

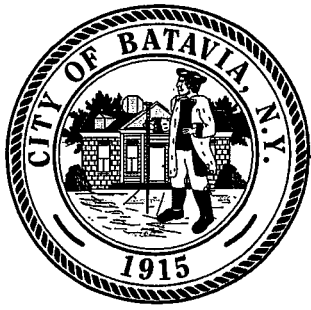
## BATAVIA CITY COUNCIL CONFERENCE MEETING

City Hall - Council Board Room  
One Batavia City Centre  
Monday April 25, 2022 at 7:00 p.m.

### AGENDA

- I. Call to Order
- II. Invocation – Councilmember Richmond
- III. Pledge of Allegiance
- IV. Public Comments
- V. Council Response to Public Comments
- VI. Communications
  - a. Brighton Securities Shred Day – 5/27/22
  - b. Memorial Day Parade – 5/30/22
  - c. GLOW OUT 5K Run and Celebration – 6/9/22
  - d. GLOW OUT Parade and Festival – 6/11/22
  - e. Eli Fish Carnival – 6/11/22
  - f. GO ART Music and Art Festival – 7/2/22
- VII. Council President Report
  - a. Announcement of the next City Council Meeting to be held on Monday, May 9, 2022 at 7:00 p.m. at the City Hall Council Board Room, 2<sup>nd</sup> Floor, City Centre
  - b. Retirement Proclamations
    - i. Ray Tourt- Superintendent of Bureau of Maintenance
    - ii. Bill Davis- Superintendent of Water and Waste Water
    - iii. Marty Heinz- Fire Department Capitan
    - iv. Chro Matarazzo- Bureau of Maintenance Heavy Equipment Operator
  - c. Swearing In Ceremony- Batavia Police Department Detective
- VIII. Jackson Square Bids Award
- IX. GO ART! RLF Grant Extension
- X. Richmond/Harvester Bid Award

- XI. Jackson Street Water Project CBDG Grant Administration
- XII. Jackson Street Water Project Certifying Officer
- XIII. Bank Street Water Project NBRC Grant Administration
- XIV. Youth Board Appointment
- XV. Purchasing Policy
- XVI. Community Garden
- XVII. Adjournment



## **MEMORANDUM**

**To:** Rachael Tabelski, City Manager  
**From:** Heidi J. Parker, Clerk-Treasurer  
**Date:** 4/20/22  
**Subject:** Event Summary

Below please find the summary for the events to be reviewed by City Council on April 25, 2022:

### **Brighton Securities Shred Day – 5/27/22**

There are no costs from the departments for this event.

### **Memorial Day Parade – 5/30/22**

Estimated costs from the departments are \$2,571.17 (\$922 – PD, \$1649.17 – BOM)

### **GLOW OUT 5K Run and Celebration – 6/9/22**

Estimated cost from the police department is \$538.00. There were no other costs from the other departments.

### **GLOW OUT Parade and Festival – 6/11/22**

Estimated cost from the police department is \$538.00. There were no other costs from the other departments.

### **Eli Fish Carnival – 6/11/22**

There are no costs from the departments for this event.

### **GO ART Music and Art Festival – 7/2/22**

Estimated cost from the police department is \$538.00 and from Bureau of Maintenance is \$919.29. There were no other costs from the other departments.

**\*\*NOTE** – Event sponsors are responsible for any costs that may be incurred because of their event and have been made aware of estimate costs, if any.



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

**PAID**  
APR 11 2022  
CITY OF BATAVIA  
CLERK-TREASURER

Official Use Only:

2022-15  
Event Application #:

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

Event Sponsor Brighton Securities  
Type of Event Shred Day  
Day and Date of Event 5/27/22 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) 11th Annual free document destruction and disposal day where the public is free to contactlessly drop off and dispose of old documents

**Contact Information:**

Primary contact:

Name Christina Gregory  
Phone # 585.340.7704  
Mailing address 212 E. Main St, Batavia, NY 14020  
E-mail address cgregory@brightonsec.com

Secondary contact:

Name Amy Sherman  
Phone # 585.240.1850  
Mailing address 212 E. Main St Batavia, NY 14020

\* 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: www.brightonsec.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: 5/27/22

Set up time: 11:00 AM

Tear down date: 5/27/22

Tear down time: 2:30 PM

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

Date: 5/27/22

Start time: 12:00 PM

End time: 2:00 PM

Estimated crowd size: 100 throughout  
Re-timing plan

# 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\* one 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:**

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.

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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.

4/11/22  
Date:

Brighton Securities  
Name of Event Sponsor:

Christina Greer, Marketing Operations Manager  
Authorized Signature, Title

Christina Greer  
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"/>		
<i>If recommendation is denied, please attach a brief explanation.</i>				

<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**

	<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:*

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**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:



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/4/2022

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. P.O. Box 4743 Syracuse NY 13221	<b>CONTACT NAME:</b> Kristen Meeker <b>PHONE (A/C No. Ext):</b> 315-453-2187 <b>E-MAIL ADDRESS:</b> certificates@haylor.com	<b>FAX (A/C No):</b> 315-362-5747
	<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. NAIC # 24082	
	<b>INSURER B:</b> Westchester Surplus Line 10172	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	

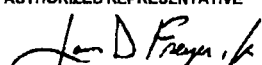
**COVERAGES**      **CERTIFICATE NUMBER:** 719682280      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD. WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y Y	BZS2158084540	6/30/2021	6/30/2022	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"/> AUTOMOBILE LIABILITY <input type="checkbox"/> 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	6/30/2021	6/30/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y Y	USO58084540	6/30/2021	6/30/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	<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	Y/N N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Professional Liability		G71117881004	4/11/2021	4/11/2022	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  
 Proof of insurance

**CERTIFICATE HOLDER****CANCELLATION**

City of Batavia One Batavia City Centre Batavia NY 14020	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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City of Batavia  
Batavia, New York 14020  
(585) 345-6300

Official Use Only:

2022-11  
Event Application #:

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

N/A

Event Sponsor City of Batavia  
Type of Event Memorial Day Parade  
Day and Date of Event Monday May 30, 2022  
Time of Event (don't include set up time here - just actual event time) 9:45AM - 10:45AM  
Location of Event Eastowne Plaza & Alva Place parking lot  
Details of Event (be as specific as possible!) Annual Parade honoring veterans and first responders

Contact Information:

Primary contact:

Secondary contact:

Name Bob Bialkowski Angie Dickson  
Phone # 585 343 4471 585 345 6333  
Mailing address One Batavia City Centre 14020 One Batavia City Centre 14020  
E-mail address Bbialkowski@batavianewyork.com Adickson@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: www.batavianewyork.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: May 31, 2022

Set up time: 9:00AM

Tear down date: N/A

Tear down time: N/A

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

Date: May 31, 2022 Start time: 9:00AM End time: 10:45AM

Estimated crowd size: 3000 # 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

Some parade 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  \*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: Parade

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

East Main Eastown Plaza - Bank Str. & Bank Str.  
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)*

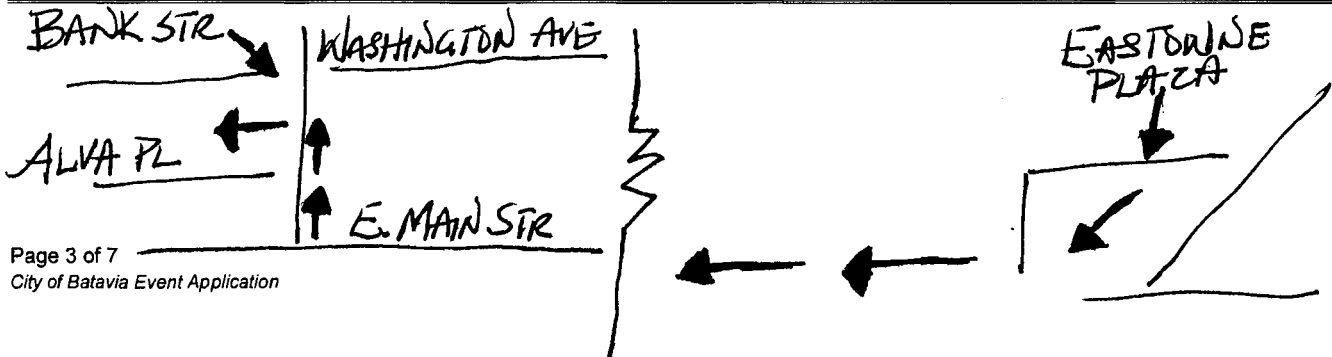
**BANNERS / SIGNS OR OTHER DECORATIONS ARE NOT TO BE ATTACHED TO STREET BARRICADES, TRAFFIC CONES, LIGHT POLES, OR ANY OTHER CITY PROPERTY**

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. 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**

N/A, 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.

4/4/22  
Date:

City of Batavia  
Name of Event Sponsor:  
Rachael J. Tabetzki  
Authorized Signature, Title

Rachael J. Tabetzki  
Name - Printed or Typed

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

4/4/22  
Date:

Rachael J. Tabetzki  
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><b>OFFICIAL USE ONLY</b></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><b>OFFICIAL USE ONLY</b></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*

<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





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

**Official Use Only:**

2022-12  
 Event Application #:

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

Event Sponsor GLOW OUT!  
 Type of Event 5K run and celebration & yoga w/DJ and belly dancers  
 Day and Date of Event Thursday, June 9<sup>th</sup>, 2022  
 Time of Event (don't include set up time here - just actual event time) \_\_\_\_\_  
 Location of Event Centennial Park

Details of Event (be as specific as possible!) 5K run starts and ends at Centennial Park. At the end of the run there will be a DJ and belly dance troupe performing for an hour. There will be a water station at the corner of N. Spruce Street and North St.

Contact Information:

Primary contact:

Secondary contact:

Name Gregory Hallock  
 Phone # (646) 530-1980  
 Mailing address 8 Davis Avenue, Batavia  
 E-mail address ghallock@gpart.org

Name Sara Vacin  
 Phone # (716) 803-0901  
 Mailing address 131 Tracy Avenue, Batavia  
 E-mail address saravacin@gmail.com

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

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

Type of alcoholic beverage to be served: Liquor  Wine  Beer

Will you be providing alcohol to your group? Yes  No

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

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

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

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

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

**PAID**  
 APR - 6 2022  
 CITY OF BATAVIA  
 CLERK-TREASURER

**EVENT INFORMATION (required):**

Set up date: 06/09/2022

Set up time: 5pm

Tear down date: 06/09/2022

Tear down time: 8:30pm

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

Date: 06/09/2022

Start time: 5pm

End time: 9pm

Estimated crowd size: 50

# of Vendors/Displays 2

**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

GLOW OUT!

\_\_\_\_\_  
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? DJ + sound system

Will generators be used? Yes  No  \*see Special Events Inspection ✓ list for compliance\*

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

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

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

Will Tents/Canopies or other membrane structures be erected at event? 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: race  
We will put up barriers and take them down 5 min before and after runner

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

<u>Richmond Avenue</u> <small>Street to be closed</small>	<u>Ellicott Ave</u>	&	<u>Bank St.</u>
<u>Bank Street</u> <small>Street to be closed</small>	<u>Richmond</u>	&	<u>Vine St.</u>
<u>Vine Street</u> <small>Street to be closed</small>	<u>Bank St.</u>	&	<u>Evergreen Dr.</u>
<u>Evergreen Drive</u> <small>Street to be closed</small>	<u>N. Spruce St.</u>	&	<u>East Ave.</u>
<u>N. Spruce St.</u> <small>Street to be closed</small>	<u>Evergreen Dr.</u>	&	

Will street barricades be requested from the City? Yes  No  How Many? 46

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

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

Are there any other city materials or personnel requested for the event? Identify below: *(there may be additional costs)*  
no

**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.**

East Ave  
Ross St. Ave.  
Washington Ave.  
Ellicott Ave.

N. Spruce St. & Ross St.  
East Ave. & Washington Ave.  
Ross St. & Ellicott Ave.  
Washington Ave. & Richmond Ave.

**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**

GLOW OUT!, 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 GLOW OUT! (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.

04/05/2022  
Date:

GLOW OUT!  
Name of Event Sponsor:  
Gregory A. Hallock ~~Executive~~ Board President  
Authorized Signature, Title  
Gregory A. Hallock  
Name - Printed or Typed

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

04/05/2022  
Date:

Gregory A. Hallock  
Signature of Applicant:

**Please forward this application to:**

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

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

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

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

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

**ANCHORING INTO PAVEMENT IS PROHIBITED!**

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

**STREET CLOSURE(S):**

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

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

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

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

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

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**POLICE**

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

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

**SPECIAL EVENT APPLICATION  
DEPARTMENT APPROVAL SUMMARY**

**FOR OFFICIAL CITY USE ONLY**

<u><b>OFFICIAL USE ONLY</b></u>				
Department Recommendations:	Approved	Denied	<u>Additional Costs</u>	<u>Department Initials</u>
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><b>If recommendation is denied, please attach a brief explanation</b></i>				

<u><b>OFFICIAL USE ONLY</b></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
Inspection performed by: _____ Date: _____	



# GLOW CORPORATE 5K

## START

- N. Side of RICHMOND
- 59'0" E from SE. CNR of Storm Sewer
- 68'10" NE of Power Pole 15

## 1 MILE

- W. Side of VINE
- 14'2" S of SW CNR of SS in front of #257
- 60'3" SW of N43° NYT36

## 2 MILE

- NE CNR of EAST ELM
- 19'11" W of NW CNR of SS
- 5'11" S of RR on ELM

## 3 MILE

- N. Side of WASHINGTON
- 45'2" NW of manhole
- 53'9" SE of N101° NYTHO

## FINISH

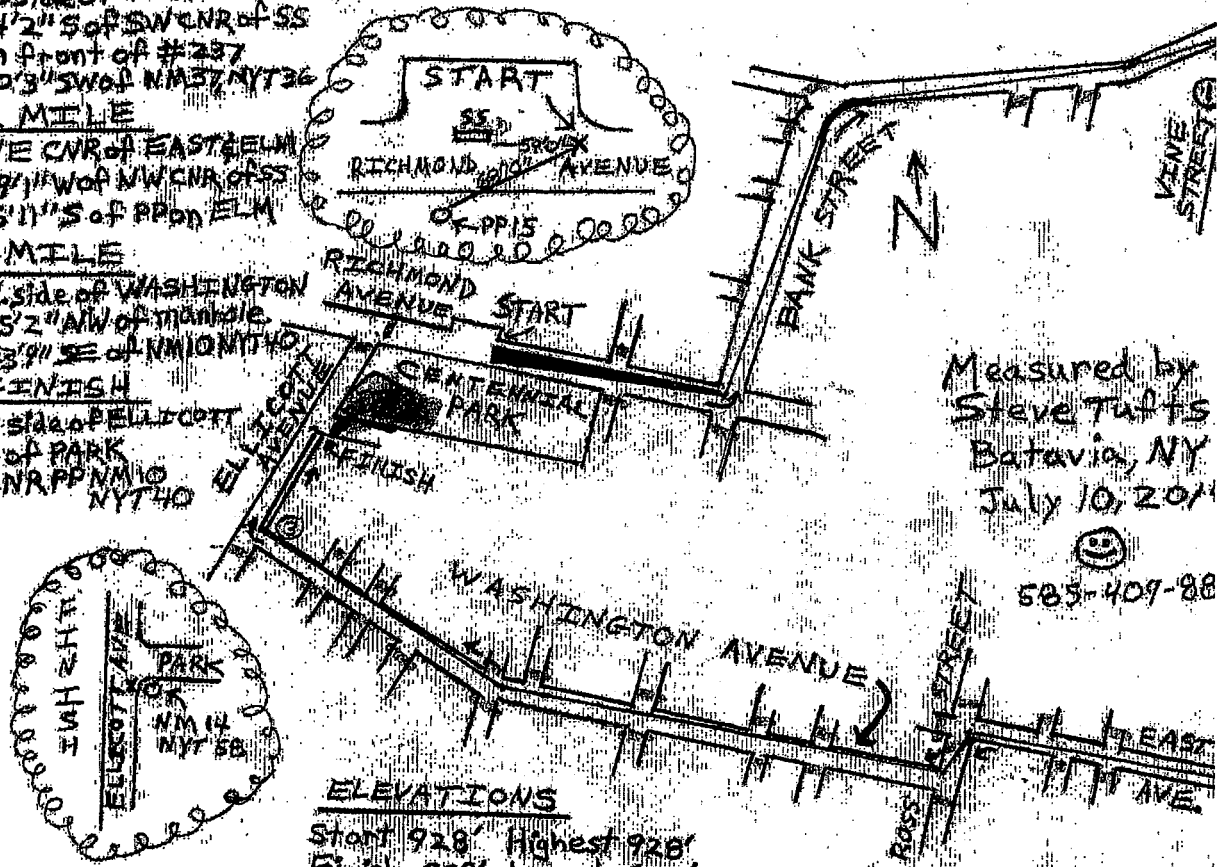
- E Side of BELLE COTT
- S of PARK
- CNR of NYTHO



USATF Certificate

NY14090JG

Effective: 07/14/2014  
through 12/31/2024



Measured by  
Steve Tafts  
Batavia, NY  
July 10, 2014

585-409-88

### ELEVATIONS

Start 928' Highest 928'  
Finish 908' Lowest 889'

Calibrated on NY0611/1KL



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

Official Use Only:

2022-13  
Event Application #:

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

Event Sponsor GLOW OUT!

Type of Event Parade & Festival

Day and Date of Event 06/11/2022, Saturday

Time of Event (don't include set up time here -- just actual event time) 11am - 8pm

Location of Event Batavia City Center Parking Lot

Details of Event (be as specific as possible) The Parade will start on Ava Place at Batavia City Centre, turn right at Austin Park, left onto Washington, right onto Ellicott, right onto Richmond, right onto Bank and end at Batavia City Centre lot. The festival will happen on Bank street between Main + Alva and in Batavia City Centre Lot.

Contact Information:  
Primary contact: Name Gregory Hallock  
Phone # (585) 680-1980  
Mailing address 8 Davis Avenue, Batavia  
E-mail address ghallock@goart.org

Secondary contact: Name Sara Vacin  
Phone # (716) 803-0901  
Mailing address 131 Tracy Avenue, Batavia  
E-mail address saravacin@gmail.com

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

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

Type of alcoholic beverage to be served: Liquor  Wine  Beer

Will you be providing alcohol to your group? Yes  No

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

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

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

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

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

**PAID**  
APR - 6 2022  
CITY OF BATAVIA  
CLERK-TREASURER

**EVENT INFORMATION (required):**

Set up date: 06/11/2022

Set up time: 10:30 am

Tear down date: 06/11/2022

Tear down time: 8 pm

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

Date: 06/11/2022 Start time: ~~HADA~~ 10:30am

End time: 8:30 pm

Estimated crowd size: 600

# of Vendors/Displays 15

**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

GLOW OUT!

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\* 10' - 12' pop up tents,  
20' x 40' 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: parade & festival  
We will put up barriers & take them down 5 min before and after walkers

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

<u>Alva Place</u> <small>Street to be closed</small>	<u>State St.</u>	&	<u>Bank St.</u>
<u>Bank St.</u> <small>Street to be closed</small>	<u>Main St.</u>	&	<u>Richmond/North</u>
<u>Washington Ave.</u> <small>Street to be closed</small>	<u>Bank St.</u>	&	<u>Ellicott Ave.</u>
<u>Ellicott Ave.</u> <small>Street to be closed</small>	<u>Washington Ave.</u>	&	<u>Richmond Ave.</u>
<u>Richmond Ave.</u> <small>Street to be closed</small>	<u>Ellicott Ave</u>	&	<u>Bank St.</u>

Will street barricades be requested from the City? Yes  No  How Many? 18

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**

GLOW OUT!, 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 GLOW OUT! (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.

04/05/2022  
Date:

GLOW OUT!  
Name of Event Sponsor:  
Gregory A. Hallock, Board President  
Authorized Signature, Title  
Gregory A. Hallock  
Name - Printed or Typed

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

04/05/2022  
Date:

Gregory A. Hallock  
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*

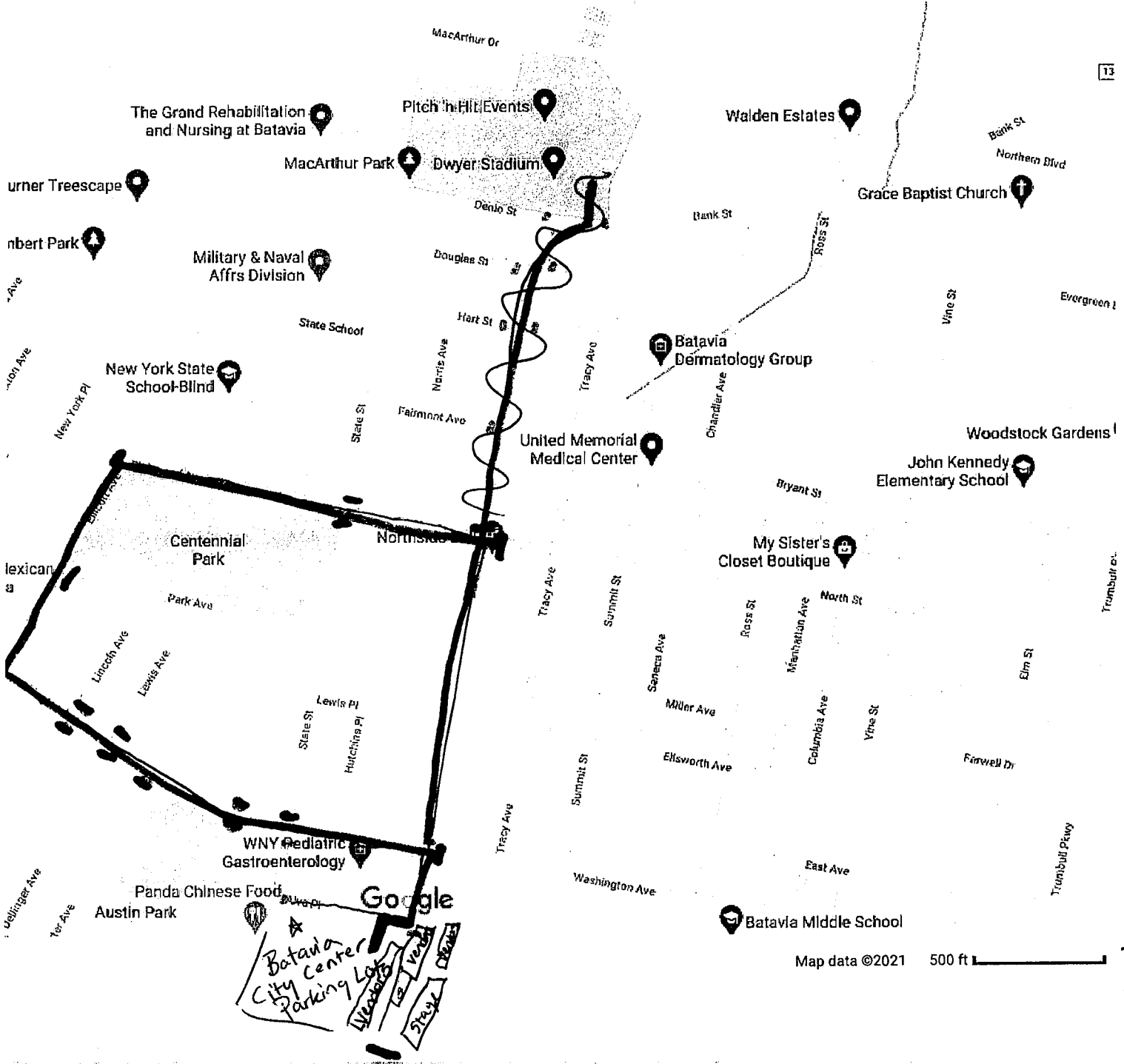
**Estimate based on:** *Fillable table – type your response here:*

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

--

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



The Grand Rehabilitation and Nursing at Batavia

Pitch In! Events

Walden Estates

Turner Treescape

MacArthur Park

Dwyer Stadium

Grace Baptist Church

Robert Park

Military & Naval Affairs Division

Batavia Dermatology Group

New York State School-Blind

United Memorial Medical Center

Woodstock Gardens

John Kennedy Elementary School

Centennial Park

My Sister's Closet Boutique

Lexican

Park Ave

WNY Pediatric Gastroenterology

Batavia Middle School

Panda Chinese Food

Austin Park

Google

Batavia City Center

Parking Lots

Washburn

Leitch

State

Chandler



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

**Official Use Only:**

2022-14  
Event Application #:

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

Event Sponsor Eli Fish Brewing Company / Batavia Brewing Company

Type of Event Carnival

Day and Date of Event Saturday, June 11, 2022

Time of Event (don't include set up time here - just actual event time) 4pm-10pm

Location of Event Jackson Square

Details of Event (be as specific as possible!) Small carnival with Eli Fish food and beer, carnival games, dunk tank, live entertainment and vendor booths

**Contact Information:**

Primary contact:

Name Sydney Carli  
Phone # 585-813-7005  
Mailing address 520 Clinton St Rd Apt 3, Batavia  
E-mail address Syd@elifishbrewing.com

Secondary contact:

Name Matt Grey  
Phone # 919-889-3371  
Mailing address 41 Clinton St, Batavia, NY 14020  
E-mail address matt@elifishbrewing.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: Eli Fish Facebook

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? Batavia Brewing Company, D/B/A Eli Fish

**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. \*\***

**PAID**  
APR - 6 2022  
CITY OF BATAVIA  
CLERK-TREASURER



**EVENT INFORMATION (required):**

Set up date: 06/11/22

Set up time: 9 AM

Tear down date: 06/12/22

Tear down time: 9 AM

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

Date: 6/11/22

Start time: 4 PM

End time: 10 PM

Estimated crowd size: 200

# of Vendors/Displays 9

**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

Noah Goken \_\_\_\_\_ Corey Hagstrom \_\_\_\_\_  
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? Lights, Stage entertainment

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\* 20x20, 10x10

**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? 2

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

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

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

6 trash cans, 12 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.

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**Hold Harmless Agreement**

El Fish/Batavia Brewing Co., 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 El Fish/Batavia Brewing Co. (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.

4/1/12  
Date:

El Fish Brewing Company/Batavia Brewing Co.  
Name of Event Sponsor:

Sydney L. Carl Event Coordinator  
Authorized Signature, Title

Sydney L Moore  
Name - Printed or Typed

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

04/01/12  
Date:

Sydney L Carl  
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	<u>Additional Costs</u>	<u>Department Initials</u>
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>	
_____	_____
<small><i>Date Received</i></small>	<small><i>Council Action: (Approved / Disapproved)</i></small>
_____	_____
<small><i>Date of Council Action:</i></small>	<small><i>Insurance Received (if applicable)</i></small>

**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 40BC 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**  
MAR 24 2022  
CITY OF BATAVIA  
CLERK-TREASURER

Official Use Only:

2022-8  
Event Application #:

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

Event Sponsor Genesee - Orleans Regional Arts Council, GO ART!  
Type of Event Music + Art Festival  
Day and Date of Event July 2, 2022 (Saturday)  
Time of Event (don't include set up time here - just actual event time) 10 am - 9 pm  
Location of Event Jackson Street + School Street

Details of Event (be as specific as possible!) two music stages w/ 20-30 bands, artisan alley w/ artist creating work (about 10-15 artists), arts a/craft vendors (about 40), 4-5 food trucks, 1 folk art stage (dance + other performers), children's craft area  
The event will be taking place in Jackson Square and on Jackson and School

Contact Information:

Primary contact:

Name Gregory Hallock  
Phone # 585-343-9313  
Mailing address 201 E. Main St. Batavia, NY 14020  
E-mail address ghallock@goart.org

Secondary contact:

Name Mary Jo Whitman  
Phone # 585-343-9313  
Mailing address 201 E. Main St. Batavia, NY 14020  
E-mail address mjwhitman@goart.org

as well as the streets front of the Save-A-Lot Parking lot

\* 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: www.goart.org

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? vendor/sponsor (hopefully Eli Fish)

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: 07/02/2022

Set up time: 7am - 10am

Tear down date: 07/02/2022

Tear down time: 9pm - 10pm

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

Date: 07/02/2022 Start time: 10 am

End time: 9 pm

Estimated crowd size: 1,000

# of Vendors/Displays 40

**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: Vendors (Food Arts+Craft) 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

Genesee-Orleans Regional Arts Council Gregory Hallock 585 343-9313

201 East Main St. Batavia 14020

**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? musicians + vendors

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) 6,000-7,500 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\* \_\_\_\_\_  
\_\_\_\_\_

**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: event is happening  
on the street

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

<u>Jackson Street</u> <small>Street to be closed</small>	<u>Main Street</u> <small>Cross Streets</small>	&	<u>Ellicott Street</u>
<u>School Street</u> <small>Street to be closed</small>	<u>Jackson Street</u> <small>Cross Streets</small>	&	<u>Center Street</u>
_____	_____	&	_____
<small>Street to be closed</small>	_____	&	_____
_____	_____	&	_____
<small>Street to be closed</small>	_____	&	_____

Will street barricades be requested from the City? Yes  No  How Many? 8

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)*  
picnic tables, garbage cans

**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**

GO ART!, 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 GO ART! (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.

03/22/2022  
Date:

Genesee-Orleans Regional Arts Council, GO ART!  
Name of Event Sponsor:

Gregory A. Hallock, Executive Director  
Authorized Signature, Title

Gregory A. Hallock  
Name - Printed or Typed

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

03/22/2022  
Date:

Gregory A. Hallock  
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	<u>Additional Costs</u>	<u>Department Initials</u>
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:*  
\_\_\_\_\_

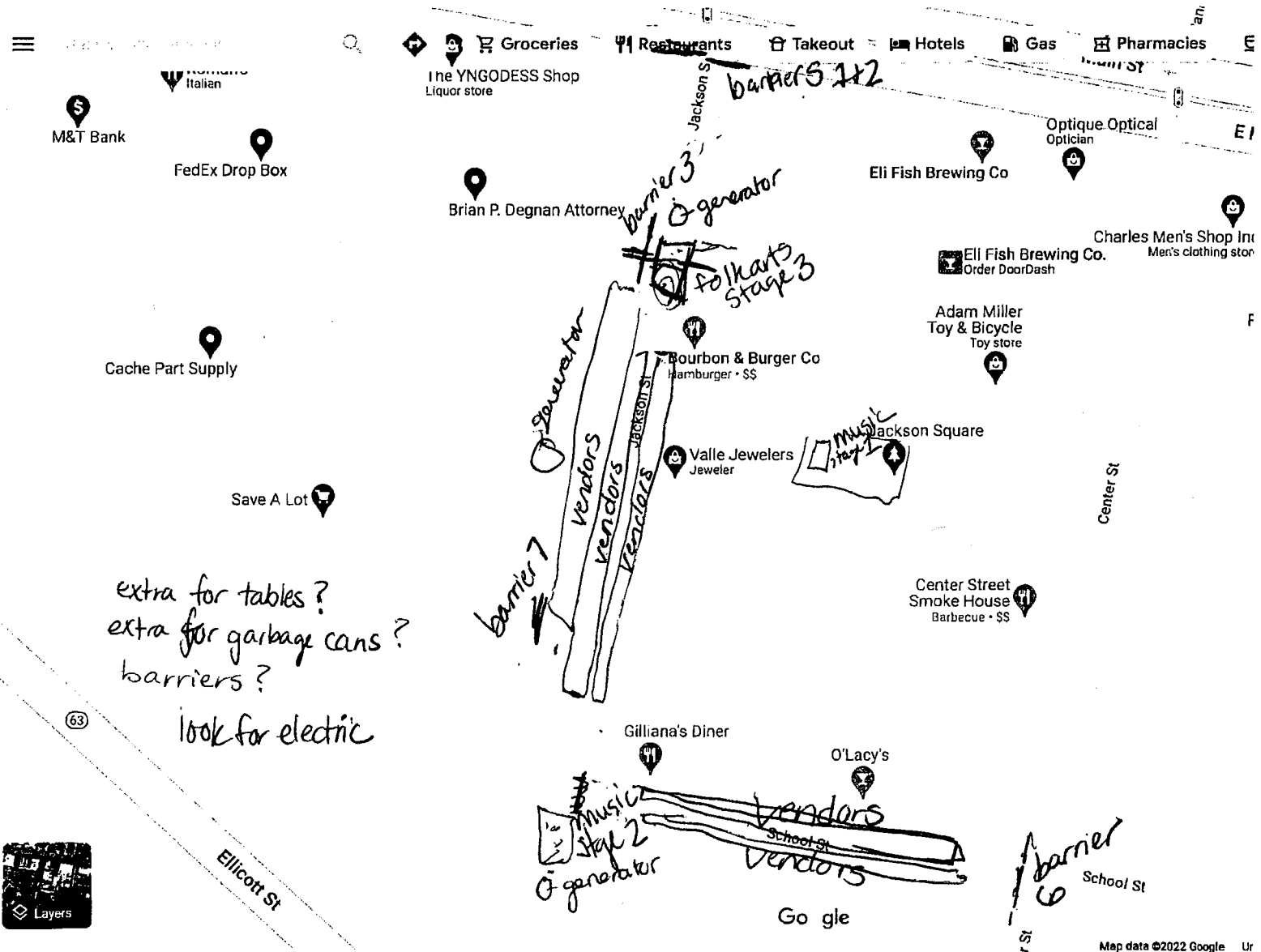
**Submitted By:** \_\_\_\_\_ \_\_\_\_\_  
*Name / Title* *Date Submitted*

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

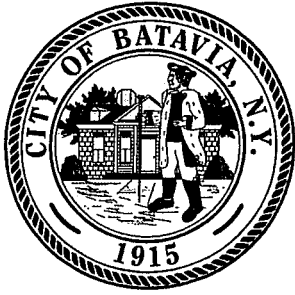
Is structure at least 20 feet from any property lines?	Do not occupy or use structure. Structure needs to be relocated a minimum of 20 feet from any property lines.
Is structure within 20 feet of any building?	Do not occupy or use structure. Structure needs to be relocated a minimum of 20 feet from any 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
Inspection performed by: _____ Date: _____	



extra for tables?  
 extra for garbage cans?  
 barriers?

look for electric

barrier 4+5



# City of Batavia

## *Memorandum*

To: Honorable City Council Members

From: Rachael J. Tabelski, MPA, City Manager

Date: April 7, 2022

Subject: Jackson Square Construction Bid Award

Part of the City of Batavia Capital Project Plan and the Downtown Revitalization Initiative (DRI) is the "Enhance Jackson Square Project". The project elements include decorative pavements, new stage with canopy, lighting and signage.

The project has been designed and was bid in the fall of 2021, however bids came in too high and were rejected. The architectural firm Architectural Resources, with the help of LaBella, re-engineered elements of the project (including the material for the stage canopy, reduction in signage and some lighting elements) to attempt to bring the construction cost down.

The project is fully reimbursable through the DRI and a Batavia Development Urban Corridor grant from National Grid.

Bids were re-released in the first week of April and are due back to the City on Friday April 22, 2022. Construction is anticipated to occur in late summer/fall.

With the bids just coming in the Friday prior to the Council Meeting the lowest bid was now know at the time of writing this memo. An email will be sent to Council as soon as bids are open, and Architectural Resources makes a recommendation.

I recommend the City Council move the Enhance Jackson Square Project Bid Resolution forward to the next Business Meeting May 9, 2022 for contract award.

**#-2022**

**A RESOLUTION TO ENTER INTO AN AGREEMENT WITH XXXXX FOR  
CONSTRUCTION SERVICES FOR THE DRI ENHANCE JACKSON SQUARE  
PROJECT**

**Motion by Councilmember**

**WHEREAS**, a Project for the enhancement of Jackson Square was approved for the Downtown Revitalization Initiative (DRI) in the City of Batavia; and

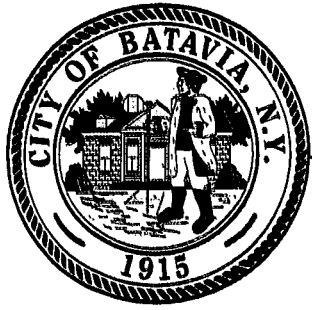
**WHEREAS**, a request for construction bids were released for a contractor to construct the project as specified in the project construction documents. The lowest responsible bidder is XXXX of XXXX.

**NOW, THEREFORE, BE IT RESOLVED**, that City Council approves the award of a contract for construction for the enhancement of Jackson Square to XXXXX of XXXX in the amount of \$XXX,XXX.

**Motion Seconded by Councilmember  
And on roll call**

**DRAFT**





# City of Batavia

## *Memorandum*

To: Honorable City Council Members

From: Rachael J. Tabelski, MPA, City Manager

Date: April 20, 2022

Subject: GO ART! RLF Grant Extension

In January of 2020 The Batavia City Council approved a \$20,000 grant from the City of Batavia Revolving Loan Fund Grant Program to GO ART!.

The grant was awarded to support GO ART!'s building renovations including the foundation, roof, drainage, chimney, windows, fence, exterior painting, and repair of the elevator and HVAC. As the project was approved just weeks before COVID-19 broke out in New York, and it caused delay in material and labor deliver of the project.

The Batavia Development Corporation (BDC) has reviewed the request for an extension on March 24, 2022 and recommend a two-year extension to allow GO ART! to complete the project. The total project cost is estimated at \$218,300 and is be funded by many sources:

1. \$20,000- Community Foundation for Greater Buffalo
2. \$2,000- Community Foundation for Greater Rochester
3. \$10,000- Western New York Foundation
4. \$4,000- NYS Preservation League
5. \$72,500- ARTS ACFIP
6. \$50,000- Main Street Grant
7. \$15,000- Palma Foundation
8. \$15,000- Private Donation
9. Volunteer labor

The \$20,000 RLF Grant Funds will help ensure that the project can proceed to protect this historical building. Despite other funding, the RLF Funds will be used in compliance with the grant policy. The project scope remains in accord with the City goal of improving and repairing façades and preservations to historical buildings in our downtown area and in the BID/DRI boundary.



# City of Batavia

I recommend the City Council moving the GO ART! RLF grant extension resolution forward to the next Business Meeting May 9, 2022.

#-2022

**A RESOLUTION AUTHORIZING THE EXTENSION OF A BATAVIA REVOLVING  
LOAN FUND GRANT AWARD AND AUTHORIZING EXECUTION OF A  
PARTICIPATION AGREEMENT**

**Seconded by Councilmember**

**WHEREAS**, the City Council of the City of Batavia approved a Revolving Loan Fund Grant for GO ART!, resolution #3-2020; and

**WHEREAS**, due to COVID-19 supply chain issues GO ART! has requested an extension of their project to complete repairs and improvements of their historic building located at 201 East Main St. Batavia, NY 14020; and

**WHEREAS**, after review, the Batavia Development Corporation recommends the extension of the grant.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Batavia City Council approves granting \$20,000 to the project; and

**BE IT FURTHER RESOLVED** that the City of Batavia City Council authorize the City Council President to execute the Grant Agreement.

**Seconded by Councilmember  
and on roll call**

**#3-2020**

**A RESOLUTION AUTHORIZING THE BATAVIA REVOLVING LOAN FUND GRANT  
AWARD AND AUTHORIZING EXECUTION OF A PARTICIPATION AGREEMENT**

**Seconded by Councilperson**

**WHEREAS**, the City Council for the City of Batavia amended the Revolving Loan Fund Agreement on April 8, 2019; and

**WHEREAS**, according to the amendment, notwithstanding any other provisions of the Revolving Loan Fund Agreement, the Loan Fund may also, on a project specific basis and with City Council approval, make a grant for an eligible project or funding purpose within the City; and

**WHEREAS**, the City Council for the City of Batavia enacted a policy to allow for grant funds to be accessed for specific purposes including Downtown Revitalization Initiative Area (DRI) advancement, City Priority Economic Development, and Building Improvements; and

**WHEREAS**, GO-ART!, (“Owner”) has submitted a completed application for grant funds to the Batavia Development Corporation, the Batavia Development Corporation has acknowledged receipt of the application and application fee, received the deed to the property, the project financials, reviewed and scored the project, and advanced the project to the City Council of the City of Batavia to review; and

**WHEREAS**, the Owner intends to complete repairs and improvements of the property located at 201 East Main St. Batavia, NY 14020 using funds to be provided through the Program; and

**WHEREAS**, The City of Batavia will distribute grant funds to the Owner for the project in accordance with the terms and conditions of the City of Batavia Revolving Loan Fund Grant Policy dated June 14, 2019 and the Grant Agreement; and

**WHEREAS**, after evaluation of the application, based on the Grant Policy, the City of Batavia City Council finds that the award of the grant to be consistent with the policy and in the interest of the City of Batavia;

**NOW, THEREFORE, BE IT RESOLVED** that the City of Batavia City Council approves granting \$20,000 to the project; and

**NOW, THEREFORE, BE IT RESOLVED** that the City of Batavia City Council authorizes the City Council President to execute the Grant Agreement with the Owner.

**Seconded by Councilperson  
and on roll call**

**BATAVIA REVOLVING LOAN FUND GRANT**  
**PARTICIPANT AGREEMENT**

This Agreement is made effective as of the 15 day of January 2020, by and between the City of Batavia, with offices located at One Batavia City Centre, Batavia, NY 14020, and Genesee-Orleans Regional Arts Council ("Owner"), residing at or having a principal place of business at 201 East Main St. Batavia, NY 14020. For a grant in the amount of \$20,000.

**1. Term.**

The period of performance for all activities assisted pursuant to this Agreement shall be 24 months, commencing on the effective date of this Agreement and ending on January 15, 2022 ("Term"), unless sooner terminated as provided for herein. The Owner is required to engage a contractor and begin construction within thirty (30) calendar days of execution of this agreement.

**2. Owner's Representations.**

The Owner hereby expressly represents that he/she is the owner of the premises designated herein for improvement and rehabilitation and that, as the Owner, he/she has all lawful authority required to execute this Grant Agreement, which shall be binding upon the Owner and/or its successors and assigns.

**3. Regulatory Requirements and Repayment Provisions.**

a. All assistance is in the form of a reimbursable grant with a five (5)-year compliance period. Property owners will be required to execute a Declaration document committing to this compliance period. Should the property owner sell the property within the five (5)-year timeframe, they will be responsible for repaying a portion of the grant funding received. Repayments will be retained by the City of Batavia and used for eligible economic development activities. Required repayment of grant funds will be calculated in accordance with the following schedule:

i.	Months 0-12:	100% repayment due.
ii.	Months 13-24:	80% repayment due.
iii.	Months 25-36:	60% repayment due.
iv.	Months 37-48:	40% repayment due.
v.	Months 49-60:	20% repayment due.
vi.	Months 60 and beyond:	0% repayment due

- b. It is essential that Owners ensure that their properties remain free of lead hazards after compliance has been documented. The Owner agrees to maintain paint in all residential spaces using lead-safe work practices for the five-year Regulatory Period. The Owner or a representative should visually assess the property on a routine basis, and whenever the occupant reports loose, peeling or damaged paint. The property owner may elect to hire a lead inspector to perform this assessment.
- c. The Owner of a property improved will be required to execute a Declaration, in the form attached as Attachment D, which shall be filed in the Genesee County Clerk's Office. The Owner agrees to maintain the Assisted Property in

compliance with the terms of this Grant Agreement, throughout the Regulatory Period. The Owner shall further declare that in the event of any non-compliance or sale of the property, the amount of grant funds distributed shall be subject to repayment.

**4. Reimbursement.**

- a. Project reimbursements are made when the project is complete. The City of Batavia Revolving Loan Fund Grant operates fully as a reimbursement grant program and the owner is responsible for paying for all agreed upon repairs. Payment of grant funds will be made only upon satisfactory completion of building projects and payment of renovation expenses.
- b. No reimbursement shall be paid to the owner until final inspections and Certificate of Compliance/Occupancy has been issued by the City of Batavia.
- c. All completed work shall comply with all applicable building codes and standards.
- d. Cash payments/cash receipts are not permitted and will not be reimbursed.
- e. The payment of any amount(s) due and payable by the City of Batavia to a project owner, as a reimbursement pursuant to a grant agreement for work completed shall be payable within ninety (90) calendar days after all work is satisfactorily completed and sufficient supporting documentation is provided to the City of Batavia.
- f. Sales tax should not be included on the invoice as the City is exempt from sales tax and will not reimburse for sales tax.
- g. To substantiate work costs, Owners must provide the following: (i) written contracts; (ii) bank documents; (iii) copies of invoices for materials and labor; (iv) cancelled checks; (v) lien releases; (vi) and any other documents deemed reasonably necessary by the City of Batavia to maintain effective internal controls.

**5. Inspection of Work: Unsatisfactory Work.**

The Owner agrees that the City of Batavia and their representative or agent shall at all times have access to the job site and premises for the purpose of inspecting and reviewing the renovation work. In the event that the Owner or the City of Batavia shall determine at any time that there exists unsatisfactory work, the Owner shall notify the contractor in writing of the existence of such (sending copies to the City of Batavia and any other interested parties), and the contractor shall correct such work within twenty (20) calendar days after receipt of said notice. In the event that the contractor fails or refuses to complete such corrections in the work within said period of time the City of Batavia shall have the right to cancel this Grant Agreement and, upon such cancellation, shall have no obligation to provide any reimbursement for the work completed.

**6. Reports and Access to Records.**

During the Term and the Regulatory Period, the City of Batavia can perform an annual inspection. The Owner further agrees to provide the City of Batavia with reports or records in such form, content and frequency as requested.

7. **Termination.**

In the event the Program shall for any reason cease to exist or terminate prior to the completion of the work to be performed as specified in this Agreement, or in the event the Owner shall die, or the ownership of the building changes prior to the completion of such work, the City of Batavia may terminate its obligation(s) hereunder to the Owner by reimbursing the Owner (or its heirs or successors) for the work satisfactorily completed prior to the date of any such termination, death, or change in ownership. Upon such payment to the Owner, the City of Batavia shall be released and discharged from any further claim on behalf of the Owner pursuant to this Grant Agreement.

8. **Compliance with Local Laws and Codes.**

Any contract or agreement to be executed relative to the work contemplated by this Grant Agreement shall require that the Owner give all notices required by, and comply with, all applicable laws, ordinances, regulations and codes of the City of Batavia, the State of New York, and the United States, and shall at its own expense, secure and pay the fees or charges for all permits required for the performance of the work.

9. **Notice of Investigation or Default.**

The Owner shall notify the City of Batavia within five (5) calendar days after obtaining knowledge of: (i) the commencement of any investigation or audit of his/her activities by any governmental agency; or (ii) the alleged default by the Owner under any mortgage, deed of trust, security agreement, loan agreement or credit instrument executed in connection with the project; or (iii) allegation of ineligible or prohibited activities. Upon receipt of such notification, the City of Batavia may, in its discretion, withhold or suspend payment of Program funds for a reasonable period of time while a review of activities and expenditures is conducted.

10. **Default.**

- a. If an Event of Default as defined below shall occur, all obligations on the part of the City of Batavia to make any further payment of Program funds shall, if the City of Batavia so elects, terminate and the City of Batavia may, in its discretion, exercise any of the remedies set forth herein; provided, however, that the City of Batavia may make any payments after the happening of an Event of Default without thereby waiving the right to exercise such remedies, and without becoming liable to make any further payment.
- b. The following shall constitute an Event of Default hereunder: (i) if the Owner fails, in the opinion of the City of Batavia, to comply with or perform any provision, condition or covenant contained in this Agreement, any applicable State or federal law or regulation, or the Program policies and procedures established by City of Batavia; (ii) if at any time any representation or warranty made by the Owner shall be incorrect or materially misleading; (iii) if the Owner has failed to commence the improvements as specified in Attachment A- Batavia Development Corporation (BDC) Project Memo and Rendering/Site Plan in a timely fashion or has failed to complete such improvements within the Term.
- c. Upon the happening of an Event of Default, the City of Batavia may, in its discretion, exercise any one or more of the following remedies, either concurrently or consecutively, and the pursuit of any one of such remedies shall not preclude the City of Batavia from pursuing any other remedies contained herein or otherwise provided at law or in equity: (i) Terminate this Agreement, provided that the Owner is given at least ten (10) business days prior written notice; (ii) Withhold or suspend payment of

Program funds; (iii) Recapture any Program funds disbursed to the Owner on a pro rata basis over the Regulatory Period. The amount to be recaptured shall be determined by reducing the original amount of Program funds disbursed to the Owner by one fifth (1/5th) for each year of the Regulatory Period the Owner was in compliance with this Agreement; (iv) Exercise any corrective or remedial action, to include, but not be limited to, advising the Owner to suspend, discontinue or refrain from incurring costs for any activities in question or requiring the Owner to reimburse the City of Batavia for the amount of Program funds expended or used in an unauthorized manner or for an unauthorized purpose.

- d. In the event this Agreement is terminated by the City of Batavia for any reason, or upon the closeout of the Program, the City of Batavia shall have no further liability or obligation under this Agreement; provided, however, that nothing herein is intended to relieve the City of Batavia of its obligation to pay for services properly performed by the Owner prior to such termination. Notwithstanding any such termination or closeout, the Owner shall remain liable to the City of Batavia for any unspent Program funds, the expenditure or use of Program funds in a manner or for a purpose not authorized by this Agreement, or damages as a result of any breach of this Agreement by the Owner. The City of Batavia shall have the right, at any time prior or subsequent to any such termination or closeout, to pursue any and all available remedies, including seeking injunctive or other equitable relief, to enforce the provisions of this Agreement and to recover Program funds which are unspent, expended or used in an unauthorized manner or for an unauthorized purpose.

**11. Indemnification.**

Any contract or agreement to be executed in furtherance of this Grant Agreement shall require the contractor to defend, indemnify and hold harmless the Owner, the City of Batavia from liability for any claim for injury or damages to persons including the contractor and his/her employees, subcontractors and agents, or property, resulting from any work performed under this Agreement.

**12. Assignment.**

The Owner shall not assign this Grant Agreement without the prior written consent of the City of Batavia and any such request for assignment of said Grant Agreement must be addressed to the City of Batavia.

**13. Waiver of Liability.**

Nothing in this Agreement nor any act of the City of Batavia, or its agent, including but not limited to, an inspection of work, approvals given, permits issued or payments made, shall be construed as a warranty for the work performed under this Grant Agreement, and the Owner hereby expressly waives any such claim.

**14. Property Release.**

The Owner agrees to complete a written consent, in the form attached as Attachment E to permit the City of Batavia to publish photographs of assisted properties for promotional or public relations purposes.

**15. Modification and Amendment.**



This Agreement shall be construed under the laws of the State of New York, and may be modified or amended only by a written instrument executed by both the Owner and the City of Batavia.

**16. Attachments:**

The following attachments are hereby incorporated into this agreement and the Owner shall adhere to the provisions contained therein.

- a. Attachment A – BDC Project Memo and Rendering/Site Plan
- b. Attachment B – Copy of Owner’s Application for Assistance
- c. Attachment C – Program Rules and Design Guidelines
- d. Attachment D – Draft Property Maintenance Declaration
- e. Attachment E – Property Release Form

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the day and year set forth above.

City of Batavia

Signature →

*Eugene Jankowski Jr.*

Printed Name: Eugene Jankowski Jr.

Title: City of Batavia City Council President

Date:

Executive Director – Go Art!

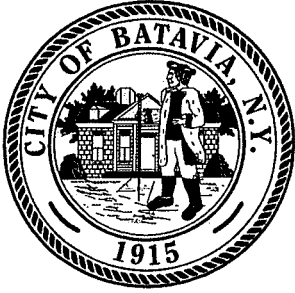
Signature →

*Gregory A. Hallock*

Printed Name: Gregory A. Hallock

Title: Executive Director

Date: 01/15/2020



# City of Batavia

## *Memorandum*

To: Honorable City Council Members

From: Rachael J. Tabelski, MPA, City Manager

Date: April 11, 2022

Subject: Richmond Harvester Construction Bid Award

Resolution #39-2020 authorized the City of Batavia to undertake a project for the preventive maintenance of two streets Harvester Avenue from NYS Routes 5/33 to NYS Route 63, and Richmond Avenue from Oak Street to State Street, City of Batavia, Genesee County, P.I.N. 4761.01. The project is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs of such program to be borne at the ratio of 80% Federal funds and 20% non-Federal funds.

Subsequently, the City Council authorized bond funding (resolution #95-2021) of \$3.6 M to undertake the rehabilitation and repair and replacement of certain city street improvements on Richmond Avenue and Harvester Avenue. The rehabilitation, replacement and repair will consist of the removal of the existing street surfaces, repair to the pavement base, repair/replacement of defective curbing, corrections to the drainage systems, corrective measures to comply with the current ADA requirements for sidewalks and new roadway surfaces and pavement markings.

T.Y. Lin International was selected from an RFP process (resolution #45-2020) as the project engineer, has designed the project, and will be assisting the City to bid the project and oversee construction. The project is reimbursable through a Highway PM-Transportation Improvement Program (TIP) grant, CHIPS and Marchiselli funding.

The project received DOT approval on April 11<sup>th</sup> and will be bid April 18<sup>th</sup>. The bids are due May 9<sup>th</sup>. To allow the City to continue to advance the project I recommend the City Council move the Richmond Harvester Bid Resolution to a future business meeting (Special Business Meeting on May 23<sup>rd</sup>) for contract award.

#-2022

**A RESOLUTION TO ENTER INTO AN AGREEMENT WITH XXXXX FOR  
CONSTRUCTION SERVICES FOR THE RICHMOND HARVESTER  
HIGHWAY PM-TRANSPORTATION IMPROVEMENT PROGRAM (TIP)  
GRANT P.I.N. 4761.01 PROJECT**

**Motion by Councilmember**

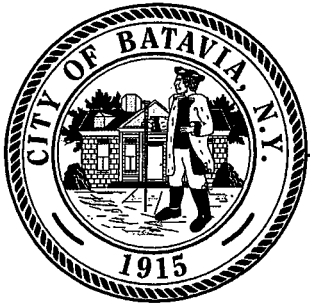
**WHEREAS**, The Council of the City of Batavia authorized a project for the preventive maintenance of two streets Harvester Avenue from NYS Routes 5/33 to NYS Route 63, and Richmond Avenue from Oak Street to State Street, City of Batavia, Genesee County, P.I.N. 4761.01; and

**WHEREAS**, the project is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs of such program to be borne at the ratio of 80% Federal funds and 20% non-Federal funds; and

**WHEREAS**, a request for construction bids was released for a contractor to construct the project as specified in the project construction documents. The lowest responsible bidder is XXXX of XXXX.

**NOW, THEREFORE**, be it resolved that City Council approves the award of a contract for construction for the Richmond Harvester Project to XXXXX of XXXX in the amount of \$XXX,XXX.

**Motion Seconded by Councilmember  
And on roll call**



# City of Batavia

## *Memorandum*

To: Honorable City Council Members

From: Rachael J. Tabelski, MPA, City Manager

Date: April 20, 2022

Subject: CDBG Jackson Street Water Project Administrative Services, authorization to conduct an environmental review of the Jackson Street Water Project, and designate the City Council President as the Certifying Officer

The City has successfully applied for and received funding through the CDBG program for the Jackson Street Water Main Project. The project will replace 4" and 6" lines on Jackson St. with a new 8" water main. The project has an estimated cost of \$1.414 Million.

The project will include the design, bid and construction of a water system improvement project that includes the replacement of the two existing lines 4" line from Ellicott to South Jackson on the western side of Jackson St. There is also a 6" line under the sidewalk between Watson and South Jackson on the Western side of the road.

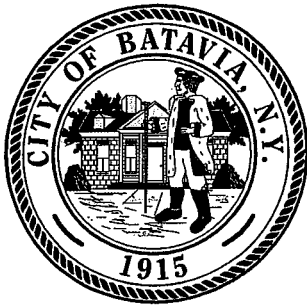
The City will eliminate the 4" water main that was original to the street, and eliminate a circa. 1960's - 6" water main and transfer all services over to a new 8" water main. The replacement of the line will meet all standards of or fire protection, tie all services and fire hydrants to meet current 10 State Standard (GLUMR).

The project will encompass approximately 2,250 linear feet of water line replacement. 58 service connections, 10 inter-connections, installations of 6 fire hydrants and new valves at each interconnection plus two 8" line valves. The project will also address elimination of lead water services if encountered and a TAP grant for road rehabilitation will be pursued as well.

This initiative is included in the City's Capital Infrastructure Plan (CIP) for the FY22/23 and the remaining expenses will be funded through Water Fund Reserves (\$414,017).

The City has issued an RFP for consulting administrative services related to the grant. The individual or firm selected will undertake the following administration and program delivery services:

1. Initial program organization and project implementation plans;



# City of Batavia

2. Environmental reviews and other activities required to satisfy grant conditions;
3. Program management and oversight;
4. Advise on the establishment of required books, records and accounts for financial record keeping;
5. Program and project record keeping;
6. Assistance with labor standards, fair housing, MWBE and Section 3 requirements;
7. Assistance with procurement, selection and award of contracts for construction and professional services;
8. Develop program guidelines and eligibility for assistance depending on the nature of the programs;
9. Provide advisory assistance on program regulations and project implementation;
10. Prepare semi-annual reports and annual performance reports;
11. Provide and/or arrange for program delivery services as appropriate;
12. Provide guidance on lead-based paint regulations;
13. Other planning and community development activities and documents as may be required to implement the City programs.

RFP's will be received to the City on May 5<sup>th</sup> 2022 and the management staff will be ready to make a recommendation by the next meeting.

I recommend the City Council move the resolution for consulting administrative services related to the CDBG Jackson Street Water Project for award, and as an administrative step in the project, I recommend the City Council also move the resolution to conduct an environmental review of the Jackson Street Water Project and designate the City Council President as the Certifying Officer forward to the next Business Meeting May 9, 2022.

#-2021

**A RESOLUTION TO ENTER INTO AN AGREEMENT WITH XXXXX FOR  
ADMINISTRATIVE SERVICES FOR THE CDBG JACKSON STREET WATER  
PROJECT**

**Motion by Councilmember**

**WHEREAS**, the City of Batavia is undertaking a CDBG project No. 82PW9421-01 (Batavia Jackson Street Improvements Project) and needs assistance with various administrative tasks related to the grant to include the creation of project implementation plan, environmental review activities, program management and oversight, advise on the establishment of required books, records and accounts for financial record keeping among other activities; and

**WHEREAS**, a request for proposals (RFP) was released for a professional firm to provide administrative services and XXXX of XXXX was selected after management review of the RFP responses.

**NOW, THEREFORE, BE IT RESOLVED**, that City Council approves the award of a contract for Administrative Services in relation to the Jackson Street Water Project to XXXXX of XXXX in the amount of \$XX,XXX.

**Motion Seconded by Councilmember  
And on roll call**

#-2022

**A RESOLUTION TO CONDUCT AN ENVIRONMENTAL REVIEW OF THE  
JACKSON STREET WATER PROJECT AND DESIGNATE THE CITY COUNCIL  
PRESIDENT AS THE CERTIFYING OFFICER**

**Motion of Councilmember**

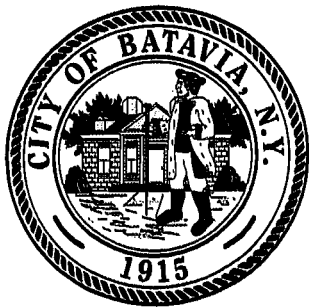
**WHEREAS**, the City of Batavia is undertaking a CDBG Project No. 82PW9421-01 (Batavia Jackson Street Improvements Project) and needs to pass a Certifying Officer Resolution; and

**WHEREAS**, that in accordance with the National Environmental Policy Act of 1069 (NEPA) and the related authorities listed at 24 CFP Part 58, the City Council of the City of Batavia announces its intent to conduct an environmental review of a project to replace 2,400 LF of existing waterlines and 3 existing fire hydrants and install 4 additional fire hydrants along Jackson Street from Chestnut street to Ellicott Street.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Batavia will conduct an environmental review of the Jackson Street Water Project; and

**BE IT FURTHER RESOLVED**, that the City Council designates Eugene Jankowski, Jr., City Council President, as the Certifying Officer, responsible for all activities associated with the environmental review process to be completed in conjunction with the NYS CDBG project number 82PW9421-01.

**Second by Councilmember  
and on roll call**



DESIGNATION OF CERTIFYING OFFICER AND ENVIRONMENTAL RESPONSIBILITY CERTIFICATION

04/20/2022

Ben Mattison

Office of Community Renewal
Hampton Plaza
38-40 State Street, 4th Floor
Albany, New York 12207

RE: CDBG Project Number: S9FW9421-01

Dear Mr. Mattison:

I, Eugene Jankowski, Jr., the authorized signatory for City of Batavia do attest that:

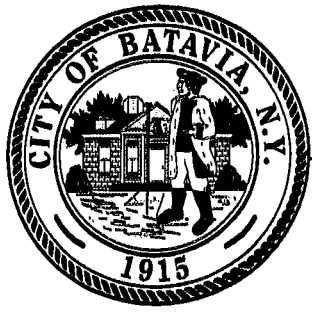
- I understand that any projects that include CDBG funds must be assessed in accordance with the National Environmental Policy Act of 1969 (NEPA) and the related authorities listed at 24 CFR Part 58.
I understand that, except for actions involving activities determined to be Exempt (per 24 CFR 58.34 and NYS Office of Community Renewal procedures), no physical alteration to individual sites can occur nor can funds for those activities be committed or expended until receipt of an environmental clearance letter from the Housing Trust Fund Corporation and, for any subsequently identified specific sites, site-specific reviews are completed for which the Certifying Officer determines that there are no unanticipated impacts nor impacts not adequately addressed in the program review related to the environmental clearance letter and said Officer certifies such determination.
I understand that should any part of a project site be physically altered, funds be committed, or funds be expended prior to receiving the appropriate environmental clearances, that the site will not be eligible for CDBG funding and the City of Batavia may be responsible for any costs incurred except under the following circumstance: in the case of Exempt activities, concurrence from the NYS Office of Community Renewal that the particular action is Exempt prior to any physical alterations unless that action is taken to address an emergency situation in which case concurrence must be obtained no later than the first regular business day following such an event.
I also notify you that Eugene Jankowski, Jr., is designated as the Certifying Officer responsible for all activities associated with the environmental review process to be completed in conjunction with NYS CDBG project number S9FW9421-01 awarded to City of Batavia

Sincerely,

Signature of Chief Elected Official

Eugene Jankowski, Jr., City Council President
Typed Name and Title





# City of Batavia

## *Memorandum*

To: Honorable City Council Members

From: Rachael J. Tabelski, MPA, City Manager

Date: April 20, 2022

Subject: NBRC Bank Street Water Project Administrative Services

In April 2021, The City of Batavia applied for the Northern Border Regional Commission (NBRC) economic development and infrastructure grant. The NBRC program is administered in partnership with the New York State Department of State.

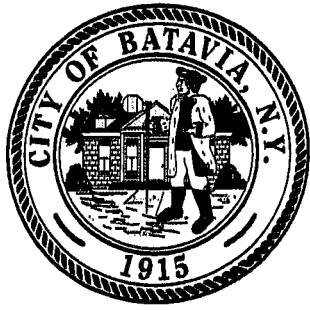
The City of Batavia was selected as a grant recipient in August of 2021 to install 950 linear feet of 8-inch diameter water main along Bank Street. This will replace 90+ year old pipe. The project will improve reliability, increase firefighting flows, and supply water needed for redevelopment projects including the new police facility on Alva and Bank.

The project is within the City's Brownfield Opportunity Area and the federally designated Opportunity Zone, as well as consistent with the City Downtown Revitalization Initiative (DRI). This project was a finalist for DRI funding but was not selected in the final round.

The total project amount is \$418,000. The NBRC grant award is \$334,000 and the City is utilizing \$84,000 of Water Reserves as the local match for the project.

The City has issued an RFP for consulting administrative services related to the grant. The individual or firm selected will undertake the following administration and program delivery services:

1. Initial program organization and project implementation plans;
2. Environmental reviews and other activities required to satisfy grant conditions;
3. Program management and oversight;
4. Advise on the establishment of required books, records and accounts for financial record keeping;
5. Program and project record keeping;
6. Assistance with labor standards, fair housing, MWBE and Section 3 requirements;
7. Assistance with procurement, selection and award of contracts for construction and professional services;



# City of Batavia

8. Develop program guidelines and eligibility for assistance depending on the nature of the programs;
9. Provide advisory assistance on program regulations and project implementation;
10. Prepare semi-annual reports and annual performance reports;
11. Provide and/or arrange for program delivery services as appropriate;
12. Provide guidance on lead-based paint regulations;
13. Other planning and community development activities and documents as may be required to implement the City programs.

RFP's will be received to the City on May 5<sup>th</sup> 2022 and the management staff will be ready to make a recommendation by the next meeting.

I recommend the City Council move the resolution for consulting administrative services related to the NBRC Bank Street Water Project forward to the next Business Meeting May 9, 2022 for award.

#-2021

**A RESOLUTION TO ENTER INTO AN AGREEMENT WITH XXXXX FOR  
ADMINISTRATIVE SERVICES FOR THE NBRC BANK STREET WATER  
PROJECT**

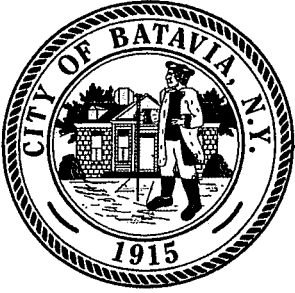
**Motion by Councilmember**

**WHEREAS**, the City of Batavia is undertaking a NBRC grant funded Bank Street Water Improvements Project and needs assistance with various administrative tasks related to the grant to include the creation of project implementation plan, environmental review activities, program management and oversight, advise on the establishment of required books, records and accounts for financial record keeping among other activities; and

**WHEREAS**, a request for proposals (RFP) was released for a professional firm to provide administrative services and XXXX of XXXX was selected after management review of the RFP responses.

**NOW, THEREFORE, BE IT RESOLVED**, that City Council approves the award of a contract for Administrative Services in relation to the Bank Street Water Project to XXXXX of XXXX in the amount of \$XX,XXX.

**Motion Seconded by Councilmember  
And on roll call**



# City of Batavia

## *Memorandum*

To: Rachael Tabelski, City Manager

From: Heidi J. Parker, Clerk-Treasurer

Date: April 1, 2022

Subject: Appointment to Youth Board

There are several vacant positions on the Youth Board. An applications was received from Sonya Alwardt for appointment to that board. Ms. Alwardt lives in the City of Batavia on Vine St. Councilmembers Brigs and Pacino have reviewed and approved her appointment to be considered at the next conference agenda.

It is recommended that Council approve the appointment of Sonya Alwardt to the Youth Board until December 31, 2024.

#-2022

**RESOLUTION TO APPOINT MEMBERS TO VARIOUS CITY COMMITTEES/  
BOARDS**

**Motion of Councilmember**

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

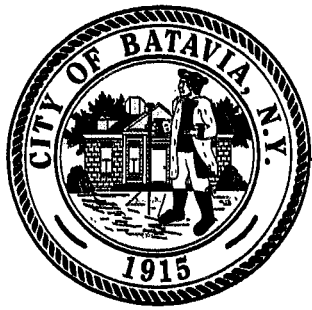
**NOW, THEREFORE, BE IT RESOLVED**, by the Council of the City of Batavia that the following appointments be made:

**Youth Board**

Sonya Alwardt

December 31, 2024

**Motion Seconded by Councilmember  
And on roll call**



# City of Batavia

## *Memorandum*

To: Rachael Tabelski, City Manager

From: Lisa Neary, Deputy Director of Finance

Date: April 13, 2022

Subject: Purchasing Manual

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

The threshold for the requirement of a purchase order is being changed from \$1,000 to \$5,000. Each place within the Procurement Manual, where this threshold is noted has been updated and is included in the list below. In addition, the list of Individuals Responsible for Purchasing has been updated.

I am attaching the City's Purchasing Manual changes:

1. Appendix B – Individuals Responsible for Purchasing
2. III. General Purchasing Procedure
3. VII. Purchasing Flow Chart
4. Appendix A – Threshold Grid
5. Appendix C – Purchasing Approval Chart (is being removed from the manual because this is now an electronic workflow within the City's New World software system).

#-2022

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

**Motion of Councilmember**

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

**WHEREAS**, the City Council last adopted its Purchasing Manual on March 8, 2021; and

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

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

**Seconded by Councilmember**

**and on roll call**

**DRAFT**

### III. General Purchasing Procedure

The acquisition of services, equipment and supplies in the City of Batavia is decentralized whereby each individual responsible for purchasing (as listed in Appendix B) is responsible for complying with this policy and the procedures set forth therein. The City will not be liable for any purchases made not in compliance with this policy and the person responsible for said purchase may be held personally accountable for the purchase. Those responsible individuals listed in Appendix B shall procure the necessary items of material, equipment, supplies and services as needed, at the best possible prices and maintain adequate records as verification of such.

The first step in procurement is to determine the type of service or good needed. A “purchase contract” is for the purchase of goods. A “public works contract” applies to those items or projects involving primarily labor or both material and labor where labor is the major portion of the purchase. A professional service is a service that requires special skill, expertise and/or creativity.

The next step in the procurement process is to determine the dollar threshold of the item being purchased. This will dictate the appropriate method of procurement as shown in Appendix A. That dollar threshold is the aggregate amount planned to be spent on the same or similar commodities or services, and technology within 12 months. “Like” commodities are those items of a similar nature, which are generally handled by one vendor (ie. cleaning supplies, office supplies) and should be grouped together for the purpose of determining whether you will exceed the \$20,000 limit. A series of transactions, each under the threshold, is subject to competitive bidding if it can be reasonably anticipated that the aggregate amount will exceed the threshold. If the actual cost of any purchases or projects are uncertain but suspected to exceed the limit, discretion will be used and the bidding procedure will take effect. Thresholds may not be avoided by artificially splitting contracts or purchases.

After the necessary due diligence in finding an appropriate vendor, a purchase shall be initiated via requisition within the City’s financial software if the purchase is ~~\$1,000~~ 5,000 or more. Any documentation supporting the required due diligence shall be scanned and attached to the requisition. See the “Requisition Forms and Input” section of this policy for instructions to complete this process.

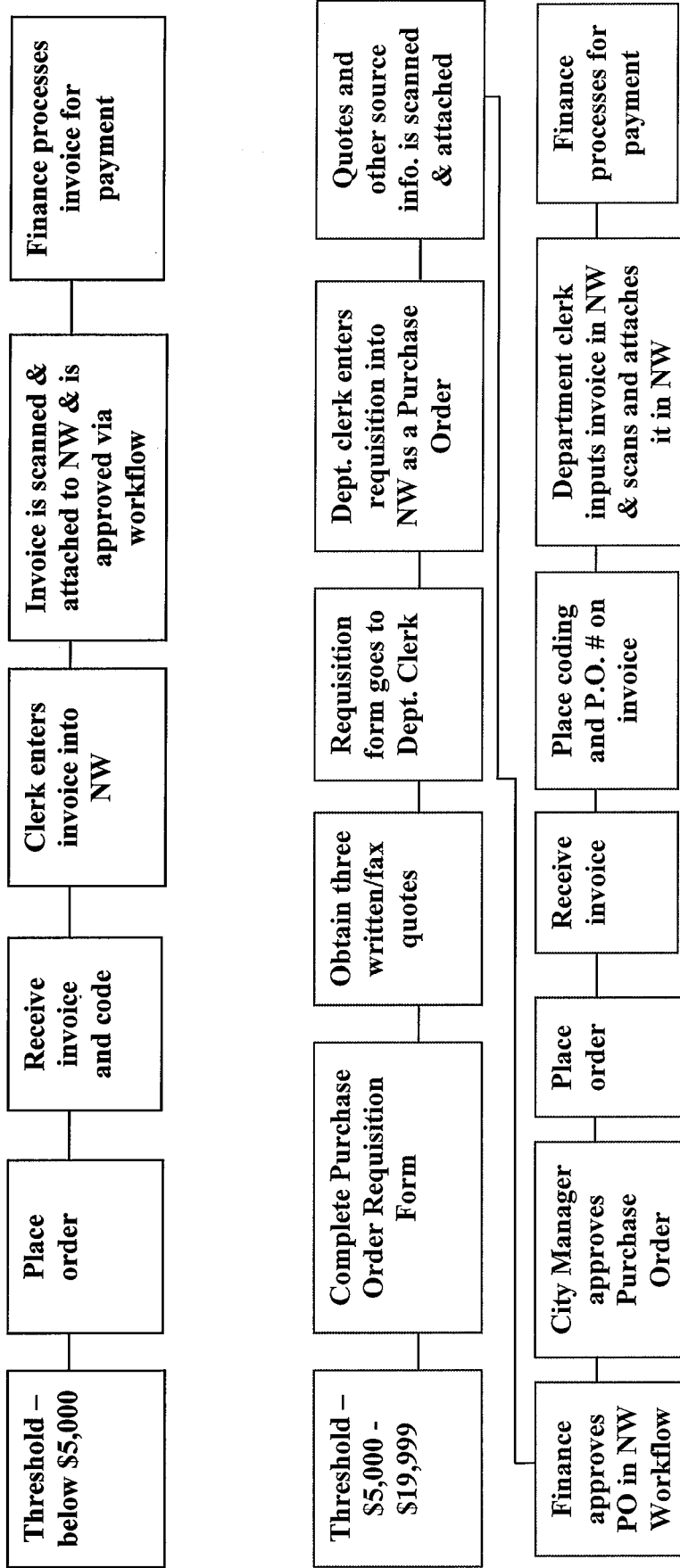
All requisitions shall be reviewed by the Bureau of Finance to ensure compliance with this purchasing policy and procedure. Requisitions shall not be submitted for processing until it is assured that all required information is attached and made available. After Finance approval that all steps in the procurement process have been followed appropriately, the requisition shall become a purchase order which will be forwarded to the City Manager or Department Head (see Appendix A) for final approval. Approvals will be sought in accordance with the City’s Purchasing Approval Chart found in Appendix C. Only after the City Manager or Department Head has approved the Purchase Order can an order be placed or a contract for service signed.

At fiscal year end, no requisition will be approved unless the goods are to be ordered, or the contract for services to be provided is signed, prior to the end of the fiscal year. Requisitions may not be created on March 31<sup>st</sup> for the sole purpose of carrying an encumbrance forward into the next fiscal year.



VII. Purchasing Flow Chart

Purchase Contracts



Appendix A – Threshold Grid

The following charts constitute a minimum requirement for the acquisition of goods and services. When appropriate you may choose a greater level of competition. Threshold amounts are determined based on the aggregate amount reasonably expected to be spent on the same or similar goods/services within a 12 month period. See the "General Purchasing Procedure" section for more aggregate information.

<u>Purchase Contract</u>	<u>Requirement</u>	<u>Approval</u>	<u>—KVS Scan and Attach</u>
Threshold \$1,000—\$2,999	3 verbal quotes	Department Head	Use quote tab
\$35,000 - \$19,999	3 written/fax quotes	—City Manager	Use quote tab and scan & attach Requisition, quotes and any documentation to support due diligence
\$20,000 and over	Competitive bid	—City Council	Reference contract # and scan & attach bid or contract Requisition, bid, bid results, council resolution and any documentation that supports or is required to prove due diligence

Exceptions:

1. Where City owned equipment has been sent to an authorized shop for an estimate for necessary repairs under a purchase order, that purchase order may be amended up to a total of \$5,000 10,000 for actual repairs upon provision of a written estimate by the shop without additional quotes required. The written estimate must be signed by the Department Head before authorization may be given to vendor to complete the work of the original purchase order.
2. For insurance recoverable expenses, a purchase order can be issued after two (2) ~~three~~ quotes/vendor prepared estimates are received and one is accepted by the City's insurance adjuster.
3. Every attempt will be made to receive the number of quotes required. In the event a vendor is unable to quote, make an attempt to get a letter stating the vendor was unable to quote and the reason is to be scanned and attached to the requisition.
4. Any requisition that is over budget and any emergency purchase will require City Manager approval.

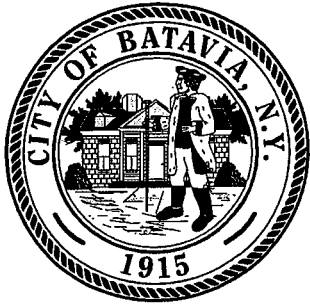
Public Works Contract

<u>Threshold</u>	<u>Requirement</u>	<u>Approval</u>	<u>KVS Scan and Attach</u>
\$1,000—\$4,999	2 verbal quotes	Department Head	Use quote tab
\$ 5,000— \$34,999	3 written/fax quotes	—City Manager	Use quote tab and scan & attach Requisitions, quotes and any documentation to support due diligence
\$35,000 and over	Competitive bid	—City Council	Reference contract # and scan & attach bid or contract Requisition, bid, bid results, council resolution and any documentation that supports or is required to prove due diligence

## Appendix B

### Individuals Responsible for Purchasing

Last Name	First Name	Title
Allen	Scott	Superintendent of Maintenance
Betters	Kelly	Human Resource Clerk
Bolles	Eric	Police Sergeant
Call	James	Fire Captain
Camp	Chris	Assistant Police Chief
Cassidy	Amy	Deputy Clerk/Treasurer
Chilano	Meg	Administrative Assistant
Coffey	Dan	Police Sergeant
Cowen	Mitchel	Police Sergeant
Dean	Teri	Financial Clerk/Typist
Dickson	Angela	Confidential Secretary
Downey	McKenna	Secretary
Fairbanks	Dawn	Director of Human Resources
Ficarella	Michael	Superintendent of Water and Wastewater
Fix	Bob	Fire Captain
Frank	Brett	Director of Public Works
Green	Dave	Fire Lieutenant
Herberger	Dan	Fire Captain/Interim Fire Chief
Heubusch	Shawn	Police Chief
Hinz	Marty	Fire Captain
Houseknecht	Doug	Water & Wastewater Maint. Supervisor
Ireland	Gregory	Fire Captain
Klein	Vickie	Assessment Clerk
Lawrence	Marc	Police Sergeant
Lutey	Matthew	Police Detective Sergeant
Metz	Brian	Supervisor, Public Works
Morris	Michael	Fire Lieutenant
Neary	Lisa	Deputy Director of Finance
Palmer	Patty	Senior Clerk Typist
Parker	Heidi	Clerk/Treasurer
Patterson	Rebecca	Secretary
Saulsbury	Rhonda	Assessor
Stevenson	Brett	Supervisor, Public Works
Tabelski	Rachael	City Manager
Tedford	Robert	Fire Lieutenant
Tourt	Ray	Director of Public Works
Volk	Kevin	Chief WW Treatment Plant Operator
Weibel	Nelson	Chief Water Treatment Plant Operator
Whitcombe	Jeff	Fire Lieutenant



# City of Batavia

## *Memorandum*

To: Honorable City Council Members

From: Jill M. Wiedrick, AICP, Assistant City Manager

Date: March 25, 2022

Subject: Resolution to enter into a Memorandum of Understanding between the City and Cornell Cooperative Extension for Operation of the Community Garden.

The Batavia Community Garden was formed in 2011 by a group of volunteers with a mission to address food insecurity in the community. Through partnership with the City of Batavia and other local civic groups, the former City public pool was transformed into an active community garden. Over the years, the Batavia Community Garden has continued to increase in size—from four raised beds in 2011 to 42 raised beds in 2020. The Batavia Community Garden has been successful in engaging young families, retirees, and people with disabilities in the activity of gardening.

To continue these efforts and to continue to grow the Batavia Community Garden, the City of Batavia and Cornell Cooperative Extension of Genesee County are desirous to transfer operation of the Batavia Community Garden to Cornell Cooperative Extension of Genesee County.

This agreement will transfer operation of the Community Garden to Cornell Cooperative Extension of Genesee County, including use of City land, all funds received for the 2022 season thus far, and use of the stone house onsite for storage. In addition, the City of Batavia will contribute \$1,000 initially (FY 22/23) and then \$2,500 annually (beginning in FY 23/24) to Cornell Cooperative Extension of Genesee County to be dedicated specifically to the operation and maintenance of the Batavia Community Garden.

Cornell Cooperative Extension of Genesee County will assist the Community Garden Committee in operations, including technical and administrative supports, as well as offer education programming to all participants of the Community Garden.

This agreement will be for a term of 5 years and may be renewed for another five year term on mutual agreement.

I am requesting that this item be reviewed at the April 25<sup>th</sup> Conference Meeting and that action be taken on the item at the May 9<sup>th</sup> Business Meeting.

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

**Phone: 585-345-6330  
Fax: 585-343-8182  
[www.batavianewyork.com](http://www.batavianewyork.com)**

#XX-2022

**A RESOLUTION AUTHORIZING THE CITY COUNCIL PRESIDENT TO SIGN A  
MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN CORNELL  
COOPERATIVE EXTENSION OF GENESEE COUNTY AND THE CITY OF BATAVIA  
FOR THE OPERATION OF THE COMMUNITY GARDEN**

**Motion of Councilmember**

**WHEREAS**, the City of Batavia is desirous of entering into a Memorandum of Understanding with Cornell Cooperative Extension of Genesee County, for the operation of the Community Garden; and

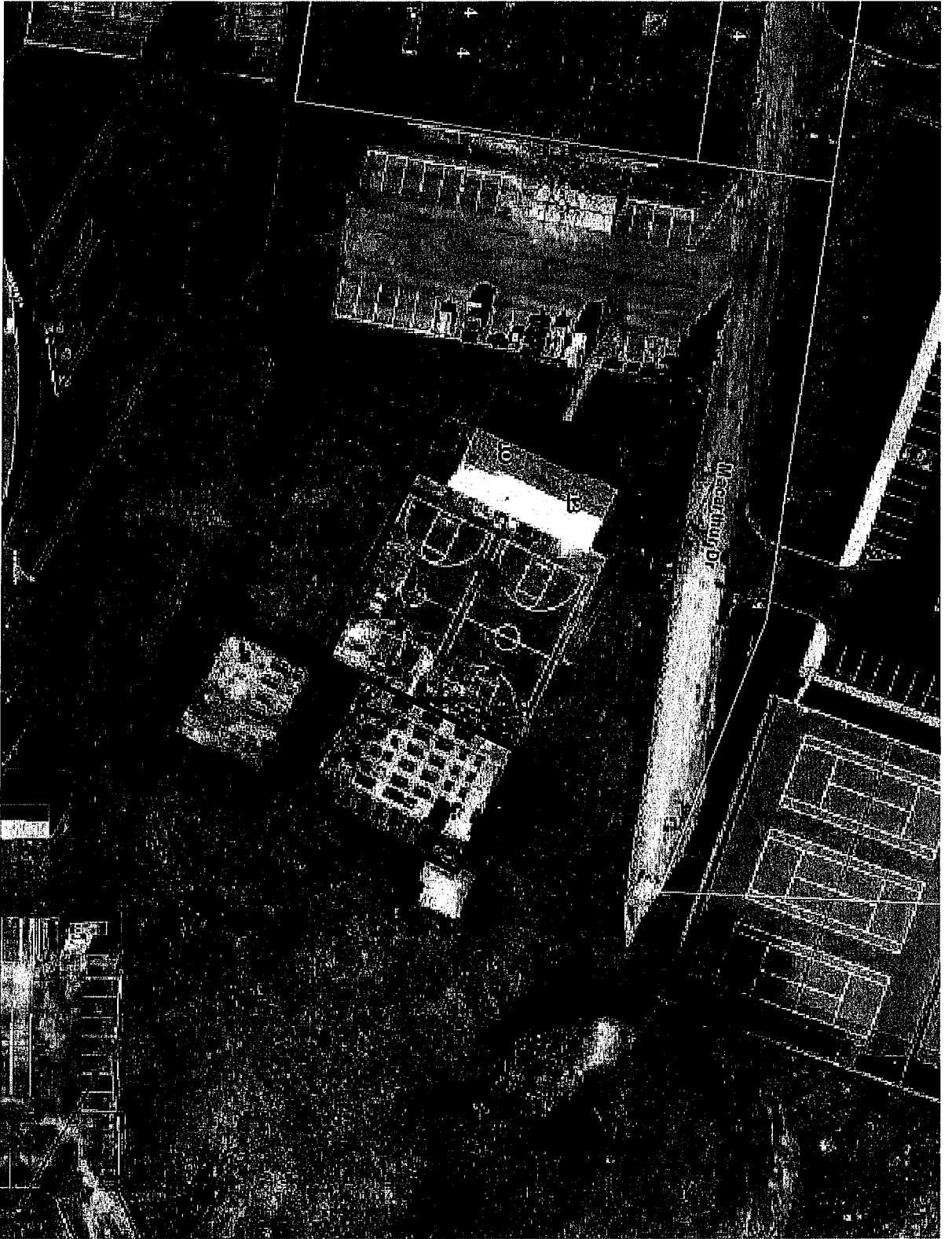
**WHEREAS**, the City of Batavia and Cornell Cooperative Extension of Genesee County are desirous to see the Community Garden to continue to grow; and

**WHEREAS**, the City of Batavia acknowledges the experience and ability that Cornell Cooperative Extension of Genesee County possesses in gardening and community leadership; and

**NOW THEREFORE, BE IT RESOLVED**, that the City Council President for the City of Batavia is hereby authorized to sign a Memorandum of Understanding with Cornell Cooperative Extension of Genesee County as attached hereto.

**Seconded by Councilmember  
and on roll call**

DRAFT



- Red line represents boundary of Community Garden (4/2022)

## Memorandum of Understanding

City of Batavia

And

Cornell Cooperative Extension of Genesee County

The Batavia Community Garden was formed in 2011 by a group of volunteers with a mission to address food insecurity in the community. Through partnership with the City of Batavia and other local civic groups, the former City public pool was transformed into an active community garden. Over the years, the Batavia Community Garden has continued to increase in size—from four raised beds in 2011 to 42 raised beds in 2020. The Batavia Community Garden has been successful in engaging young families, retirees, and people with disabilities in the activity of gardening.

To continue these efforts and to continue to grow the Batavia Community Garden, the City of Batavia and Cornell Cooperative Extension of Genesee County are desirous to transfer operation of the Batavia Community Garden to Cornell Cooperative Extension of Genesee County.

The City of Batavia will:

- Continue to allow for the use of City land for the Batavia Community Garden (map attached)
- Provide all current registration forms to include Release and Indemnification form, registration history, brochures in electronic format to CCE Genesee
- Transfer any fund previously received for the 2022 season to CCE Genesee
- Provide a link to the CCE Genesee website under Community Garden on the City's website
- The Bureau of Water and Wastewater will turn on the water at the beginning of the garden season and turn it off at the end of the garden season. The specific dates shall be mutually agreed upon.
- Allow for use of the stone house onsite for storage
- Contribute \$1,000 initially (FY 22/23) and then \$2500 annually (beginning in FY 23/24) to Cornell Cooperative Extension of Genesee County to be dedicated specifically to the operation and maintenance of the Batavia Community Garden

Cornell Cooperative Extension of Genesee County will:

- Offer educational programming to all participants of the Community Garden
- Collect all Batavia Community Garden applications and fees
- Require an executed Release and Indemnification from each participant naming the City of Batavia prior to participation in the Community Garden
- Assist the Batavia Community Garden Committee in operations, including technical and administrative support
- Purchase all of equipment and supplies
- Store all Equipment and supplies that exceeds the storage structures located onsite at Cornell Cooperative Extension of Genesee County location
- Provide maintenance as needed to

- keep the site clean and free of trash and debris
- ensure that all fencing is not in disrepair and secures the site
- Provide the City with a certificate of insurance naming the City of Batavia as named insured in the amount of \$1 million per occurrence and \$2 million per aggregate

The City of Batavia agrees to defend, indemnify and hold Cornell Cooperative Extension of Genesee County harmless for claims, costs, expenses and damages incurred by Cornell Cooperative Extension of Genesee County as a result of negligence by the City of Batavia arising under this agreement.

Cornell Cooperative Extension of Genesee County agrees to defend, indemnify and hold the City of Batavia harmless for claims, costs, expenses and damages incurred by the City of Batavia as a result of any of the services provided by the Cornell Cooperative Extension of Genesee County as a result of this agreement.

This agreement is effective April 1, 2022 – March 31, 2027 and will be reviewed by both parties and may be renewed for another five year term on mutual written approval. The City of Batavia and/or Cornell Cooperative Extension of Genesee County may terminate this agreement upon 60 days notice to other party. In the event of such a termination, all obligations would cease upon the termination date.

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Executive Director, Cornell Cooperative Extension of Genesee County

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Date

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President, Batavia City Council

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Date