23  
Prior Fiscal Year Activity Included

Organization	Organization Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
<b>REVENUE</b>											
<i>Use of Money and Property</i>											
MS1.00.0000.0000	Health Insurance Fund,Revenue,Revenues,Revenue	.00	.00	.00	35.49	.00	18,775.39	18,775.39	(18,775.39)	+++	686.47
	<i>Use of Money and Property Totals</i>	\$0.00	\$0.00	\$0.00	\$35.49	\$0.00	\$18,775.39	\$18,775.39	(\$18,775.39)	+++	\$686.47
<i>Misc Local Sources</i>											
MS1.00.0000.0000	Health Insurance Fund,Revenue,Revenues,Revenue	.00	.00	.00	13,004.51	.00	45,509.64	45,509.64	(45,509.64)	+++	178,197.58
	<i>Misc Local Sources Totals</i>	\$0.00	\$0.00	\$0.00	\$13,004.51	\$0.00	\$45,509.64	\$45,509.64	(\$45,509.64)	+++	\$178,197.58
<i>Transfers In</i>											
MS1.00.0000.0000	Health Insurance Fund,Revenue,Revenues,Revenue	2,905,690.00	.00	2,905,690.00	.00	.00	3,080,690.00	3,080,690.00	(175,000.00)	106	2,991,620.00
	<i>Transfers In Totals</i>	\$2,905,690.00	\$0.00	\$2,905,690.00	\$0.00	\$0.00	\$3,080,690.00	\$3,080,690.00	(\$175,000.00)	106%	\$2,991,620.00
<i>Appropriated Reserves</i>											
MS1.00.0000.0000	Health Insurance Fund,Revenue,Revenues,Revenue	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Appropriated Reserves Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Appropriated Fund Balance</i>											
MS1.00.0000.0000	Health Insurance Fund,Revenue,Revenues,Revenue	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Appropriated Fund Balance Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<b>EXPENSE</b>											
<i>Contracted Exp</i>											
MS1.01.9060	Health Insurance Services,Health Insurance	5,000.00	.00	5,000.00	193.54	.00	4,774.16	4,774.16	225.84	95	9,520.35
	<i>Contracted Exp Totals</i>	\$5,000.00	\$0.00	\$5,000.00	\$193.54	\$0.00	\$4,774.16	\$4,774.16	\$225.84	95%	\$9,520.35
<i>Employee Benefits</i>											
MS1.01.9060	Health Insurance Fund,General Governmental Services,Health Insurance	2,900,690.00	.00	2,900,690.00	166,507.93	.00	2,663,145.79	2,663,145.79	237,544.21	92	2,633,436.35
	<i>Employee Benefits Totals</i>	\$2,900,690.00	\$0.00	\$2,900,690.00	\$166,507.93	\$0.00	\$2,663,145.79	\$2,663,145.79	\$237,544.21	92%	\$2,633,436.35
<i>Transfers</i>											
MS1.01.9901	Health Insurance Fund,General Governmental Services,Interfund Transfer	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Transfers Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	<b>EXPENSE TOTALS</b>	\$2,905,690.00	\$0.00	\$2,905,690.00	\$166,701.47	\$0.00	\$2,667,919.95	\$2,667,919.95	\$237,770.05	92%	\$2,642,956.70
<b>Grand Totals</b>											
	<b>REVENUE TOTALS</b>	\$2,905,690.00	\$0.00	\$2,905,690.00	\$13,040.00	\$0.00	\$3,144,975.03	\$3,144,975.03	(\$239,285.03)	108%	\$3,170,504.05
	<b>EXPENSE TOTALS</b>	\$2,905,690.00	\$0.00	\$2,905,690.00	\$166,701.47	\$0.00	\$2,667,919.95	\$2,667,919.95	\$237,770.05	92%	\$2,642,956.70
	<b>Grand Totals</b>	\$0.00	\$0.00	\$0.00	(\$153,661.47)	\$0.00	\$477,055.08	\$477,055.08	(\$477,055.08)		\$527,547.35

**CITY OF BATAVIA  
BUSINESS MINUTES  
APRIL 10, 2023**

The regular business meeting of the City Council was held Monday, April 10, 2023 at 7:02 PM in the Council Chambers, One Batavia City Centre, Batavia, New York, with Council President Jankowski presiding.

Present were Council President Jankowski and Councilmembers Viele, Canale, McGinnis, Briggs, Schmidt, Richmond and Bialkowski.

Council President Jankowski called the meeting to order at 7:02 PM immediately following the special conference meeting.

\* \* \*

#41-2023

**A RESOLUTION APPOINTING DAVID TWICHELL TO THE SECOND WARD  
COUNCILMEMBER POSITION**

**Motion of Councilmember Richmond**

**WHEREAS**, due to Councilmember, Patti Pacino's resignation, a vacancy has occurred in the Second Ward Councilmember position effective March 28, 2023; and

**WHEREAS**, Section 3.3 of the City Charter provides that when a position of a Councilmember becomes vacant, pending the election and qualification of a Councilmember to fill the vacancy, the Council shall fill the vacancy temporarily by appointment of a qualified person, who shall be the same political affiliation as the Councilmember whose place has become vacant; and

**WHEREAS**, David Twichell of 166 Summit Street, Batavia, New York 14020 fulfills the qualifications to temporarily fill this vacancy.

**NOW, THEREFORE, BE IT RESOLVED**, by the Council of the City of Batavia that David Twichell is hereby temporarily appointed as the Second Ward Councilmember representing City of Batavia effective immediately, such appointment to remain in force until the election and qualification of the Second Ward Councilmember to fill the vacancy in accordance with the Charter of the City of Batavia.

**Seconded by Councilmember Briggs and on roll call approved 8-0.**

Heidi Parker, City Clerk, administered the oath of office to Mr. Twichell who then took his seat with the rest of Council.

\* \* \*

### **Public Comments**

Sammy DiSalvo, 33 Walnut St, thanked the police for handling the recent situation near his home and noted that he felt very safe. He also noted that he is a runner and has been chased by dogs on two occasions. He wanted to remind people to keep the dogs on a leash and felt if it were kids being chased the outcome may have been different. He noted concern about the Creek Park properties being sold to BDC would be developed by another Section 8 housing company. He thanked Council for signing the letter regarding not having Section 8 housing at Ellicott Station so doesn't want another situation like that. He felt it was the last nice green space and there were other better things to do than turn that property into more housing. He agreed that Section 8 recipients also needed places to live but there are other needs as well. He suggested the Creek Park properties become a dog park or a place that all residents can use. He also suggested just keeping it as another park in the City since the only other central park is Austin. He asked Council to make stipulations for the BDC to make it beneficial to the whole population.

\* \* \*

### **Council Responses to Public Comments**

Councilmember Bialkowski felt there was some merit for those concerns. Council President Jankowski noted that they learned a valuable lesson from the last housing project and will be cautious about what's to be done.

\* \* \*

### **Communications**

Batavia Downs submitted an application for a 5K on Saturday, June 17<sup>th</sup> at 10am starting and finishing at the race track. Council approved.

The Alzheimer's Association submitted an application for a walk on Saturday, September 16<sup>th</sup> from 8am-2pm starting and ending at Centennial Park to raise funds for Alzheimer's awareness. Council approved.

Eden Café & Bakery, LLC submitted a liquor license application. There was no objection from the police department. Council approved.

\* \* \*

### **Council President's Report**

Council President Jankowski announced the next City Council meeting to be held on Monday, April 24, 2023 at 7:00 p.m. at the City Hall Council Board Room, 2<sup>nd</sup> Floor, City Centre.

\* \* \*

The minutes from the March 2023 meetings and the February 2023 financials were approved.

The Council President assigned the regular agenda items.

\* \* \*

### **City Attorney's Report**

Mr. Van Nest was absent and thus no report.

\* \* \*

### **City Manager's Report**

Mrs. Tabela noted that she had a very positive meeting regarding Jackson Square, found several areas for cost savings, and went over some of the adjustments. She hoped for construction at the end of August. She noted that Theatre 56 has made substantial progress and expect a grand opening in September. She noted she was going through performance reviews for the entire office, looking to analyze lead pipes in the City, and Senator Borrello was hosting a town hall meeting the next evening at 6pm.

\* \* \*

### **Committee Reports**

None.

\* \* \*

### **Unfinished Business**

None.

\* \* \*

**New Business**

**#42-2023**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO SEEK FUNDING FROM  
USDA RURAL DEVELOPMENT COMMUNITY FACILITIES LOAN PROGRAM**

**Motion of Councilperson Richmond**

**WHEREAS**, the City of Batavia has identified the need to construct a new Police Facility to address capacity concerns, building limitations, improve handicapped access, and to ensure quality police protection services can be executed now and into the future; and

**WHEREAS**, the City of Batavia has an opportunity to seek funding from the USDA Rural Development (USDA RD) Community Facilities Program as a potential funding source for said needs; and

**WHEREAS**, the City of Batavia has been awarded \$2,500,000 congressional grant award to be administered using the USDA RD Community Facility Program; and

**WHEREAS**, the process of applying for a loan and grant entails minimal additional effort form the City in terms making an application to secure the grant and to secure a favorable long-term loan interest rate in the event the City elects to secure this funding; and

**WHEREAS**, the process of applying for a loan does not obligate the City of Batavia in any way unless, and until a specific loan and grant offer has been extended to the City by USDA RD and the City of Batavia's approval of the offer is attained.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Batavia, hereby grants permission for the City Manager to seek a funding opportunity from the USDA RD Community Facilities Loan Program and to execute any required application materials required by the Agency.

**Seconded by Councilperson Canale and on roll call approved 9-0.**

\* \* \*

**#43-2023**

**BOND RESOLUTION  
CITY COUNCIL OF THE CITY OF BATAVIA  
April 10, 2023**

**A RESOLUTION AUTHORIZING GENERAL OBLIGATION BONDS OF  
THE CITY OF BATAVIA, GENESEE COUNTY, NEW YORK, TO  
FINANCE THE COST OF THE CONSTRUCTION OF CAPITAL  
IMPROVEMENTS CONSISTING OF A POLICE DEPARTMENT SAFETY  
HEADQUARTERS, AS WELL AS AUTHORIZING THE ISSUANCE OF**

**BOND ANTICIPATION NOTES IN ANTICIPATION OF THE SALE OF SUCH BONDS.**

**Motion of Councilmember Bialkowski**

**WHEREAS**, the **CITY OF BATAVIA** (the “City”), in the County of Genesee, by its City Council, has completed the advance planning, engineering and design of capital improvements to consist of the City’s Policy Headquarters (the “Design Project”);

**WHEREAS**, upon completion of the Design Project, the City, by its City Council, has determined it necessary for the City to move forward with the construction of capital improvements to consist of the City’s Policy Headquarters (the “Construction Project”);

**WHEREAS**, the estimated total cost of the Construction Project is \$15,500,000, which is to be financed in part by a loan from the United States Department of Agriculture (the “USDA”) in an amount not to exceed \$13,000,000 (the “USDA Loan”) and in part by a grant from the USDA not to exceed \$2,500,000 (the USDA Grant”);

**WHEREAS**, the City will issue general obligation bonds in an amount equal to the USDA Loan to provide security for the loan, which shall be issued in accordance with the New York State Local Finance Law (the “LFL”) and fully registered as to both principal and interest in the United States of America, acting through the Rural Housing Service.

**BE IT RESOLVED**, by the affirmative vote of not less than two-thirds of the total voting strength of the City Council of the City of Batavia, Genesee County, New York, as follows:

**Section 1.** The construction expenses (the “Construction Expenses”) in connection with the capital improvements consisting of the police department safety headquarters are hereby authorized at the estimated combined cost of \$15,500,000.

**Section 2.** The financing of the Construction Expenses, and the costs of issuance of such financing, (the “Specific Object or Purpose”), are hereby authorized at a maximum estimated aggregate cost of \$15,500,000.

**Section 3.** The Specific Objects or Purposes of the Construction Project are objects or purposes described in Section 11 of the LFL.

**Section 4.** The City Council, acting as Lead Agency under the SEQRA regulations of the State of New York, has previously issued a Negative Declaration for the Construction Project finding that the same will not have a significant adverse impact on the environment.

**Section 5.** The plan for the financing of such maximum estimated cost is by the issuance of general obligation serial bonds of the City in an aggregate principal amount not exceeding \$15,500,000 which is hereby authorized to be issued therefor pursuant to the LFL.

**Section 6.** It is hereby determined the proposed maturity of the obligations authorized by this resolution will be in excess of five (5) years.

**Section 7.** It is hereby determined that the period of probable usefulness of the Construction Project is twenty five (25) years, pursuant to Section 11.00(a)(11) of the LFL.

**Section 8.** The faith and credit of the City of Batavia, Genesee County, New York, are hereby irrevocably pledged for the payment of the principal of and interest on such bonds as the same respectively become due and payable. An annual appropriation shall be made in every year sufficient to pay the principal of and interest on such bonds becoming due and payable in such year.

**Section 9.** Subject to the provisions of this resolution and of the LFL, pursuant to the provisions of Section 30.00 relative to the authorization of the issuance of bond anticipation notes or the renewals of said notes and of Section 21.00, Section 50.00, Sections 56.00 to 60.00, Section 62.00 and Section 63.00 of the LFL, the powers and duties of the City Council pertaining or incidental to the sale and issuance of the obligations herein authorized, including but not limited to authorizing bond anticipation notes and prescribing the terms, form and contents and as to the sale and issuance of the bonds herein authorized and of any bond anticipation notes issued in anticipation of said bonds, and the renewals of said notes, are hereby delegated to the City Manager, the chief fiscal officer of the City. To the extent required by law, this Resolution shall also constitute a "Bond Anticipation Note Resolution" pursuant to the LFL.

**Section 10.** All other matters except as provided herein relating to the bonds herein authorized including the date, denominations, maturities and interest payment dates, within the limitations prescribed herein and the manner of execution of the same, including the consolidation with other issues, and also the ability to issue bonds with substantially level or declining annual debt service, shall be determined by the City Manager, as the chief fiscal officer of the City. Such bonds shall contain substantially the recital of validity clause provided for in Section 52.00 of the LFL, and shall otherwise be in such form and contain such recitals, in addition to those required by Section 51.00 of the LFL, as the City Treasurer shall determine consistent with the provisions of the LFL.

**Section 11.** The City Manager is further authorized to take such actions and execute such documents as may be necessary to ensure the continued status of the interest on the bonds authorized by this resolution, and any notes issued in anticipation thereof, as excludable from gross income for federal income tax purposes pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the "Code") and to designate the bonds authorized by this resolution, and any notes issued in anticipation thereof as "qualified tax-exempt bonds" in accordance with Section 265(b)(3)(B)(i) of the Code.

**Section 12.** The City Manager is further authorized to enter into a continuing disclosure agreement with the initial purchaser of the bonds or notes authorized by this resolution, containing provisions which are satisfactory to such purchaser in compliance with the provisions of Rule 15c12-12, promulgated by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934.



**Section 13.** The validity of such bonds and bond anticipation notes may be contested only if:

- 1) Such obligations are authorized for an object or purpose for which the City is not authorized to expend money, or
- 2) The provisions of law which should be complied with at the date of publication of this resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or
- 3) Such obligations are authorized in violation of the provisions of the Constitution of the State of New York.

**Section 14.** The temporary use of available funds of the City, not immediately required for the purpose or purposes for which the same were borrowed, raised or otherwise created, is hereby authorized pursuant to Section 165.10 of the LFL, for the purpose or purposes described in Section 1 of this resolution. The City then reasonably expects to reimburse any such expenditures (to the extent made after the date hereof or within 60 days prior to the date hereof) with the proceeds of the bonds authorized by Section 1 of this resolution (or with the proceeds of any bond anticipation notes issued in anticipation of the sale of such bonds). This resolution shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.150-2. Other than as specified in this resolution, no monies are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

**Section 15.** This resolution shall take effect immediately.

**Section 16.** This resolution or a summary hereof shall be published in full in the official legal newspaper of the City for such purposes, together with a notice of the City Clerk in substantially the form provided in Section 81.00 of the LFL.

**Seconded by Councilmember McGinnis and on roll call approved 9-0.**

\* \* \*

### **MOTION TO ENTER EXECUTIVE SESSION**

#### **Motion of Councilmember Viele**

**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;

**WHEREAS**, Article 7, Section 105(1)(h), of the Public Officer's Law permits the legislative body of a municipality to enter into Executive Session to discuss "...the proposed acquisition, sale, or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof..."

**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 Briggs and on roll call approved 9-0.** Council entered executive session at 7:25 PM and ended at 7:41 PM.

\* \* \*

**Meeting adjourned at 7:42 PM.**

**Respectfully submitted,**

**Heidi J Parker  
Clerk-Treasurer**

**CITY OF BATAVIA  
SPECIAL CONFERENCE MEETING MINUTES  
MONDAY, APRIL 10, 2023**

Present were Council President Jankowski and Councilmembers Viele, Canale, McGinnis, Briggs, Schmidt, Richmond and Bialkowski.

In attendance from the City of Batavia were Erik Fix, Chief Heubusch, Chief Graham, Lisa Neary, Dawn Fairbanks, Brett Frank, and Krista Galdun.

**Call to Order**

Council President Jankowski called the meeting to order at 7:00 PM.

**Invocation and Pledge of Allegiance**

Councilmember Canale dedicated the invocation to the families of the Louisville, KY shooting and led the Pledge of Allegiance.

**Appointment of Councilmember**

Council President Jankowski asked if Council approved to move the appointment of Councilmember Pacino's replacement to the business meeting immediately following. Council approved.

\* \* \*

**Conference Meeting adjourned at 7:02 PM.**

**Respectfully submitted,**

**Heidi J Parker  
Clerk-Treasurer**

04/10/2023

# **CITY OF BATAVIA – CONFERENCE MINUTES**

## **MONDAY, APRIL 24, 2023**

Present were Council President Jankowski and Councilmembers Twichell, Canale, McGinnis, Briggs, Schmidt, Bialkowski and Richmond. Councilmember Viele was absent.

In attendance from the City were Chief Heubusch, Erik Fix, Brett Frank, Dawn Fairbanks, Lisa Neary, and Krista Galdun.

### **Call to Order**

Council President Jankowski called the meeting to order at 7:00 PM. Council President Jankowski led the Invocation and the Pledge of Allegiance.

### **Public Comments**

None.

### **Council Response to Public Comments**

None.

### **Communications**

The Memorial Day parade is scheduled for Monday, May 29<sup>th</sup> at 9:30am on Main St from Eastown Plaza to Alva parking lot. Council approved.

GLOW OUT submitted an application for a parade and festival on Friday, June 9<sup>th</sup> from 4-10pm in the City Centre parking lot. The parade would be on Washington, Ellicott Ave, Richmond and Bank St. Council approved.

UMMC/RRH Foundation requested to hold a lemonade stand on Thursday, June 15<sup>th</sup> from 5:30-7pm in Centennial Park. Council approved.

GO ART submitted an application for a music and art festival on Saturday, July 1<sup>st</sup> from 10am – 10pm in Jackson Square and on Jackson and School streets. There will be two stages and several bands, artists, vendors and food. Council approved.

Kiwanis requested to hold a 5K road race on Tuesday, July 4<sup>th</sup> from 9-11am starting and ending at Centennial Park. Council approved.

GLOW YMCA requested to hold their annual 5K Corporate Cup on Thursday, August 3<sup>rd</sup> at 6pm in Centennial Park. Council approved.

## **Council President Report**

Council President Jankowski announced the next City Council meeting to be held on Monday, May 8, 2023 at 7:00 pm at the City Hall Council Board Room, 2<sup>nd</sup> Floor, City Centre.

## **Presentations**

- a. Healthy Neighborhoods Program – Genesee County Health Department
  - Karen Schmidt, Environmental Health Specialist with the Genesee County Health Department, explained the healthy neighborhoods program that offers home inspections for health hazards. She noted that the target areas are the City and Town of Batavia and they conduct a survey while in the home to identify agencies to assist with health issues or provide free supplies for repairs. She explained that their focus will be going door-to-door in Wards 2 and 5 right now but anyone can reach out for assistance.
- b. Privacy Shields Donation – David Culver
  - Chief Heubusch noted that Mr. Culver was making a generous donation to the City and turned it over to him for more details. Mr. Culver noted that there was an incident at his house and there was no privacy keeping the public from viewing the assistance being provided by emergency personnel. He donated two privacy shields to the police department and two to the fire department and was providing some to other companies as well. He noted that there would also be bungees donated along with the shields to help keep the public from watching. He also explained the logo on the shields was a memorial to his wife who passed away and prompted the donation.

## **Appointment of Councilmember Bialkowski and Richmond to the Audit Committee**

Councilmembers Bialkowski and Richmond would be appointed to the audit committee which meets one time with the auditors, usually in August, to discuss the previous audit. Council agreed to move the item forward.

## **Re-appointment of Patti Pacino to the Batavia Business Improvement District Board**

Former Councilmember Patti Pacino wished to continue to serve on the BID board so this would be a resolution appointing her to that board. Mrs. Pacino noted that on July 29<sup>th</sup> there would be an Italian Festival in the City and the event application would be coming forward soon. Council agreed to move the item forward.

## **Purchase and Sale Agreement of 11 City Centre**

Mr. Fix noted that Derek Geib wanted to buy 11A and 11 B City Centre which used to be Valle's Jewelers. He noted that the purchase price is \$60,000 which is fair market value and the property would then go back on the tax roll. Councilmember Bialkowski asked when it would close and Mr. Van Nest said it would be after the survey was done which would mean approximately a month. Council agreed to move the item forward.

04/24/2023

**Residency Waiver – Fire Chief**

Mrs. Tabelski noted that this was a request for a residency waiver for the fire chief. Councilmember Bialkowski asked if the fire chief would be commuting with a city-owned vehicle as that would be quite a commute. Mrs. Tabelski noted that the fire chief would have a city-owned vehicle. Council agreed to move the item forward.

**Surplus of Police Vehicles**

Chief Heubusch noted that this was to surplus one police vehicle at a future meeting when the vehicle is ready to go. Council agreed to move the item forward to a future business meeting once the vehicle is ready for surplus.

\* \* \*

**MOTION TO ENTER EXECUTIVE SESSION**

**Motion of Councilperson Briggs**

**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...”.

**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 Councilperson Schmidt and on roll call approved 8-0.** Council entered executive session at 7:26 PM and exited at 7:36 PM.

\* \* \*

**Conference Meeting adjourned at 7:37 PM.**

**Respectfully submitted,**

**Heidi J Parker  
Clerk-Treasurer**

04/24/2023

**#44-2023**  
**A RESOLUTION TO APPOINT MEMBERS TO VARIOUS CITY COMMITTEES/  
BOARDS**

**Motion of Councilmember**

**WHEREAS**, certain vacancies exist on various City Committees/Boards.

**NOW, THEREFORE, BE IT RESOLVED**, by the Council of the City of Batavia that the following appointments be made to the City of Batavia Audit Committee:

**City of Batavia Audit Committee**

**For the audit year ending 3/31:**

**Councilmembers:**

Bob Bialkowski  
Richard Richmond

2024  
2024

**Seconded by Councilmember  
and on roll call**

**#45-2023**  
**A RESOLUTION TO APPOINT MEMBERS TO VARIOUS CITY COMMITTEES/  
BOARDS**

**Motion of Councilmember**

**WHEREAS**, certain vacancies exist on various City Committees/Boards.

**NOW, THEREFORE, BE IT RESOLVED**, by the Council of the City of Batavia that the following appointments be made to the Batavia Business Improvement District Board:

**Batavia Business Improvement District**

Patti Ann Pacino

April 24, 2026

**Seconded by Councilmember  
and on roll call**



**#46-2023**

**A RESOLUTION TO DISCONTINUE THE PUBLIC USE AND TO AUTHORIZE THE  
COUNCIL PRESIDENT TO SIGN AGREEMENTS FOR THE SALE OF 11A AND 11B  
OF THE BATAVIA CITY CENTRE MALL**

**Motion of Councilperson**

**WHEREAS**, Geib Estates Corp., has offered the city of Batavia \$60,000 to purchase parcels 11A and 11B of Batavia City Centre Mall; and

**WHEREAS**, Geib Estates Corp., a New York corporation located in Batavia, New York owns multiple business and properties; and

**WHEREAS**, Geib Estates Corp., is looking to help develop parcels in the Batavia City Center Mall for future uses.

**NOW THEREFORE, BE IT RESOLVED**, by the Council of the City of Batavia, that it discontinues the public use of this property and authorizes the City Council President to sign a Purchase Agreement, and any other related documents, with Geib Estates Corp., to sell said properties for \$60,000.

**Seconded by Councilperson**

**And on roll call**

**#47-2023**

**A RESOLUTION TO WAIVE RESIDENCY REQUIREMENT**

**Motion of Councilmember**

**WHEREAS**, City Council of the City of Batavia has the authority to waive the residency requirement as established in the Batavia Code, Article II, § 22-9 if it is so determined that waiving of such requirement is in the best interest of the City of Batavia;

**WHEREAS**, it has been determined that it is in the best interest of the City of Batavia that the residency requirement for Josh Graham be waived.

**NOW, THEREFORE, BE IT RESOVLED**, by the Council of the City of Batavia that said waiver be granted for the above named employee.

**Seconded by Councilmember  
and on roll call**

**#48-2023**

**RESOLUTION TO DECLARE POLICE DEPARTMENT EQUIPMENT SURPLUS FOR  
THE PURPOSE OF DISPOSAL**

**Motion of Councilperson**

**WHEREAS**, The Police Department has declared the equipment listed below surplus;  
and

**WHEREAS**, the City of Batavia requires a surplus declaration of property to be made prior  
to disposal or sale of equipment; and

**WHEREAS**, the Police Department desires to use the proceeds from selling the equipment  
listed below in order to offset the purchase of future equipment needs by placing the proceeds into  
the Police Equipment Reserve account.

**NOW THEREFORE, BE IT RESOLVED**, by the Council of the City of Batavia that the  
City Manager be and hereby is authorized to declare the following as surplus for the purpose of  
disposal:

2017 Ford Police Interceptor Utility VIN - 1FM5K8ARXHGD07105

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Batavia  
does hereby authorize the transfer of the proceeds from the sale of said equipment to the Police  
Equipment Reserve Fund.

**Seconded by Councilperson  
and on roll call**

**#49-2023**

**A RESOLUTION TO ACCEPT THE TOWN OF BATAVIA'S MODIFICATIONS  
OF THE KINGS PLAZA PUMP STATION PROJECT AND TO AUTHORIZE  
THE CITY MANAGER TO EXECUTE THE NYSDEC BSP-5 FORM**

**Motion of Councilmember**

**WHEREAS**, the Town of Batavia (Town) had originally planned on completing the Kings Plaza Pump Station and Force Main Upgrade Project (Project) in 2020, but due to COVID and increased pricing, the Project was put on hold until additional funding was obtained in December 2021; and

**WHEREAS**, during the same time, the Town's wastewater flows increased to approximately 1.2 – 1.4 million gallons per day (mgd), which exceeds the Town's current contractual limit of 0.85 mgd as established in the Wastewater Facility Agreement dated Feb 23, 2015 (Agreement) between the City of Batavia (City) and Town; and

**WHEREAS**, and the Town and City staff began discussions regarding the potential purchase of additional sewer capacity by the Town, in accordance with the Agreement; and

**WHEREAS**, the Master Sewer Meter upgrade improvements, as per the Wastewater Metering Agreement, dated Feb 23, 2015 (Metering Agreement), have not yet been completed by the City and whereas both City and Town staff agree that it is mutually beneficial for the Town to complete all of the Master Sewer Meter upgrade improvements as part of the Project; and

**WHEREAS**, the City initiated a Wastewater Headworks Study (Study) in the fall of 2021, and is currently collecting and analyzing various wastewater quality samples, and until the Study is completed and approved, the potential available additional capacity for the Town to purchase cannot be determined; and

**WHEREAS**, preliminary Study findings identified the need for an approximate 0.5mgd City future growth reserve and an approximate 0.5mgd allocation for permit and regulatory compliance, there is a limited amount of capacity that may be available for Town purchase, which is less than the current additional flows from the Town over and above the existing contractual flow limit; and

**WHEREAS**, based on the Town's projection of future growth it appears that the wastewater treatment capacity will need to be increased, at the Town's expense, to accommodate potential increased future wastewater flows; and

**WHEREAS**, City and Town staff have been meeting regularly to evaluate current flow conditions and develop potential alternatives to increase wastewater treatment capacity in accordance with the Agreement; and

**WHEREAS**, because the City and Town are mutually concerned about potential increased flows resulting from the proposed Project (design flows of 1.01mgd versus current flows of 0.54mgd) without a definitive plan to increase the wastewater treatment capacity and an agreed purchase of additional capacity by the Town, the City is unable to approve the plans as designed and unable to execute the New York State Department of Environmental Conservation BSP-5; and

**WHEREAS**, the Town has proposed modifications (Town proposal letter dated April 5, 2023, attached) to the Project design, which will alleviate the increased flow concerns until a definitive wastewater treatment capacity upgrade plan is agreed upon and the Town purchases additional capacity, such that the City can approve the Project so that the current Project funding from NYS Office of Community Development is not lost.

**NOW THEREFORE, BE IT RESOLVED**, the Batavia Town Board hereby agrees to limit the flow from the Kings Plaza Pump Station before and after any improvements agreed upon by both parties are constructed, and not to exceed the existing 0.54 mgd daily average flow, until such time that a mutually agreed plan for wastewater treatment capacity increase is in place and the Town purchases additional capacity, and

**BE IT FURTHER RESOLVED**, that the Town agrees to make the following design modifications to the Project to ensure the 0.54 mgd average daily flow is not exceeded, until such time that a wastewater treatment capacity increase and purchase agreement is in place:

1. The new pumps will be installed with smaller impellers rated at only the same capacity as the existing pumps.
2. A monitoring system be installed and fully integrated with the City's SCADA system to allow all data to be continuously monitored at the wastewater and water treatment plants.

**BE IT FURTHER RESOLVED**, that the Town also agrees to the following:

1. If the capacity limit of 0.54mgd, average daily flow, is exceeded at the Kings Plaza Pump Station, daily monetary penalties will be levied by the City.
2. A new 12" force main will be installed from Kings Plaza Pump Station to River and South Main Streets and the City may inspect the project.
3. The upgrades at the Kings Plaza Pump Station will include a new Master Sewer Meter (mag type).

Upon resolution by the Town and the City, the City will authorize the City Manager to execute the NYSDEC BSP-5 form.

**BE IT FURTHER RESOLVED**, that once the Master Sewer Meter is installed and integrated by the Town at the Kings Plaza Pump Station, the Town will be billed by the City based upon the new meter flows in accordance with the Agreement.

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

**#50-2023**

**A RESOLUTION TO APPROVE AN ACCESS LICENSE AGREEMENT WITH  
CREEK PARK BATAVIA, LLC.**

**Motion of Councilmember**

**WHEREAS**, the City of Batavia requires use of property located on the Creek Park Brownfield Development site, and owned by the Creek Park Batavia, LLC. for access into the McCarthy Ice Arena; and

**WHEREAS**, the City of Batavia, its guests, and invitees shall use the Licensed Premises only for purposes of vehicular access to the City Parcel throughout the Term, as permitted by Licensor. Licensee shall not obstruct or impede access by Licensor or other authorized users of the CPB Parcel over and upon the Licensed Premises; and

**WHEREAS**, prior to accessing the Licensed Premises the City of Batavia shall provide Creek Park Batavia, LLC. proof of commercial general liability insurance coverage; and

**WHEREAS**, the Agreement between the City and Creek Park Batavia LLC. will be effective upon signature of the agreement and expire on December 31, 2030 unless sooner terminated.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council President for the City of Batavia is hereby authorized to sign a Access License Agreement.

**Seconded by Councilmember  
and on roll call**

## **MOTION TO ENTER EXECUTIVE SESSION**

### **Motion of Councilperson**

**WHEREAS**, Article 7, Section 105(1)(d), of the Public Officer's Law permits the legislative body of a municipality to enter into Executive Session to discuss "...proposed, pending or current litigation...".

**WHEREAS**, Article 7, Section 105(1)(h), of the Public Officer's Law permits the legislative body of a municipality to enter into Executive Session to discuss "...the proposed acquisition, sale, or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof...".

**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...".

**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 Councilperson  
and on roll call**