

## **BATAVIA CITY COUNCIL SPECIAL CONFERENCE MEETING**

**Zoom Video Conference  
Monday, April 13, 2020 at 7:00 PM**

### **AGENDA**

- I. Call to Order
- II. Invocation – Councilmember Jankowski
- III. Pledge of Allegiance
- IV. Public Comments
- V. Council Response to Public Comments
- VI. Communications
  - a. Memorial Day Parade - May 25, 2020
  - b. Batavia Girls Fast Pitch Softball
  - c. Notre Dame Baseball and Softball
- VII. Council President Report
  - a. Announcement of the next City Council Conference Meeting to be held on Monday, April 27, 2020 at 7:00 p.m. during Zoom video conference meeting.
- VIII. City Centre Concourse Roof Project
- IX. Auction on Foreclosed Property
- X. Adjournment

**Memorial Day Parade 5-25-2020 (2020-9)**

Estimated costs of the parade are as follows:

Police - \$499.00

BOM - \$1179.90

However, this is a City-sponsored event and thus not cost passed onto the organizer.

**Batavia Girls Fast pitch Softball 4/1 – 8/31/2020 (S1-2020)**

Field reservations for Lions Park and Williams Park for the girls, age 7-16, fast pitch softball season

**Notre Dame Baseball and Softball 4/1 – 5/20/2020 (S2-2020)**

Field reservations for Lions and Williams Park for baseball and softball games



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

Official Use Only:

2020-9

Event Application #

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

Event Sponsor CITY OF BATAVIA  
Type of Event MEMORIAL DAY PARADE  
Date of Event MAY 25, 2020 - Monday  
Time of Event (don't include set up time here - just actual event time) 10:00 - 11:00  
Location of Event EAST MAIN ST. BATAVIA  
Details of Event (be as specific as possible!) ANNUAL PARADE HONORING VETERANS AND FIRST RESPONDERS

Contact Information:

Primary contact:

Secondary contact:

Name BOB BIALKOWSKI  
Phone # 585 343-4471  
E-mail address BBIALKOWSKI@BATAVIANEWYORK.COM

LISA CASEY  
585 345-6333  
LCASEY@BATAVIANEWYORK.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: CITY WEBSITE

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: MAY 25

Set up time: ARRIVE AT 9:15

Tear down date: N/A

Tear down time: N/A

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

Date: MAY 25 Start time: 0900 End time: 11:15

Estimated crowd size: 3000 # of Vendors/Displays 2177

**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

SOME NAME PARTICIPANTS  
\_\_\_\_\_  
Name of Company Providing Above Company Contact/Representative Phone #

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

**CITY SERVICES SUPPORT:**

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

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

**ELECTRIC:**

Will electric be needed for the event? Yes  No

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

Will generators be used? Yes  No

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

SIZE OF GENERATOR(S) \_\_\_\_\_ FUEL SOURCE - GAS -  - DIESEL -  - PROPANE -

**TENTS/CANOPIES/POP-UPS:**

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: PARADE

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

EAST MAIN EAST TOWN PLAZA - BANK ST & BANK ST  
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? AS REQUIRED

Will traffic cones be requested from the City? Yes  No  How Many? \_\_\_\_\_  
 (Drop off locations of requested items must be identified on the site drawing)

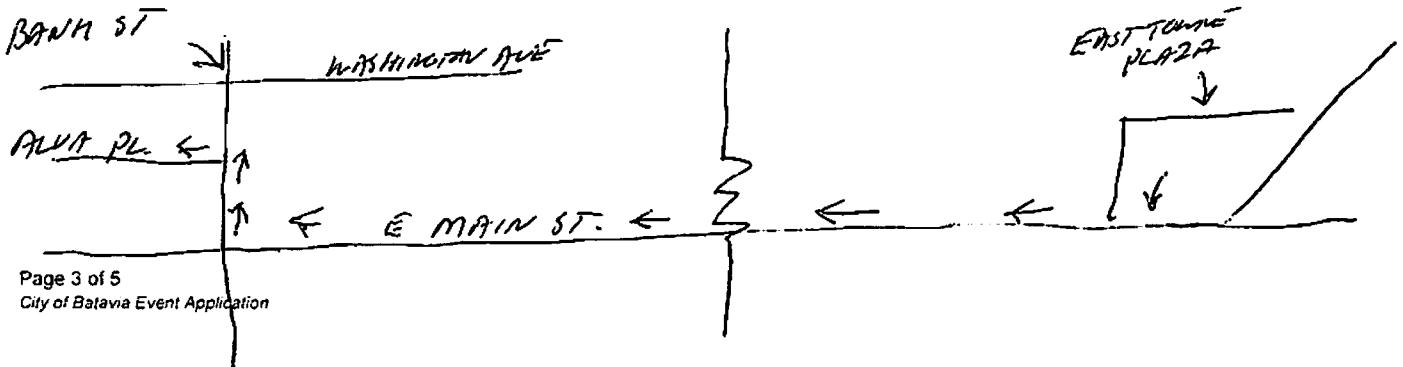
**BANNERS / SIGNS OR OTHER DECORATIONS ARE NOT TO BE ATTACHED TO STREET BARRICADES, TRAFFIC CONES, LIGHT POLES, OR ANY OTHER CITY PROPERTY**

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

**POLICE**

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

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



**PLEASE NOTE:**

1. Be as specific as possible in the description so we have the best understanding of your event. Also, be clear as to what you would like provided by the City. **Applications should be submitted at least 30 days in advance.**
2. Fire hydrants, Cross Streets/Alleys and Store Fronts **Shall Not Be Blocked** by any Vehicle or Concession at any time
3. An Emergency Vehicle Safety Lane Must be Maintained at All times at All Locations
4. Fuel Containers Must be of an Approved type and Must be Properly Secured
5. Deep Fryers Must Be Approved. Commercial Types Require a Type "K" Portable Fire Extinguisher
6. All Food Vendors Must Have a Type ABC Fire Extinguisher. All Fire Extinguishers Must Be Inspected Within The Last Year. **A Valid Health Department Permit Must Be Displayed.**
7. No grease or substance of any kind may be discharged upon the streets, sidewalks, or into the storm drains and/or sewers
8. City Sign Ordinances Shall Be Complied With At All Times And In All Regards
9. No paint or other markings may be placed on the street surface.
10. Any overtime and/or material costs in excess of \$500, as determined by City Departments, must be paid by the event sponsor or other party
11. The application fee is due at time of submission of the application and is non-refundable.
12. If approved, a Certificate of Liability Insurance of at least \$1,000,000 naming the City of Batavia as an additional insured for at least the day(s) of the event must be submitted to the City Clerk prior to the event date.

*N/A*

**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

CITY OF BATAVIA  
Name of Event Sponsor

*F. Robert Bialkowski*  
Authorized Signature, Title

F. ROBERT BIALKOWSKI  
Name - Printed or Typed

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

*FEB 28, 2020*  
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**



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

Official Use Only:

Event Application #:

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

Event Sponsor Batavia Girls Fastpitch Softball (BGFJ)  
 Type of Event Softball practices/games for girls ages 7-16  
 Date of Event 4/1/20 - 8/31/20  
 Time of Event (don't include set up time here - just actual event time) See Attached Schedule  
 Location of Event Lions Park, Williams Park  
 Details of Event (be as specific as possible!) girls fastpitch practices and games for girls ages 7-16

Contact Information:

Primary contact:

Name Matt Landen  
 Phone # (585) 409-8789  
 E-mail address mlanden@yahoo.com

Secondary contact:

Stan Kaus  
(585) 370-9861

\* 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):**

*See attached calendar*

Set up date: \_\_\_\_\_

Set up time: \_\_\_\_\_

Tear down date: \_\_\_\_\_

Tear down time: \_\_\_\_\_

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

*See attached calendar*

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

Start time: \_\_\_\_\_

End time: \_\_\_\_\_

Estimated crowd size: \_\_\_\_\_

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

**WILL THE EVENT INCLUDE:**

Parade: Yes  No  (MAP OF DESIRED ROUTE MUST BE ATTACHED)

Run or Walk: Yes  No  (MAP OF DESIRED ROUTE MUST BE ATTACHED)

Music: Yes  No  (SITE DRAWING OF STAGE OR DJ LOCATION ATTACHED)

Street Closure(s): Yes  No  (MAP OF CLOSED STREETS AND DROP LOCATION OF BARRICADES)

Other: Yes  No  (MAP OF DESIRED ROUTE MUST BE ATTACHED)

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

Name of Company Providing Above: \_\_\_\_\_

Company Contact/Representative \_\_\_\_\_

Phone # \_\_\_\_\_

Address, Street \_\_\_\_\_

City \_\_\_\_\_

Zip Code \_\_\_\_\_

Music: Live Group  Recorded/DJ

Name of Company Providing Above: \_\_\_\_\_

Company Contact/Representative \_\_\_\_\_

Phone # \_\_\_\_\_

Address, Street \_\_\_\_\_

City \_\_\_\_\_

Zip Code \_\_\_\_\_

**CITY SERVICES SUPPORT:**

City Code 66-15, D-2

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**ELECTRIC:**

Will electric be needed for the event? Yes  No

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

*Concession stand, scoreboard*

Will generators be used? Yes  No

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

SIZE OF GENERATOR(S) \_\_\_\_\_ FUEL SOURCE - GAS -  - DIESEL -  - PROPANE -



**TENTS/CANOPIES/POP-UPS:**

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

Yes  No   
Yes  No

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

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

pop up tent for game occasional 10'x10'

**ANCHORING INTO PAVEMENT IS PROHIBITED!**

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

**STREET CLOSURE(S):**

**ANY EVENT REQUIRING A STREET CLOSURE REQUIRES 90 DAY ADVANCE NOTICE**

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

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

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

Will street barricades be requested from the City? Yes  No  How Many? \_\_\_\_\_

Will traffic cones be requested from the City? Yes  No  How Many? \_\_\_\_\_

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

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

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

**POLICE**

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

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

**PLEASE NOTE:**

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5. Deep Fryers Must Be Approved. Commercial Types Require a Type "K" Portable Fire Extinguisher
6. All Food Vendors Must Have a Type ABC Fire Extinguisher. All Fire Extinguishers Must Be Inspected Within The Last Year. **A Valid Health Department Permit Must Be Displayed.**
7. No grease or substance of any kind may be discharged upon the streets, sidewalks, or into the storm drains and/or sewers
8. City Sign Ordinances Shall Be Complied With At All Times And In All Regards
9. No paint or other markings may be placed on the street surface.
10. Any overtime and/or material costs in excess of \$500, as determined by City Departments, must be paid by the event sponsor or other party
11. The application fee is due at time of submission of the application and is non-refundable.
12. If approved, a Certificate of Liability Insurance of at least \$1,000,000 naming the City of Batavia as an additional insured for at least the day(s) of the event must be submitted to the City Clerk prior to the event date.

**Hold Harmless Agreement**

BGFS, 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 BGFS (Organizer/Sponsor), its members, agents, employees, volunteers, officers, or directors in relation to activities described in this application and sanctioned by the issuance of a special event permit.

2/27/20  
Date:

Batavia Girls Footpitch Softball  
Name of Event Sponsor:

\_\_\_\_\_  
Authorized Signature, Title  
Melissa E. Landers  
Name - Printed or Typed

The rules and information contained within this application have been read and will be adhered to.  
2/27/20 \_\_\_\_\_  
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"/>		
<i>If recommendation is denied, please attach a brief explanation.</i>				

<b>OFFICIAL USE ONLY</b>				

**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

# April

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			5pm - Dark 1	5pm - Dark 2	5pm - Dark 3	8am - Dark 4
8am - Dark 5	5pm - Dark 6	5pm - Dark 7	5pm - Dark 8	5pm - Dark 9	5pm - Dark 10	8am - Dark 11
8am - Dark 12	5pm - Dark 13	5pm - Dark 14	5pm - Dark 15	5pm - Dark 16	5pm - Dark 17	8am - Dark 18
8am - Dark 19	5pm - Dark 20	5pm - Dark 21	5pm - Dark 22	5pm - Dark 23	5pm - Dark 24	8am - Dark 25
8am - Dark 26	5pm - Dark 27	5pm - Dark 28	5pm - Dark 29	5pm - Dark 30		

# May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					5pm - Dark 1	8am - Dark 2
5pm - Dark 3	5pm - Dark 4	5pm - Dark 5	5pm - Dark 6	5pm - Dark 7	5pm - Dark 8	8am - Dark 9
8am - Dark 10	5pm - Dark 11	5pm - Dark 12	5pm - Dark 13	5pm - Dark 14	5pm - Dark 15	8am - Dark 16
8am - Dark 17	5pm - Dark 18	5pm - Dark 19	5pm - Dark 20	5pm - Dark 21	5pm - Dark 22	8am - Dark 23
8am - Dark 24	5pm - Dark 25	5pm - Dark 26	5pm - Dark 27	5pm - Dark 28	5pm - Dark 29	8am - Dark 30
8am - Dark 31						

# June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	5pm - Dark 1	5pm - Dark 2	5pm - Dark 3	5pm - Dark 4	5pm - Dark 5	8am - Dark 6
8am - Dark 7	5pm - Dark 8	5pm - Dark 9	5pm - Dark 10	5pm - Dark 11	5pm - Dark 12	8am - Dark 13
8am - Dark 14	5pm - Dark 15	5pm - Dark 16	5pm - Dark 17	5pm - Dark 18	5pm - Dark 19	8am - Dark 20
8am - Dark 21	5pm - Dark 22	5pm - Dark 23	5pm - Dark 24	5pm - Dark 25	5pm - Dark 26	8am - Dark 27
8am - Dark 28	5pm - Dark 29	5pm - Dark 30				

# July

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			5pm - Dark 1	5pm - Dark 2	5pm - Dark 3	8am - Dark 4
8am - Dark 5	5pm - Dark 6	5pm - Dark 7	5pm - Dark 8	5pm - Dark 9	5pm - Dark 10	8am - Dark 11
8am - Dark 12	5pm - Dark 13	5pm - Dark 14	5pm - Dark 15	5pm - Dark 16	5pm - Dark 17	8am - Dark 18
8am - Dark 19	5pm - Dark 20	5pm - Dark 21	5pm - Dark 22	5pm - Dark 23	5pm - Dark 24	8am - Dark 25
8am - Dark 26	5pm - Dark 27	5pm - Dark 28	5pm - Dark 29	5pm - Dark 30	5pm - Dark 31	8am - Dark

# August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						8am - Dark 1
8am - Dark 2	5pm - Dark 3	5pm - Dark 4	5pm - Dark 5	5pm - Dark 6	5pm - Dark 7	8am - Dark 8
8am - Dark 9	5pm - Dark 10	5pm - Dark 11	5pm - Dark 12	5pm - Dark 13	5pm - Dark 14	8am - Dark 15
8am - Dark 16	5pm - Dark 17	5pm - Dark 18	5pm - Dark 19	5pm - Dark 20	5pm - Dark 21	8am - Dark 22
8am - Dark 23	5pm - Dark 24	5pm - Dark 25	5pm - Dark 26	5pm - Dark 27	5pm - Dark 28	8am - Dark 29
8am - Dark 30	5pm - Dark 31					





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

Official Use Only:

S2-2020  
 Event Application #

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

Event Sponsor Notre Dame High School;

Type of Event High school athletic contests

Date of Event per attached schedules

Time of Event (don't include set up time here – just actual event time) per attached schedules

Location of Event Lions Park & Williams Park

Details of Event (be as specific as possible!) Baseball and softball games

**Contact Information:**

Primary contact:

Secondary contact:

Name Mike Rapone

Wade Bianco

Phone # 585-356-5261

Phone # 585-703-6578

E-mail address Michael.rapone@ndhsbatavia.com

E-mail address wade.bianco@ndhsbatavia.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: \_\_\_\_\_ Set up time: \_\_\_\_\_

Tear down date: \_\_\_\_\_ Tear down time: \_\_\_\_\_

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

Date: per attached schedules Start time: per attached schedules End time: \_\_\_\_\_

Estimated crowd size: 100 # 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.*

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**ELECTRIC:**

Will electric be needed for the event? Yes  No

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

Will generators be used? Yes  No

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

SIZE OF GENERATOR(S) \_\_\_\_\_ FUEL SOURCE - GAS -  - DIESEL -  - PROPANE -

**TENTS/CANOPIES:**

Will Tents/Canopies or other membrane structures be erected at event? Yes  No   
Will a bounce house or other air supported structures be erected at event? Yes  No

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

**ANCHORING INTO PAVEMENT IS PROHIBITED!**

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

**STREET CLOSURE(S):**

**ANY EVENT REQUIRING A STREET CLOSURE REQUIRES 90 DAY ADVANCE NOTICE**

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

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

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

Will street barricades be requested from the City? Yes  No  How Many? \_\_\_\_\_

Will traffic cones be requested from the City? Yes  No  How Many? \_\_\_\_\_  
(Drop off locations of requested items must be identified on the site drawing)

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

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

**POLICE**

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

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

**PLEASE NOTE:**

1. Be as specific as possible in the description so we have the best understanding of your event. Also, be clear as to what you would like provided by the City. **Applications should be submitted at least 30 days in advance.**
2. Fire hydrants, Cross Streets/Alleys and Store Fronts **Shall Not Be Blocked** by any Vehicle or Concession at any time
3. An Emergency Vehicle Safety Lane Must be Maintained at All times at All Locations
4. Fuel Containers Must be of an Approved type and Must be Properly Secured
5. Deep Fryers Must Be Approved. Commercial Types Require a Type "K" Portable Fire Extinguisher
6. All Food Vendors Must Have a Type ABC Fire Extinguisher. All Fire Extinguishers Must Be Inspected Within The Last Year. **A Valid Health Department Permit Must Be Displayed.**
7. No grease or substance of any kind may be discharged upon the streets, sidewalks, or into the storm drains and/or sewers
8. City Sign Ordinances Shall Be Complied With At All Times And In All Regards
9. No paint or other markings may be placed on the street surface.
10. Any overtime and/or material costs in excess of \$500, as determined by City Departments, must be paid by the event sponsor or other party
11. The application fee is due at time of submission of the application and is non-refundable.
12. If approved, a Certificate of Liability Insurance of at least \$1,000,000 naming the City of Batavia as an additional insured for at least the day(s) of the event must be submitted to the City Clerk prior to the event date.

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**Hold Harmless Agreement**

**Notre Dame High School**, 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 **Notre Dame High School** (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.

3-2-20

Date

**Notre Dame High School**

Name of Event Sponsor



Authorized Signature Title

**Michael Rapone AP/Athletic Director**

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>	
Date Received	Council Action: (Approved / Disapproved)
Date of Council Action:	Insurance Received (if applicable)

**Event Application #:** \_\_\_\_\_

**Department:** \_\_\_\_\_  
*List Department Name Here*

Department Approval	YES	NO
DPW	<input type="checkbox"/>	<input type="checkbox"/>
Fire	<input type="checkbox"/>	<input type="checkbox"/>
Police	<input type="checkbox"/>	<input type="checkbox"/>

**Department Cost Estimate:** \_\_\_\_\_  
*If applicable*

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

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

**Submitted By:** \_\_\_\_\_ Name / Title Date Submitted



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/13/2019

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> Artex Risk Solutions, Inc. (CB) 2850 Golf Road, 5th Floor Rolling Meadows IL 60008-4050	<b>CONTACT NAME:</b> Christian Brothers Services
	<b>PHONE (A/C, No., Ext):</b> 800-807-0300 <b>FAX (A/C, No.):</b> 630-378-2508 <b>E-MAIL ADDRESS:</b>
<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURER A:</b> Pennsylvania Manufacturers Assoc Ins Co	<b>NAIC #:</b> 12262
<b>INSURER B:</b>	
<b>INSURER C:</b>	
<b>INSURER D:</b>	
<b>INSURER E:</b>	
<b>INSURER F:</b>	


**INSURED**      C-RIBRO-14  
 Brothers of the Christian Schools & Affiliates  
 Loc #1186179 NOTRE DAME HIGH SCHOOL  
 1205 Windham Parkway  
 Romeoville IL 60446-1679

**COVERAGES**      **CERTIFICATE NUMBER:** 174652218      **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	AGOL SUBR (NSD, WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A X	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y N	821900 0998922	6/15/2019	6/15/2020	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ Included MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ N/A PRODUCTS - COMP/OP AGG \$ Included \$
GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OT-HER						
<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
<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						PER STATUTE   OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Only the General Liability coverage will apply on a Primary and Non-Contributory basis (per attached endorsement) if required by fully executed written contract. Certificate Holder is added as an Additional Insured (per the attached endorsement) for General Liability coverage solely, strictly and specifically with regards to:  
 use of Austin Park, Lions Park, Williams Park and Dwyer Stadium from August 19, 2019 through June 14, 2020 per dates and times agreed to in the contract.

<b>CERTIFICATE HOLDER</b>  CITY OF BATAVIA 1 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.
	<b>AUTHORIZED REPRESENTATIVE</b> 

## Heidi Parker

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**From:** Raymond Tourt  
**Sent:** Tuesday, March 03, 2020 9:43 AM  
**To:** Heidi Parker; McKenna Downey  
**Cc:** Matt Worth  
**Subject:** FW: [SPAM?] ND Spring Field use request  
**Attachments:** City of Batavia Event Application Spring 2020.docx; certificate of Insurance City of Batavia 2019-2020.pdf; Spring 2020 City Fields.xls

**Importance:** Low

Heidi and McKenna:

Please see NDHS request for City fields for spring sports. You can disregard Dwyer Stadium as we are concerned with Lion's Park softball and Williams Park baseball.

**From:** Michael Rapone [mailto:michael.rapone@ndhsbatavia.com]  
**Sent:** Tuesday, March 3, 2020 9:06 AM  
**To:** Raymond Tourt <Tourt@BataviaNewYork.com>; Matt Landers <Matt.Landers@co.genesee.ny.us>  
**Subject:** [SPAM?] ND Spring Field use request  
**Importance:** Low

Attached is our request for use of City owned fields this spring. I have listed the range of dates we would use fields for practice as well as specific game dates. As always, thank you for all you do for us. Contact me with any questions.

Mike Rapone Notre Dame HS Batavia  
AssistantPrincipal/Athletic Director  
Varsity Basketball & Baseball Coach  
Genesee Region Boys Basketball Chairman



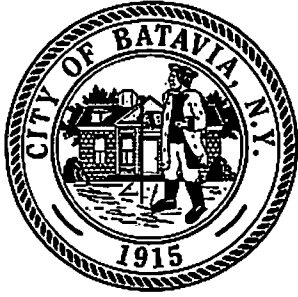
**Notre Dame Batavia**

*Entered on Outlook calendar*

**SPRING 2020 City Fields Schedule**

<b>SPORT</b>	<b>DAY</b>	<b>DATE</b>	<b>TIME</b>	<b>SITE</b>	
Baseball	Mon-Sat	4-1 to 5-20	3 to 6pm	Williams	PRACTICE
Softball	Mon-Sat	4-1 to 5-20	3 to 5:30pr	Williams	PRACTICE
Softball	Mon-Sat	4-1 to 5-20	3 to 5pm	Lions	PRACTICE
JV Baseball	Tue	04/14/2020	4:30pm	Williams	
JV Softball	Tue	04/14/2020	4:30pm	Williams	
VAR Softball	Wed	04/15/2020	4:30pm	Lions	
JV Softball	Thu	04/16/2020	4:30pm	Williams	
JV Baseball	Thu	04/16/2020	4:30pm	Williams	
<del>VAR Baseball</del>	<del>Tue</del>	<del>04/21/2020</del>	<del>4:30pm</del>	<del>Dwyer</del>	
VAR Softball	Tue	04/21/2020	4:30pm	Lions	
<del>VAR Baseball</del>	<del>Wed</del>	<del>04/22/2020</del>	<del>4:30pm</del>	<del>Dwyer</del>	
VAR Softball	Wed	04/22/2020	4:30pm	Lions	
Softball: JV	Fri	04/24/2020	4:30pm	Williams	
Baseball: JV,	Fri	04/24/2020	4:30pm	Williams	
<del>VAR Softball</del>	<del>Mon</del>	<del>04/27/2020</del>	<del>4:30pm</del>	<del>Dwyer</del>	
VAR Baseball	Mon	04/27/2020	4:30pm	Lions	
<del>VAR Softball</del>	<del>Tue</del>	<del>04/28/2020</del>	<del>4:30pm</del>	<del>Dwyer</del>	
VAR Baseball	Tue	04/28/2020	4:30pm	Lions	
<del>VAR Softball</del>	<del>Fri</del>	<del>05/01/2020</del>	<del>4:30pm</del>	<del>Dwyer</del>	
VAR Baseball	Fri	05/01/2020	4:30pm	Lions	
<del>VAR Baseball</del>	<del>Sat</del>	<del>05/02/2020</del>	<del>11:00am</del>	<del>Dwyer</del>	
Softball: JV	Mon	05/04/2020	4:30pm	Williams	
Baseball: JV	Mon	05/04/2020	4:30pm	Williams	
Baseball: JV	Tue	05/05/2020	TBD	Williams	
<del>VAR Baseball</del>	<del>Tue</del>	<del>05/05/2020</del>	<del>7:00pm</del>	<del>Dwyer</del>	
Softball: JV	Wed	05/06/2020	4:30pm	Williams	
Baseball: JV	Wed	05/06/2020	4:30pm	Williams	
VAR Softball	Mon	05/11/2020	4:30pm	Lions	
<del>VAR Baseball</del>	<del>Mon</del>	<del>05/11/2020</del>	<del>4:30pm</del>	<del>Dwyer</del>	
Baseball: JV	Tue	05/12/2020	7:00pm	Williams	
<del>VAR Baseball</del>	<del>Tue</del>	<del>05/12/2020</del>	<del>7:30pm</del>	<del>Dwyer</del>	
VAR Softball	Thu	05/14/2020	4:30pm	Lions	
<del>VAR Baseball</del>	<del>Thu</del>	<del>05/14/2020</del>	<del>4:30pm</del>	<del>Dwyer</del>	
Softball: JV	Fri	05/15/2020	4:30pm	Williams	
Baseball: JV	Fri	05/15/2020	4:30pm	Williams	
Baseball: JV	Mon	05/18/2020	4:30pm	Williams	
Softball: JV	Mon	05/18/2020	4:30pm	Williams	





# City of Batavia

## *Memorandum*

To: Martin Moore, City Manager

From: Matt Worth, Director of Public Works

Date: March 11, 2020

Subject: City Centre Concourse Roof Project



The City Centre roof project began preliminary construction activities with the preparation for the removal of the skylights. During the removal of the existing interior coverings it was discovered that the construction details were not in accordance with the original plan documents. The details utilized caused for a re-design of the skylight roof covering to accommodate the actual construction condition.

The City's design professional in conjunction with the contractor determined an alternative detail to accomplish the skylight removal that is acceptable. The change in cost for this detail is \$13,040. The change order includes all material for the installation of additional wood blocking, framing and insulation to create the needed enclosure for the new roof to be installed. The architect has reviewed this detail with me to ensure that the proposal is in line with reasonable construction cost for this work.

In addition, this project was procured under a total lump sum bid which does not have an allowance for change items that may occur during the project. It is suggested that a total of \$30,000 be appropriated by City Council from the facility reserve as a contingency that may be approved by the Director of Public Works. This would allow for approximately \$17,000 to be available in case of a condition change that needs to be addressed in a timely manner once the main roof construction work begins.

Supporting Documents:

Draft Resolution

Department of Public Works  
One Batavia City Centre  
Batavia, New York 14020

Phone: 585-345-6325  
Fax: 585-343-1385  
[www.batavianewyork.com](http://www.batavianewyork.com)

#-2020

**A RESOLUTION TO AMEND THE 2020/2021 BUDGET  
RESERVE AND EXPENSE ACCOUNTS FOR CHANGE TO BATAVIA CITY CENTRE  
ROOF ALTERATIONS AND REPLACEMENT PROJECT**

**Motion of Councilmember**

**WHEREAS**, pursuant to General Municipal Law 6-c the City of Batavia has an established Facilities Reserve Fund; and

**WHEREAS**, the Facilities Reserve Fund has a current balance of \$238,000; and

**WHEREAS**, the City Centre roof plans were not in accordance with what was built and to accommodate the existing structure of the roof a change order in the amount of \$13,040 has been created; and

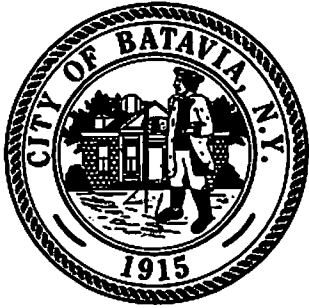
**WHEREAS**, the City would like to move forward with the change order and \$17,000 for contingency to accommodate other areas of the roof that were not built in accordance with the City's records; and

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Batavia that the Director of Public Works is hereby authorized on behalf of the City to execute the change orders for the City Centre Roof Alterations and Replacement Project with Grove Roofing Services, Inc..

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, By the City Council of the City of Batavia to authorize the City Manager to amend the 2020/2021 budget by increasing the accounts as follows:

Revenue 001.0001.0511.2106	Facility Reserves	\$ 30,000.00
Expense 004.0004.0105.1804	City Centre Construction	\$ 30,000.00

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



# City of Batavia

## MEMORANDUM

**To:** Martin Moore, City Manager  
**From:** Heidi J. Parker, Clerk-Treasurer  
**Date:** April 2, 2020  
**Subject:** Foreclosure Property Auction

On March 14, 2020, the City of Batavia auctioned property and the highest bidder was as follows:

697 East Main St      Joshua Doll      \$10,000

The recommendation is that Council approve the sale of the above listed property at the next business meeting. There are no outstanding taxes on any City properties owned by the bidder in the City of Batavia and no code violations of which I am aware. The Inspection Department has also reviewed the property and bidder and have no objection to the sale.

#-2020

**A RESOLUTION TO DISCONTINUE THE PUBLIC USE AND TO AUTHORIZE THE COUNCIL PRESIDENT TO SIGN AGREEMENTS FOR THE SALE OF THE PROPERTY AUCTIONED ON MARCH 14, 2020**

**Motion of Councilmember**

**WHEREAS**, the City foreclosed on 697 East Main St for non-payment of property taxes; and

**WHEREAS**, ads were placed in the Batavia Daily News and documentation was sent to Bontrager Real Estate & Auction Service, Inc. regarding the properties; and

**WHEREAS**, a Public Real Estate Auction was held at Bontrager's Auction Center on March 14, 2020 at 10:00 a.m.; and

**WHEREAS**, the highest bid received for the auctioned property is as follows:

Property	Highest Bidder	Highest Bid
697 East Main St	Joshua Doll	\$10,000

**NOW THEREFORE, BE IT RESOLVED**, by the City Council of the City of Batavia, that it discontinues the public use of said properties and authorizes the City Council President to sign all necessary and appropriate closing documents, including Quit Claim deeds, to convey the property to the highest bidders for all properties, subject to purchasers' execution of Contracts of Sale that are satisfactory to the City Attorney's Office.

**Seconded by Councilmember and on roll call**

**DRAFT**