



BATAVIA CITY COUNCIL CONFERENCE MEETING

City Hall - Council Board Room
One Batavia City Centre
Tuesday, May 26, 2015 at 7:00 PM

AGENDA

- I. Call to Order
- II. Invocation – Councilperson Canale
- III. Pledge of Allegiance
- IV. Public Comments
- V. Council Response to Public Comments
- VI. Communications
 - a. St. Paul Lutheran Church – Sunday, 6/14/15
 - b. Jackson Square Concerts – Friday's, 6/12/15-8/28/15
 - c. Ramble Music & Art Festival – Sunday, 7/5/15
 - d. Centennial Arts – Tuesday, 6/16/15
 - e. Go Art Picnic in the Park – Saturday, 7/4/15
 - f. Genesee Cancer Assistance Festival of Hope – Friday, 5/29/15
 - g. Notre Dame Graduation – Saturday, 5/30/15
 - h. Brighton Securities Shred Day – Friday, 6/12/15
 - i. Center Street Smokehouse Jackson Square Concert – Saturday, 7/4/15
- VII. Council President Report
 - a. Announcement of the next regular City Council Business meeting to be held on Monday, June 8, 2015 at 7:00 p.m. at the City Hall Council Board Room, 2nd Floor, City Centre.
- VIII. Surplus Equipment/Vehicles
- IX. Amendments to Chapter 190 (Zoning) & 143 (Rooming Houses) of the Batavia Municipal Code
- X. Abandoned Property Neighborhood Relief Act 2015
- XI. Comprehensive Emergency Management Plan
- XII. Thermal Imaging Cameras

- XIII. Amendment to Non-Union Employee Vacation Policy
- XIV. Microenterprise Assistance Program – Environmental Review
- XV. Municipal Lease For Purchase of Tandem Axle Dump Truck
- XVI. Transfer of VLT Aid to Sidewalk Reserve
- XVII. Executive Session...Employment Matters
- XVIII. Adjournment

St. Paul Lutheran Church

There are no additional costs for any departments.

Jackson Square Concerts, Ramble, and Centennial Arts

The cost for public works is estimated at \$200. There are no additional costs for any other departments.

Go Art Picnic in the Park

The cost for public works is estimated at \$286 and for police is \$220. There are no additional costs for any other departments.

Genesee Cancer Assistance Festival of Hope

The cost for police is estimated at \$175. There are no additional costs for any other departments.

Notre Dame Graduation

There are no additional costs for any departments.

Brighton Securities Shred Day

There are no additional costs for any departments.

Center Street Smokehouse Jackson Square Concert

There are no additional costs for any departments.

Fee pd 4/23/15
Ame



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

Official Use Only:

2015-15

Event Application #:

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

St. Paul Lutheran Church

Name of Renter / Sponsor / Organization:

Church Service

Type / Name of Event:

6/14/2015 10:00 AM
Sunday

Date(s) & Time(s) of Event

Profit Non-Profit

CONTACT INFORMATION:

Brenda Seward

Primary Contact Name

7673 Corton Rd., Batavia, NY 14013

Primary Contact Address

sewardbrenda@yahoo.com

E-Mail Address

Home Phone #

585-409-1694

Cell Phone #

Other #

Allen Werk - Pastor

Secondary Contact Name

Church Address 31 Washington Ave, Batavia, NY 14020

Secondary/Contact Address

Allen Werk

E-Mail Address

585-343-0488

Home Phone #

Cell Phone #

Other #

EVENT DAY CONTACT INFORMATION:

Brenda Seward

Contact Name

Home Phone #

409-1694

Cell Phone #

Other #

Allen Werk

721-4218

Location of your event: Austin Park - Across the street from the Church

Please provide details of your event: Church Service on 6/14/15 -

Use of Park Approx. 9am to 12pm

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):

6/14/2015 9:00 AM 6/14/2015 Approx 11:30 AM
Set-Up Date: Set-Up Time: Tear Down Date: Tear Down Time:

PLEASE LIST ALL DATES / TIMES AND CROWD INFORMATION BELOW:

6/14/15 9:00 AM 11:30 AM 100 0
Date: Start Time: End Time: Estimated Crowd Size: # of Vendors / Displays

WILL THE EVENT INCLUDE:

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

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

Name of Company Providing Above: Company Contact/Representative: Phone #: ()

Address, Street: City: Zip Code:

Music: Live Group Recorded/DJ

Name of Company Providing Above: Company Contact/Representative: Phone #: ()

Address, Street: City: Zip Code:

CITY SERVICES SUPPORT:

City Code 66-15, D-2

The City reserves the right, as part of the permitting process, to require the applicant to pay for additional operational costs of the City associated with the event.

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

ELECTRIC:

Will electric be needed for the event? Yes No

What will you be providing electric to? just guitar and microphone

Will generators be used? Yes No

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

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

TENTS/CANOPIES:

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

Yes
Yes

No
No

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

ANCHORING INTO PAVEMENT IS PROHIBITED!

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

STREET CLOSURE(S):

ANY EVENT REQUIRING A STREET CLOSURE REQUIRES 90 DAY ADVANCE NOTICE

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

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

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

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

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

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

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

POLICE

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

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

PLEASE NOTE:

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

St Paul Lutheran Church, 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.

4/23/15
Date:

St Paul Lutheran Church
Name of Event Sponsor:

Brenda Seward
Authorized Signature, Title

Brenda Seward
Name - Printed or Typed

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

4/23/15
Date:

Brenda E Seward
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

Event Application #: 2015- 15 St. Paul's Service

Department: DPW – Bur of Maintenance
List Department Name Here

Department Approval

	YES	NO
Community Development	<input type="checkbox"/>	<input type="checkbox"/>
DPW	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fire	<input type="checkbox"/>	<input type="checkbox"/>
Police	<input type="checkbox"/>	<input type="checkbox"/>

Department Cost Estimate: 0
If applicable

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

Application – No involvement

Further Information Requested: Fillable table – type your response here:

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

Submitted By: R. Tourt
Name / Title

5/18/15
Date Submitted



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

Official Use Only:

2015-14
 Event Application #:

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

BATAVIA BUSINESS IMPROVEMENT DISTRICT MANAGEMENT ASSOCIATION INC.

JACKSON SQUARE CONCERT
SERIES & EVENTS

Name of Renter / Sponsor / Organization:

SEE ATTACHED

Profit Non-Profit

Type / Name of Event:

Date(s) & Time(s) of Event

CONTACT INFORMATION:

DON BURKEL, B.I.D. DIRECTOR

200 EAST MAIN STREET, #12, BATAVIA

Primary Contact Name

Primary Contact Address

dburkel@downtownbataviany.com

585-344-0900

409-4028

E-Mail Address

Home Phone #

Cell Phone #

Other #

Laurie Ultramari, B.I.D. Assistant

SAME AS ABOVE

Secondary Contact Name

Secondary Contact Address

E-Mail Address

585-344-0900

Home Phone #

Cell Phone #

Other #

EVENT DAY CONTACT INFORMATION:

B.I.D. OFFICE

585-344-0900

Contact Name

Home Phone #

Cell Phone #

Other #

Location of your event: JACKSON SQUARE (SEE ATTACHED)

Please provide details of your event: (SEE ATTACHED)

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

Type of alcoholic beverage to be served: Liquor Wine Beer

Will you be providing alcohol to your group? Yes No

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

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

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

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

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

EVENT INFORMATION (required):

(SEE ATTACHED)

Set-Up Date: _____ Set-Up Time: _____ Tear Down Date: _____ Tear Down Time: _____

PLEASE LIST ALL DATES / TIMES AND CROWD INFORMATION BELOW:

(SEE ATTACHED)

Date: _____ Start Time: _____ End Time: _____ Estimated Crowd Size: _____ # of Vendors / Displays _____

Date: _____ Start Time: _____ End Time: _____ Estimated Crowd Size: _____ # of Vendors / Displays _____

WILL THE EVENT INCLUDE:

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

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

Name of Company Providing Above: _____ Company Contact/Representative _____ Phone # _____

Address, Street _____ City _____ Zip Code _____

Music: Live Group Recorded/DJ

(SEE ATTACHED)

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? OUTLET PANEL BEHIND STAGE

Will generators be used? Yes No
If yes, INCLUDE SITE DRAWING INDICATING PLACEMENT/LOCATION OF GENERATOR

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

TENTS/CANOPIES:

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

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

ANCHORING INTO PAVEMENT IS PROHIBITED!

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

STREET CLOSURE(S):

ANY EVENT REQUIRING A STREET CLOSURE REQUIRES 90 DAY ADVANCE NOTICE

Will street(s) need to be closed for the event? Yes No Reason: ONLY FOR THE
RAMBLE MUSIC & ART FEST (SEE ATTACHED DETAILS)

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? 10 (RAMBLE)

Will traffic cones be requested from the City? Yes No How Many? 10 (RAMBLE)
(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)*

TRASH CONTAINERS F/ JACKSON SQUARE (4-5)
" " RAMBLE MUSIC & ART (CENTER STREET 2-3)

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.

** IF THEY MIGHT PASS THROUGH DURING ANY OF THESE EVENTS IT WOULD BE APPRECIATED.*

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.
2. Fire hydrants, Cross Streets/Alleys and Store Fronts **Shall Not Be Blocked** by any Vehicle or Concession at any time.
3. An Emergency Vehicle Safety Lane Must be Maintained at All times at All Locations
4. Fuel Containers Must be of an Approved type and Must be Properly Secured
5. Deep Fryers Must Be Approved. Commercial Types Require a Type "K" Portable Fire Extinguisher
6. All Food Vendors Must Have a Type ABC Fire Extinguisher. All Fire Extinguishers Must Be Inspected Within The Last Year. **A Valid Health Department Permit Must Be Displayed.**
7. No grease or substance of any kind may be discharged upon the streets, sidewalks, or into the storm drains and/or sewers
8. City Sign Ordinances Shall Be Complied With At All Times And In All Regards
9. No paint or other markings may be placed on the street surface.
10. Any overtime and/or material costs in excess of \$500, as determined by City Departments, must be paid by the event sponsor or other party
11. The application fee is due at time of submission of the application and is non-refundable.
12. If the event is approved, a Certificate of Liability Insurance 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.

BATAVIA BUSINESS IMPROVEMENT DISTRICT MGMT ASSOC. INC. (B.I.D.)

Hold Harmless Agreement

_____, the organizer/sponsor, shall indemnify, hold harmless, assume liability for and defend the City of Batavia, its employees, officers and agents from any and all damages, costs and expenses including but not limited to, attorney's fees, court costs, and all other sums which the City of Batavia its employees, officers and agents may pay or become obligated to pay on account of any and every demand, claim or assertion of liability, or any claim founded thereon, arising or alleged to have arisen out of the activities described in this special event application and sanctioned by the permit issued by the City of Batavia or by any act or omission of the B.I.D. (Organizer/Sponsor), its members, agents, employees, volunteers, officers, or directors in relation to activities described in this application and sanctioned by the issuance of a special event permit.

4/15/15
Date

BATAVIA BUSINESS IMPROVEMENT DIST. MANAGEMENT ASSOC. INC.
Name of Event Sponsor:

Don Burke, B.I.D. DIRECTOR
Authorized Signature, Title

DON BURKE
Name - Printed or Typed

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

4/15/15
Date

Don Burke
Signature of Applicant:

Please forward this application to:

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

Jackson Square Concerts & Events 2015

Sponsored By B.I.D.

Main Stage Tent: Setup By June 8th

Barricades For Alleyways: Leave at Entrances To Alleyways on Center & Jackson Streets

Posts: (Rope Of Area) for Inside the Square.

Trash Containers: (Drop Off) Three to four

Centennial Arts

Tuesday ~~Saturday~~, June 16th

4:00pm – 8:00 pm

Est. Attendance: 200-400

100 (anticipated) Artists Exhibiting Work

To Celebrate The City's Centennial

B.I.D. Staff & Volunteers

Jackson Square Concert Series

"Friday Night In The Square"

11 Concerts (See attached schedule)

Friday, June 12th – Friday, August 28th

7:00 – 9:00 pm

Est. Attendance Per Night: 350-700

B.I.D. Staff & Volunteers

"Ramble Music & Art Fest"

Sunday, July 5th

11:00 am to 9:00 pm

Est. Attendance: 700-1,000

Street Closure: (SEE MAP) Center Street (From Main to School Streets)

(Close at 7:30 am and re-open at 9:30 pm)

Barricades: Setup at Intersections of Main & Center, Center & School

and Center Street Public Parking Lots

Trash Containers: (Drop Off) Two In Center Street Area Entrances Onto Center)

Coordinators: Bill McDonald (Ghost Riders) & Friends

JACKSON SQUARE CONCERT SCHEDULE 2015

"FRIDAY NIGHT IN THE SQUARE"

Jackson Square, Downtown Batavia

7:00 - 9:00 p.m.

Another Event Brought To You By:

Downtown Batavia Business Improvement District

Friday, June 12th – Genesee Symphony Orchestra

Friday, June 26th – Emerald Isle (Celtic)

Friday, July 3th - Fat City (Soft Rock)

Friday, July 10th - Mitty & The Followers (MoTown)

Friday, July 17th- Penny Whiskey (Celtic/Folk)

Friday, July 24th – OHMS Band (Soft Rock)

Friday, July 31st – Ghost Riders (Country)

Ghost Riders Drum & Bugle

Friday, August 7th – It's My Party (60's Hits)

Friday, August 14th – Bluesway Band (Blues/Classic Rock)

Friday, August 21st – John Cole Blues Band (Blues)

Friday, August 28th – C'est Bon Dance Band (Cajun)

Ramble Music & Art Fest

Sunday, July 5th 11am to 9pm



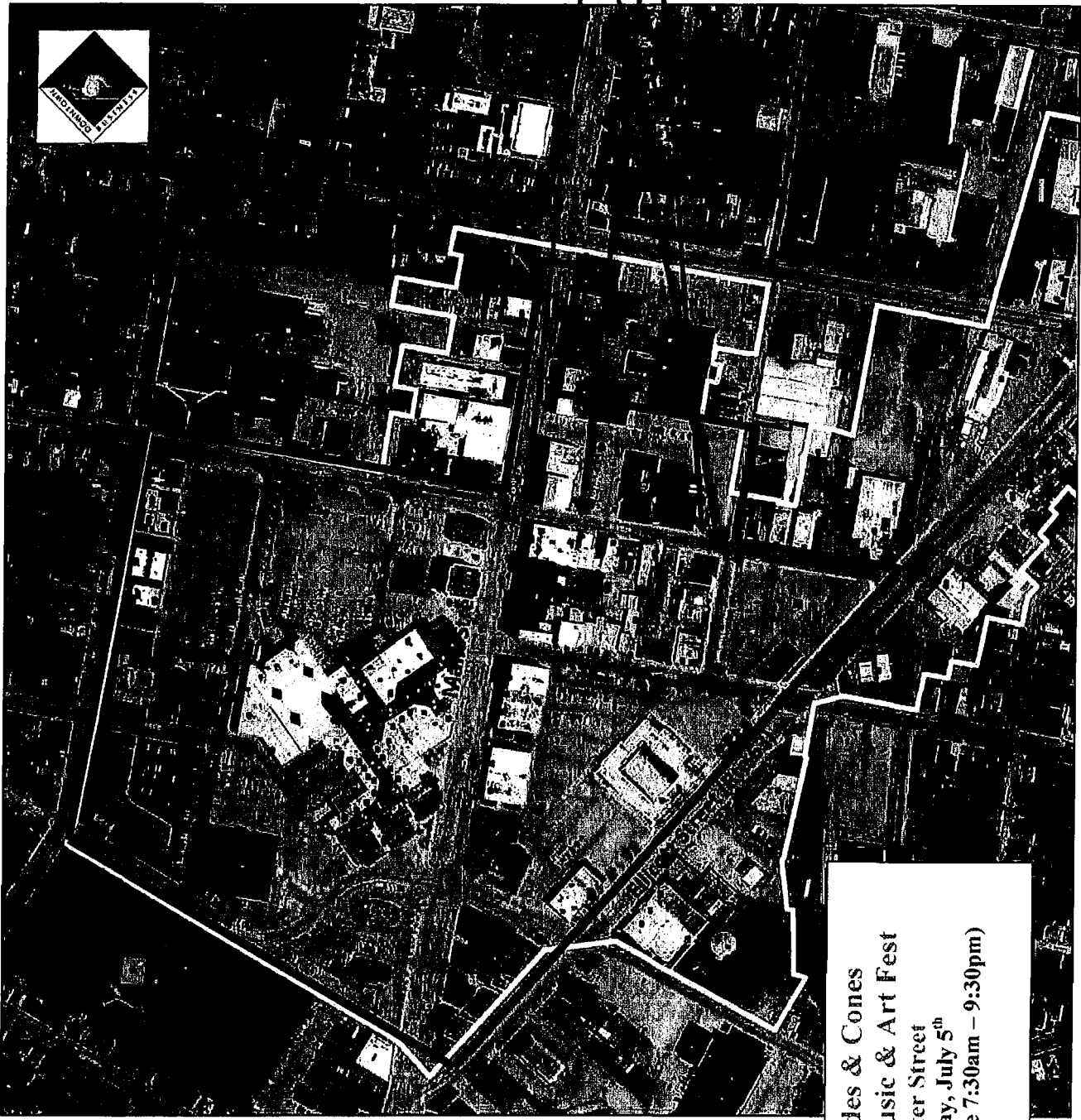
BATAVIA BUSINESS IMPROVEMENT DISTRICT
Jackson Square Concerts & Events 2015



Jackson Square
Concert Series,
Centennial
Arts Fest &
Ramble Music
Fest
Ramble Has
Activities On
Center Street

BATAVIA BUSINESS IMPROVEMENT DISTRICT

Jackson Square Concerts Series 2015 – *Barricades for Street Closure: Ramble Music & Art Fest, July 5th*



Barricades & Cones
Ramble Music & Art Fest
Center Street
Sunday, July 5th
(Street Closure 7:30am – 9:30pm)

**SPECIAL EVENT APPLICATION
DEPARTMENT APPROVAL SUMMARY**

FOR OFFICIAL CITY USE ONLY

Event Application #: 2015-16 Jackson Sq and
Ramble

Department: DPW – Bur of Maint.
List Department Name Here

Department Approval

	YES	NO
Community Development	<input type="checkbox"/>	<input type="checkbox"/>
DPW	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fire	<input type="checkbox"/>	<input type="checkbox"/>
Police	<input type="checkbox"/>	<input type="checkbox"/>

Department Cost Estimate: \$200 Misc. Materials – Sign
and Tent
If applicable

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

Use of Sign making supplies. Reset signs post – Ropes to secure Tent (opinion of cost) -

Further Information Requested: Fillable table – type your response here:

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

Submitted By: Ray Tourt
Name / Title

May 18, 2015
Date Submitted



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

APR 27 2015

Official Use Only:

2015-17
Event Application #:

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

Genesee-Orleans Regional Arts Council (aka GO ART!)

Name of Renter / Sponsor / Organization:

GO ART!'s 37th annual Picnic in the Park

Type / Name of Event:

Sat., July 4 noon-5pm

Date(s) & Time(s) of Event

Profit Non-Profit

CONTACT INFORMATION:

Heather Grant, Interim Director

Primary Contact Name

201 E. Main St., Batavia, NY 14020

Primary Contact Address

hgrant@goart.org

E-Mail Address

585-343-9313

Home Phone #

585-813-6581

Cell Phone #

Other #

Secondary Contact Name

Secondary Contact Address

E-Mail Address

Home Phone #

Cell Phone #

Other #

EVENT DAY CONTACT INFORMATION:

Heather Grant

Contact Name

Home Phone #

585-813-6581

Cell Phone #

Other #

Location of your event: Centennial Park, Batavia

Please provide details of your event: GO ART!'s 37th annual "Picnic in the Park" includes two stages with live entertainment, arts & crafts show & sale, nonprofit booths, food vendors, children's activities and is free.

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):

tbd- mutually agreed upon w/ DPW tbd same day, after event 5-7 pm

Set-Up Date: *Set-Up Time:* *Tear Down Date:* *Tear Down Time:*

PLEASE LIST ALL DATES / TIMES AND CROWD INFORMATION BELOW:

Sat., July 4th, 2015	Noon	5 pm	3-5000	50 crafters; 30 nps; 5 food
<i>Date:</i>	<i>Start Time:</i>	<i>End Time:</i>	<i>Estimated Crowd Size:</i>	<i># of Vendors / Displays</i>
Sat., July 4th 2015	11:00 am(kiddie parade)	Noon	100	0
<i>Date:</i>	<i>Start Time:</i>	<i>End Time:</i>	<i>Estimated Crowd Size:</i>	<i># of Vendors / Displays</i>

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

GO ART!, same as above

Name of Company Providing Above: *Company Contact/Representative* *Phone #* ()

Address, Street *City* *Zip Code*

CITY SERVICES SUPPORT:

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

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

ELECTRIC:

Will electric be needed for the event? Yes No

What will you be providing electric to? _____

Will generators be used? Yes No

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

SIZE OF GENERATOR(S) provided by YMCA FUEL SOURCE - GAS - - DIESEL - - PROPANE -

TENTS/CANOPIES:

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

Please list size(s) of Tents/Canopies or other temporary structures erected. 2 flatbeds from CY farms & tent from sterling 30'x50'; stage provided by city & tent by chamber- 12'x8'; Explore Art Tent (sterling) 20'x20'

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: Kiddie Parade- kids invited to arrive at 11am to decorate scooters etc, parade on Ellicott Ave. from Richmond to Park from Ellicott to Lincoln at 11:30 to kick off event.

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

Ellicott Avenue	Richmond Ave.	&	Park Avenue
<i>Street to be closed</i>		<i>Cross Streets</i>	
Park Avenue	Ellicott Ave.	&	Lincoln Ave.
<i>Street to be closed</i>		<i>Cross Streets</i>	
		&	
<i>Street to be closed</i>		<i>Cross Streets</i>	
		&	
<i>Street to be closed</i>		<i>Cross Streets</i>	

Will street barricades be requested from the City? Yes No How Many? 6-8

Will traffic cones be requested from the City? Yes No How Many? 3-4
(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)*
See attached

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.
2. Fire hydrants, Cross Streets/Alleys and Store Fronts **Shall Not Be Blocked** by any Vehicle or Concession at any time.
3. An Emergency Vehicle Safety Lane Must be Maintained at All times at All Locations
4. Fuel Containers Must be of an Approved type and Must be Properly Secured
5. Deep Fryers Must Be Approved. Commercial Types Require a Type "K" Portable Fire Extinguisher
6. All Food Vendors Must Have a Type ABC Fire Extinguisher. All Fire Extinguishers Must Be Inspected Within The Last Year. **A Valid Health Department Permit Must Be Displayed.**
7. No grease or substance of any kind may be discharged upon the streets, sidewalks, or into the storm drains and/or sewers
8. City Sign Ordinances Shall Be Complied With At All Times And In All Regards
9. No paint or other markings may be placed on the street surface.
10. Any overtime and/or material costs in excess of \$500, as determined by City Departments, must be paid by the event sponsor or other party
11. The application fee is due at time of submission of the application and is non-refundable.
12. If the event is approved, a Certificate of Liability Insurance 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.

4/21/15
Date:

Genesee-Orleans Regional Arts Council
Name of Event Sponsor:

Heather M. Grant, Interim Director
Authorized Signature, Title

Heather M. Grant
Name - Printed or Typed

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

4/21/15
Date:

Heather M. Grant
Signature of Applicant:

Please forward this application to:

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



**Genesee-Orleans
Regional Arts Council**

37th Annual GO ART! Picnic in the Park
July 4th, 2015
Noon to 5pm
Centennial Park, Batavia
Event Application to the City of Batavia

The following is a mutually developed list of items/services that the City of Batavia has graciously assisted with over the past several years for the July 4th GO ART! Picnic in the Park in Centennial Park, Batavia, and for which we are respectfully requesting assistance again this year:

- Stage used for "Stage 2," delivered and positioned;
- Pick up tent from Chamber of Commerce and deliver to Centennial Park; also set up tent on stage (above), take down tent after the event, and return it to the Chamber;
- 15-20 garbage barrels and distribute throughout the Park;
- Dumpster;
- Deliver and set up steps, lattice boards, and plywood (same 2x4s that have been used for years) for the Main Stage (Main Stage comprised of 2 flat beds and tent);
- Bucket truck and operator to hang ropes;
- Signs & stakes – stakes installed and signs attached throughout Park;
- Check and make sure electric boxes are working;
- Stakes marking area for horse & wagon rides
- Barricades to reserve a rectangular span of approximately 5-6 car-lengths behind the Main Stage (on Ellicott) for the performers to load/unload equipment;
- Lastly, chairs for the Concert Band: 50 chairs... 10:15 am delivery, pick up anytime after 1:00 pm.

On behalf of the GO ART! Board of Directors, I sincerely thank you for your consideration of our request again this year, and we look forward to a wonderful Picnic in the Park!

Additional info:

I have enclosed three separate maps. One describes the parade route and the other two indicate the generators location as well as the electric boxes located in the park. Generator A is powering a fan that inflates the YMCA's bounce house. Generator B is powering 2 fans that inflate the YMCA's obstacle course.

We have always run electric for the vendors & stages from the two boxes that are in the park.

Search nearby: (hotels-restaurants)

Centennial Park
Batavia, NY 14020

Directions Save

Street View

1 review · Park

Write a review Add a photo

Suggest an edit



Parade Route

Centennial Park, Batavia, NY
GO ART! Picnic in the Park—July 6, 2012

Richmond Avenue

Parking for ARTS & CRAFTS ONLY

ARTS & CRAFTS SHOW & SALE



★ Restrooms ★

LINELLIE
Batavia Concert Band
Genesee Chorale
Henrie Brothers
CLP OF
Kelly's Old Times

En Garde!
Fencing Demonstrations

**Horse-Drawn
Wagon Rides**

**Peeking Zoo
Animals**

Ellicott Avenue

Non-Profit Organization Displays

Explore Art!
Free Creative Activity
for Kids & Adults

Judging

**Candle
Sculpting**

**Temporary
Tentbox**

**Bachata Players
Engarde to Ernoone
Meditation School
of Irish Dance**

Stage II
(Covered Stage)

WVEC

Jobs Wanted

Jobs Wanted

Jobs Wanted

Jobs Wanted

Jobs Wanted

Jobs Wanted

Jobs Wanted

As the event nears, please keep in mind that the weather can change and some displays may be subject to change. All programs and job placement are subject to change.

GO ART! Gym

GO ART! Course

GO ART! Course

GO ART! Course

GO ART! Course

GO ART! Course

GO ART! Course

GO ART! Course

GO ART! Course

GO ART! Course

GO ART! Course

GO ART! Course

GO ART! Course

GO ART! Course

GO ART! Course

GO ART! Course

GO ART! Course

GO ART! Course

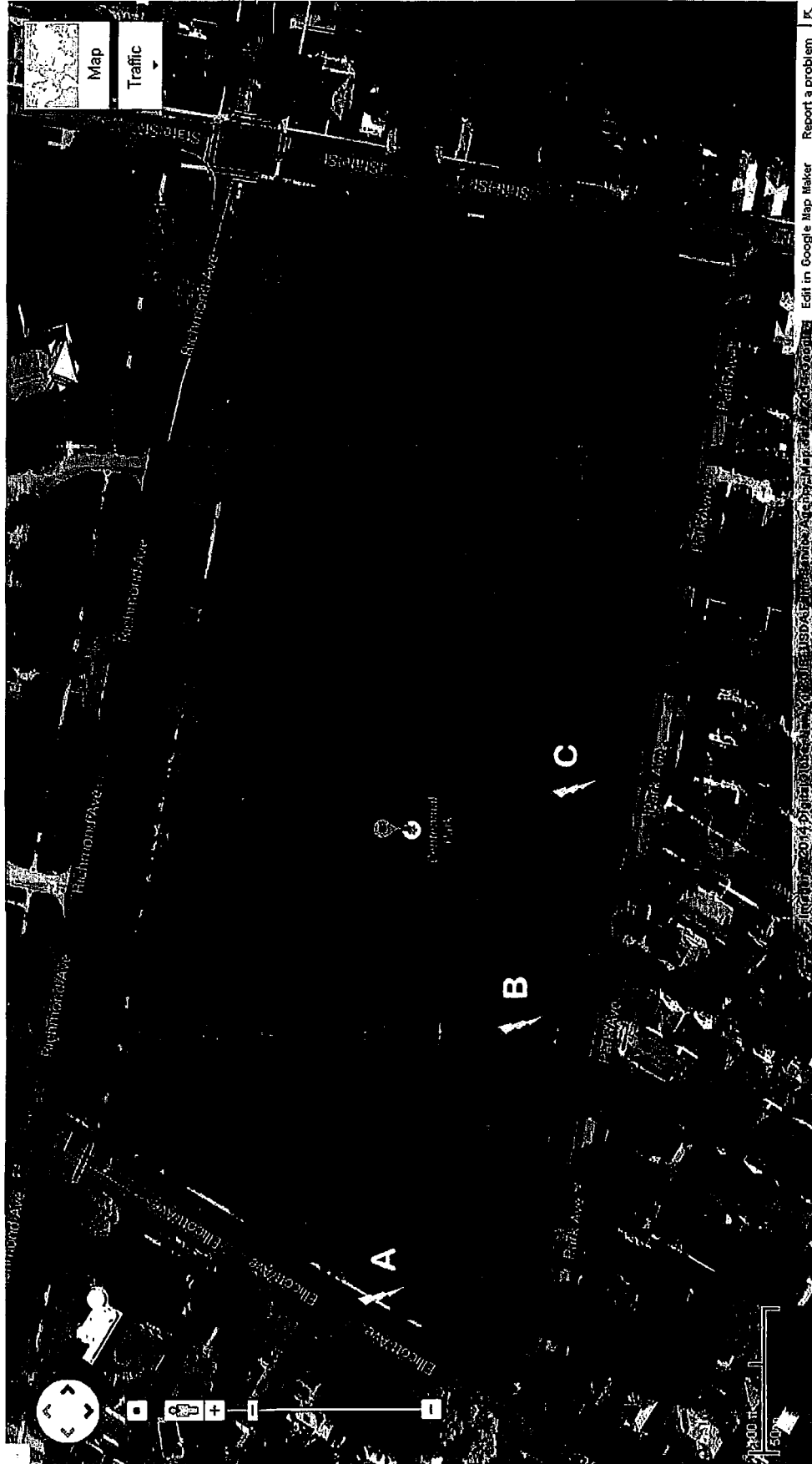
Park Avenue

★ Restrooms ★

Fire extinguisher

A + B = generators

Generators
A + B



electric boxes

**SPECIAL EVENT APPLICATION
DEPARTMENT APPROVAL SUMMARY**

FOR OFFICIAL CITY USE ONLY

Event Application #: 2015- 17 Picnic in the Park

Department: DPW – Bur of Maintenance
List Department Name Here

Department Approval

	YES	NO
Community Development	<input type="checkbox"/>	<input type="checkbox"/>
DPW	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fire	<input type="checkbox"/>	<input type="checkbox"/>
Police	<input type="checkbox"/>	<input type="checkbox"/>

Department Cost Estimate: O.T. cost for 4hrs labor the day of event = \$18.42 x 1.5 x 4 = \$166 Plus \$50 case of garbage bags, \$20 zip ties and \$50 for rope. TOTAL of \$286

If applicable

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

Application & Last year plus 2.5 % labor increase. Please note that does not include regular time setup and break down of aprox. \$568 labor costs

Further Information Requested: Fillable table – type your response here:

EVENT ORGANIZER IS RESPONSIBLE FOR ALL GARBAGE DISPOSAL

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

Submitted By: R. Tourt
Name / Title

5/18/15
Date Submitted



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

PAID
APR 29 2015
CITY OF BATAVIA
CLERK-TREASURER

Official Use Only:

2015-18
Event Application #:

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

GENESSEE CANCER ASSISTANCE - FESTIVAL OF HOPE
Name of Renter / Sponsor / Organization:

SK RUN/WALK 5/29/15 6PM Profit Non-Profit
Type / Name of Event: Date(s) & Time(s) of Event

CONTACT INFORMATION:
JAY A. GJELL 319 WASHINGTON AVE BATAVIA, NY
Primary Contact Name Primary Contact Address
JGJELL@CO.GENESSEE.NY.US 343-4215 813-2511
E-Mail Address Home Phone # Cell Phone # Other #
STEVE GRICE
Secondary Contact Name
SGRICE@CROSSROADSABSTRACT.COM 343-5102 585-356-2976
E-Mail Address Home Phone # Cell Phone # Other #

EVENT DAY CONTACT INFORMATION:
JAY GJELL 343-4215 585-813-2511
Contact Name Home Phone # Cell Phone # Other #

Location of your event: BATAVIA DOWNS RACE TRACK AND ADJACENT NEIGHBORHOOD
Please provide details of your event: SK RUN/WALK TO START + FINISH ON BATAVIA DOWNS TRACK USING CITY STREETS - RICHMOND + REDFIELD PKYWAY AND VA LOOP.

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? N/A

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):

5/29/15 5:30 pm 7:30 pm 5/29/15
Set-Up Date Set-Up Time: Tear Down Date: Tear Down Time:

PLEASE LIST ALL DATES / TIMES AND CROWD INFORMATION BELOW:

_____	_____	_____	_____	_____
Date:	Start Time:	End Time:	Estimated Crowd Size:	# of Vendors / Displays
_____	_____	_____	_____	_____
Date:	Start Time:	End Time:	Estimated Crowd Size:	# of Vendors / Displays

WILL THE EVENT INCLUDE:

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

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

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

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

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

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

N/A _____
Name of Company Providing Above: Company Contact/Representative Phone #

Address, Street City Zip Code

CITY SERVICES SUPPORT:

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

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

ELECTRIC:

Will electric be needed for the event? Yes No

What will you be providing electric to? _____

Will generators be used? Yes No
If yes, INCLUDE SITE DRAWING INDICATING PLACEMENT/LOCATION OF GENERATOR

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

TENTS/CANOPIES:

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

Please list size(s) of Tents/Canopies or other temporary structures erected. ALL LOCATED ON
IN FIELD AT BATAVIA DOWNS RACE TRACK

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: TRAFFIC CONTROL
AT RICHMOND + REDFIELD PKY AND VA GROUNDS + RICHMOND
ALONG RICHMOND FND BACK ENTRANCE BATAVIA DOWNS

List Street(s) and Cross Street(s) that will be affected:
RICHMOND Street to be closed & RICHMOND Cross Streets
REDFIELD Street to be closed & REDFIELD - VA KOOP Cross Streets
Street to be closed & RTS/MAIN ST TURN Cross Streets
Street to be closed & BEFORE STONE MONUMENT Cross Streets

Will street barricades be requested from the City? Yes No How Many? 6

Will traffic cones be requested from the City? Yes No How Many? 15
(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)
N/A

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.
2. Fire hydrants, Cross Streets/Alleys and Store Fronts **Shall Not Be Blocked** by any Vehicle or Concession at any time.
3. An Emergency Vehicle Safety Lane Must be Maintained at All times at All Locations
4. Fuel Containers Must be of an Approved type and Must be Properly Secured
5. Deep Fryers Must Be Approved. Commercial Types Require a Type "K" Portable Fire Extinguisher
6. All Food Vendors Must Have a Type ABC Fire Extinguisher. All Fire Extinguishers Must Be Inspected Within The Last Year. **A Valid Health Department Permit Must Be Displayed.**
7. No grease or substance of any kind may be discharged upon the streets, sidewalks, or into the storm drains and/or sewers
8. City Sign Ordinances Shall Be Complied With At All Times And In All Regards
9. No paint or other markings may be placed on the street surface.
10. Any overtime and/or material costs in excess of \$500, as determined by City Departments, must be paid by the event sponsor or other party
11. The application fee is due at time of submission of the application and is non-refundable.
12. If the event is approved, a Certificate of Liability Insurance 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

GENESSEE CANCER ASSISTANCE, 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 GENESSEE CANCER ASSY. (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.

4/22/15
Date:

GENESSEE CANCER ASSISTANCE
Name of Event Sponsor:

Joseph R. Heraceo
Authorized Signature, Title

JOE GERACE
Name - Printed or Typed

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

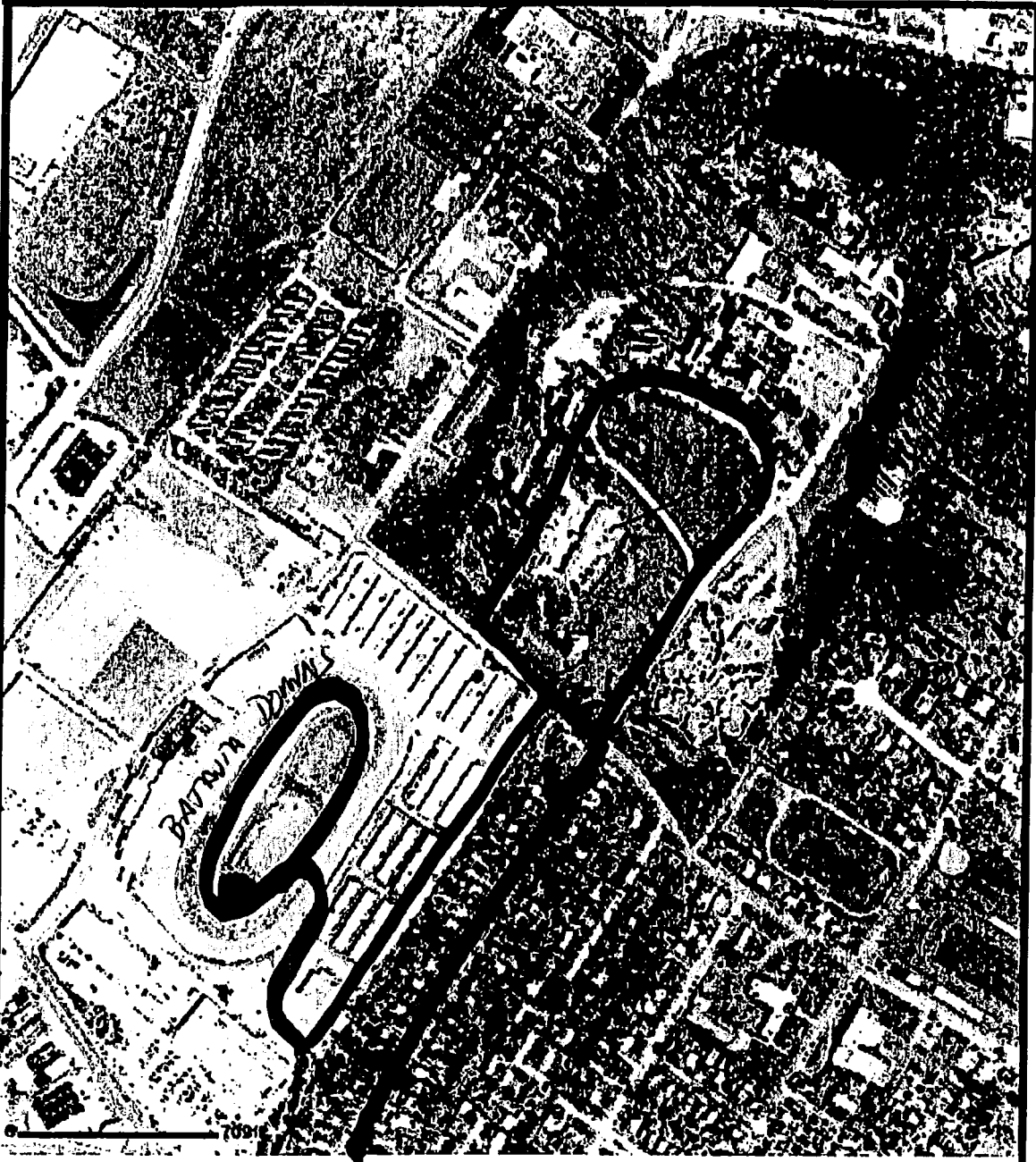
4/22/15
Date:

J. A. Gsell
Signature of Applicant: JAY A. GSELL

Please forward this application to:

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

2015 PROPOSED GENESSEE CANCER ASSISTANCE 5K RUN



- | | | |
|---------------|-------------------|-------------------|
| ● Hamlets | □ Surface Water | Legend |
| +++ Railroads | □ City & Villages | □ Towns |
| | | □ County Boundary |

GENESSEE CANCER ASSISTANCE
5K RUN/WALK

REDFIELD PIKEWAY
Genesee County

FRIDAY 5/29/15
5:30 PM START
7:30 AM FINISH



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/23/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Shepard Maxwell and Hale 5176 Clinton Street Road Batavia NY 14020	CONTACT NAME: Lusanne Simard, CISR PHONE (A/C No. Ext): (585) 343-5050 FAX (A/C No.): (585) 344-0639 E-MAIL ADDRESS: lusanne@smhins.com <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%; text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%; text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A: Graphic Arts Mutual Ins Co</td> <td style="text-align: center;">25984</td> </tr> <tr> <td>INSURER B: Utica Mutual Ins Co</td> <td style="text-align: center;">25976</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Graphic Arts Mutual Ins Co	25984	INSURER B: Utica Mutual Ins Co	25976	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER B: Utica Mutual Ins Co	25976														
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES **CERTIFICATE NUMBER:** 15-16 Master **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		2105650	1/30/2015	1/30/2016	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
							MED EXP (Any one person) \$ 10,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						PERSONAL & ADV INJURY \$
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS NON-OWNED AUTOS HIRED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB OCCUR <input type="checkbox"/> EXCESS LIAB CLAIMS-MADE			3458885	1/30/2015	1/30/2016	EACH OCCURRENCE \$ 1,000,000
		DED <input checked="" type="checkbox"/> RETENTION \$ 10,000					AGGREGATE \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 The City of Batavia is listed as additional insured with a written contract, subject to policy conditions, exclusions, definitions. Regarding the Festival of Hope being held on May 29, 2015.

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

Lisa Casey

From: Raymond Tourt
Sent: Monday, May 18, 2015 7:13 AM
To: Heidi Parker; Celeste L. Strzelecki; Janice Smith; Jim Maxwell; Laura Amiss; Lisa Casey; Matt Worth; Patty Palmer; Rob J. Yaeger; Shawn Heubusch
Cc: Jim Ficarella; Brett Stevenson; Scott Allen
Subject: RE: Notre Dame graduation
Attachments: 2015-21 ND Grad.doc

ND Grad approval

From: Heidi Parker
Sent: Friday, May 15, 2015 9:16 AM
To: Celeste L. Strzelecki; Janice Smith; Jim Maxwell; Laura Amiss; Lisa Casey; Matt Worth; Patty Palmer; Raymond Tourt; Rob J. Yaeger; Shawn Heubusch
Subject: Notre Dame graduation

Hi,
This just came in today and will have to go on the May 26th agenda which is due by next Wednesday! Sorry for the short notice – I notified the applicant of the tight time frame.

Please let me know OT costs or materials as soon as possible. Also, if you haven't responded to Genesee Cancer Assistance, please do so soon as this will also have to go on the May 26th agenda.
Thank you.

Heidi

Heidi J Parker
Clerk-Treasurer
City of Batavia
One Batavia City Centre
Batavia, NY 14020
585 345-6305, opt 5, opt 1
585 343-9221 (fax)



Official Use Only:

2015-21
Event Application #:

- 'Bat<wi4
I/ev., I/Mk 14020
(SiS) 34S-6300

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

Notre Dame

Name of Renter / Sponsor / Organization:

Graduation

May 30, 2015 7-9 pm

Profit Non-Profit

Type / Name of Event:

Date(s) & Time(s) of Event

CONTACT INFORMATION:

Mike Rapone

73 Union Street Batavia, NY 14020

Primary Contact Name

Primary Contact Address

Michael.rapone@ndhsbatavia.com

585-343-2783 X-104

E-Mail Address

Home Phone#

Cell Phone#

Other#

Michelle Wall

73 Union Street Batavia, NY 14020

Secondary Contact Name

Secondary Contact Address

Michelle.wall@ndhsbatavia.com

585-343-2783 X-0

E-Mail Address

Home Phone#

716-474-0724

Cell Phone#

Other#

EVENT DAY CONTACT INFORMATION:

Michael Rapone

585-343-2783 X-104

Contact Name

Home Phone#

Cell Phone#

Other#

Location of your event: 73 Union Street Batavia, NY 14020

Please provide details of your event: Graduation Ceremony in our Grotto

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):

May 30, 2015

6:30 pm

May 30, 2015

9:00 pm

Set-Up Date:

Set-Up Time:

Tear Down Date:

Tear Down Time:

PLEASE LIST ALL DATES / TIMES AND CROWD INFORMATION BELOW:

May 30, 2015

7:00 pm

9:00 pm

300

0

Date:

Start Time:

End Time:

Estimated Crowd Size:

#of Vendors/Displays

Date:

Start Time:

End Time:

Estimated Crowd Size:

of Vendors/Displays

WILL THE EVENT INCLUDE:

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

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

Name of Company Providing Above:

Company Contact/Representative

Phone#

Address, Street

City

Zip Code

Music: Live Group Recorded/DJ

Notre Dame Chorus

Name of Company Providing Above:

Company Contact/Representative

Phone#

73 Union Street

Address, Street

Batavia

City

14020

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? Microphones,

Will generators be used? Yes No

SITE DRAWING INDICATING PLACEMENT/LOCATIN OF GENERATOR

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

TENTS/CANOPIES:

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

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

ANCHORING INTO PAVEMENT IS PROHIBITED!

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

STREET CLOSURE(S):

NY EVENT REQUIRING A STREET CLOSURE REQUIRES 90 DAY ADVANCE NOTICE

Will street(s) need to be closed for the event? Yes No Reason: ND Graduation at our Grotto

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

<u>Richmond</u>	<u>Union</u>	&	<u>Woodrow</u>
_____	_____	Cross Streets	_____
_____	_____	&	_____
_____	_____	Cross Streets	_____
_____	_____	&	_____
_____	_____	Cross Streets	_____
_____	_____	&	_____
_____	_____	Cross Streets	_____

Will street barricades be requested from the City? Yes No How Many? 4

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 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.
2. Fire hydrants, Cross Streets/Alleys and Store Fronts **Shall Not Be Blocked** by any Vehicle or Concession at any time.
3. An Emergency Vehicle Safety Lane Must be Maintained at All times at All Locations
4. Fuel Containers Must be of an Approved type and Must be Properly Secured
5. Deep Fryers Must Be Approved. Commercial Types Require a Type "K" Portable Fire Extinguisher
6. All Food Vendors Must Have a Type ABC Fire Extinguisher. All Fire Extinguishers Must Be Inspected Within The Last Year. **A Valid Health Department Permit Must Be Displayed.**
7. No grease or substance of any kind may be discharged upon the streets, sidewalks, or into the storm drains and/or sewers
8. City Sign Ordinances Shall Be Complied With At All Times And In All Regards
9. No paint or other markings may be placed on the street surface.
10. Any overtime and/or material costs in excess of \$500, as determined by City Departments, must be paid by the event sponsor or other party
11. The application fee is due at time of submission of the application and is non-refundable.
12. If the event is approved, a Certificate of Liability Insurance 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

Notre Dame

_____ the organizer/sponsor, shall indemnify, hold harmless, assume liability for and defend the City of Batavia, its employees, officers and agents from any and all damages, costs and expenses including but not limited to, attorney's fees, court costs, and all other sums which the City of Batavia its employees, officers and agents may pay or become obligated to pay on account of any and every demand, claim or assertion of liability, or any claim founded thereon, arising or alleged to have arisen out of the activities described in this special event application and sanctioned by the permit issued by the City of Batavia or by any act or omission of the Notre Dame (Organizer/Sponsor), its members, agents, employees, volunteers, officers, or directors in relation to activities described in this application and sanctioned by the issuance of a special event permit.

Date:

Name of Event Sponsor:

Authorized Signature, Title

Name - Printed or Typed

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

Date:

Signature of Applicant:

Please forward this application to:

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



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

Official Use Only:

Event Application #:

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

Brighton Securities
Name of Renter / Sponsor / Organization:

Shred Day
Type / Name of Event:

6/12/15 12pm-3pm
Date(s) & Time(s) of Event

Profit Non-Profit

CONTACT INFORMATION:

Christina Cincery
Primary Contact Name

1703 Monroe Ave. Rochester NY, 14618
Primary Contact Address

cincery@brightonsecurities.com
E-Mail Address

Home Phone # _____ Cell Phone # _____ Other # 585 340-2204

Lindsey D. Martino
Secondary Contact Name

212 E. Main St. Batavia, NY 14020
Secondary Contact Address

ldimartino@brightonsecurities.com
E-Mail Address

Home Phone # _____ Cell Phone # _____ Other # 585 344 1850

EVENT DAY CONTACT INFORMATION:

Lindsey D. Martino
Contact Name

Home Phone # _____ Cell Phone # _____ Other # 585 344 1850

Location of your event: Brighton Securities 212 E. Main St. Batavia NY 14020

Please provide details of your event: The event is a free document destruction day where the public may drop off and dispose of old documents.

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):

6/12/15 11:30 6/12/15 3:30
Set-Up Date: Set-Up Time: Tear Down Date: Tear Down Time:

PLEASE LIST ALL DATES / TIMES AND CROWD INFORMATION BELOW:

6/12/15 12pm 3pm 75 0
Date: Start Time: End Time: Estimated Crowd Size: # of Vendors / Displays

WILL THE EVENT INCLUDE:

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

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

Name of Company Providing Above: _____ Company Contact/Representative: _____ Phone #: _____

Address, Street _____ City _____ Zip Code _____

Music: Live Group Recorded/DJ

Name of Company Providing Above: _____ Company Contact/Representative: _____ Phone #: _____

Address, Street _____ City _____ Zip Code _____

CITY SERVICES SUPPORT:

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

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

ELECTRIC:

Will electric be needed for the event? Yes No

What will you be providing electric to? _____

Will generators be used? Yes No
If yes, INCLUDE SITE DRAWING INDICATING PLACEMENT/LOCATION OF GENERATOR

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

TENTS/CANOPIES:

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

Yes No
Yes No

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

1 pop-up tent 10' X 10'

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.
2. Fire hydrants, Cross Streets/Alleys and Store Fronts **Shall Not Be Blocked** by any Vehicle or Concession at any time.
3. An Emergency Vehicle Safety Lane Must be Maintained at All times at All Locations
4. Fuel Containers Must be of an Approved type and Must be Properly Secured
5. Deep Fryers Must Be Approved. Commercial Types Require a Type "K" Portable Fire Extinguisher
6. All Food Vendors Must Have a Type ABC Fire Extinguisher. All Fire Extinguishers Must Be Inspected Within The Last Year. **A Valid Health Department Permit Must Be Displayed.**
7. No grease or substance of any kind may be discharged upon the streets, sidewalks, or into the storm drains and/or sewers
8. City Sign Ordinances Shall Be Complied With At All Times And In All Regards
9. No paint or other markings may be placed on the street surface.
10. Any overtime and/or material costs in excess of \$500, as determined by City Departments, must be paid by the event sponsor or other party
11. The application fee is due at time of submission of the application and is non-refundable.
12. If the event is approved, a Certificate of Liability Insurance 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

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.

5/14/15
Date:

Brighton Securities
Name of Event Sponsor:

Christina Gregory Marketing Coordinator
Authorized Signature, Title

Christina Gregory
Name - Printed or Typed

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

5/14/15
Date:

[Signature]
Signature of Applicant:

Please forward this application to:

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

**SPECIAL EVENT APPLICATION
DEPARTMENT APPROVAL SUMMARY**

FOR OFFICIAL CITY USE ONLY

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

If recommendation is denied, please attach a brief explanation

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



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

PAID
APR 29 2015
CITY OF BATAVIA
CLERK-TREASURER

Official Use Only:

2015-19
Event Application #:

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

Center Street Smokehouse

Name of Renter / Sponsor / Organization:

free concert 07/04/2015 Profit Non-Profit
Type / Name of Event: Date(s) & Time(s) of Event

CONTACT INFORMATION:

Cregg paul 20 Center street Batavia NY
Primary Contact Name Primary Contact Address
cregg@centerstreetsmokehouse.com 585-343-7470
E-Mail Address Home Phone # Cell Phone # Other #
Secondary Contact Name Secondary Contact Address
E-Mail Address Home Phone # Cell Phone # Other #

EVENT DAY CONTACT INFORMATION:

Cregg Paul 585-343-7470
Contact Name Home Phone # Cell Phone # Other #

Location of your event: jackson Sq

Please provide details of your event: Free 4th Of July Concert 4 bands starting @ 2pm ending @ 10pm
Country Music ,Classic Rock, (local bands)

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):

07/04/2015

Set-Up Date:

11am

Set-Up Time:

07/04/2015

Tear Down Date:

10pm

Tear Down Time:

PLEASE LIST ALL DATES / TIMES AND CROWD INFORMATION BELOW:

07/04/2015

Date:

2pm

Start Time:

10pm

End Time:

200

Estimated Crowd Size:

0

of Vendors / Displays

Date:

Start Time:

End Time:

Estimated Crowd Size:

of Vendors / Displays

WILL THE EVENT INCLUDE:

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

Fireworks or Hazardous Materials? Yes [] No [x] Carnival or Amusement Rides? Yes [] No [x]

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

Address, Street City Zip Code

Music: Live Group [x] Recorded/DJ []

Center Street Smokehouse () 343-7470

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

20 Center Street Batavia NY
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 [x] No []

What will you be providing electric to? The stage

Will generators be used? Yes [] No [x]

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

SIZE OF GENERATOR(S) FUEL SOURCE - GAS - [] - DIESEL - [] - PROPANE - []

TENTS/CANOPIES:

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

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

ANCHORING INTO PAVEMENT IS PROHIBITED!

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

STREET CLOSURE(S):

ANY EVENT REQUIRING A STREET CLOSURE REQUIRES 90 DAY ADVANCE NOTICE

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

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

Street to be closed & Cross Streets

Street to be closed & Cross Streets

Street to be closed & Cross Streets

Street to be closed & Cross Streets

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

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

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

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

POLICE

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

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

PLEASE NOTE:

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

Hold Harmless Agreement

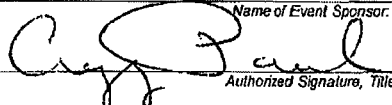
_____, the organizer/sponsor, shall indemnify, hold harmless, assume liability for and defend the City of Batavia, its employees, officers and agents from any and all damages, costs and expenses including but not limited to, attorney's fees, court costs, and all other sums which the City of Batavia its employees, officers and agents may pay or become obligated to pay on account of any and every demand, claim or assertion of liability, or any claim founded thereon, arising or alleged to have arisen out of the activities described in this special event application and sanctioned by the permit issued by the City of Batavia or by any act or omission of the _____ (Organizer/Sponsor), its members, agents, employees, volunteers, officers, or directors in relation to activities described in this application and sanctioned by the issuance of a special event permit.

04/024/2015

Date:

Center Street Smokehouse

Name of Event Sponsor.



Authorized Signature, Title

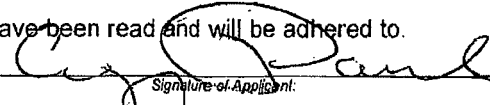
Cregg Paul

Name - Printed or Typed

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

4/24/15

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

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

If recommendation is denied, please attach a brief explanation

OFFICIAL USE ONLY	
_____	_____
<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

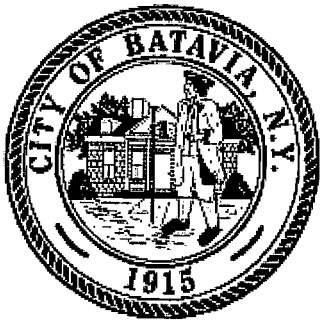
Estimate based on: *Fillable table - type your response here:*

--

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


--

Submitted By: _____
Name / Title _____
Date Submitted



City of Batavia

To: Honorable City Council

From: Jason Molino, City Manager 

Date: May 20, 2015

Subject: Surplus equipment and vehicles

From time to time the City declares vehicles and equipment that are no longer needed or beyond repair as surplus. Once declared surplus by City Council, the equipment and/or vehicles are either auctioned or traded in for value against budget approved replacements. If auctioned, advertisements will be made locally. Funds received from auctioned equipment or vehicles are put into the department's equipment reserve fund.

It recommended that the City Council declare the suggested equipment and vehicles surplus.

Supporting Documents:

1. Draft resolution

#-2015

A RESOLUTION TO DECLARE DEPARTMENT OF PUBLIC WORKS, FIRE DEPARTMENT AND POLICE DEPARTMENT VEHICLES AND EQUIPMENT SURPLUS FOR THE PURPOSE OF SALVAGE AND DISPOSAL

Motion of Councilperson

WHEREAS, the Department of Public Works, Fire Department and Police Department have declared the vehicles and equipment listed below surplus and the cost of needed repairs exceeding the vehicle's value; and

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

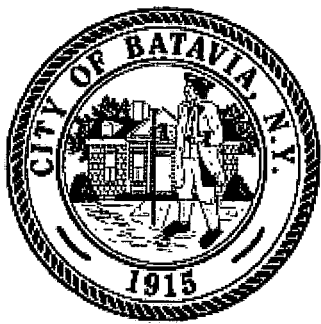
WHEREAS, any revenue received from disposal is to be put into the respective department's equipment reserve fund general, fund revenue or be used for trade in value for approved equipment replacement; and

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


BE IT FURTHER RESOLVED, that the City Manager be and hereby is authorized to make the necessary budget transfers in the 2015-2016 budget

- 2001 Dodge Pickup, Vin#3B7KC26Z41M550446, Unit 304
- 1992 International 10 Wheel Dump Truck Vin#IHTGLCUT6NH46O2O6, Unit 203
- 1990 International Paystar Roll-off Truck Vin#2HTTGGRT1LC02953, Unit 410
- 1998 Chevrolet 3500 4x4 Pickup Truck with Meyers Plow Vin#1GCGK24R7WZ196410 – Unit 400
- 1998 (Homemade) Parks Trailer ID#NYA515147
- 2011 Ford Crown Victoria Police Interceptor Vin#2FABP7BVXBX157325
- 2013 Ford Police Interceptor Sedan Vin#1FAHP2M86DG124254
- 2 Hurst Hydraulic Hose Reel
- 2005 Chevrolet Tahoe Vin# 1GNEK13V65R235929
- 2009 Dodge Durango Vin# 1D8HB38P49F712670

**Seconded by Councilperson
and on roll call**



To: Honorable City Council

From: Jason Molino, City Manager 

Date: May 20, 2015

Subject: Amendments to Chapter 190 and 143 of the Batavia Municipal Code

Chapter 190-9 & 190-39

Attached please find supporting documents that were provided to the Genesee County Planning Board and the City of Batavia Planning and Development Committee (PDC). After review of the proposed changes to Chapter 190, R-2 District, Permitted Principle Uses, both entities have recommended to the City Council that the proposed changes be made to prohibit new a boardinghouse, lodging house, rooming house or tourist home. The primary support for this proposed amendment is that the current section of the municipal code is not consistent with the City's Comprehensive Master Plan.

Most notably, the City's Comprehensive Master Plan under Section III, Recommendations state:

Downzone to Single Family Residential (R-1) Zoning. *R-2 zones that have not yet experienced significant two-three family conversion should be rezoned to R-1. Accomplish this as a measure to prevent outward migration of blighting conditions into currently stable residential neighborhoods. Allowing such conversion will lead to diminution of the tax base and reduced living conditions for residents of these neighborhoods. The purpose of this action is to reestablish the integrity of the neighborhoods so that potential homeowners will regain confidence in housing investments in the City. Examples of areas that should be rezoned are highlighted in Figure III-1 Future Land Use Concept Map.*

Clarify Uses in the R-1 and R-2 Residential Districts. *Currently, the R-1 district allows one-, two- and multi-family uses as well as large multi-family development. In order to maintain the integrity of the single family neighborhoods modify the R-1 uses to disallow multi-family and large scale multi-family developments. Likewise, modify the R-2 district to disallow large scale multi-family developments. The resulting uses for R-1 would be one and two family units and the resulting uses for R-2 would be one, two and multi-family units.*

As referenced, both recommendations encourage disallowing large scale multi-family developments and down-zoning much of the prior R-1 and R-2 zoning code to preserve the positive character of single-family neighborhoods.

Additional support to amending the R-2 District is outlined in the City's Community Improvement Plan, in addition to the Comprehensive Master Plan, as both reference a correlation between lower property values on streets that have a greater number of multi-unit structures.

The current R-2 permitted principle uses which allow new applications for a boardinghouse, lodging house, rooming house and tourist homes is inconsistent with the City's adopted Comprehensive Master Plan and Community Improvement Plan. The recommendations from both plans provide for preventing multi-family structures from growing. Amending the R-2 permitted principle uses to prohibit new applications for a boardinghouse, lodging house, rooming house and tourist homes is consistent with supporting and encouraging reinvestment into single-family structures, as well as the recommendations in both planning documents.

Chapter 143. Rooming Houses

Consistent with the proposed changes to Chapter 190 of the zoning code, changes to Chapter 143, Rooming Houses of the BMC are required to prohibit new rooming houses. In addition the update includes revisions consistent with the New York State Uniform Fire Prevention and Building Code.

The City Attorney has reviewed the proposed amendments to 190-9, 190-39 and 143 for City Council consideration.

Legislative Process

Because the proposed amendments to Chapter 190 include an amendment of the zoning code, referral to the Genesee County Planning Board was required. On May 14, 2015 the County Planning Board reviewed and recommended the proposed changes to the City zoning code.

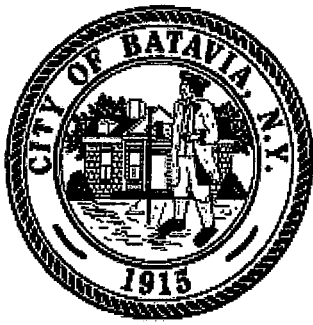
Following the County Planning Board review the City PDC reviewed the proposed amendments to Chapter 190, conducted a public hearing and recommended to City Council the amendments to Chapter 190.


The proposed amendments are now presented to City Council for consideration. As both Chapter 190 and 143 are chapters of the Batavia Municipal Code, a public hearing is required prior to any action that may amend either chapter. In addition, prior to adoption of any change to the zoning code (Chapter 190) State Environmental Quality Review Act (SEQR) review will have to be conducted. SEQR has been prepared and will be provided to City Council to taking action on the proposed amendments.

It is recommended that the City Council set public hearings for the proposed amendments to Chapters 190 and 143 for the June 22, 2015 Council meeting.

Supporting Documents:

1. Memo to Planning and Development Committee dated April 29, 2015
2. Genesee County Planning Board referral dated May 14, 2015
3. Draft resolutions setting public hearings on June 22, 2015



To: Planning & Development Committee
From: Jason Molino, City Manager 
Date: April 29, 2015
Subject: R-2 District – Permitted Principle Uses

In response to recent conversions of large single-family properties into permitted rooming houses it is recommended that the R-2 zone be amended to prohibit such uses. The proposed change to the R-2 permitted principle uses prohibiting new boardinghouse, lodging house, rooming house, tourist home, tourist camps or cabins is consistent with the City's Master Plan (1997) as well as the City's Community Improvement Plan (2012). Both planning documents reference and correlate the City's deteriorating neighborhoods and property values, particular single-family homes, with multi-family properties. Also both plans outline recommendations targeting the minimization of growth of multi-family conversions from single-family properties. Conversely both documents encourage down-zoning and the reversal of multi-family units. The following is an outline from both plans:

Master Plan

1. Section I – Introduction, Constraints

- *Deteriorating Neighborhoods – Many residential properties in the City's poorer neighborhoods suffer from a significant lack of maintenance and the conversion of larger single family home to multi-unit apartment buildings.*

This is supported by the attached map, Batavia Rooming House, demonstrating that nine (9) of the ten (10) authorized rooming houses in the City are located within lower median income areas of the City, or directly adjacent to a lower income area. In addition the attached map, Batavia Opportunity Area, further demonstrates that all but one rooming house is either in a highly distressed census tract or within close distance to a highly distressed census tract.

- *Strip Development – Because of haphazard mixed-use development, multiple sign styles and numerous curb cuts, East and West Main Street and Ellicott Street detract from the overall visual quality of the City. Bringing clarity and harmony to these area would enhance the City's aesthetic character and create positive community gateways.*

The current zoning code allows rooming houses as permitted principle uses in R-2, R-3, C-1, C-2 and C-3 zones adding to the potential "haphazard mixed-use development" as most of the area along the City's primary thoroughfares (Rt. 5 and Rt. 63) are zoned C-1, C-2 or C-3.

2. Section III – Recommendations, Clarify Uses in the R-1 and R-2 Residential Districts.

- *Currently, the R-1 district allows one-, two- and multi-family uses as well as large multi-family development. In order to maintain the integrity of the single family neighborhoods modify the R-1 uses to disallow multi-family and large scale multi-family developments. Likewise, modify the R-2 district to disallow large scale multi-family developments. The resulting uses for R-1 would be one and two family units and the resulting uses for R-2 would be one, two and multi-family units.*

As outlined this recommendation was targeted towards disallowing large scale multi-family developments and down-zoned much of the prior R-1 and R-2 zoning code to preserve the character of the of the single-family neighborhoods.

Community Improvement Plan

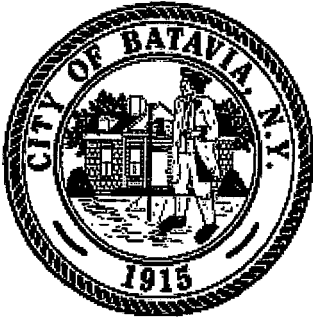
The attached sections from the Community Improvement Plan demonstrate that as the number of multi-family parcels increases per block the average sale value of properties on the block decreases. In conclusion the plan states, "Since smaller multifamily properties are currently selling for less, on average, than single family homes, the City has an opportunity to establish a grant or loan (or other type of incentive) program to encourage current or new owners to de-convert these buildings back into single family homes."

Summary

The current R-2 permitted principle uses which allow new applications for a boardinghouse, lodging house, rooming house and tourist homes is inconsistent with the City's adopted Mater Plan and Community Improvement Plan. The recommendations from both plans provide for preventing multi-family like structures from growing so as to prevent or contribute to deteriorating neighborhoods and property values. Amending the R-2 permitted principle uses to prohibit new applications for a boardinghouse, lodging house, rooming house and tourist homes is consistent with supporting and encouraging reinvestment into single-family structures, as well as the recommendations in both planning documents.

Documents

1. List of existing properties with rooming house permits.
2. Copy of relevant sections from the City Master Plan, Section I & III.
3. Copy of relevant section from the City Community Improvement Plan.
4. Maps of Batavia Rooming Houses and Batavia Opportunity Area: Highly Distressed Areas and Empire Zones.
5. Full Environmental Assessment Form, Part 1 – Project and Setting.
6. Draft amendment to Chapter § 190-9. R-2 Residential Districts and § 190-39. Parking requirements.



City of Batavia
Department of Public Works
Bureau of Inspections

One Batavia City Centre, Batavia, New York 14020 (585)-345-6345 (585)-345-1385 (fax)

4/29/2015

Re: Rooming house information

The following is a list of rooming houses that are presently operating by approved permit.

<u>Address:</u>	<u># rms:</u>	<u>Use district:</u>
332 West Main St.	4	C-2
134 West Main St.	5 and 1 Apt.	C-2
130 West Main St.	13	C-2
216-218 State St.	10 and 1 Apt.	R-1A*
7-9 Mill St.	8	I-1*
14 Highland Pk.	7	R-3
111 Liberty	8	C-2
220 West Main St.	14	C-2
16 Oak St.	7	R-3
316 East Main St.	11	C-1

The BMC presently permits the use of "rooming house" in the R-2, R-3, C-1 and C-2 use districts.

* Two of the above properties would be considered non-conforming use properties.

The City of Batavia Master Plan – Section I – Introduction, Constraints

April 29, 2015

- *Available Labor Force* - The closing of some manufacturing businesses and the downsizing of others has left a skilled workforce available for new employment opportunities.
- *Rich Cultural Heritage and Historic Resources* - The fact that Batavia was the birth place of Western New York exudes community pride in its' residents. The pride is reflected in the numerous historic resources located throughout the City.
- *Recreation* - Batavia possesses numerous parks and recreational facilities for its residents throughout the City.
- *Utilities* - In general, the City's water and sewer system contains excess capacity for expansion. Because the Town of Batavia purchases water and sewer services from the City, the City is in an advantageous position to coordinate the growth of the Town with its' own plans.
- *Manufacturing Base* - The City of Batavia has faired well in the face of a declining manufacturing base in New York State. There are a number of businesses still in operation and, given the proximity to the Thruway, the potential for additional businesses to open is relatively high. Additionally, Batavia is the birthplace of the business incubator with the Batavia Industrial Center being one of the first in America.
- *Quality of Life* - Batavia residents posses a strong sense of community pride. They favor the quality neighborhoods, having goods and services readily available, being in close proximity to major metropolitan areas without having to live in a large city, good schools and a relatively low cost of living compared to other western New York communities.

Constraints

- *Downtown Core* - While well-defined, the downtown core suffers from retail expansion and business relocation to the City's edge. Businesses are closing and the Genesee Country Mall is largely vacant forcing residents to shop elsewhere.
- *Creek Access* - Tonawanda Creek provides a great deal of potential, however, access to the creeks edge is limited to Kibbe Park on the south side of the City. Additionally, there is very little public land along the Creek's on which to develop a park.
- *Deteriorating Neighborhoods* - Many residential properties in the City's poorer neighborhoods suffer from a significant lack of maintenance and the conversion of larger single family homes to multi-unit apartment buildings.
- *Strip Development* - Because of haphazard mixed-use development, multiple sign styles and numerous curb cuts, East and West Main Street and Ellicott Street detract from the

overall visual quality of the City. Bringing clarity and harmony to these areas would enhance the City's aesthetic character and create positive community gateways.

- *Floodplain* - Much of the area south of Main and Ellicott Streets is located within a 100 year floodplain which limits the amount of land available for economic development.

Together, these opportunities and constraints help shape and provide direction for the Master Plan Update. The following sections outline and explain the existing conditions in the City, recommendations for future actions and an evaluation of the recommended actions in terms of their fiscal impact on the City.

**The City of Batavia Master Plan – Section III – Recommendations, Clarify Uses in the R-1
and R-2 Residential Districts**

April 29, 2015

often result in non-conforming poorly maintained properties. Moreover, many of the homes in the R2 and R3 zones that were originally constructed as single family homes have been converted over time to multiple family dwellings. Such conversions in an area that was not originally planned for such density contribute to overcrowding service problems and under-maintained rental units.

However, not all of the City's neighborhoods are experiencing these pressures. In fact, some neighborhoods have a healthy rental market while others have remained as well maintained single family homes. The mix of use in some neighborhoods have created a positive environment. These characteristics have helped shape the City and provide a high quality of lifestyle.

- *Maintain the Integrity of the Single Family Neighborhoods.* Low density R1 residential areas in Batavia, such as the area north of West Main Street and east of Vine Street, are both attractive and stable. These neighborhoods are valuable community assets and should continue to be protected from higher density residential encroachment. Continue strict code enforcement and disapproval of inappropriate use variances to maintain the positive character of these neighborhoods.

Poor administration and the indiscriminate granting of variances can dilute the effectiveness of the zoning ordinance in a short period of time. The Planning Board should continue to work with the Zoning Board of Appeals to explain the intent of the Master Plan.

- *Downzone to Single Family Residential (R-1) Zoning.* R-2 zones that have not yet experienced significant two-three family conversion should be rezoned to R-1. Accomplish this as a measure to prevent outward migration of blighting conditions into currently stable residential neighborhoods. Allowing such conversion will lead to diminution of the tax base and reduced living conditions for residents of these neighborhoods. The purpose of this action is to reestablish the integrity of the neighborhoods so that potential homeowners will regain confidence in housing investments in the City. Examples of areas that should be rezoned are highlighted in Figure III-1 Future Land Use Concept Map.
- *Clarify Uses in the R-1 and R-2 Residential Districts.* Currently, the R-1 district allows one-, two- and multi-family uses as well as large scale multi-family development. In order to maintain the integrity of the single family neighborhoods modify the R-1 uses to disallow multi-family and large scale multi-family developments. Likewise, modify the R-2 district to disallow large scale multi-family developments. The resulting uses for R1 would be one and two family units and the resulting uses for R2 would be one, two and multi family units.
- *Maintain R-2 and R-3 Districts.* These zones should continue to provide a transition between the City's central core and its single family neighborhoods. Continuation of

these uses will provide affordable living and property investment opportunities within the City.

Other methods of maintaining the integrity of the R2 and R3 districts include:

Revising the zoning code to include design guidelines relating to residential construction. In order to create a positive pedestrian realm, the revised code should address setbacks, parking, public parkways along the street and sidewalks.

Continuing Batavia's active and successful community development housing programs to encourage residential reinvestment and restoration of these multi-family neighborhoods.

In conjunction with rehabilitation and ownership financing programs, continuing aggressive code enforcement and the rental inspection program are essential to assure reasonable property maintenance.

Encouraging and establishing Neighborhood Watch Groups as a means of maintaining neighborhood stability.

- **Recognize and Create Neighborhood Centers.** Understanding that the basis of defining a neighborhood is a 1,500 foot walkable distance from a center point, the City should work to recognize the different neighborhoods and establish an identity and sense of public ownership. Examples of neighborhood centers include parks, churches, schools and small commercial centers. Once certain neighborhoods are defined, identification can be achieved through a coordinated sign program.

Another method of identifying a neighborhood is through small commercial districts. Revise the zoning code to create additional neighborhood commercial districts that recognizes some of these centers. Allowable uses should be small scale and oriented towards walking and bicycling rather than the automobile. Examples of potential neighborhood commercial districts include the area surrounding Pontillo's Pizzeria and Platten's Deli. Additional areas include: intersection of Harvester Avenue and Ellicott Street, Cedar Street near Florence Avenue and the intersection of Liberty and Ellicott Streets.

Recognize Aging Population

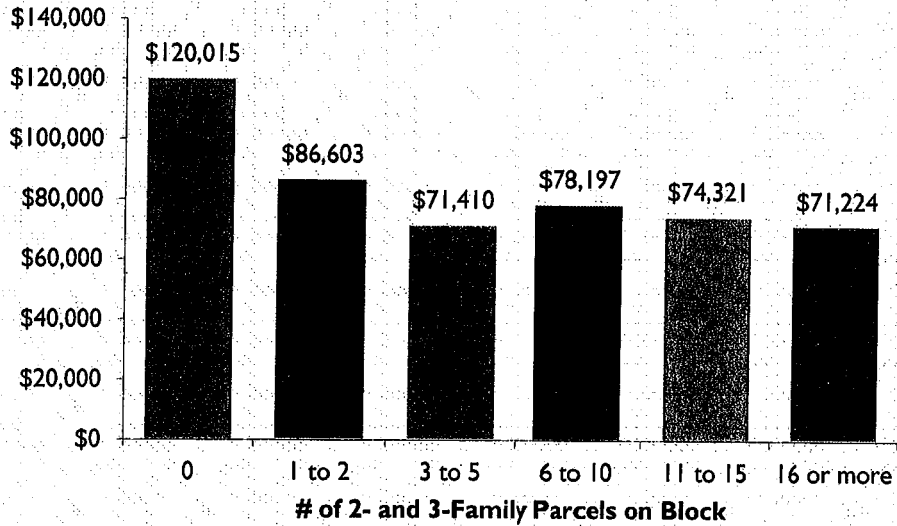
As with many communities, Batavia's population is becoming increasingly older. The City has a number of benefits, such as its central location, developed infrastructure and numerous amenities. Considering these facts, it is conceivable that many seniors will look to the City as a place of retirement. It will be the challenge to the City to respond to the growing housing needs of this population.

The City of Batavia Community Improvement Plan

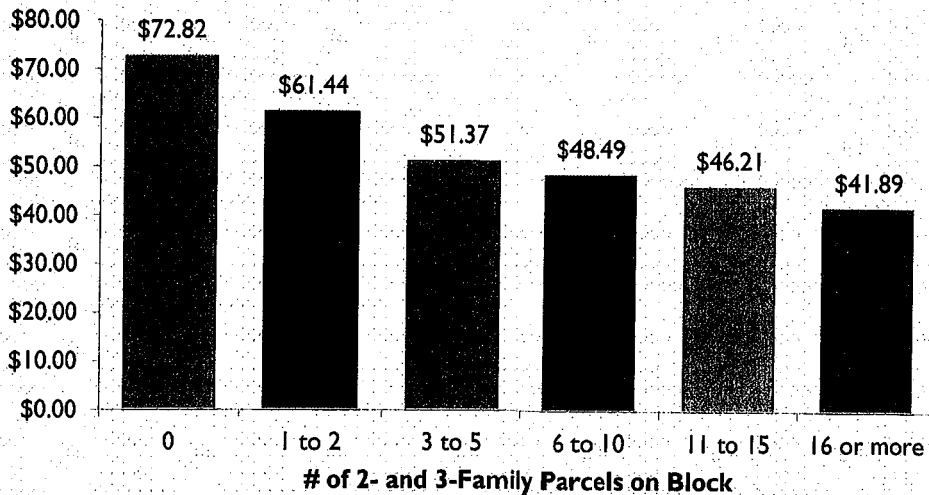
April 29, 2015

Property surveys and informational interviews with residents, landlords, and Realtors, suggested that these smaller multifamily properties provide marginal rental options for tenants, ones far inferior to units in better managed, larger complexes in other parts of the city. A closer look at the parcel data also suggested that these units bring down the values of surrounding properties. According to county sales data in the parcel file, the average sale price, and average sale price per square foot, both declined as selling properties were on blocks with increasing numbers of smaller multifamily properties.

**Average Sale Price by the # of 2- and 3-Family
Parcels
on the Block**



**Average Sale Price per Square Foot by the # of 2- and 3-Family
Parcels on the Block**



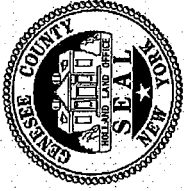
Since smaller multifamily properties are currently selling for less, on average, than single-family homes, the City has an opportunity to establish a grant or loan (or other type of incentive) program to encourage current or new owners to de-convert these buildings back into single-family homes. This could both remove problematic or low-quality rental units from the housing stock and also increase demand for single-family homes, and ownership opportunities, close to downtown Batavia.

Batavia Affordability Analysis

With both owner-occupied units and rentals, though, the vast majority of Batavia's stock is priced at levels affordable to households at or below 80% of the region's average income (or with incomes less than roughly \$50,000). In fact, over half (51%) of owner units are valued below \$90,000 (affordable to households below 50% of the area average income, or with incomes below \$30,000) and another third (33%) of owner units are priced between \$90,000 and \$149,999, affordable to households with incomes between 50% and 79.9% of the area average income.

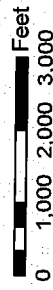
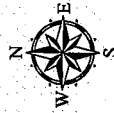
Similarly, more than two-thirds (68%) of Batavia's rental units are affordable to households below 50% of the area's average income, with rents below \$750, and another 29% are affordable to households between 50% and 79.9% of the area average income, with rents between \$750 and \$1,249. Just 7% of all owner units and 1% of rental units are priced at levels appropriate for households above 120% of the area average income (with values greater than \$225,000 or rents higher than \$1,875).

Batavia Opportunity Area Highly Distressed Areas and Empire Zones



Legend

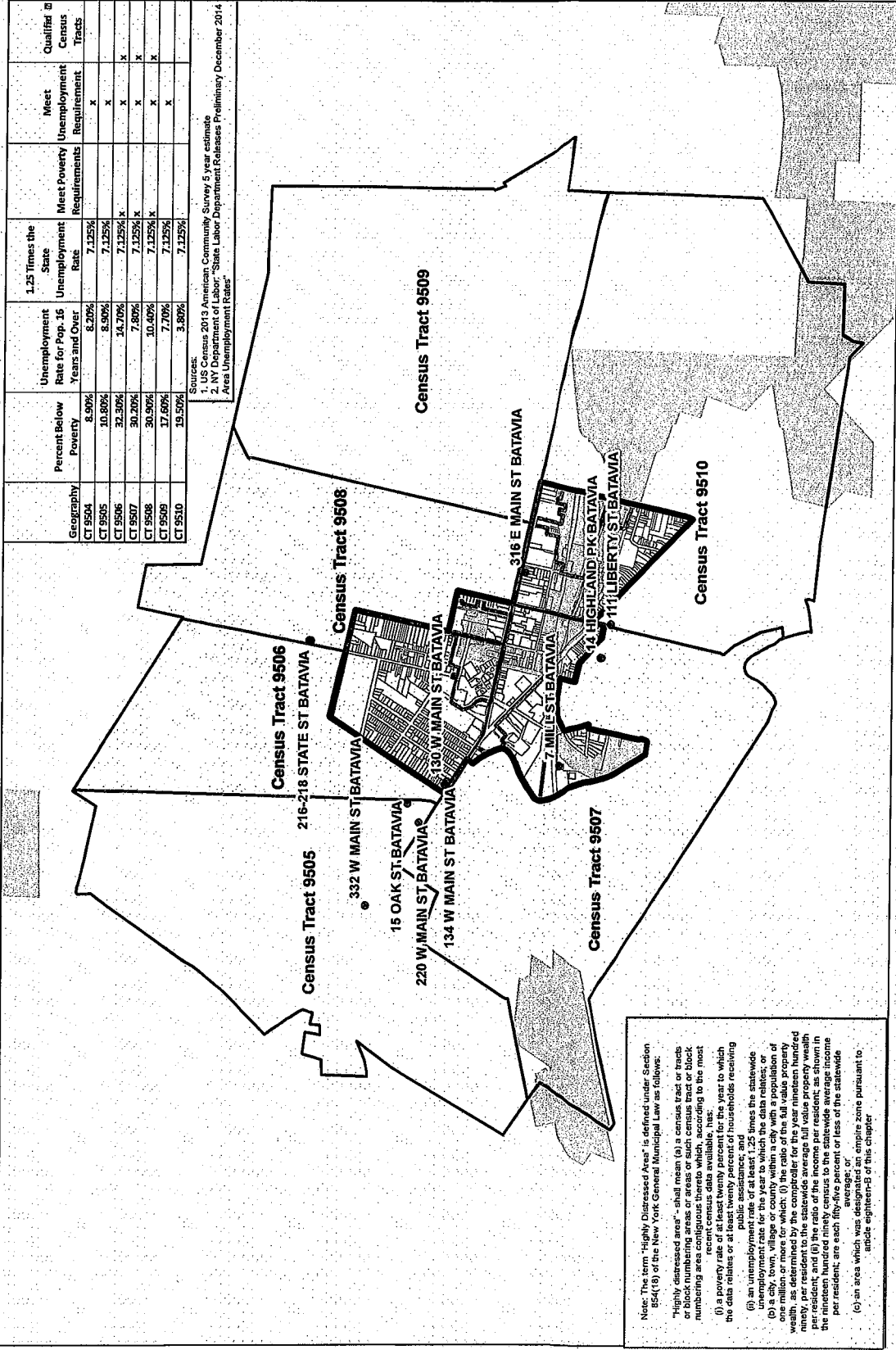
- Rooming Houses
- Census Tracts
- BOA_Boundary_Final
- Strategic Sites
- Parcels
- Empire Zones
- Highly Distressed Census Tracts



Map created by the
Genesee County
Department of Planning
February 2015

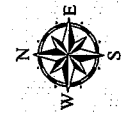
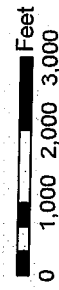
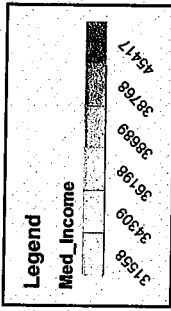
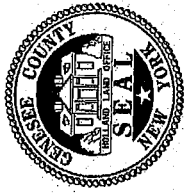
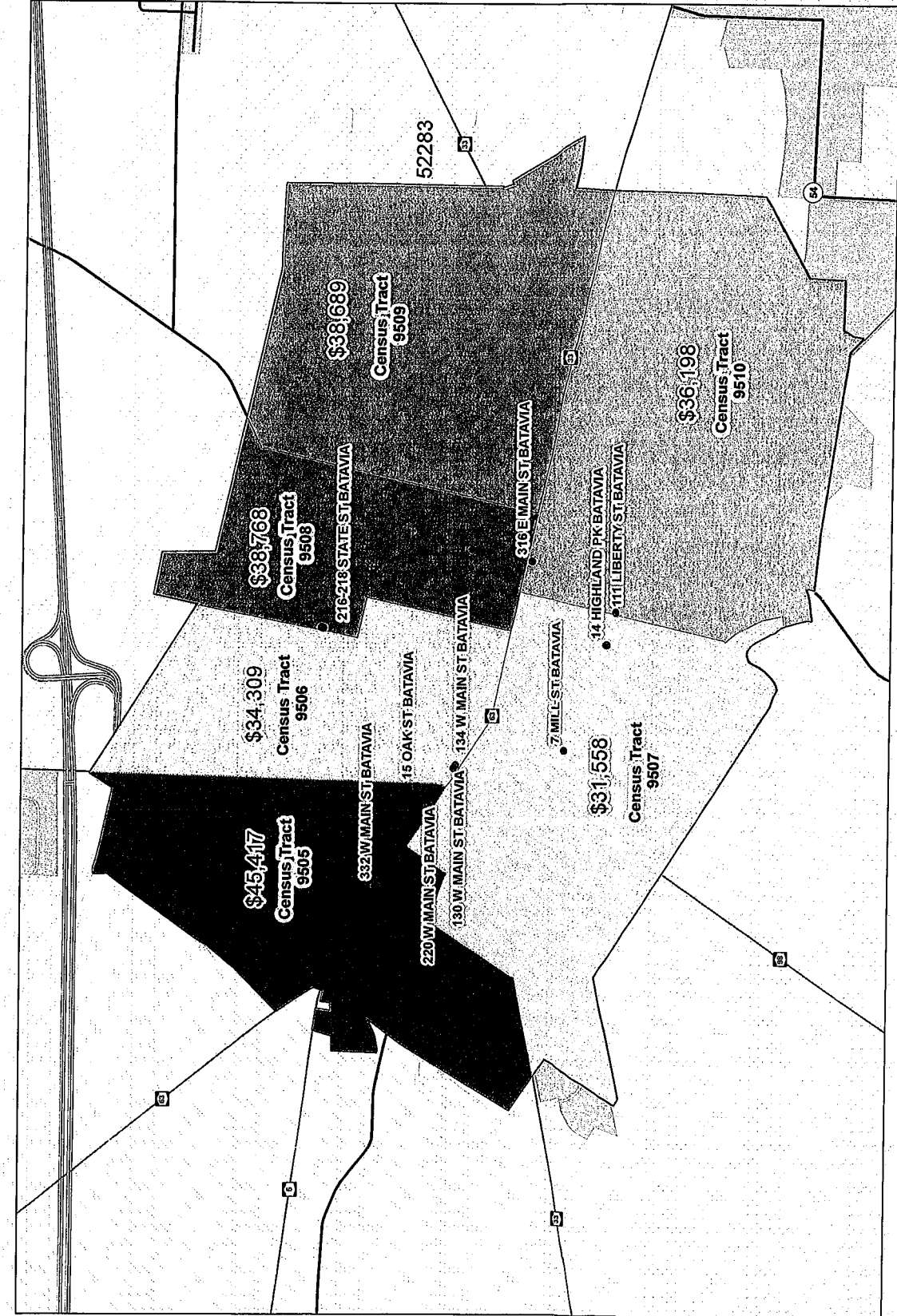
Geography	Percent Below Poverty	Unemployment Rate for Pop. 16 Years and Over	1.25 Times the State Unemployment Rate	Meet Poverty Requirements	Meet Unemployment Requirement	Qualify Census Tracts
CT 9504	8.90%	8.20%	7.125%		X	
CT 9505	10.80%	8.90%	7.125%		X	
CT 9506	32.90%	10.70%	7.125%	X	X	X
CT 9507	30.20%	7.80%	7.125%	X	X	X
CT 9508	30.90%	10.40%	7.125%	X	X	X
CT 9509	17.60%	7.70%	7.125%	X	X	X
CT 9510	19.50%	3.80%	7.125%		X	

Sources:
1. US Census 2013 American Community Survey 5 year estimate
2. NY Department of Labor "State Labor Department Releases Preliminary December 2014 Area Unemployment Rates"



Note: The term "Highly Distressed Area" is defined under Section 854(18) of the New York General Municipal Law as follows:
 "Highly distressed area" - shall mean (a) a census tract or tracts or block-numbering areas or areas or such census tract or block numbering area contiguous thereto which, according to the most recent data available, has a poverty rate of at least twenty percent for the year to which the data relates or at least twenty percent of households receiving public assistance; and
 (b) an unemployment rate of at least 1.25 times the statewide unemployment rate for the year to which the data relates; or
 (c) a city, town, village or county within a city with a population of one million or more for which: (i) the ratio of the full value property wealth, as determined by the comptroller for the year nineteen hundred ninety, per resident to the statewide average full value property wealth for the year nineteen hundred ninety, as shown in the most recent hundred ninety census to the statewide average, per resident, are each fifty-five percent or less of the statewide average; or
 (d) an area which was designated an empire zone pursuant to article eight hundred of this chapter.

Batavia Rooming Houses



Map created by the
Genesee County
Department of Planning
April 2015

**Full Environmental Assessment Form
Part 1 - Project and Setting**

Instructions for Completing Part 1

Part 1 is to be completed by the applicant or project sponsor. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification.

Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

Applicants/sponsors must complete all items in Sections A & B. In Sections C, D & E, most items contain an initial question that must be answered either "Yes" or "No". If the answer to the initial question is "Yes", complete the sub-questions that follow. If the answer to the initial question is "No", proceed to the next question. Section F allows the project sponsor to identify and attach any additional information. Section G requires the name and signature of the project sponsor to verify that the information contained in Part 1 is accurate and complete.

A. Project and Sponsor Information.

Name of Action or Project: Amendment of Residential Districts (R-2) - § 190-9 A. Principle permitted uses.		
Project Location (describe, and attach a general location map): All R-2 zones throughout the City of Batavia, NY		
Brief Description of Proposed Action (include purpose or need): Amending § 190-9 A. Principle permitted uses. to prohibit any boardinghouse, lodging house, rooming house, tourist home, tourist camps or cabins as permitted principle uses for new applications.		
Name of Applicant/Sponsor: City of Batavia	Telephone: 585-345-6330	E-Mail: jmolino@batavianewyork.com
Address: One Batavia City Centre		
City/PO: Batavia	State: New York	Zip Code: 14020
Project Contact (if not same as sponsor; give name and title/role): Jason Molino, City Manager	Telephone: 585-345-6330	E-Mail: jmolino@batavianewyork.com
Address: One Batavia City Centre		
City/PO: Batavia	State: New York	Zip Code: 14020
Property Owner (if not same as sponsor):	Telephone:	E-Mail:
Address:		
City/PO:	State:	Zip Code:

B. Government Approvals

B. Government Approvals, Funding, or Sponsorship. ("Funding" includes grants, loans, tax relief, and any other forms of financial assistance.)		
Government Entity	If Yes: Identify Agency and Approval(s) Required	Application Date (Actual or projected)
a. City Council, Town Board, or Village Board of Trustees <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	City Council	4/27/2015
b. City, Town or Village Planning Board or Commission <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	City Planning & Development Committee	4/27/2015
c. City Council, Town or Village Zoning Board of Appeals <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
d. Other local agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
e. County agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
f. Regional agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
g. State agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
h. Federal agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
i. Coastal Resources.		
i. Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
ii. Is the project site located in a community with an approved Local Waterfront Revitalization Program?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
iii. Is the project site within a Coastal Erosion Hazard Area?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

C. Planning and Zoning

C.1. Planning and zoning actions.	
Will administrative or legislative adoption, or amendment of a plan, local law, ordinance, rule or regulation be the only approval(s) which must be granted to enable the proposed action to proceed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> • If Yes, complete sections C, F and G. • If No, proceed to question C.2 and complete all remaining sections and questions in Part 1 	
C.2. Adopted land use plans.	
a. Do any municipally- adopted (city, town, village or county) comprehensive land use plan(s) include the site where the proposed action would be located? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
b. Is the site of the proposed action within any local or regional special planning district (for example: Greenway Brownfield Opportunity Area (BOA); designated State or Federal heritage area; watershed management plan; or other?) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, identify the plan(s):	
Batavia Brownfield Opportunity Area Plan	
c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If Yes, identify the plan(s):	

C.3. Zoning

a. Is the site of the proposed action located in a municipality with an adopted zoning law or ordinance. Yes No
 If Yes, what is the zoning classification(s) including any applicable overlay district?
 Residential District R-2

b. Is the use permitted or allowed by a special or conditional use permit? Yes No

c. Is a zoning change requested as part of the proposed action? Yes No
 If Yes,
 i. What is the proposed new zoning for the site? _____

C.4. Existing community services.

a. In what school district is the project site located? Batavia City School District

b. What police or other public protection forces serve the project site?
 City of Batavia Police Department, Genesee County Sheriffs Office, New York State Police

c. Which fire protection and emergency medical services serve the project site?
 City of Batavia Fire Department, Mercy EMS

d. What parks serve the project site?
 All park located within the City of Batavia.

D. Project Details

D.1. Proposed and Potential Development

a. What is the general nature of the proposed action (e.g., residential, industrial, commercial, recreational; if mixed, include all components)?

b. a. Total acreage of the site of the proposed action? _____ acres
 b. Total acreage to be physically disturbed? _____ acres
 c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres

c. Is the proposed action an expansion of an existing project or use? Yes No
 i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % _____ Units: _____

d. Is the proposed action a subdivision, or does it include a subdivision? Yes No
 If Yes,
 i. Purpose or type of subdivision? (e.g., residential, industrial, commercial; if mixed, specify types)

 ii. Is a cluster/conservation layout proposed? Yes No
 iii. Number of lots proposed? _____
 iv. Minimum and maximum proposed lot sizes? Minimum _____ Maximum _____

e. Will proposed action be constructed in multiple phases? Yes No
 i. If No, anticipated period of construction: _____ months
 ii. If Yes:
 • Total number of phases anticipated _____
 • Anticipated commencement date of phase 1 (including demolition) _____ month _____ year
 • Anticipated completion date of final phase _____ month _____ year
 • Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases: _____

f. Does the project include new residential uses?

Yes No

If Yes, show numbers of units proposed.

One Family

Two Family

Three Family

Multiple Family (four or more)

Initial Phase

At completion

of all phases

g. Does the proposed action include new non-residential construction (including expansions)?

Yes No

If Yes,

i. Total number of structures _____

ii. Dimensions (in feet) of largest proposed structure: _____ height; _____ width; and _____ length

iii. Approximate extent of building space to be heated or cooled: _____ square feet

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage?

Yes No

If Yes,

i. Purpose of the impoundment: _____

ii. If a water impoundment, the principal source of the water: Ground water Surface water streams Other specify: _____

iii. If other than water, identify the type of impounded/contained liquids and their source. _____

iv. Approximate size of the proposed impoundment. Volume: _____ million gallons; surface area: _____ acres

v. Dimensions of the proposed dam or impounding structure: _____ height; _____ length

vi. Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete): _____

D.2. Project Operations

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both? Yes No

(Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite)

If Yes:

i. What is the purpose of the excavation or dredging? _____

ii. How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site?

• Volume (specify tons or cubic yards): _____

• Over what duration of time? _____

iii. Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them. _____

iv. Will there be onsite dewatering or processing of excavated materials? Yes No

If yes, describe. _____

v. What is the total area to be dredged or excavated? _____ acres

vi. What is the maximum area to be worked at any one time? _____ acres

vii. What would be the maximum depth of excavation or dredging? _____ feet

viii. Will the excavation require blasting? Yes No

ix. Summarize site reclamation goals and plan: _____

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area? Yes No

If Yes:

i. Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): _____

ii. Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:

iii. Will proposed action cause or result in disturbance to bottom sediments? Yes No

If Yes, describe: _____

iv. Will proposed action cause or result in the destruction or removal of aquatic vegetation? Yes No

If Yes:

- acres of aquatic vegetation proposed to be removed: _____
- expected acreage of aquatic vegetation remaining after project completion: _____
- purpose of proposed removal (e.g. beach clearing, invasive species control, boat access): _____

- proposed method of plant removal: _____
- if chemical/herbicide treatment will be used, specify product(s): _____

v. Describe any proposed reclamation/mitigation following disturbance: _____

c. Will the proposed action use, or create a new demand for water? Yes No

If Yes:

i. Total anticipated water usage/demand per day: _____ gallons/day

ii. Will the proposed action obtain water from an existing public water supply? Yes No

If Yes:

- Name of district or service area: _____
- Does the existing public water supply have capacity to serve the proposal? Yes No
- Is the project site in the existing district? Yes No
- Is expansion of the district needed? Yes No
- Do existing lines serve the project site? Yes No

iii. Will line extension within an existing district be necessary to supply the project? Yes No

If Yes:

- Describe extensions or capacity expansions proposed to serve this project: _____

- Source(s) of supply for the district: _____

iv. Is a new water supply district or service area proposed to be formed to serve the project site? Yes No

If, Yes:

- Applicant/sponsor for new district: _____
- Date application submitted or anticipated: _____
- Proposed source(s) of supply for new district: _____

v. If a public water supply will not be used, describe plans to provide water supply for the project: _____

vi. If water supply will be from wells (public or private), maximum pumping capacity: _____ gallons/minute.

d. Will the proposed action generate liquid wastes? Yes No

If Yes:

i. Total anticipated liquid waste generation per day: _____ gallons/day

ii. Nature of liquid wastes to be generated (e.g., sanitary wastewater, industrial; if combination, describe all components and approximate volumes or proportions of each): _____

iii. Will the proposed action use any existing public wastewater treatment facilities? Yes No

If Yes:

- Name of wastewater treatment plant to be used: _____
- Name of district: _____
- Does the existing wastewater treatment plant have capacity to serve the project? Yes No
- Is the project site in the existing district? Yes No
- Is expansion of the district needed? Yes No

- Do existing sewer lines serve the project site? Yes No
- Will line extension within an existing district be necessary to serve the project? Yes No

If Yes:

- Describe extensions or capacity expansions proposed to serve this project: _____

iv. Will a new wastewater (sewage) treatment district be formed to serve the project site? Yes No

If Yes:

- Applicant/sponsor for new district: _____
- Date application submitted or anticipated: _____
- What is the receiving water for the wastewater discharge? _____

v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge, or describe subsurface disposal plans):

vi. Describe any plans or designs to capture, recycle or reuse liquid waste: _____

e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction? Yes No

If Yes:

i. How much impervious surface will the project create in relation to total size of project parcel?

_____ Square feet or _____ acres (impervious surface)

_____ Square feet or _____ acres (parcel size)

ii. Describe types of new point sources. _____

iii. Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)?

- If to surface waters, identify receiving water bodies or wetlands: _____

- Will stormwater runoff flow to adjacent properties? Yes No

iv. Does proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater? Yes No

f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations? Yes No

If Yes, identify:

i. Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles)

ii. Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers)

iii. Stationary sources during operations (e.g., process emissions, large boilers, electric generation)

g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit? Yes No

If Yes:

i. Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year) Yes No

ii. In addition to emissions as calculated in the application, the project will generate:

- _____ Tons/year (short tons) of Carbon Dioxide (CO₂)
- _____ Tons/year (short tons) of Nitrous Oxide (N₂O)
- _____ Tons/year (short tons) of Perfluorocarbons (PFCs)
- _____ Tons/year (short tons) of Sulfur Hexafluoride (SF₆)
- _____ Tons/year (short tons) of Carbon Dioxide equivalent of Hydrofluorocarbons (HFCs)
- _____ Tons/year (short tons) of Hazardous Air Pollutants (HAPs)

h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)? Yes No

If Yes:

i. Estimate methane generation in tons/year (metric): _____

ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): _____

i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations? Yes No

If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust): _____

j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services? Yes No

If Yes:

i. When is the peak traffic expected (Check all that apply): Morning Evening Weekend
 Randomly between hours of _____ to _____.

ii. For commercial activities only, projected number of semi-trailer truck trips/day: _____

iii. Parking spaces: Existing _____ Proposed _____ Net increase/decrease _____

iv. Does the proposed action include any shared use parking? Yes No

v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe: _____

vi. Are public/private transportation service(s) or facilities available within 1/2 mile of the proposed site? Yes No

vii. Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles? Yes No

viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes? Yes No

k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy? Yes No

If Yes:

i. Estimate annual electricity demand during operation of the proposed action: _____

ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other): _____

iii. Will the proposed action require a new, or an upgrade to, an existing substation? Yes No

l. Hours of operation. Answer all items which apply.

<p>i. During Construction:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ 	<p>ii. During Operations:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____
--	---

m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both? Yes No

If yes:

i. Provide details including sources, time of day and duration: _____

ii. Will proposed action remove existing natural barriers that could act as a noise barrier or screen? Yes No

Describe: _____

n.. Will the proposed action have outdoor lighting? Yes No

If yes:

i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures: _____

ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen? Yes No

Describe: _____

o. Does the proposed action have the potential to produce odors for more than one hour per day? Yes No

If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures: _____

p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage? Yes No

If Yes:

i. Product(s) to be stored _____

ii. Volume(s) _____ per unit time _____ (e.g., month, year)

iii. Generally describe proposed storage facilities: _____

q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation? Yes No

If Yes:

i. Describe proposed treatment(s): _____

ii. Will the proposed action use Integrated Pest Management Practices? Yes No

r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)? Yes No

If Yes:

i. Describe any solid waste(s) to be generated during construction or operation of the facility:

- Construction: _____ tons per _____ (unit of time)
- Operation : _____ tons per _____ (unit of time)

ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste:

- Construction: _____
- Operation: _____

iii. Proposed disposal methods/facilities for solid waste generated on-site:

- Construction: _____
- Operation: _____

s. Does the proposed action include construction or modification of a solid waste management facility? Yes No

If Yes:

- i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): _____
- ii. Anticipated rate of disposal/processing:
 - _____ Tons/month, if transfer or other non-combustion/thermal treatment, or
 - _____ Tons/hour, if combustion or thermal treatment
- iii. If landfill, anticipated site life: _____ years

t. Will proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste? Yes No

If Yes:

- i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: _____
- ii. Generally describe processes or activities involving hazardous wastes or constituents: _____
- iii. Specify amount to be handled or generated _____ tons/month
- iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: _____

v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility? Yes No

If Yes: provide name and location of facility: _____

If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility: _____

E. Site and Setting of Proposed Action

E.1. Land uses on and surrounding the project site

a. Existing land uses.

i. Check all uses that occur on, adjoining and near the project site.

- Urban Industrial Commercial Residential (suburban) Rural (non-farm)
- Forest Agriculture Aquatic Other (specify): _____

ii. If mix of uses, generally describe:

All residential, commercial and industrial zoning districts within the City. _____

b. Land uses and covertsypes on the project site.

Land use or Covertype	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces			
• Forested			
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)			
• Agricultural (includes active orchards, field, greenhouse etc.)			
• Surface water features (lakes, ponds, streams, rivers, etc.)			
• Wetlands (freshwater or tidal)			
• Non-vegetated (bare rock, earth or fill)			
• Other Describe: _____			

c. Is the project site presently used by members of the community for public recreation? Yes No
i. If Yes: explain: _____

d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site? Yes No
If Yes,
i. Identify Facilities: _____

e. Does the project site contain an existing dam? Yes No
If Yes:
i. Dimensions of the dam and impoundment:
• Dam height: _____ feet
• Dam length: _____ feet
• Surface area: _____ acres
• Volume impounded: _____ gallons OR acre-feet
ii. Dam's existing hazard classification: _____
iii. Provide date and summarize results of last inspection: _____

f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility? Yes No
If Yes:
i. Has the facility been formally closed? Yes No
• If yes, cite sources/documentation: _____
ii. Describe the location of the project site relative to the boundaries of the solid waste management facility: _____

iii. Describe any development constraints due to the prior solid waste activities: _____

g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste? Yes No
If Yes:
i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred: _____

h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site? Yes No
If Yes:
i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply: Yes No
 Yes – Spills Incidents database Provide DEC ID number(s): _____
 Yes – Environmental Site Remediation database Provide DEC ID number(s): _____
 Neither database
ii. If site has been subject of RCRA corrective activities, describe control measures: _____

iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database? Yes No
If yes, provide DEC ID number(s): _____
iv. If yes to (i), (ii) or (iii) above, describe current status of site(s): _____

v. Is the project site subject to an institutional control limiting property uses? Yes No

- If yes, DEC site ID number: _____
- Describe the type of institutional control (e.g., deed restriction or easement): _____
- Describe any limitations: _____
- Describe any engineering controls: _____
- Will the project affect the institutional or engineering controls in place? Yes No
- Explain: _____

E.2. Natural Resources On or Near Project Site

a. What is the average depth to bedrock on the project site? _____ feet

b. Are there bedrock outcroppings on the project site? Yes No
 If Yes, what proportion of the site is comprised of bedrock outcroppings? _____ %

c. Predominant soil type(s) present on project site: _____ %
 _____ %
 _____ %

d. What is the average depth to the water table on the project site? Average: _____ feet

e. Drainage status of project site soils: Well Drained: _____ % of site
 Moderately Well Drained: _____ % of site
 Poorly Drained: _____ % of site

f. Approximate proportion of proposed action site with slopes: 0-10%: _____ % of site
 10-15%: _____ % of site
 15% or greater: _____ % of site

g. Are there any unique geologic features on the project site? Yes No
 If Yes, describe: _____

h. Surface water features.

i. Does any portion of the project site contain wetlands or other waterbodies (including streams, rivers, ponds or lakes)? Yes No

ii. Do any wetlands or other waterbodies adjoin the project site? Yes No

If Yes to either *i* or *ii*, continue. If No, skip to E.2.i.

iii. Are any of the wetlands or waterbodies within or adjoining the project site regulated by any federal, state or local agency? Yes No

iv. For each identified regulated wetland and waterbody on the project site, provide the following information:

- Streams: Name _____ Classification _____
- Lakes or Ponds: Name _____ Classification _____
- Wetlands: Name _____ Approximate Size _____
- Wetland No. (if regulated by DEC) _____

v. Are any of the above water bodies listed in the most recent compilation of NYS water quality-impaired waterbodies? Yes No
 If yes, name of impaired water body/bodies and basis for listing as impaired: _____

i. Is the project site in a designated Floodway? Yes No

j. Is the project site in the 100 year Floodplain? Yes No

k. Is the project site in the 500 year Floodplain? Yes No

l. Is the project site located over, or immediately adjoining, a primary, principal or sole source aquifer? Yes No
 If Yes:
 i. Name of aquifer: _____

m. Identify the predominant wildlife species that occupy or use the project site: _____

n. Does the project site contain a designated significant natural community? Yes No
 If Yes:
 i. Describe the habitat/community (composition, function, and basis for designation): _____

 ii. Source(s) of description or evaluation: _____
 iii. Extent of community/habitat:
 • Currently: _____ acres
 • Following completion of project as proposed: _____ acres
 • Gain or loss (indicate + or -): _____ acres

o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species? Yes No

p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern? Yes No

q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? Yes No
 If yes, give a brief description of how the proposed action may affect that use: _____

E.3. Designated Public Resources On or Near Project Site

a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? Yes No
 If Yes, provide county plus district name/number: _____

b. Are agricultural lands consisting of highly productive soils present? Yes No
 i. If Yes: acreage(s) on project site? _____
 ii. Source(s) of soil rating(s): _____

c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? Yes No
 If Yes:
 i. Nature of the natural landmark: Biological Community Geological Feature
 ii. Provide brief description of landmark, including values behind designation and approximate size/extent: _____

d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? Yes No
 If Yes:
 i. CEA name: _____
 ii. Basis for designation: _____
 iii. Designating agency and date: _____

e. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on, or has been nominated by the NYS Board of Historic Preservation for inclusion on, the State or National Register of Historic Places?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Yes:	
<i>i.</i> Nature of historic/archaeological resource: <input type="checkbox"/> Archaeological Site <input checked="" type="checkbox"/> Historic Building or District	
<i>ii.</i> Name: Historic District Overlay	
<i>iii.</i> Brief description of attributes on which listing is based: _____	
f. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
g. Have additional archaeological or historic site(s) or resources been identified on the project site?	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes:	
<i>i.</i> Describe possible resource(s): See attached.	
<i>ii.</i> Basis for identification: Local designation by the Historic Preservation Commission.	
h. Is the project site within five miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If Yes:	
<i>i.</i> Identify resource: _____	
<i>ii.</i> Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): _____	
<i>iii.</i> Distance between project and resource: _____ miles.	
i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If Yes:	
<i>i.</i> Identify the name of the river and its designation: _____	
<i>ii.</i> Is the activity consistent with development restrictions contained in 6NYCRR Part 666?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

F. Additional Information

Attach any additional information which may be needed to clarify your project.

If you have identified any adverse impacts which could be associated with your proposal, please describe those impacts plus any measures which you propose to avoid or minimize them.

G. Verification

I certify that the information provided is true to the best of my knowledge.

Applicant/Sponsor Name Jason Molino Date 4/27/2015

Signature _____ Title City Manager

Designated Properties by the Batavia Historic Preservation Commission

Historic Landmark Designations					
Address		Zoning	Date Designated	Effective Date if different from Date Designated	
1 20 Center Street	Batavia Times	C-3	2/26/1998		
2 201 East Main Street	Batavia Club	C-3	4/10/1997		
3 302 East Main Street	First Presbyterian Church	C-1	12/1/1999		
4 306 East Main Street	First Baptist Church	C-1	11/1/2000		
5 312 East Main Street	Residence	C-1	6/16/1999		
6 314 East Main Street	Residence	C-1	4/27/1999		
7 420 East Main Street		C-1	5/28/2003	rescinded on 3/5/04	
8 431 East Main Street	Residence	C-1/R-2	1/28/1999	effective 1/28/02	
9 434 East Main Street		C-1	12/6/2000		
10 539 East Main Street	Adam's Insurance Agency	C-2/R-1	8/2/2000		
11 32 Ellicott Avenue	Residence	R-1	1/20/1999		
12 39 Ellicott Avenue		R-1	6/28/2000		
13 71 Ellicott Avenue		R-1	10/4/2000		
14 10 Ellicott Street	St. James Rectory	C-2/H-O	5/8/1996	effective 5/8/1999	
15 7 Evans Street	Gas Holder Building	C-3	10/21/1998		
16 100 Evans Street	Roundhouse	C-3	6/28/2000		
17 65 Harvester Avenue	Batavia Cemetery	R-2	3/22/1996		
18 19 Jackson Street	Marshall News Building	C-3	2/26/1998		
19 21 Jackson Street	Marshall News Building	C-3	2/26/1998		
20 23 Jackson Street	Old Daily News Building	C-3	2/26/1998		
21 113 Jackson Street	Pringle House	R-3	4/22/1998	effective 1/28/1998	
22 123-125 Jackson Street		R-3	10/24/2001		
23 5 James Street	James Street Historic District	R-1A	8/25/1999		
24 7 James Street	James Street Historic District	R-1A	8/25/1999		
25 9 James Street	James Street Historic District	R-1A	8/25/1999		
26 11 James Street	James Street Historic District	R-1A	8/25/1999		
27 13 James Street	James Street Historic District	R-1A	8/25/1999		
28 4 Mix Place	Residence	R-1A	3/17/1999		

Designated Properties by the Batavia Historic Preservation Commission

29	2 Richmond Avenue		R-1A	5/24/2000
30	44 Roosevelt Avenue		R-2	5/6/2010
31	20 Ross Street	Ross Street Historic District	R-2	6/12/1996
32	21 Ross Street	Ross Street Historic District	R-2	6/12/1996
33	22 Ross Street	Ross Street Historic District	R-2	6/12/1996
34	24 Ross Street	Ross Street Historic District	R-2	6/12/1996
35	25 Ross Street	Ross Street Historic District	R-2	6/12/1996
36	26 Ross Street	Ross Street Historic District	R-2	6/12/1996
37	28 Ross Street	Ross Street Historic District	R-2	6/12/1996
38	29 Ross Street	Ross Street Historic District	R-2	6/12/1996
39	33 Ross Street	Ross Street Historic District	R-2	6/12/1996
40	39 Ross Street	Ross Street Historic District	R-2	6/12/1996
41	41 Ross Street	Ross Street Historic District	R-2	6/12/1996
42	5 Thomas Avenue		C-2	3/7/2001
43	101 Washington Avenue	Scofield's Photography	R-3	11/18/1998
44	1 West Main Street	AGA Enterprises	C-2/H-O	3/22/1996
45	3 West Main Street	Engine House	C-2/H-O	3/22/1996
46	130 West Main Street	Platt Residence	C-2	9/6/2000
47	222 West Main Street		C-2	5/4/2001

Properties or Districts listed on the National Register of Historic Places

<u>Resource Name</u>	<u>Address</u>	<u>Listed Date</u>
Batavia Cemetery	Harvester Ave.	4/8/2002
Batavia Club	Main and Bank Sts.	6/19/1973
Batavia Veterans Administration Hospital	222 Richmond Ave.	3/27/2012
First Presbyterian Church	300 E. Main St.	12/6/2004
Genesee County Courthouse	Main and Ellicott Sts.	6/18/1973
Genesee County Courthouse Historic District	Bounded by Porter and Jefferson Aves., and Main, Court, and Ellicott Sts.	12/10/1982
Holland Land Office	W. Main St.	10/15/1966
Richmond Memorial Library	19 Ross St.	7/24/1974
Saint James' Episcopal Church	405 E. Main St.	9/24/2004



**GENESEE COUNTY PLANNING BOARD
ZONING REFERRALS NOTICE OF FINAL
ACTION**

GCDP Referral ID C-19-BAT-5-15
Review Date 5/14/2015

Municipality BATAVIA, C.
Board Name CITY PLANNING AND DEVELOPMENT COMM.
Applicant's Name City of Batavia - Jason Molino
Referral Type Zoning Text Amendments
Variance(s) _____
Description: Zoning Text Amendments to eliminate boardinghouses, lodging houses, rooming houses, tourist homes and tourist camps or cabins from the Residential (R-2) District.
Location All R-2 Residential Districts
Zoning District Residential (R-2) District

PLANNING BOARD DECISION

APPROVAL

EXPLANATION:

The proposed Zoning Text Amendments are supported by the City of Batavia's Comprehensive Plan adopted in 1997 (pp. I-4-I-5, III-8-III-9), as well as the City's Community Improvement Plan (pp. 103-104) and should pose no significant county-wide or inter-community impact.

Director

May 14, 2015

Date

If the County Planning Board disapproved the proposal, or recommends modifications, the referring agency shall NOT act contrary to the recommendations except by a vote of a majority plus one of all the members and after the adoption of a resolution setting forth the reasons for such contrary action. Within 30 days after the final action the referring agency shall file a report of final action with the County Planning Board. An action taken form is provided for this purpose and may be obtained from the Genesee County Planning Department.

**LOCAL LAW NO. 2 OF THE YEAR 2015
CITY OF BATAVIA**

TO AMEND §190-9, R-2 RESIDENTIAL DISTRICTS, (A) PERMITTED PRINCIPAL USES, (3), AND §190-39, PARKING REQUIREMENTS, (A) OFF-STREET PARKING (2), (a), (9) OF THE BATAVIA MUNICIPAL CODE TO PROHIBIT NEW APPLICATIONS FOR BOARDINGHOUSE, LODGING HOUSE, ROOMING HOUSE AND TOURIST HOME AS A PERMITTED PRINCIPLE USE

Be It Enacted by the City Council of the City of Batavia, New York as follows:

Section 1. §190-9. Residential Districts

A. Permitted principal uses.

- (3) Boardinghouse, lodging house, rooming house, tourist home, but not tourist camps or cabins. [Effective July 1, 2015 boardinghouse, lodging house, rooming house and tourist home will not be a permitted principle use for new applications. Only existing permits prior to July 1, 2015 will be authorized.]

Section 2. §190-39. Residential Districts

A. Off-street parking

- (2) Residential and related uses. Minimum parking spaces required for residential and related uses

(a) Provision of parking standards.

[9] Boarding or rooming house: one space for each ~~bedroom~~ [roomer.]

Deletions designated by ~~strikeout~~

Additions designated as [brackets]

#2015

RESOLUTION INTRODUCING A LOCAL LAW AMENDING §190-9, R-2 RESIDENTIAL DISTRICTS, (A) PERMITTED PRINCIPAL USES, (3), AND §190-39, PARKING REQUIREMENTS, (A) OFF-STREET PARKING (2), (a), (9) OF THE BATAVIA MUNICIPAL CODE TO PROHIBIT BOARDINGHOUSE, LODGING HOUSE, ROOMING HOUSE AND TOURIST HOME AS A PERMITTED PRINCIPLE USE

Motion of Councilperson

BE IT RESOLVED, that Local Law No. 2 of the Year 2015 entitled “LOCAL LAW NO. 2 OF THE YEAR 2015 CITY OF BATAVIA TO AMEND §190-9, R-2 RESIDENTIAL DISTRICTS, (A) PERMITTED PRINCIPAL USES, (3), AND §190-39, PARKING REQUIREMENTS, (A) OFF-STREET PARKING (2), (a), (9) OF THE BATAVIA MUNICIPAL CODE TO PROHIBIT BOARDINGHOUSE, LODGING HOUSE, ROOMING HOUSE AND TOURIST HOME AS A PERMITTED PRINCIPLE USE” be introduced before the City Council of Batavia, New York; and

BE IT FURTHER RESOLVED, that copies of the aforesaid proposed Local Law be laid upon the desk of each member of the City Council by the City Clerk; and

BE IT FURTHER RESOLVED, that the City Council hold a public hearing on said proposed Local Law in the Council Board Room, Second Floor, One Batavia City Centre, Batavia, New York, at 7:00 p.m. on Monday, June 22, 2015; and

BE IT FURTHER RESOLVED, that the City Clerk publish or caused to be published a public notice in the official newspaper of the City of said public hearing at least five (5) days prior thereto.

**Second by Councilperson
and on roll call**

LOCAL LAW NO. 3 OF THE YEAR 2015

CITY OF BATAVIA

TO AMEND §143 ROOMING HOUSES TO PROHIBIT
NEW APPLICATIONS FOR ROOMING HOUSES

Be It Enacted by the City Council of the City of Batavia, New York as follows:

Section 1. §143. Rooming Houses

§ 143-1. Title.

This chapter shall be known and may be cited as the "City of Batavia Rooming House Ordinance."

§ 143-2. Purpose and intent.

In recognition of the ~~influx saturation of semi-resident person rooming houses~~ in the City of Batavia, it is the intent of this chapter to ~~permit existing owners of dwellings to provide maintain~~ sanitary, safe and attractive rooming houses ~~to such persons, in order to promote the public health, welfare and safety of the community. It is also the intent of this chapter to prevent new rooming houses from be established after the enactment of this amendment.~~

§ 143-3. Definitions.

As used in this chapter, unless the context or subject matter otherwise requires, the following definitions shall apply:

ROOMER

A roomer shall be any person renting or hiring habitation space in a dwelling unit hereinbefore defined, not within the second degree of kindred and who does not occupy such space as an incident of employment therein.

ROOMING HOUSE

A rooming house shall be a dwelling unit used wholly for habitation, where rooms for more than two and up to ~~20~~10 people who would not be classified as a family unit as described in the City of Batavia zoning regulations are offered for hire, with or without meals, with or without kitchen facilities.

§ 143-4. Applicability.

- A. In order to protect the public health, welfare and safety of the community, no person shall operate a rooming house within the City of Batavia without obtaining a permit issued by

the ~~Housing Inspector~~ Code Enforcement Officer upon the approval of the Planning Board and Development Committee. Such permit may be issued, provided that the procedures and standards of this chapter have been complied with.

~~B.~~ B. This chapter shall apply to existing buildings and dwelling houses. ~~that have already received a permit to operate a rooming house prior to July 1, 2015. No new permits shall be issued by the Planning and Development Committee following July 1, 2015 other than renewal permits as outlined in § 143-5 of this chapter intended to be renovated and buildings newly constructed for the accommodation of roomers as herein defined.~~

~~C.~~ C. All provisions of the City of Batavia Municipal Code shall apply to the provisions of this chapter, except where exemptions are specifically authorized by this chapter.

§ 143-5. Prohibitions

A. Exiting Activities: Any and all rooming houses that have received a permit and operated as a rooming house prior to July 1, 2015 may be continued but may not be expanded or modified with respect to the size, space, number of dwelling units or roomers. Any such rooming house shall be considered a legal non-conforming use and subject to regulation as such pursuant to Chapter 190-30 of the Batavia Municipal Code.

B. Prohibitions: Except as provided elsewhere in this chapter, no person shall operate a rooming house within the City of Batavia. No permit shall be issued for new rooming houses that did not have a valid permit to operate prior to July 1, 2015. The only permits for rooming houses which may be issued after July 1, 2015 shall be for a renewal permit or new owner of an existing rooming house set forth in Section 143-6 of this chapter.

§ 143-65. Renewal of Permits

The issuance of a renewal of a permit to operate a rooming house shall be granted upon the approval of the ~~Housing Inspector~~ Code Enforcement Officer subject to specific terms and conditions as herein provided. If any of these conditions are violated, the permit is subject to revocation or not being renewed.

A. General provisions. The following general provisions shall apply:

~~(1)~~ (1) All applications for a rooming house permit shall be accompanied by a fee as set from time to time by resolution of the City Council.

~~(2)~~ (1) All rooming house permits shall be renewed each and every year prior to January 1, and such permit shall be valid for the ensuing calendar year only.

~~(3)~~ (2) The annual fee for renewing a rooming house permit shall be as set from time to time by resolution of the City Council.

~~(4)~~(3) In the event that a rooming house is sold or the ownership is in any way changed, the existing permit shall be terminated and a new application shall be made as hereinabove set forth. Under no circumstances shall a permit for a rooming house be assigned. Change of ownership without a new application being made shall be grounds for revocation of such permit.

~~(5)~~ Any person wishing to operate a rooming house shall make application for a permit. A rooming house operating prior to October 13, 1971, shall not be bound to the restrictions contained in § 143-6 which were not in force at that date. ~~Any change in ownership of such a rooming house shall terminate such exemption, however, and the new owner must make application for a rooming house permit.~~

~~(6)~~ No structure changes, alterations or modifications to rooming houses operating prior to October 13, 1971, shall be made except to reduce the degree of nonconformance with the restrictions of this chapter.

~~(7)~~(4) Rooming houses legally operating and duly licensed at the time of adoption of the ordinance from which this chapter is derived, and/or which may constitute nonconforming uses under the zoning regulations of the City of Batavia, shall be entitled to the issuance of a license under this chapter upon compliance with all of the provisions of this chapter except those restrictions combined in § 143-6.

B. Procedures for obtaining-renewing a rooming house permit or new application due to change in ownership. In order to operate-renew a rooming house permit or obtain a permit for a new owner within the City of Batavia, the following procedures shall be followed:

(1) Applications for rooming house permit renewal shall be in-triplicate-completed, and upon forms upon forms-furnished by the office of the Chief Inspector Code Enforcement Officer. The application shall consist of a sworn statement setting forth:

(a) The name, address and telephone number of all persons involved as owners and/or operators of the proposed rooming house, a statement detailing a description of the building, the present accommodations therein and the proposed renovations to be made; information regarding the number of roomers to be accommodated and with specific information on the number of persons in each bedroom, information regarding the square footing of the area of living space within the building and the square footage regarding the area of the proposed bedrooms.; information regarding the square footage of the area of living space within the building and the square footage regarding the area of the proposed bedrooms.

(b) Where the applicant for a rooming house permit is a nonresident, the application shall identify the name, address and telephone number of a local agent designated to act on behalf of the owner and responsible for the maintenance of the rooming house.

~~(b)~~(c) An inspection by the Code Enforcement Officer of the property and compliance with section 143-6 of this chapter.

~~(e)~~ In addition there shall be submitted detailed plans, both of the building and the lot upon which the building stands, and detailed use plans of the interior of the building, showing the rooms, their designated purposes, and the square footage of each room, location of windows and doorways and other pertinent information which the office of the Chief Inspector deems necessary to protect and promote the public health, welfare and safety of the community. There shall also be set forth in the plans the type of renovation which will be made, with specific mention of building materials, electrical fixtures and type of heating.

(2) In considering the ~~granting~~granting renewal or new application for of a license ~~permit to operate~~ for a rooming house, the ~~Housing Inspector~~Code Enforcement Officer shall take into consideration:

~~the general adaptability of the particular dwelling for renovation as a rooming house;~~

~~(a)~~ Ppotential parking and traffic problems that may exist regarding the rooming house that have arisen without resolve;

~~the improvement of the property and of the neighborhood,~~

~~(b)~~ The where the present structure is unsafe or in an ~~unsanitary~~ safety and/or unsanitary condition of the structure, and the appearance of the building in the neighborhood;

~~(c)~~ Refusal to permit an inspection of the property by the Code Enforcement Officer;

~~(d)~~ Incomplete and/or false statements on the application permit;

~~(e)~~ Applicant's/Permittee's conviction of a crime or repeated building code violations;

~~(f)~~ Any act or conduct of the permittee which indicates his/her unfitness to operate a rooming house;

~~(g)~~ Any activity which affects the safety or tranquility of the surrounding community;

~~and that by granting such a permit, enable a safe, sanitary and attractive building to be made available for rooming house purposes, where a need for same exists.~~

(3) In the event the application is denied, the ~~Housing Inspector~~Code Enforcement Officer shall notify the applicant of such action and indicate the reasons for such denial in writing.

(4) In the event that the application is approved, the ~~Housing Inspector~~Code Enforcement Officer shall set forth all the details and conditions for the granting of such permit in writing to the applicant. In such instances, all and any repairs or improvements,

pursuant to the report of the ~~Housing Inspector~~Code Enforcement Officer, shall be considered as conditions for the granting of a permit and shall be made by the applicant as directed prior to the issuance of the permit.

- (5) The granting of such a permit shall also include the conditions necessary for maintenance and renewal of such permit. Under the terms and conditions of this chapter of the City of Batavia Municipal Code, a rooming house permit shall be subject to revocation if prescribed terms and conditions upon which the permit was issued are not kept and/or it is found that the operations of such rooming house create an adverse impact upon the neighborhood. Adverse impacts may include but shall not be limited to: excessive noise, criminal activity at by the roomers on the premise, undue disturbances affecting the neighborhood and inadequate property maintenance and upkeep.

C. Enforcement. The ~~Housing Inspector~~Code Enforcement Officer shall have all the powers and duties to enforce this chapter and to make inspections, serve notices and orders, and take any other appropriate action, except as otherwise provided in this chapter.

D. Revocation of permit.

- (1) The ~~Housing Inspector~~Code Enforcement Officer, if he or she determines that reasonable grounds exist, may refer to the City Planning Board and Development Committee for a hearing to revoke any permit issued under this chapter.
- (2) The ~~Housing Inspector~~Code Enforcement Officer shall give written notice to the holder of the rooming house permit of the charges, and the time, date and place that they will be presented to the Planning Board and Development Committee. Any permit may be revoked for making any false statement in the application for a permit; for a violation of any of the terms and conditions upon which the permit was issued; for any disorderly, innocent or immoral conduct on the premises; or for a violation of any of the rules or regulations, ordinances or laws of the United States, State of New York, County of Genesee or the City of Batavia.
- (3) The ~~Housing Inspector~~Code Enforcement Officer shall cause notice of such referral and the reason or reasons therefor to be served upon the persons named in the application as the owner or holder and also upon the owner of record of the premises so used as a rooming house. Said service shall be by registered mail with a return receipt, directed to the holder of the permit at the subject premises and to the owner of the address of said owner last known to the ~~Housing Inspector~~Code Enforcement Officer, or by personal or substituted service.
- (4) If the City Planning Board and Development Committee finds reasonable cause, the City Planning Board and Development Committee shall set a public hearing to consider revocation of the permit and shall cause a notice thereof specifying the time, date and place of the public hearing to be served in the same manner as above provided. If the City Planning Board and Development Committee finds, after the

public hearing, that revocation of the permit is in the best interest of the community, the operator shall be notified of this decision in writing and an appropriate time for discontinuance of the rooming house established.

§ 143-76. Standards.

The following standards shall be met by an applicant for a rooming house permit:

- A. All applicable provisions of the New York State Uniform Fire Prevention and Building Code, 9 NYCRR Executive Volume B, shall apply to this chapter and shall be the standard imposed by the Bureau of Inspection in determining the fitness of the building for a rooming house, as hereinbefore provided, and shall determine the standards for violations.
- B. The owner or operator of any such rooming house shall provide one car space for each roomer owning and/or keeping a motor vehicle.
- C. A rooming house, as hereinbefore provided, must conform to the zoning requirements as set forth in Chapter 190, Zoning, of this Code.
- D. The maximum number of occupants permitted shall be in compliance with the provisions of the New York State Uniform Fire Prevention and Building Code, 9 NYCRR Executive Volume B, and its applicable standards.
- E. To ensure compliance with the New York State Uniform Fire Prevention and Building Code, all any plans and specifications for the structure shall be prepared by either a New York State registered architect or licensed professional engineer.
- F. No sign advertising the location of a rooming house or the availability of rooms shall be permitted.

§ 143-87. Penalties for offenses.

- A. The penalties for a violation of any of the provisions of this chapter shall be as prescribed in Chapter 1, General Provisions, Article II, General Penalty, of the City of Batavia Municipal Code. In addition to other remedies, the City of Batavia may institute appropriate action to restrain, prevent, enjoin, abate, correct or remove any violation and to take such other legal action as is necessary to carry out the terms and provisions of this chapter.
- B. The remedies provided for herein shall be cumulative and not exclusive and shall be in addition to any other remedies provided by law; and all remedies may be pursued concurrently or consecutively, and the pursuit of any remedy shall not be construed as an election or waiver of the right to pursue any and all of the others.

§ 143-98. Appeals.

A. Any person affected by any notice of violation or order issued in connection with the enforcement of any provision of this chapter concerning buildings or structures, or of any rule or regulation adopted pursuant thereto or the denial of issuance of permit, may request and shall be granted a hearing before the ~~City Planning Board~~ City Planning and Development Committee, provided that such person shall file in the ~~Office of the Chief Inspector~~ Department of Public Works a written request for such hearing, setting forth a brief statement of the grounds therefor, designating the person and his or her address upon whom orders may be served, and setting forth the reasons why such notice of violation or order should be modified or withdrawn.

~~B.~~ B. If this request is filed within 10 days after the service of notice of violation or order, compliance with such notice shall not be required while the hearing is pending, except in emergencies or as otherwise provided.

§143-10. Severability

The invalidity of any work, section, clause, paragraph, sentence or part or provision of this local law shall not affect the validity of any other part of this local law which shall be in effect.

§143-11. Effective Date

This local law shall take effect immediately upon adoption by the City Council of the City of Batavia and filing with the Secretary of State.

DRAFT

#-2015
A RESOLUTION INTRODUCING A LOCAL LAW AMENDING §143
ROOMING HOUSES TO PROHIBIT NEW APPLICATIONS FOR ROOMING
HOUSES

Motion of Councilperson

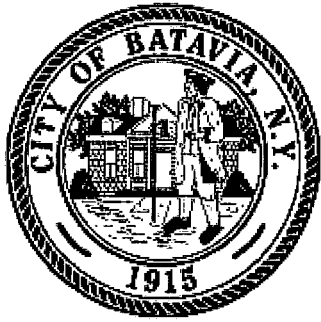
BE IT RESOLVED, that Local Law No. 3 of the Year 2015 entitled “**LOCAL LAW NO. 3 OF THE YEAR 2015 CITY OF BATAVIA TO AMEND §143 ROOMING HOUSES TO PROHIBIT NEW APPLICATIONS FOR ROOMING HOUSES**” be introduced before the City Council of Batavia, New York; and


BE IT FURTHER RESOLVED, that copies of the aforesaid proposed Local Law be laid upon the desk of each member of the City Council by the City Clerk; and

BE IT FURTHER RESOLVED, that the City Council hold a public hearing on said proposed Local Law in the Council Board Room, Second Floor, One Batavia City Centre, Batavia, New York, at 7:00 p.m. on Monday, June 22, 2015; and

BE IT FURTHER RESOLVED, that the City Clerk publish or caused to be published a public notice in the official newspaper of the City of said public hearing at least five (5) days prior thereto.

Seconded by Councilperson
and on roll call



To: Honorable City Council
From: Jason Molino, City Manager 
Date: May 14, 2015
Subject: Abandoned Property Neighborhood Relief Act 2015

Background

In April 2015 the NYS Attorney General proposed legislation that included responsibilities of mortgagees to maintain vacant residential properties to include pre-foreclosure vacant and abandoned residential property. Currently this legislation has been introduced to the State Senate and State Assembly (S.04781 & A.06932).

Attached please find a press release from the Attorney General's Office summarizing of the proposed legislation.

In 2014 the City Council passed a resolution of support for the 2014 introduction of this legislation. It is recommended that the City Council again pass a resolution of support for the 2015 Act as passage of this legislation will assist with the City's efforts to combat abandoned and vacant properties.

Supporting Documents:

- 1) NYS Attorney General Press Release dated April 17, 2015
- 2) Resolution #57-2014 - Resolution In Support Of The New York State Abandoned Property Neighborhood Relief Act Of 2014
- 3) Draft resolution

A.G. Schneiderman Announces Introduction Of Expanded Legislation To Combat Spread Of “Zombie Properties” Across New York State

Abandoned Property Neighborhood Relief Act Would Protect Homeowners And Empower Communities To Rein In Spread Of Vacant, Dilapidated Homes

Bill Would Require Mortgage Lenders and Servicers To Notify Homeowners Of Their Rights and Maintain Vacant and Abandoned Properties Earlier; Penalties Would Fund Efforts By Local Government To Address Widening Problem

Schneiderman: This Bill Will Equip Our Local Communities With the Resources They Need To Halt the Spread Of Abandoned And Vacant Homes

April 17, 2015

SYRACUSE – Attorney General Eric T. Schneiderman announced today that an expanded version of a bill he proposed last year, the Abandoned Property Neighborhood Relief Act, has been reintroduced in the New York State Legislature. The modified bill, which addresses so-called “zombie properties” – vacant and abandoned homes that are not maintained during a prolonged foreclosure proceeding – includes several new key provisions to expedite the foreclosure process for properties that are confirmed to be vacant and direct penalties for noncompliance to a fund to aid local enforcement of the law. The bill (A.6932/S.4781), reintroduced this month by Assembly Judiciary Committee Chairwoman Helene Weinstein (D-Brooklyn) and Senate Coalition Co-Leader Jeffrey D. Klein (D-Bronx/Westchester), comes amid new data showing a troubling increase in the number of zombie properties across New York State. According to data analyzed by the Office of the Attorney General (OAG), zombie property foreclosures increased by 50% from 2013 to 2014, bringing the total number of zombie properties in NYS to 16,701. As a result, almost 1 in 5 residential foreclosures is now a zombie property.

“New York will never be able to fully recover from the devastation of the financial crisis until we seriously reckon with the crisis of zombies,” said Attorney General Schneiderman. “The Abandoned Property Neighborhood Relief Act, which enjoys the support of local elected officials, law enforcement, and fair housing advocates all across New York, will equip our local communities with the resources they need to halt the spread of abandoned and vacant homes. Albany can finally alleviate the burden that these blighted properties impose on our towns and cities by passing the Abandoned Property Neighborhood Relief Act during this legislative session.”

Attorney General Schneiderman’s bill, the Abandoned Property Neighborhood Relief Act, would address the problem of zombie properties in several ways.

Since many families do not understand that they have the right to remain in their home until a judge declares the foreclosure complete, the bill would require that homeowners be provided with early notice that they are legally entitled to remain in their homes until ordered to leave by a court. The bill would also make it unlawful for a mortgagee or loan servicing agent, or a person acting on their behalf, to enter a property that is not vacant or abandoned for the purpose of intimidating, harassing or coercing a lawful occupant in order to induce them to vacate the property, thereby rendering it vacant and abandoned.

In the event that homeowners do leave their property before the foreclosure is complete, the bill would require mortgage lenders and their servicers to take responsibility for properties soon after they have been vacated – and not, as under current law, at the end of a lengthy foreclosure process. Under this provision, lenders and their servicers are required to identify, secure, and maintain vacant and abandoned properties and pay for their upkeep. The bill would also establish a periodic inspection requirement for mortgagees and loan servicing agents to determine if property subject to a delinquent mortgage is currently occupied.

To help municipalities secure zombie properties, the bill would require mortgagees or their agents to electronically register these properties with a newly-created statewide Vacant and Abandoned Property Registry to be established and maintained by the OAG. The registry would be supplemented by a toll-free hotline that community residents can use to report suspected vacant and abandoned properties to the OAG and receive information regarding the status of registered properties, including the identity of the mortgagee or agent responsible for maintaining them. Banks that fail to register an abandoned property will be subject to civil penalties.

One of the new provisions of this year's Abandoned Property Neighborhood Relief Act would direct penalties for noncompliance into a fund for local municipalities to support code enforcement within the municipality where the violations occurred. Another new provision would create an expedited foreclosure process for properties that are confirmed to be vacant.

"The foreclosure crisis left neighborhoods scarred by vacant and abandoned properties. The introduction of the Abandoned Property Neighborhood Relief Act brings New York State a step closer to curing the blight these properties bring to neighborhoods by holding banks accountable for their upkeep," said New York State Senator Jeff Klein, Senate Coalition Co-Chair and sponsor of S.4781. "We expect banks to maintain properties and we will keep a list of empty homes. We want to support towns and counties who have been dealing with the blight of zombie properties for too long. With the support of Attorney General Eric Schneiderman, my colleagues in the Senate and the Assembly, I hope we can pass this crucial package of legislation for New Yorkers."

"In too many neighborhoods across New York State, lenders have permitted vacant and abandoned residential properties to fall into disrepair," said New York State Assemblywoman Helene Weinstein, Assembly Judiciary Committee Chair and sponsor of A. 6932. "These properties are a blight on neighborhoods and bring down the property values in communities. I commend Attorney General Eric Schneiderman for proposing this bill that I am proud to sponsor. I look forward to working with him to help protect our neighborhoods by identifying and ensuring maintenance of properties early on."

"Improving the quality of life in our neighborhood starts with ensuring we have a good housing stock and this has been a top priority of my administration," said Syracuse Mayor Stephanie A. Miner. "Vacant, blighted properties become havens for criminal activity and reduce the values of neighboring homes. In Syracuse, we have taken steps to address this issue by starting a vacant property registry and establishing one of the first land banks in New York State. Attorney General Schneiderman appreciates the importance of urban housing needs and has supported our land bank with generous funding and pushed for important legislation, like the Abandoned Property Neighborhood Relief Act, which has the potential to help address even more abandoned properties. I am pleased to join with the Attorney General in calling on the legislature to pass this important bill."

"Foreclosed and abandoned properties have become a serious problem in our neighborhoods, affecting quality of life for residents and forcing localities to spend precious resources on maintaining them," said New York State Senator David J. Valesky. "I commend Attorney General Schneiderman and Senator Jeff Klein for recognizing the seriousness of this issue, and working on legislation to address the problem of zombie properties. I am confident it will make a difference here in Syracuse and across the state."

"For too long, local communities in Onondaga County and the City of Syracuse have been suffering from the growing plague of zombie properties," said New York State Assemblyman William Magnarelli. "I applaud Attorney General Schneiderman for continuing to work with the state legislature to protect our homeowners and the communities in which they live."

"The blight of abandoned homes attracts crime, lowers property values and hurts communities, placing an unfair economic burden on local taxpayers who are already struggling," said New York State Assemblyman Al Stirpe. "This continues to be a problem for Central New York, which has one of the highest incidences of vacant properties in the state. Attorney General Schneiderman's efforts will help keep more families in their homes, protect taxpayer dollars and revitalize neighborhoods throughout Central New York. I commend him for his leadership and I encourage my colleagues in the Legislature to pass this important legislation necessary to ensure the safety and stability of our communities."

"Zombie properties are a growing problem in our neighborhoods, and I commend Attorney General Schneiderman for his leadership and proactive approach in working with local

governments to address this serious issue,” said Utica Mayor Robert Palmieri. “I fully support this legislation and appreciate and thank Attorney General Schneiderman for his efforts.”

“Abandoned and vacant properties attract crime and put the lives of our law enforcement officers and other first responders at risk,” said Syracuse Police Chief Frank Fowler. “This isn’t just about the tax base or property values or the aesthetic appeal of our neighborhoods; it’s about the basic safety of the people who live and work in these communities, too. The state legislature should pass the Abandoned Property Neighborhood Relief Act and give local municipalities the resources they need to keep their streets safe.”

"Land banks are designed to get vacant and abandoned properties back into productive use, but are best equipped to address tax-delinquent vacant properties," said Katelyn Wright, Executive Director of the Greater Syracuse Land Bank. "About 2/3 of the vacant structures in Syracuse are not tax-delinquent and are more challenging to address. Complementary tools like the Abandoned Property Neighborhood Relief Act will better equip communities like ours to address the full range of vacant buildings that negatively impact our neighborhoods."

“Zombie properties are a scourge on our neighborhoods and frustrate the residents who need to live near them, non-profits and public officials alike,” said Kerry Quaglia, Executive Director of Home HeadQuarters. “One bad property can negatively affect an entire block, so someone or some entity needs to have accountability for that property – it’s just common sense.”

Attorney General Schneiderman’s Abandoned Property Neighborhood Relief Act is one component of his broad strategy to help New York homeowners and communities recover from the foreclosure crisis. He successfully fought for a strong National Mortgage Settlement that delivered more than \$2 billion in relief to New York families. He dedicated \$100 million from the settlement to create the Homeowner Protection Program (HOPP), a network of free legal and housing counseling services that has served more than 40,000 families statewide.

Attorney General Schneiderman has also pursued relief for communities by directing funds from the National Mortgage Settlement to community “land banks,” which are nonprofit organizations that can acquire property that is tax delinquent, tax foreclosed, vacant, or abandoned and use it for a variety of purposes to counter neighborhood blight.

In June of 2013, Attorney General Schneiderman announced the Community Revitalization Initiative (CRI), which has provided \$33 million in funding to land banks that are working at the local level across New York State to rebuild and revitalize their communities. In the first round of funding, which took place in October 2013, OAG disbursed \$13 million to eight land banks. After passing legislation to increase to double the maximum allowable number of land banks, Attorney General Schneiderman disbursed an additional \$20 million in a second round of funding in October 2014.

#57-2014

**RESOLUTION IN SUPPORT OF THE NEW YORK STATE ABANDONED
PROPERTY NEIGHBORHOOD RELIEF ACT OF 2014**

Motion by Councilperson

WHEREAS, vacant and abandoned properties are an epidemic in New York's municipalities and dealing with these distressed properties can be an expensive, time-consuming task for local officials. Vacant and abandoned properties that are also entangled in mortgage foreclosure present even greater challenges for cities and villages since foreclosures drag on for years, restricting local officials' efforts to address the social costs that these blighting properties have on neighboring parcels and the surrounding community as a whole; and

WHEREAS, the New York State Abandoned Property Neighborhood Relief Act of 2014 (here after referred to as the "Act") amends Real Property Actions and Proceedings Law §1307 to define "vacant and abandoned" residential real property, and expands the duty of a mortgagee to maintain vacant, residential real property to include pre-foreclosure "vacant and abandoned" residential property; and

WHEREAS, the Act requires mortgagees and loan servicing agents to periodically inspect residential real property to determine if properties with delinquent mortgages are currently occupied; and

WHEREAS, the Act requires the Attorney General to establish and maintain a statewide electronic Vacant and Abandoned Property Registry that local officials will be able to access, and mortgagees or their agents must promptly register vacant and abandoned properties in the Registry; and

WHEREAS, the Act also authorizes municipalities to intervene as of right in foreclosure actions involving vacant and abandoned residential property for the purpose of requesting injunctive relief, to ensure that the property is maintained in accordance with law and that the foreclosure action is timely prosecuted; and

WHEREAS, this Act will greatly facilitate the ability of City officials to deal with vacant and abandoned properties, empowering them to address these challenges in a manner that minimizes the negative impact that such properties can have on the community; and

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of Batavia, New York supports the passage of the Act recommends its enactment into law; and

BE IT FURTHER RESOLVED, that a certified copy of this resolution be sent to Governor Andrew Cuomo, Attorney General Eric T. Schneiderman, New York State Senator Michael Ranzenhofer and New York State Assemblyman Steve Hawley.

BE IT FURTHER RESOLVED, the Act is consistent with the City's Strategic Plan in achieving Key Intended Outcome's identified under the Neighborhood Revitalization strategic priority.

**Seconded by Councilperson
and on roll call**

#-2015

**A RESOLUTION IN SUPPORT OF THE NEW YORK STATE ABANDONED
PROPERTY NEIGHBORHOOD RELIEF ACT OF 2015**

WHEREAS, vacant and abandoned properties are an epidemic in New York's municipalities and dealing with these distressed properties can be an expensive, time-consuming task for local officials; and

WHEREAS, vacant and abandoned properties that are also entangled in mortgage foreclosure present great challenges for the City of Batavia since foreclosures drag on for years, restricting the City's efforts to address the social costs that these blighting properties have on neighboring parcels and the surrounding community as a whole; and

WHEREAS, vacant and abandoned properties strain the resources of the City's police, fire and public works departments, depreciate property values, reduce property tax revenue, attract crime and degrade the quality of life of remaining residents; and

WHEREAS, the vacant and abandoned properties contribute to the loss of population, loss of businesses, real estate speculation and poverty; and

WHEREAS, the City of Batavia has determined that most of the vacant and abandoned properties within the City of Batavia are single family residences and that the annual impact of the properties include, but are not limited to \$25,000 in delinquent property taxes, \$20,000 in lost water and sewer revenue, \$10,000 in City staff time, \$11,300 in unpaid fees and fines per property and over \$500,000 in lost resident retail buying power. In addition, between 2009-2014 the average assessed value for a single family home increased 1.8%, however the average assessed value for a vacant/abandoned home decreased 5.1%; and

WHEREAS, relevant provisions of existing State law, enacted in 2009, governing the maintenance of abandoned residential properties impose a duty on plaintiff-mortgagees to maintain vacant residential properties only after a judgment of foreclosure and sale has been entered by a court; and

WHEREAS, this recent State law has in many instances proven inadequate to address the growing number of vacant and abandoned properties falling into disrepair in the City of Batavia and in many similarly situated municipalities across New York State because many such properties are not subject to a pending foreclosure action, and many that are subject to a pending foreclosure have not proceeded, and will not in the foreseeable future proceed, to a court judgment of foreclosure and sale; and

WHEREAS, there is evidence showing that many current and former New York homeowners have been misled into believing they need to leave their homes earlier in the foreclosure process than the law actually requires, thus resulting in even more vacant and abandoned residential properties throughout our communities; and

WHEREAS, the “Abandoned Property Neighborhood Relief Act of 2015” (A. 06932, S.04781) would help the City of Batavia and similarly situated municipalities and their residents across the State better address the growing problem of vacant and abandoned residential properties by creating a statewide registry of such properties that can be electronically accessed by such municipalities; and

WHEREAS, the “Abandoned Property Neighborhood Relief Act of 2015” would help the City of Batavia and similarly situated municipalities and their residents across the State better address the growing problem of vacant and abandoned residential properties by imposing a duty on mortgagees and their loan servicing agents to promptly report these properties to the statewide registry and take earlier, pre-foreclosure, action to identify, secure and maintain such vacant and abandoned properties; and

WHEREAS, the “Abandoned Property Neighborhood Relief Act of 2015” would help the City of Batavia and similarly situated municipalities and their residents across the State better address the growing problem of vacant and abandoned residential properties by providing a much needed and readily available source of information on vacant and abandoned residential properties to local officials throughout the State; and

WHEREAS, the “Abandoned Property Neighborhood Relief Act of 2015” would help the City of Batavia and similarly situated municipalities and their residents across the State better address the growing problem of vacant and abandoned residential properties by establishing an “Abandoned Property Neighborhood Relief Fund,” comprised of civil penalties collected by the Attorney General in enforcement actions under the Act, which Neighborhood Relief Fund monies would be expended by the Attorney General in the form of Enforcement Assistance Grants to counties, cities, towns and villages to assist localities across the State in their own enforcement efforts under the Act; and

WHEREAS, the “Abandoned Property Neighborhood Relief Act of 2015” would help the City of Batavia and similarly situated municipalities and their residents across the State better address the growing problem of vacant and abandoned residential properties by also establishing a statewide toll-free hotline that community residents can use to report suspected vacant and abandoned properties to the Attorney General and receive information regarding the status of registered properties, including the identity of the mortgagee or agent responsible for maintaining them; and

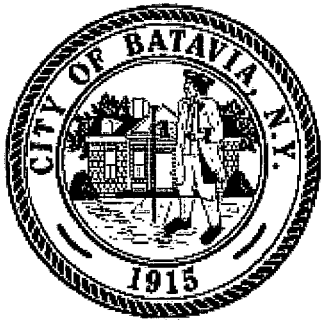
WHEREAS, the “Abandoned Property Neighborhood Relief Act of 2015” would help the City of Batavia and similarly situated municipalities and their residents across the State better address the growing problem of vacant and abandoned residential properties by ensuring that homeowners are provided with clear and early notice that they are legally entitled to remain in their homes until ordered to leave by a court; and

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Batavia hereby calls on the Governor, the New York State Assembly and the New York State Senate to promptly enact the “Abandoned Property Neighborhood Relief Act of 2015.”


BE IT FURTHER RESOLVED, that a certified copy of this resolution be sent to Governor Andrew Cuomo, Attorney General Eric T. Schneiderman, New York State Senator Michael Ranzenhofer and New York State Assemblyman Steve Hawley.

BE IT FURTHER RESOLVED, the Act is consistent with the City's Strategic Plan in achieving Key Intended Outcome's identified under the Vibrant, Livable Neighborhoods and Healthy and Growing Economy strategic priorities.

DRAFT



To: Honorable City Council

From: Jason Molino, City Manager 

Date: May 20, 2015

Subject: City of Batavia Comprehensive Emergency Management Plan (CEMP)

Attached please find a draft copy of the CEMP prepared by the Fire Chief. The City Manager, Assistant City Manager, Fire Chief and Police Chief have reviewed the CEMP and recommend its adoption to City Council. As explained in Chief Maxwell's memo, the CEMP is an operations plan that provides framework and guidance for the City when preparing, mitigating, responding and recovering to emergencies/disasters. In addition, the City is working towards having all staff trained on the Incident Command System (ICS) and National Incident Management System (NIMS). Also, updating and adopting the City's CEMP is an objective in the City's Strategic Plan as well as a needed component for the City's Community Rating System (CRS) application to the Federal Emergency Management Agency (FEMA) for addressing flood mitigation.

It is recommended that the City Council adopt the proposed CEMP.

Supporting Documents:

1. Draft CEMP
2. Draft resolution



CITY OF BATAVIA FIRE DEPARTMENT

Batavia, New York 14020

Jim Maxwell, Fire Chief

Our essential mission is to professionally protect and preserve life, property, and the environment and to minimize loss, suffering, and damage in our community and to our citizens through community partnerships, proactive prevention and education efforts, and high quality and timely responses.

To: Jason Molino, City Manager
From: Jim Maxwell, Fire Chief
Date: May 18, 2015
Subject: CEMP Overview

The updated City Comprehensive Emergency Management Plan (CEMP) is ready for review and adoption by City Council. We are looking for City Council approval at the June 8, 2015 meeting.

The development of the (CEMP) is required under NYS Executive Law, Article 2B, Section 23-1.

Each county, except those contained within the city of New York, and **each city**, town and village is authorized to prepare comprehensive emergency management plans. The disaster preparedness commission shall provide assistance and advice for the development of such plans. City, town and village plans shall be coordinated with the county plan.

This plan is developed and maintained by the City of Batavia and shared with agencies that comprise our emergency response partners. The CEMP is contained in three distinct, but interconnected sections.

Section 1: This section of the CEMP addresses the City's overall hazard mitigation planning process, risk assessment, strategy development and plan implementation, and required training. The plan offers a source of natural and manmade disasters based on a Hazard Vulnerability Analysis (HAZNY) conducted by New York State and serves as our planning guide for potential incidents.

Section 2: This section of the CEMP addresses City specific response plans based on the Hazard Vulnerability Analysis (HAZNY) of identified threats for the city, and also includes Emergency Action Plans (EAPs) for response to city owned facilities. It also includes several required documents needed in the event of a declared "State of Emergency" within the City.

Section 3: This section of the CEMP addresses the Federal Emergency Support Functions (ESFs). The ESFs provide the structure for coordinating interagency support for response to a multi-level incident (State and Federal assets deployed). They are mechanisms for grouping functions most frequently used to provide State and Federal support both for declared disasters and emergencies under the Stafford Act and for non-Stafford Act incidents

The City of Batavia CEMP establishes a framework through which the City of Batavia prepares for, responds to, recovers from, and mitigates the impacts of a wide variety of disasters that could adversely affect the health, safety, and/or general welfare of the residents and visitors to the City of Batavia. The CEMP provides guidance to city officials and emergency responders on procedures, organizational

18 Evans Street
Phone: 585-345-6375

Batavia, New York 14020
Fax: 585-343-5639

"Everybody Goes Home"



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structure (ICS), roles and responsibilities, as well as provides for an integrated and coordinated response by all agencies.

The CEMP is an operations-based plan that addresses evacuation; sheltering; post disaster response and recovery; deployment of resources; communications and warning systems, as well as city staff training requirements. The CEMP also defines the responsibilities of County agencies, other response partners, and potential volunteer organizations into a unified response.

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"Everybody Goes Home"

CITY OF BATAVIA, NEW YORK
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

Section i - Executive Summary

This is the City of Batavia's Comprehensive Emergency Management Plan (CEMP).

Contained herein is the updated Comprehensive Emergency Management Plan (CEMP) for the City of Batavia. This plan supersedes any previous emergency management plan (s) implemented by the City of Batavia for this purpose. It provides a framework in which the all city departments can plan and perform their respective emergency functions during a disaster or national emergency. This plan recognizes the need for ongoing Emergency Management Planning by all departments within the City of Batavia.

This plan attempts to be all inclusive in combining the four phases of Emergency Management:

- Mitigation
- Preparedness
- Response
- Recovery

This Comprehensive Emergency Management Plan (CEMP) consists of the basic plan and two supporting annexes (Incident Response Annex, Functional Annex). The CEMP is a single comprehensive plan, which encompasses all hazards for the purposes of organizing and coordinating emergency response personnel, city resources, and operations within the city. The CEMP represents a legal document, which provides the framework and guidance for all emergency preparedness, response, and recovery activities associated with the city. The CEMP also assigns the various tasks associated with each type of different emergency.

Standard Operating Guidelines (SOGs) support the CEMP and provide assistance and direction in implementing the necessary actions or procedures. SOGs are based on the CEMP task assignments and detail specific response procedures and actions. Site Specific Emergency Action Plans (EAP) identify names, locations, call lists, and other essential information necessary for the various types of disasters and emergencies impacting the city. Force-specific SOGs provide personnel assignments, call-up procedures, line of authority, special equipment use and other necessary materials. The SOGs should support and be consistent with the CEMP.

This plan is in accordance with existing Federal, State, and local statutes. It will be revised and updated as required. All recipients are requested to advise the City of Batavia Emergency Manager of any changes which might result in its improvement or increase its usefulness.

City Manager

Date

**CITY OF BATAVIA, NEW YORK
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**

Section ii – City Council Resolution

City of Batavia

Resolution adopting the City of Batavia Comprehensive Emergency Operation Plan

Whereas, the City of Batavia recognizes the need to have a coordinated approach to major incidents and disasters that affect the City; and

Whereas, the City of Batavia has the statutory responsibility to develop, implement, and maintain an effective Emergency Operation Plan under the NYS Executive Law, Article 2B, and

Whereas, the City of Batavia has developed an Emergency Management Team to oversee and complete these functions for the City, and

Whereas, all City departments having responsibilities contained within this plan have acknowledged and agreed upon their roles and responsibilities, now

Therefore be it resolved, that the City of Batavia’s Comprehensive Emergency Operation Plan is hereby adopted as the emergency management plan for the City of Batavia.

Passed this _____ day of _____ year _____
Date Month Year

Name

Signature

Date

City Council President

City Manager

**CITY OF BATAVIA, NEW YORK
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**

Section iii – Plan Approval Page

To all recipients:

Effective Date: XXXX, 2015

This document is the updated Emergency Management Plan for the City of Batavia. This plan supersedes any previous emergency management plan (s) implemented by the City of Batavia for this purpose. It provides a framework in which the all city departments can plan and perform their respective emergency functions during a disaster or national emergency. This plan recognizes the need for ongoing Emergency Management Planning by all departments within the City of Batavia.

This plan is in accordance with existing Federal, State, and local statutes. It will be revised and updated as required. All recipients are requested to advise the City of Batavia Emergency Manager of any changes which might result in its improvement or increase its usefulness.

City of Batavia Emergency Management Team

Name	Signature	Date
_____ <i>City Manager</i>	_____	_____
_____ <i>Assistant City Manager</i>	_____	_____
_____ <i>Fire Chief / Emergency Manager</i>	_____	_____
_____ <i>Police Chief</i>	_____	_____
_____ <i>Director of Public Works</i>	_____	_____
_____ <i>City Council President</i>	_____	_____

**CITY OF BATAVIA, NEW YORK
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**

Section - iv- Record of Distribution

Personnel and Departments on the distribution list are those identified as essential to knowing the framework of the Comprehensive Emergency Management Plan (CEMP).

Copy Number	Individuals Name, Title, Department	CEMP Distribution Date	Date of Receipt
1	City Manager		
2	Assistant City Manager		
3	City Council		
4	Fire Department		
5	Police Department		
6	Department of Public Works		
7	Bureau of Maintenance		
8	Water & Wastewater		
9	Water Plant		
10	Youth Bureau		
11	School District		
12	Hospital		
13	Sheriff		
14	Genesee County Office of Emergency Management		
15	State Police		
16	County Manager		
17	Veterans Administration		

**CITY OF BATAVIA, NEW YORK
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**

Section v - Record of Changes

As changes are made to this plan, the following procedures should be followed:

1. The City Emergency Manager will issue all changes to holders of the plan through electronic media, email, or hard copy.
2. Upon receiving written notification regarding changes to this plan, individuals issued a hard copy should insert new pages and remove and destroy old pages. Minor changes may be made on existing pages by pen and ink.
3. When any change is made, enter the log below accordingly.
4. A rewrite will be performed every five years with a review and modification every year.

Change Number	Section Changed	What was Changed	Date of Change	Change made by: (Signature)
1	I, page , paragraph 2	Added New York to Article 2B to wording	5/15/15	J. Maxwell
2	III, page 2, A-3	Deleted A-3 Approve, at the earliest practical time after issuance, rules and regulations reasonably related to the protection of life and property, such rules and regulations having been made and issued by the City Manager.	5/15/15	J. Maxwell
3	III, page 2, A-5	Deleted A-5 Recognized by the governor as the head of the City for purposes of military law.	5/15/15	J. Maxwell
4	III, page 2, B-4	Changed B-4 Prepare Declare Proclamation of Declare Local State of Emergency	5/15/15	J. Maxwell
	III, page 3, D-13	D-13 e – Changed SEMO to Division of Homeland Security & Emergency Services, Office of Emergency Management Office (DHSES-OEM)		
	III, page 5, G-6	Deleted wording G-6 to include CRT operations staff and Park Maintenance Staff;		
	III, page 5, H Title	H City Clerk, Added /Treasurer		
	III, page 5, 6 Title	J Finance Director – Changed to – Deputy Director Finance		
	III, page 6, J-3	Added – including payroll		

**CITY OF BATAVIA, NEW YORK
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**

CEMP CHANGE REQUEST

To: City of Batavia Emergency Manager

Recommended Changes, Corrections, Additions, and Deletions to the Comprehensive Emergency Management Plan

Any user of this plan is encouraged to recommend changes to this plan that the user feels might enhance or clarify a particular portion of the area being addressed. Suggested changes should be submitted to the City of Batavia Emergency Manager, for coordination, comment, concurrence, and approval. The format of suggested changes should be by Basic Plan or Annex, Section, Paragraph/Subparagraph and page number.

CHANGE:

SHOULD READ:

Submitted by _____

Date: _____

Phone Number: _____

CITY OF BATAVIA, NEW YORK
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

Section I – Introduction and Purpose

Introduction

This plan results from the recognition on the part of the City of Batavia, Local government and State officials that a comprehensive plan was needed to enhance the city's ability to manage emergency and disaster situations. This plan was prepared by City officials working cooperatively with County and State Agency counterparts in a planning effort.

This City Plan constitutes an integral part of a County and Statewide Emergency Management program and contributes to its effectiveness. Authority to undertake this effort is provided by both Article 2B of the New York State Executive Law and the New York State Defense Emergency Act.

In the past, government action was taken primarily when disaster struck. Today, the need for a comprehensive emergency management system at the Local, State and Federal levels of government, to deal effectively before, during and after an emergency occurs is apparent. This Plan outlines the actions to be taken by the city to establish such a management capability.

The development of this plan included a systematic investigation and analysis of potential hazards which could affect the city, an assessment of the capabilities existing in the city to deal with potential problems and finally, the development of a multi-year projection of necessary actions and their fiscal requirements to achieve the management goals and objectives of this plan.

Purpose and the Objectives of the Plan

The purpose of this Comprehensive Emergency Management Plan (CEMP) is to develop a comprehensive emergency management program, which seeks to mitigate the effects of various hazards, to prepare for measures, which will preserve life and minimize damage, to respond during emergencies and provide assistance, and to establish a recovery system to return the city to normal operational status.

This plan defines policies and responsibilities concerning how to mitigate, prepare for, respond to, and recover from the effects of, natural disasters, technological accidents, and other major disrupting incidents, including acts of terrorism.

1. The City of Batavia, in cooperation with the other members of the community, endeavors to prevent/mitigate, prepare for, respond to, and recover from natural and man-made disasters which threaten the lives, safety, or property of the citizens of the City by:
 - Identifying major natural and man-made hazards which threaten life, property and/or the environment that are known or thought to exist.
 - Providing an efficient, comprehensive organizational structure for emergency response personnel.
 - Assigning emergency management responsibilities and tasks.

CITY OF BATAVIA, NEW YORK
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

- Describing predetermined actions (responsibilities, tasks) to be taken by city departments, and other cooperating organizations and institutions to eliminate or mitigate the effects of these threats and to respond effectively and recover from an emergency or disaster.
- Managing emergency operations within the city by coordinating the use of resources available from city and county agencies, private industry, civic and volunteer organizations, and when needed, state and federal agencies.
- Providing for effective assignment and utilization of city employees.
- Documenting the current capabilities and existing resources of city departments and other cooperating organizations and institutions, which must be maintained, to enable accomplishment of those predetermined actions.
- Providing for the continuity of city government during and after an emergency or disaster.
- Providing for the rapid and orderly start of recovery, restoration and rehabilitation of persons and property affected by emergencies.
- Enhancing cooperation (mutual aid agreements and memorandums of agreements) and coordination with cooperating community agencies, neighboring jurisdictions, and county, state, and federal agencies.
- Providing an emergency planning team comprised of department representatives as identified and utilized through this plan for continuing review and revision of the plan exercise planning and evaluation, reviewing and offering recommendations on City of Batavia Emergency Management Initiatives.

2. This Basic Plan will provide guidance for:

- Prevention/mitigation, preparedness, response and recovery policy and procedures.
- Disaster and emergency responsibilities.
- Training and public education activities.

**CITY OF BATAVIA, NEW YORK
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**

Section II – Legal Authority

Legal Authority

This Plan, in whole or in part, may rely upon the following laws for the power necessary for its development and implementation.

City, County, and State

1. City of Batavia Resolution# - ????
2. Genesee County CEMP
3. New York State Executive Law, Article 2-B
4. New York State Defense Emergency Act, as amended

Federal

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. 5121
2. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
3. Emergency Management and Assistance, 44 CFR
4. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
5. Homeland Security Act of 2002
6. Homeland Security Presidential Directive. *HSPD-5*, Management of Domestic Incidents
7. Homeland Security Presidential Directive. *HSPD-3*, Homeland Security Advisory System
8. National Incident Management System
9. National Response Framework
10. National Strategy for Homeland Security, July 2002
11. Nuclear/Radiological Incident Annex of the National Response Framework

**CITY OF BATAVIA, NEW YORK
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**

Section III – Roles and Responsibilities

The City of Batavia has the primary responsibility for disaster mitigation, preparedness, response, and recovery activities within the City using the Incident Command System. The Integrated Emergency Management System is the cornerstone of the city's emergency and disaster preparedness, response, recovery, and mitigation programs. This includes both City and non-city organizations that have a role in saving lives, caring for the injured, recovering the dead, mitigating property loss, and restoring services and facilities. The City will plan for disasters, direct operations, mobilize and coordinate resources, and mitigate the impact of disasters within the limits of their available resources and capabilities.

It is the responsibility of residents to educate themselves on preparedness activities and ensure that they have the supplies and resources to sustain themselves for at least three days; however, we recommend a week.

City departments' emergency management responsibilities are outlined in this plan. Assignments are made within the existing framework of the City of Batavia's capabilities, and existing organizational responsibilities. The Fire Department is designated to coordinate all emergency management activities of the City.

City responsibilities are closely related to the responsibility of Genesee County to manage all phases of an emergency. The County has the responsibility to assist the City in the event that the City has fully committed their resources and are still unable to cope with any disaster.

Similarly, New York State is obligated to provide assistance to the County after resources have been exhausted and the County is unable to cope with the disaster.

The development of this plan included a systematic investigation and analysis of potential hazards which could affect the city, an assessment of the capabilities existing in the city to deal with potential problems and finally, the development of a multi-year projection of necessary actions and their fiscal requirements to achieve the management goals and objectives of this plan.

1. The City of Batavia in cooperation with the other members of the community, endeavors to prevent/mitigate, prepare for, respond to, and recover from natural and man-made disasters which threaten the lives, safety, or property of the citizens of the City of Batavia by:
 - Identifying major natural and man-made hazards which threaten life, property and/or the environment that are known or thought to exist.
 - Providing an efficient, comprehensive organizational structure for emergency response personnel.
 - Assigning emergency management responsibilities and tasks.
 - Describing predetermined actions (responsibilities, tasks) to be taken by city departments, and other cooperating organizations and institutions to eliminate or mitigate the effects of these threats and to respond effectively and recover from an emergency or disaster.
 - Managing emergency operations within the city by coordinating the use of resources available from county and municipal governments, private industry, civic and volunteer organizations, and when needed, state and federal agencies.

CITY OF BATAVIA, NEW YORK
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

- Providing for effective assignment and utilization of city employees.
- Documenting the current capabilities and existing resources of city departments and other cooperating organizations and institutions, which must be maintained to enable accomplishment of those predetermined actions.
- Providing for the continuity of city government during and after an emergency or disaster.
- Providing for the rapid and orderly start of recovery, restoration and rehabilitation of persons and property affected by emergencies.
- Enhancing cooperation (mutual aid agreements and memorandums of understanding) and coordination with county agencies, neighboring jurisdictions, state, and federal agencies.
- Providing an emergency planning team comprised of department representatives as identified and utilized through this plan for continuing review and revision of the plan exercise planning and evaluation, reviewing and offering recommendations on City of Batavia Emergency Management Initiatives.

Authority to undertake this effort is provided by NYS Executive Law, Article 2-B, Section 23 and New York State Defense Emergency Act.

2. This Basic Plan will provide guidance for:
 - Prevention/mitigation, preparedness, response and recovery policy and procedures.
 - Disaster and emergency responsibilities.
 - Training and public education activities.

A. City Council

1. Provide policy direction through the City Manager.
2. Adopt emergency management mutual aid plans and agreements and such ordinances, resolutions, rules and regulation as are necessary to implement emergency plans and agreements.
3. Responsible for assuring that emergency preparedness, mitigation, response and recovery activities are carried out within the City, through the CEMP.
4. Provide visible leadership to the community.
5. Appropriate funds to provide emergency preparedness programs and mitigation activities within the City.

B City Manager - Responsibilities, Powers, and Succession

1. Serve as Chief Executive Officer of the City
May take command of the city emergency response organization if the scope and magnitude of the emergency indicates the necessity of personal management and direction of the response and recovery operations;
2. Appoint an Emergency Manager for the City
3. Manage City staff in their emergency management duties.
4. Declare Local State of Emergency
5. Issue notice of evacuation or sheltering as appropriate
6. Enforce and administer provisions, emergency orders, waive local laws, ordinances, and regulations laws, and ordinances governing the City

CITY OF BATAVIA, NEW YORK
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

7. Plan, coordinate, and direct the work of City departments to prepare for, mitigate against, respond to and recover from a disaster.
8. Report to the City Council on general conditions, disaster circumstances, and the financial condition of the City.
9. Advise the City Council regarding emergency policies for the City.
10. Represent the City regarding the coordination of emergency response, mutual aid agreements, inter-local agreements, disaster recovery, etc.
11. Oversee the development, implementation, and maintenance of continuity of government plans.

C Assistant City Manager

1. Assume the duties of the City Manager in his/her absence,
If the City Manager is unable, due to absence or incapacitation, to perform the functions described in the preceding section B (1), the following line of command and succession has been established to ensure continuity of government and the direction of emergency operations:
 - a. The Assistant City Manager shall be in command until the City Manager is available.
 - b. The Fire Chief/Emergency Manager shall be in command until the Assistant City Manager or City Manager is available.
 - c. The Police Chief shall be in command until the Fire Chief, Assistant City Manager or City Manager is available.
2. Serve as Liaison Officer for the City during a disaster, if not acting as the City Manager.
3. Assist in intergovernmental coordination of emergency response and recovery.
4. Assist in recovery planning and operations and continuity of government planning
5. Lead for ESF # 14, Long Term Community Recovery and Mitigation

D Emergency Manager

1. Manage the operations of the EOC during a disaster and serves as the EOC Manager at the EOC as appropriate.
2. Provide technical assistance and information to City Departments regarding emergency management, disaster response operations, and recovery.
3. Assure that the CEMP and supporting procedures are reviewed and updated annually.
The CEMP should be reviewed and updated annually with revised pages distributed by May 1st of each year.
4. Locate, configure, and equip an EOC as needed.
5. Develop procedures for activating, operating, and managing the EOC.
6. Assist in developing and implementing a training program in emergency management tasks for City employees.
7. Develop and conduct periodic emergency management exercises.
8. Prepare a post-disaster report and critique for the City Manager.
9. Develop and coordinate a Community Education and Preparedness Program.
10. Draft a Disaster Proclamation for signature and promulgation by the City Manager.
11. Chair the City's Emergency Management Team.
12. Coordinate mitigation and preparedness activities through the County's Hazard Mitigation Plan.
13. Facilitates coordination between the City and:
 - a. The Incident Commander;
 - b. Other municipalities in Genesee County;

CITY OF BATAVIA, NEW YORK
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

- c. Genesee County emergency response organizations;
- d. Local governments outside the County;
- e. Division of Homeland Security & Emergency Services, Office of Emergency Management Office (DHSES-OEM)
- f. Private emergency support organizations; and
- g. Volunteer agencies

14. Lead for ESF 5 – Emergency Management

E Fire Chief

The Fire Chief may serve as the Incident Commander or as part of a Unified Command Team or as the Operations Section Chief depending on the nature of the incident. Fire functions and responsibilities include (see ESF #4 Fire Services):

- 1. Fire prevention
- 2. Fire suppression
- 3. Emergency Medical Services
- 4. Emergency rescue
- 5. Damage assessment
- 6. Hazardous Materials preparedness and response
- 7. Evacuation management
- 8. Lead on ESF's # 4 Fire Fighting, # 10 Hazardous Materials Response

F Police Chief

The Police Chief may serve as the Incident Commander or as part of a Unified Command Team or as the Operations Section Chief depending on the nature of the incident.

Police functions and responsibilities include (see ESF #13 Public Safety, Law Enforcement, & Security and ESF # 9 Urban Search and Rescue):

- 1. Law enforcement
- 2. Traffic and crowd control
- 3. Staging and perimeter security
- 4. Explosive ordinance disposal
- 5. Protection of critical facilities (including the EOC)
- 6. Evacuation management
- 7. Crime scene control
- 8. Mass care management
- 9. Lead on ESF's # 13 Public Safety, Law Enforcement, and Security,

G Public Works Director

May serve as the Operations Section Chief depending on the nature of the incident.

CITY OF BATAVIA, NEW YORK
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

1. Maintain and manage public works' assets.
2. Provide technical assistance to Emergency Management Team and City staff during disaster response and recovery operations.
3. Oversee the operations of contractors, service providers, and emergency response agencies regarding public works projects and assets.
4. Maintain master files of public works' projects, development construction records, street operations and maintenance, and other relevant documents.
5. Advise the Emergency Manager regarding codes, policies, and procedures for any response or recovery activity involving City roads, rights-of-way, or facilities.
6. Provide oversight for Public Works crews, and liaison with other agencies engaged in emergency response and recovery activities. Examples of these needs are: repair of water mains, pumps, motors, valves, fire hydrants, storage tanks, etc.; operating and servicing heavy road and construction equipment and vehicles; cleaning and repairing ditches, culverts, and catch basins; traffic control; repairing streets; repairing traffic control signs and signals; clearing ice, snow, or debris from streets.
7. Assist in damage assessment and reporting.
8. Provide periodic response and recovery work progress reports to the EOC.
9. Provide on-site direction and guidance to City employees during emergency operations; inspect work in progress to ensure compliance with codes and safety practices.
10. Maintain liaisons with all utility providers within the city to allow for ease of working relationships during emergency situations.

H City Clerk/Treasurer

1. Serve as custodian of official records and perform official certification.
2. Supervise Records Management Program for the City.
 - a. Identify critical documents and essential records;
 - b. Assist departments in identifying, managing, and storing essential records;
 - c. Develop and implement a disaster recovery program for essential records.
3. Oversee the preparation and publishing of official legal notices.
4. Maintain City Council databases of ordinances, resolutions, minutes, policies, etc.
5. Assists in the Documentation Unit of the Planning Section in the EOC when it is activated.

I City Attorney

1. Serve as chief legal advisor to the City.
2. Provide legal advice to the City Council, City Manager, and department heads regarding emergency response and recovery operations.
3. Interpret laws, rulings, and regulations and issue legal opinions.
4. Prepare ordinances, resolutions, contracts, and other documents relating to emergency operations.

J Deputy Director Finance

1. Supervise the City's finance staff.

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2. Oversee the central financial and management information system of the City.
3. Manage and supervise the finance, accounting, and reporting operations of the City during a disaster, including all financial controls, audits, and reports. Ensure that proper documentation is maintained for all emergency-related expenditures, including payroll.
4. Supervise and direct the City's cash management functions; oversee the City's funds; maintain necessary banking relationships.
5. Develop and implement emergency financial and procurement procedures as required. Coordinate with the City's bank and major vendors.
6. Establish a unique project number for each disaster for all disaster-related expenses.
7. Prepare and report data for recovery of disaster relief funds.
8. Establish provisions for emergency signature authority for City checks during an emergency.
9. Coordinate with the City's bank to establish emergency provisions for cash and lines of credit.
10. Gather, interpret, and report information on emergency costs and expenditures.
11. Project the costs of various disaster recovery options; prepare fiscal plans and projected budgets for disaster recovery.
12. Maintain databases on emergency resource providers (equipment and material).
13. Manage the City's Risk Management functions.
14. Be responsible for the Administrative/Finance Chief Section of the EOC, when it is activated
15. Support the City's continuity of government planning
16. Lead with HR on ESF #7 – Resource Support

K Human Resources Specialist

1. Develop and implement personnel policies and procedures for emergency operations, to include any special considerations for those employees with disabilities.
2. Maintain master personnel files, to include current employee emergency notification information that are accessible during an emergency, ensuring confidentiality of materials in accordance with state and federal laws.
3. Plan to staff the EOC in the Resource Unit of the Planning Section to conduct check-in activities, maintain the status of all incident resources and assist in identifying needed staff for upcoming operational periods.
4. Develop and implement an educational program in emergency management tasks for all City employees.
5. Develop a program to support the safety and wellbeing of City employees' families during a disaster.
6. Lead with Finance on ESF 7 – Resource Support

L Information Technology Contractor

1. Develop and maintain a program for protection and recovery of the City's data processing resources during/after a disaster.
2. Oversee the restoration of City data processing capabilities during a disaster.
3. Provide software, hardware, maps, and administrative support.
4. Provide support to departments in computer network coordination and software support.
5. Ensure backup and secure storage of centrally-managed data.

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6. Control data security as defined in City policies.
 7. Provide computer assistance to City staff, network backup, and maintenance of the local area network.
 8. Oversee and support the City's voice, wireless, and telephone systems for emergency operations.
2. Managing Emergency Response
- A Incident Command Post (ICP) and Emergency Operations Center (EOC)
1. On-scene emergency response operations shall be directed and controlled by the IC from an ICP located at or near the emergency site. This shall be the only command post at the emergency scene. All other facilities at the scene used by agencies for decision-making should not be identified as an ICP.
 2. The City EOC will be used to support the ICP activities and to coordinate City resources and assistance.
 3. An ICP will be selected by the IC, based upon the logistical needs of the situation, and located near but at a safe distance from the emergency site.
 4. If a suitable building or structure cannot be identified and secured for use as an ICP, the Genesee County Mobile Command Post may be used for this purpose.
 5. **1st choice.** The Primary City EOC will be the Fire Department Headquarters, 18 Evans Street Batavia, New York.
 6. **2nd choice.** If a disaster situation renders the Primary EOC inoperable, an auxiliary EOC may be established at the City Centre, One Batavia City Centre, Batavia, New York.
 7. **3rd choice.** If a disaster situation renders the 1st and 2nd choices inoperable, a 3rd choice may be established at the Batavia High School, State Street, Batavia.
 8. The EOC can provide for the centralized coordination of resources from a secure and functional location.
 9. City agencies and other organizations represented at the EOC will be organized according to ICS function under the direction of the Emergency Manager.
 10. Though organized by ICS function, each agencies' senior representative at the EOC will be responsible for directing or coordinating his or her agency's staff and resources. Where the agency is also represented at the scene in an ICS structure, the EOC representative will coordinate the application of resources with the agency's representative at the scene.
 11. The City Manager and Emergency Manager are responsible for managing the EOC or auxiliary EOC during emergencies.
 12. If required, the EOC will be staffed to operate continuously on a 24-hour a day basis. In the event of a 24-hour operation, two 12-hour shifts will be utilized. Designation of shifts will be established as conditions warrant by the City Manager or the Emergency Manager.
 13. Each agency will identify its personnel assigned to the EOC. This identification is to be provided to the Emergency Manager and updated periodically.
 14. Work areas will be assigned to each agency represented at the EOC.
 15. Internal security at the EOC during an emergency will be provided by the City of Batavia Police Department:
 - a. All persons entering the EOC will be required to check in at the security desk

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- located at the main entrance.
 - b. All emergency personnel will be issued a pass (permanent or temporary) to be worn at all times while in the EOC.
 - c. Temporary passes will be returned to the security desk when departing from the premises.
 - d. Both temporary and permanent passes shall be housed in the EOC for use during an event.
16. EOC space should be maintained in an emergency operating mode by the City Manager or Emergency Manager at all times. During non-emergency periods, the EOC can be used for meetings, training, and conferences.
17. The ICS Planning function is responsible for emergency situation reporting at the EOC and has established procedures and forms to be used.
18. The Emergency Manager maintains Standard Operating Procedures for activating, staffing, and managing the EOC. These SOPs can be found as an appendix to this section of the plan.

B Notification and Activation

1. As described in an appendix, upon initial notification of an emergency to any City official, the City Official will notify the Emergency Manager who will immediately alert the appropriate City official(s). This initial notification may set into motion the activation of City first responders.
2. Each emergency is to be classified into one of three levels according to the scope and magnitude of the incident.
 - a. Level 1: Emergency conditions have occurred and are having a serious but limited impact on portions of the City of Batavia. An emergency situation without a serious threat to life, health, or property, which requires no assistance beyond initial first responders. On-site Incident Command in effect to stabilize the incident.
 - b. Response Level 2: Emergency conditions are having a serious effect on most or all of the City of Batavia; all city resources are heavily deployed. Multiple city sites affected.
 - c. Response Level 3: Emergency conditions are having a serious effect on most or all of the City of Batavia; resources are fully committed and the incident continues to expand. County assistance is needed.
3. First responders will be activated according to the Response Level classification.
 - a. For Response Level 1, only the staff of the appropriate department or bureau is activated.
 - b. For Response Level 2, the staff of the appropriate department or bureau is activated and augmented by select members of the City's first responders as determined by the City Manager or Emergency Manager at that time.
 - c. For Response Level 3, full EOC staffing is achieved as soon as possible. Except for first responders to the scene, assignment of City response personnel to other locations including the emergency scene will be made through the EOC. See appendix for further details.

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TABLE 1 - ICS Function and Response Activities by Department

Agency	Primary ICS Function	Secondary ICS Function	Response Activities
City Manager	Continuity of Government (COG)	1-Command	<p>Primary: -Continuation of Essential City Operations -Declaration of State of Emergency -Promulgation of Emergency Orders</p> <p>Secondary 1-Command of City Response Forces</p>
Fire Chief Emergency Manager <i>If incident is law enforcement driven, PD will assume command responsibilities. Emergency Manager assumes an operational role.</i>	Command	Operations	<p>Primary: -Command of City Response Forces;</p> <p>Secondary -Scene Operations Officer</p>
Asst. City Manager	Public Information Officer	1-Continuity of Government (COG)	<p>Primary: -Dissemination of Emergency Public Information</p> <p>Secondary 1-Continuation of Essential City Operations 1-Declaration of State of Emergency 1-Promulgation of Emergency Orders</p>
Fire Department	Operations	1-Safety 2-Liaison 3-Logistics	<p>Primary: -Fire Suppression/Control -Search and Rescue -HAZMAT Exposure Control -EOC Management</p> <p>Secondary 1-First Responder Protection 2-Liaison and Coordination with other governments and organizations 3-Communications; Warnings & Alerts</p>
* Police Department Chief of Police Assistant Police Chief <i>If incident is law enforcement driven, PD will assume command responsibilities. Emergency Manager assumes an operational role.</i>	Operations	1-Safety 2-Liaison 3-Logistics	<p>Primary: -Activation / Coordination of Response Personnel -EOC Security -Warning Law Enforcement</p> <p>Secondary 1-First Responder Protection 2-Liaison and Coordination with other governments and organizations 3-Communications; Warnings & Alerts</p>

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Agency	Primary ICS Function	Secondary ICS Function	Response Activities
Public Works Dept	Operations	1-Planning	<p>Primary: -Debris Removal and Disposal; Damage -Assessment; Sewage Control -Water, Waste Water Treatment, Snow Operations, Transportation</p> <p>Secondary 1-Situation Assessment/Documentation; Advanced Planning</p>
Clerk/Treasurer Bureau	Logistics	1-Finance	<p>Primary: -Human Needs Assessment</p> <p>Secondary 1-Purchasing; Accounting; Records</p>
Finance Bureau	Finance	1-Logistics	<p>Primary: Purchasing; Accounting; Records</p> <p>Secondary -Human Needs Assessment</p>
Human Resource Bureau	Logistics	1-Public Information Officer	<p>Primary: -Human Needs Assessment</p> <p>Secondary 1-Alternate Public Information Officer</p>

C. Assessment and Evaluation

1. As a result of information provided by the Operations and Planning sections, the Command Section will, as appropriate, in coordination with the Incident Commander:
 - a. Develop policies by evaluating the safety, health, economic, environmental, social, humanitarian, legal, and political implications of a disaster or threat;
 - b. Analyze the best available data and information on the emergency;
 - c. Explore alternative actions and consequences; and
 - d. Select and direct specific response actions.

D. Declaration of State of Emergency & Promulgation of Emergency Orders

1. In response to an emergency, or its likelihood, upon a finding that public safety is imperiled; the City Manager may proclaim a state of emergency pursuant to Section 24 of the State Executive Law, Article 2B.
2. Such a proclamation authorizes the City Manager to deal with the emergency situation with the full executive and legislative powers of City government.
3. This power is realized only through the promulgation of emergency orders. For example, emergency orders can be issued for actions such as:
 - a. Establishing curfews;
 - b. Restrictions on travel;
 - c. Evacuation of facilities and areas; and
 - d. Closing of places of amusement or assembly.

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4. The Appendix outlines the requirements for proclaiming a State of Emergency and promulgating Emergency Orders.

E. Public Warning and Emergency Information

1. In order to implement public protective actions there shall be a timely, reliable, and effective method to warn and inform the public.
2. Activation and implementation of public warning is an Operations section responsibility.
3. Information and warnings to the public that a threatening condition is imminent or exists can be accomplished by the following resources. Though public warning may, in many cases, be implemented solely by on-scene personnel, the use of the following systems in order of preference may also be utilized and require strict coordination with the EOC:
 - a. Emergency Alert System (EAS), involves the use of the broadcast media including television, radio, cable TV, to issue emergency warnings. The County Emergency Management Office can assist with this notification.
 - b. NYAlert – The New York State Emergency Management Office (SEMO) provides the NY-ALERT web site for information and notification purposes. System can be activated from any web based computer.
 - c. Reverse 9-1-1. This system allows for the County’s PSAP to send a scripted message to multiple pre-selected properties.
 - d. City Web Site – The City Web Site – Home Page will be updated with current Emergency situation status.
 - e. NOAA Weather Radio (NWR) - Continuous 24-hour radio broadcasts of the latest weather information including severe weather warnings directly from the Weather Service office in Buffalo. NWR will also broadcast non-weather-related emergency warnings. Emergency broadcasts on the NWR can also be initiated by select City officials.
 - f. Emergency service vehicles with public address capabilities. Many police and fire vehicles in the City are equipped with public address capabilities. These vehicles may be available, in part, during an emergency for “route alerting” of the public. This capability exists City-wide but should not be relied upon for public warning.
 - g. Door-to-door public warning can be accomplished in some situations by the individual alerting of each residence/business in a particular area. This can be undertaken by any designated group such as police officers and firefighters, visiting each building in the affected area and relaying the emergency information to the building occupants. To achieve maximum effectiveness, the individual delivering the warning message should be in official uniform with a prescribed message.
4. Special institutions such as schools, hospitals, nursing homes, major industries, and places of public assembly are encouraged to obtain and use tone-activated receivers/monitors with the capability to receive NOAA Weather Radio (NWR).
5. Special arrangements may be made for providing warning information to the hearing impaired and, where appropriate, non-English speaking population groups.

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6. The Public Information Officer (PIO), if established, or its function, a part of the Command structure, may, in coordination with on-scene Incident Command:
 - a. Establish and manage a Joint Information Center (JIC) from where to respond to inquiries from the news media and coordinate all official announcements and media briefings;
 - b. Authenticate all sources of information being received and verify accuracy;
 - c. Provide essential information and instructions including the appropriate protective actions to be taken by the public, to the broadcast media, and press;
 - d. Coordinate the release of all information with the key departments and bureaus involved both at the EOC and on-scene;
 - e. Check and control the spreading of rumors;
 - f. Arrange and approve interviews with the news media and press by emergency personnel involved in the response operation; and
 - g. Arrange any media tours of emergency sites.
7. The JIC may be established at the EOC or at any location where information flow can be maintained, without interfering with emergency operations.

F. Emergency Medical and Public Health

1. A high impact disaster can cause injury and death to large numbers of people. In addition, damage to and destruction of homes, special facilities, and vital utilities may place the public at substantial risk of food and water contamination, communicable diseases, and exposure to extreme temperatures.
2. There may be established within the Operations section an appropriately designed Emergency Medical/Public Health function to ensure that health and medical problems are being addressed.

G. Humanitarian Needs

1. The Planning and Operations functions are responsible for ascertaining what human needs have been particularly caused by an emergency and responding to those unmet needs with the available resources of City government and with the assistance of volunteer agencies and the private sector.
2. There may be established within the Operations section a Human Needs Branch to perform the tasks associated with #1 above.
3. In the City of Batavia there are 2 volunteer agencies; one is the American Red Cross and the second one is The Salvation Army, whose purpose is to assist in the coordination of the delivery of human services in the City of Batavia and to advise the City Manager on human needs issues.
4. Whenever a Human Needs Branch is not established by the Operations section, the Operations section will confer with the respective representative of American Red Cross or The Salvation Army.

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5. Designated American Red Cross Shelters/Reception Centers located within the City of Batavia.

a. Shelters

- Batavia High School
260 State Street
Batavia, New York 14020

- John Kennedy School
166 Vine Street
Batavia, New York 14020

- NYS School for the Blind
2A Richmond Avenue
Batavia, New York 14020

- Notre Dame High School
73 Union Street
Batavia, New York 14020

- Department of Veterans Affairs
222 Richmond Avenue
Batavia, New York 14020

b. Reception Centers

- Saint James Church
405 East Main Street
Batavia, New York 14020

- Office for the Aging
2 Bank Street
Batavia, New York 14020

- First Presbyterian Church
300 East Main Street
Batavia, New York 14020

H. Restoring Public Services

1. The Operations and Planning sections are responsible for ascertaining the emergency's effect on the infrastructure and the resultant impact on public services including transportation, electric power, fuel distribution, public water, telephone, and sewage treatment and ensuring that restoration of services is accomplished without undue delay.
2. There may be established within the Operations section a Public Infrastructure Branch to perform the tasks associated with #1 above.
3. In the event of a major power outage, the Operations section will assign a representative from

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National Grid to the City EOC for the purpose of facilitating communications and information flow between the utility and the Operations section.

I. Resource Management

1. The Planning function is responsible for the identification and allocation of additional resources needed to respond to the emergency situation.
2. Resources owned by the City shall be used first in responding to the emergency.
3. All City-owned resources are under the control of the City Manager during an emergency and can be utilized as necessary.
4. Resources owned by other municipalities outside of City of Batavia can be utilized upon agreement between the requesting and offering governments.
5. Resources owned privately cannot be commandeered or confiscated by government during an emergency. However, purchases and leases of privately owned resources can be expedited during an emergency. In addition, it is not uncommon for the private sector to donate certain resources in an emergency.

J. Standard Operating Procedures and other supporting plans

1. Each City agency assigned responsibility under this response portion of the plan is required to have its own Standard Operating Procedures (SOPs). These SOPs address activation of personnel, shift assignments at the EOC, assignment to the field including the Incident Command Post (if applicable), coordination with other agencies, drills, exercises, and ICS training.
2. Each agency SOP is to be updated at least annually and reviewed by the Emergency Planning Team at a joint planning meeting held annually.
3. Copies of each SOP are retained by the Department.
4. The following documents support this plan and are appended to it.
 - a. Standard Operating Procedure EOC
 - b. Standard Operating Procedure Declaring State of Emergency & Issuing Emergency Orders
 - c. Standard Operating Procedure Issuing Local Emergency Orders.
 - c. Sample Declaration of Local State of Emergency
 - d. Sample Local Emergency Order

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Section IV – Emergency Planning Committee (CEPC)

1. The City Emergency Planning Committee will be comprised of:
 - A. City Manager
 - B. Assistant City Manager
 - C. City of Batavia Fire Chief/Emergency Manager
 - D. City of Batavia Police Chief
 - E. City of Batavia Public Works Director
 - F. City of Batavia Assistant Police Chief
 - G. City of Batavia Superintendent of Water/Wastewater
 - H. City of Batavia Superintendent of Bureau of Maintenance

2. The City Emergency Planning Committee will:
 - a) identify potential hazards in the City

 - b) determine the probable impact each of those hazards could have on people and property

 - c) delineate the geographic areas affected by potential hazards, plot them on maps, and designate them as hazard areas

3. Significant potential hazards to be identified and analyzed include natural, technological, and human-caused hazards.

4. To comply with (2) and (3) above, hazards that pose a potential threat have been identified and analyzed by the City Emergency Planning Committee (CEPC) utilizing HAZNY or other HVA analysis tools.

5. Assists in establishing City priorities and actions to be carried-out by participating agencies and response providers.

6. Evaluates the safety, health, economic, social, environmental, legal and political impacts of the threat to the city.

7. Evaluates and makes recommendations to the City Manager regarding alternative actions and consequences for emergency response and recovery

8. The City Emergency Planning Committee will meet annually in February of each year to review the CEMP and make any recommended changes.

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Section VI– Continuity of Operations

A. Line of succession

City Emergency Management:

The City of Batavia Fire Chief (Emergency Manager) shall oversee the operations of the Operations Center. In the event that the Fire Chief is unable to manage these functions, the Police Chief (Deputy Emergency Manger) shall assume this responsibility. The next in the chain-of -command is the Assistant Police Chief.

City Government:

In the event that the City Manager is unavailable or unable to perform the duties necessary in the operations plan, these duties should be performed by:

- a. Assistant City Manager
- b. Fire Chief
- c. Police Chief
- d. Director of Public Works

City Departments:

Each City Department is responsible for designating its own line of succession.

B. Alternate facilities

In the event the Primary Emergency Operations Center is unavailable, the Alternate Emergency Operations Center will be used as an alternate facility.

- a. Primary EOC – Fire House Training Room
- b. Secondary EOC – City Hall Break Room
- c. County EOC—Emergency Management Training Center

Individual City Departments should have their own alternate facilities identified in their departmental SOG's.

C. Safekeeping vital records

The City Clerk shall be responsible for the safekeeping of vital records for the City. Plans and procedures defined in the City Operations procedures define this process.

D. Administration and logistics

In the event that the City's resources prove inadequate during an emergency, operation requests will be made from higher levels of government and other agencies in accordance with existing or emergency-negotiated mutual aid agreements and understandings. Such agreements may take the form of personnel, equipment, supplies or other available resources. All agreements and understandings will be entered into by authorized officials and will be formalized in writing whenever possible.

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E. Operating procedures

Continuity of operations can be enhanced by individual department maintaining their own emergency operating procedures independent of the City's Emergency operations plan.

F. Personnel Issues and Security

Emergency operations can stress the City's human resources. Personnel issues that may arise from the activation of ESF's can be solved in some cases by activation of certain volunteer groups (such as Red Cross, Salvation Army for ESF #6.) For issues that cannot be solved by volunteers, the City can request assistance from Genesee County Emergency Management Office, or higher levels of government to meet staffing requirements.

G. Communications

Continuity of Communications systems is accomplished by the City through a redundant communications system. Genesee County Main Dispatch, 165 Park Road, Batavia, NY 14020. Genesee County Back Up Dispatch, 14 West Main Street.

H. Exercises and training

Exercises and training are vital to the effectiveness of the comprehensive emergency management plan and its supporting procedures. These activities validate the operational concepts and resource preparation needed to carry out emergency functions. Training programs are designed to enhance proficiency in general emergency management subjects and to train designated personnel for their roles under operational plans and procedures.

Exercises are conducted to determine if plans and procedures are operationally sound and to meet mandated requirements. Thorough critiques by participants, controllers, and evaluators, strengths and weaknesses encountered during the exercise are identified and corrected. Changes to plans and procedures are incorporated immediately, if necessary, or in the next review cycle. If an exercise reveals a proficiency problem, training is enhanced to address that need.

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Section VII – Situation and Assumptions

A. Situation

The City of Batavia is exposed to hazards which have the potential for disrupting the community, causing damage, and creating casualties. Possible natural hazards include, for example, tornadoes, extreme high winds, flooding, and winter storms. There are other disaster situations that could develop within the City of Batavia, and can include a hazardous materials incident, fire, transportation accident, civil disorder, terrorism, or an energy crisis. The City Hazard Vulnerability Analysis provides additional detail on local hazards.

B. Assumptions

1. The City will continue to be exposed to the hazards reflected in the Hazard Vulnerability Analysis as well as others that may develop. It is the responsibility of the City to undertake a comprehensive emergency management system to protect life and property from the effects of disasters, both natural and manmade.
2. City officials recognize their responsibilities regarding the safety and well being of the public.
3. City officials will assume their responsibilities when the Emergency Management Plan is implemented.
4. If properly coordinated and implemented, this plan will help to reduce or prevent disaster related losses.
5. The City recognizes that they do not have all the resources needed to accommodate every situation, disaster, or emergency and may need outside assistance.
6. When the emergency exceeds the cities capability to respond, they will request assistance from the Genesee County Emergency Management Office. In addition, the private sector and voluntary organizations may be requested to provide aid and assistance.
7. This plan is based upon the concept that the emergency functions for the various groups involved in emergency management will generally parallel their daily functions. To the extent possible, the same personnel and material resources will be employed in both cases.
8. Those daily functions that do not contribute directly to the emergency operation may be suspended for the duration of the emergency. The efforts normally required for those functions will be redirected to accomplishing emergency tasks by the agency concerned.
9. The City is required to utilize their own facilities, equipment, supplies, personnel and resources first.
10. The City Manager has the authority to direct and coordinate emergency operations and may delegate this authority
11. When City resources are inadequate, assistance from Genesee County may be utilized through the mutual aid system.
12. This plan does not contain a listing of city resources; consequently, it must be used in conjunction with the County Resource List. The County Emergency Manager ensures a resource inventory list which includes source and quantity, is kept current, and is readily available in the EOC.

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13. The County Emergency Manager may coordinate responses for requests for assistance with local governments in Genesee County.
14. The County Emergency Manager may obtain assistance from other counties or the State when the emergency disaster is beyond the resources of Genesee County.
15. Requests for assistance to the State will be submitted by the County of Genesee through the Region V Office, of the New York State Emergency Management Office (SEMO) and presupposes the utilization and expenditure of personnel and resources at the local level.
16. County and State assistance is supplemental to local emergency efforts.
17. Direction and control of state risk reduction, response and recovery actions is exercised by New York State Disaster Preparedness Commission (DPC), coordinated by the State Emergency Management Office (SEMO).
18. Upon the occurrence of an emergency or disaster clearly beyond the management capability and emergency resources of the city and local and agencies, the Governor may find that federal assistance is required and may request assistance from the President by requesting a declaration of a "major disaster/emergency."

C. *Emergency Management Phases*

1. Mitigation

Mitigation activities are those long-term activities which lessen the undesirable effects of unavoidable hazards. Some examples are adopting new building codes, tax incentives/disincentives for locating outside/inside a floodplain, zoning and land use management, safety codes, and public education.

2. Preparedness

Preparedness activities serve to develop the response capabilities needed if an emergency should arise. Planning, training and exercising are among the activities conducted under this phase. Other examples are warning systems, enhanced communication systems, evacuation plans, and mutual aid agreements.

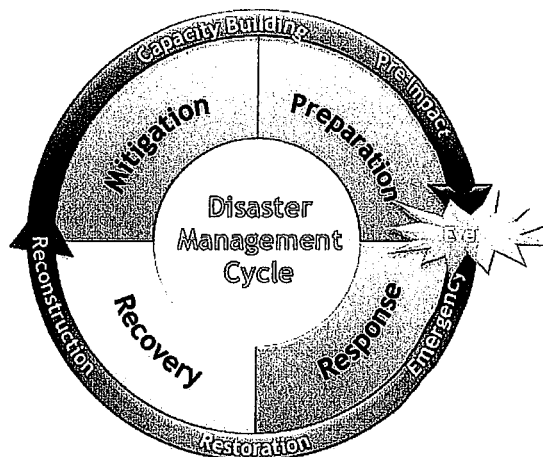
3. Response

Response is the process of providing emergency services during a crisis. These activities help to reduce casualties and damage, and speed recovery efforts. Response activities include activating warning systems, initiating evacuation plans, rescue operations and other similar activities.

4. Recovery

Recovery is both a short and long-term process. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal or improved, state of affairs. The recovery period is also a favorable time to institute mitigation measures, particularly those related to the recent emergency. Examples of recovery actions would be temporary housing and food, restoration of non-vital government services, reconstruction of damaged areas, counseling programs, and damage insurance/loans and grants.

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D. Execution

1. The plan assigns responsibility for emergency management to existing City departments and agencies. The assignments are made within the framework of the present capability and existing organizational responsibilities. No new management organization is created. Each department has determined the management organization and procedures needed to fulfill the responsibilities assigned to it. Accordingly, each City department's management responsibilities are outlined in separate plans and operating procedures, which form part of the overall plan.
2. In an emergency there will be two levels of control (reference NIMS ICS). The first level of control will normally be near the incident site. The second level will be at a central location (EOC) where overall coordination will be exercised. The City of Batavia Fire Department is designated to provide the centralized coordination of all these management activities, including coordination of resources, manpower and services and the centralized direction of requests for assistance.
3. City responsibilities are closely related to the responsibility of the local levels of government within the county, i.e., towns and incorporated villages, to manage all phases of disasters. The city has a responsibility to assist the local and county government in the event that they have fully committed their resources and are still unable to cope with any disaster. Similarly, New York State is obligated to provide assistance to the city after resources have been exhausted and the county is unable to cope with the disaster.
4. In an emergency, the governmental body having jurisdiction will respond to the scene. The on-scene management will fall under the jurisdiction of the local department best qualified to conduct the rescue, recovery and control operations. For example, the fire department will assume on-scene control of a fire or hazardous material incident. The department's senior representative at the scene will become the on-scene commander and will be responsible for the overall recovery operations. Specific emergency management guidance for situations requiring special knowledge, technical expertise, and resources may be addressed in separate annexes attached to the plan. Examples of this type of situation are emergencies resulting from hazardous materials transportation accidents, chemical spills and radiological incidents.
5. In responding to the various emergencies which frequently occur within the city, it is essential the organization be structured to provide maximum flexibility to satisfy functional requirements. An

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organizational chart may be developed to reflect all agencies which are involved in a major incident, however, in the majority of the cases only a limited number of resources may be called upon to assist.

6. In cases where local resources to contend with an emergency do not exist or have been depleted, the City of Batavia Emergency Manager should request assistance through the Genesee County Office of Emergency Management.
7. It is imperative all personnel involved in emergency response actions know when and under what circumstances this CEMP will be implemented.

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Section VIII – Hazard Vulnerability Analysis

A Hazard Vulnerability Analysis is a process for determining the emergency management needs of a community. One aspect involves knowledge of the kinds of hazards to which the city is vulnerable. This knowledge includes the probability of the event occurring at varying levels of intensity at varying locations throughout the city. Determinations of probability, intensity, and location can be made on the basis of historical evidence, empirical research, or community perception. There are hazardous events which occur infrequently (or may not have occurred but could occur) yet would have catastrophic effects and require extraordinary emergency management responses. For some hazards, historical and quantitative data are available regarding their key characteristics while for others we must rely upon assumptions of location, intensity, and probability.

Another aspect of the Hazard Vulnerability Analysis is knowledge of the city. This involves an inventory of the area and resources of the city susceptible to damage (vulnerability) and an assessment of the loss (risks) that would result from the occurrence of an event at a given location. This knowledge of the city includes such things as the number of people and the value of property that would be affected by an event, as well as the communications, transportation, food supply or other systems of society exposed to interruption or collapse.

When knowledge of hazards is combined with knowledge of their potential impacts on the city, the result is a measure of the vulnerability of the city. Adequate information about the hazards will enable the city to know how frequently damage from an event would occur, what the extent of the damage would be, and which portions of the city would be damaged. When the data for each hazard are combined, the city can determine its relative vulnerability to each hazard. This will allow assignment of priorities for emergency management needs.

A Hazard Vulnerability Analysis has been conducted for the City of Batavia and those identified as being most significant are identified in **TABLE 1**– *such incidents could include hazardous materials incidents, drought, floods, utilities disruption, tornadoes, winter storms, transportation accidents, chemical, nuclear, biological, and radiological attacks and civil disorders.*

Risk Reduction

1. City agencies are authorized to:
 - a. Promote policies, programs, and activities to reduce hazard risks in their areas of responsibility.
 - b. Examples of the above are:
 - Encourage the adoption of comprehensive community development plans, zoning ordinances, subdivision regulations, and building codes that are cognizant of and take into account significant hazards in the City.
 - Encourage lending institutions to require risk reduction as a condition of funding in areas prone to hazards.

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- Promote compliance with and enforcement of existing laws, regulations, and codes that are related to risk reduction.
- 2. The CEMP is responsible for land use management of City-owned land and the review and approval of land use management actions throughout the City, including:
 - a. Authorizing City land use management programs.
 - b. Developing and adopting comprehensive master plans for community development, zoning ordinances, subdivision regulations, and building codes.
 - c. Review and approval of local zoning and subdivision actions.
- 3. In all planning activities, potential significant hazards affecting the City of Batavia will be taken into account.
- 4. The plan will identify specific hazard reduction actions that could be taken for those hazards determined by to be most significant.

D. Emergency Response Capability Assessment

- 1. Periodic assessment of the City's capability to manage the emergencies that could be caused by the hazards identified in the City is a critical part of Risk Reduction.
- 2. The CEPC will:
 - a. Assess the City's current capability for dealing with those significant hazards that have been identified and analyzed, including but not limited to:
 - The likely time of onset of the hazard.
 - The impacted communities' preparedness level.
 - The existence of effective warning systems.
 - The communities' means to respond to anticipated casualties and damage.
- 3. To assist the CEPC in its assessment, the Emergency Manager will conduct table-top exercises based upon specific hazards and hazard areas identified by the CEPC.
- 4. The CEPC will identify emergency response shortfalls and make recommendations for implementing corrective actions to the Council President.

E. Training of Emergency Personnel

- 1. The Emergency Manager has the responsibility to:
 - a. Arrange and conduct training programs for City first responders.
 - b. Encourage and support training for City first responders.
 - c. Such training programs will:
 - Include information on the characteristics of hazards and their consequences and the implementation of emergency response actions including protective measures, notification procedures, and available resources.

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- Include National Incident Management System (NIMS) compliant, ICS training, focusing on individual roles.
 - Conduct meetings as needed, but no less than annually, with all parties concerning disaster interface.
 - Provide first responders with a variety of skills necessary to help reduce or eliminate hazards and increase their effectiveness to respond to and recover from emergencies of all types.
 - Be provided in crisis situations, that requires additional specialized training and refresher training.
- d. Conduct periodic exercises and drills to evaluate local capabilities and preparedness, including a full scale operational exercise that tests a major portion of the elements and responsibilities in the CEPC.
 - e. Consult with the City departments in developing training courses and exercises.
2. All City departments' assigned emergency functions are responsible to develop an in-house training program to further train their employees in their duties and procedures.

F. Public Education and Awareness

1. The Emergency Manager is responsible for:
 - a. Providing education on disaster preparedness for residents of the City of Batavia.
 - b. Making the public aware of existing hazards in the community.
 - c. Familiarizing the public with the kind of protective measures the City has developed to respond to any emergency arising from the hazard.
2. This education will:
 - a. Cover all significant hazards.
 - b. Be available free of charge.
3. Federal Emergency Management Agency (FEMA) pamphlets, books, and kits dealing with all aspects of emergency management, and materials developed by NYS – Homeland Security-Emergency Management, as appropriate, will be made available for use in the program.

G. Monitoring of Identified Hazard Areas

1. The City Public Works Department will develop, with the necessary assistance of other City departments, the capability to monitor identified hazard areas, in order to detect hazardous situations in their earliest stages, such as early flood notification.
2. As a hazard's emergence is detected, this information is to be immediately provided to the Emergency Manager.
3. When appropriate, monitoring stations may be established regarding specific hazard areas where individuals responsible to perform the monitoring tasks can be stationed.
4. Monitoring tasks include detecting the hazard potential and taking measurements or observations of the hazard. Examples of such are rising water levels, toxic exposure levels, slope and ground movement, mass gatherings, the formation and breakup of ice jams, shore erosion, dam conditions, and the skywatch and skywarn programs.

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5. All City hazard monitoring activity will be coordinated with, and make use of, where available, local governments, private industry and utility companies, and volunteer agencies, as appropriate.

Table 1

HAZARD ANALYSIS RESULTS FOR THE CITY OF BATAVIA/COUNTY OF GENESEE using HAZNY as provided by the SEMO

HAZARD	RATING	CLASSIFICATION
Hazardous Materials – In Transit	308	Moderately High
Ice Storm	287	Moderately High
Fire	284	Moderately High
Flood	280	Moderately High
Hazardous Material – Fixed Site	273	Moderately High
Water Supply – Issue	262	Moderately High
Transportation Accident	255	Moderately High
Earthquake	238	Moderately Low
Electrical Grid Failure	238	Moderately Low
Winter Storm	225	Moderately Low
Dam Failure	222	Moderately Low
Severe Storms/High Winds	218	Moderately Low
Ice Jam	197	Moderately Low
Terrorism	196	Moderately Low
Drought	188	Moderately Low
Tornado	176	Moderately Low
Air Contamination	166	Moderately Low
Extreme Temperatures	166	Moderately Low
Civil Unrest	163	Moderately Low

These results of the Hazard Analysis were reported by Genesee County on 02/18/05.

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Section IX – Recovery

I. Damage Assessment

- A. All departments and agencies in the City must participate in damage assessment activities.

- B. The Emergency Manager is responsible for:
 - 1. Coordinating damage assessment activities with the City during and following an emergency.
 - 2. Designating a Damage Assessment Officer for each emergency. The City's primary designated Damage Assessment Officer will be a City Code Enforcement Official.
 - 3. Organizing and forming damage assessment teams, pre-emergency, throughout the City.

- C. All City departments and agencies will cooperate fully with the Damage Assessment Officer in damage assessment activities including:
 - 1. Pre-emergency
 - a. Identifying City agencies, personnel, and resources to assist and support damage assessment activities;
 - b. Identifying non-government groups such as non-profit organizations, trade organizations, and professional people that could provide damage assessment assistance;
 - c. Fostering agreements between local government and the private sector for technical support;
 - d. Utilizing geographic information systems (GIS) in damage assessment; and
 - e. Participate in annual training.

 - 2. Emergency
 - a. Obtaining and maintaining documents, maps, photos, and video tapes of damage;
 - b. Reviewing procedures and forms for reporting damage to higher levels of government; and
 - c. Determining if County assistance is required in the damage assessment process.

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3. Post-emergency
 - a. Advise city departments of assessment requirements;
 - b. Selecting personnel to participate in damage assessment survey teams;
 - c. Arranging for training of selected personnel in damage assessment survey techniques;
 - d. Identifying and prioritizing areas to survey damage;
 - e. Assigning survey teams to selected areas; and
 - f. Completing damage assessment survey reports and maintaining records of the reports.

D. It is essential that from the outset of the emergency, city response employees keep detailed records of expenditures for:

- a. Labor used;
- b. Use of owned equipment;
- c. Use of borrowed or rented equipment;
- d. Use of materials from existing stock;
- e. Contracted services for emergency response; and
- f. Submitting damage assessment reports to the County Emergency Management Office & State Emergency Management Office.

FEMA Personnel and Equipment Cost Forms:

The following forms are a starting point for documenting personnel and equipment tracking costs used during an emergency. Additional forms can be found at link to website:

<http://www.fema.gov/help/forms.shtm>

- 90_049 Request for Public Assistance
- 90_091 Project Worksheet
- 90_091a Project Worksheet - Damage Description and Scope of Work Continuation Sheet
- 90_091b Project Worksheet - Cost Estimate Continuation Sheet
- 90_091c Project Worksheet - Maps and Sketches Sheet
- 90_091d Project Worksheet - Photo Sheet
- 90_118 Validation Worksheet
- 90_121_05_2010 PNP Facility Questionnaire
- 90_123_2 Force Account Labor Summary Record
- 90_124 Materials Summary Record
- 90_125 Rented Equipment Summary Record
- 90_126_04_2010 Contract Work Summary Record

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- E. Damage assessment will be conducted by City assessment teams and, if needed County government employees, such as Public Works engineers, building inspectors, assessors and members of non-profit organizations, such as the American Red Cross and the Salvation Army. When necessary, non-government personnel from the fields of engineering, construction, insurance, property evaluation, and related fields, may supplement the effort.

Code Enforcement Disaster Assistance Response (CEDAR) is also available from the State if required through the County Emergency Management Office.

- F. There will be two types of damage assessment: infrastructure (damage to public property and the infrastructure); individual assistance (IA) teams (impact on individuals and families, agriculture, and private sector).
- G. City damage assessment information will be reported to the Damage Assessment Officer at the EOC.
- H. Employees from City departments and bureaus, assigned damage assessment responsibilities, will remain under the control of their own departments, but will function under the technical supervision of the Damage Assessment Officer during emergency conditions.
- I. All assessment activities in the disaster area will be coordinated with the on-site Incident Commander (when appropriate) and the EOC Manager.
- J. The Damage Assessment Officer, in conjunction with the Emergency Manager, will prepare a Damage Assessment Report which will contain information on:
1. Destroyed property;
 2. Property sustaining major damage; and
 3. Property sustaining minor damage, for the following categories:
 - a. Damage to private property in dollar loss to the extent not covered by insurance:
 - homes
 - businesses
 - industries
 - utilities
 - hospitals, institutions, and private schools
 - b. Damage to public property in dollar loss to the extent not covered by insurance:
 - road systems
 - bridges
 - water control facilities such as dikes, levees, channels
 - public buildings, equipment, and vehicles
 - publicly-owned utilities

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- parks and recreational facilities
 - c. Cost in dollar value will be calculated for individual assistance in the areas of mass care, housing, and individual family grants.
 - e. Community services provided beyond normal needs.
 - f. Debris clearance and protective measures taken such as pumping, sandbagging, construction of warning signs and barricades, emergency levees, etc.
 - g. Financing overtime and labor required for emergency operations.
4. SEMO's damage assessment guidance, with appropriate forms, is available from the County Emergency Management Office.
- K. The Emergency Manager will submit the Damage Assessment Report to the County Emergency Management Office. This is required for establishing the eligibility for any State and/or Federal assistance.
- 1. Forms for collecting this information are contained in SEMO's *Public Assistance Handbook of Policies and Guidelines for Applicants*, obtainable from the County Emergency Management Office.
- L. Unless otherwise designated by the City Manager, the City Clerk will serve as the City's authorized agent in disaster assistance applications to State and Federal government.
- M. The City Clerk/Treasurer will:
- 1. Attend public assistance applicant briefings conducted by State and Federal emergency officials;
 - 2. Review SEMO's Public Assistance Handbook of Policies and Guidelines for Applicants;
 - 3. Obtain from the Damage Assessment Officer maps showing disaster damaged locations documented with photographs and video tapes;
 - 4. Prepare and submit an Application for Public Assistance;
 - 5. Assign local representatives who will work with Federal/State representatives;
 - 6. Coordinate with City Agencies and complete the application in accordance with the guidelines in (b).
- II. Planning for Recovery
- A. Recovery includes community development and redevelopment.
 - B. Community development is based on a comprehensive community development plan prepared under direction of and with technical assistance provided by the City Manager and the Emergency Planning Committee.

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- C. Comprehensive community development plans are officially adopted by the City as the official policy for development of the community.
- D. The City of Batavia will support land use planning and the corresponding plan implementation tools such as zoning ordinances, subdivision regulations, and building codes, and have pre-disaster prevention and mitigation capability by applying these methods successfully after disasters.
- E. A central focal point of analytical and coordinative planning skills which could obtain the necessary leadership and backing when needed is required to coordinate the programs and agencies necessary to bring about a high quality level of recovery and community redevelopment.
- F. The City Manager will decide whether the recovery will be managed through existing organizations with planning and coordinative skills or by a recovery task force created exclusively for this purpose.
 - 1. A recovery task force will:
 - a. Direct the recovery with the assistance of City departments and bureaus.
 - b. Prepare a local recovery and redevelopment plan, unless deemed unnecessary, pursuant to section 28-a, of the State Executive Law.
- G. The recovery and redevelopment plan shall include:
 - 1. Replacement, reconstruction, removal, relocation of damaged/destroyed infrastructures/buildings.
 - 2. Establishment of priorities for emergency repairs to facilities, buildings, and infrastructures.
 - 3. Economic recovery and community development
 - 4. New or amended zoning ordinances, subdivision regulations, building, and sanitary codes.
- H. Recovery and redevelopment plan will account for and incorporate to the extent practical, relevant existing plans, and policies.
- I. Prevention and mitigation measures should be incorporated into all recovery planning where possible.
- J. Responsibilities for recovery assigned to local governments depend on whether or not a State disaster emergency has been declared pursuant to Article 2-B of the State Executive Law.

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- K. If the Governor declares a state disaster emergency, which has also impacted the City of Batavia, then under Section 28-a, the City has the following responsibilities:
1. To prepare a local recovery and redevelopment plan, unless the city council determines such a plan to be unnecessary or impractical.
 2. Within 15 days after declaration of a state disaster, the City shall report to the State Disaster Preparedness Commission (DPC) through the County Emergency Management Office, whether the preparation of a recovery and redevelopment plan has been started and, if not, the reasons for not preparing the plan.
 3. Proposed plans shall be presented at a public hearing upon 5 days' notice published in a newspaper of general circulation in the area impacted and transmitted to the radio and television media for publications and broadcast.
 4. The local recovery and redevelopment plan shall be prepared within 45 days after the declaration of a state disaster and shall be transmitted to the DPC. The DPC shall provide its comments on the plan within 10 days after receiving the plan.
 5. A plan shall be adopted by the City of Batavia within 10 days after receiving the comments of the DPC.
 - a. The adopted plan:
 - May be amended at anytime in the same manner as originally prepared, revised, and adopted; and
 - Shall be the official policy for recovery and redevelopment within the municipality.

III. Reconstruction

- A. Reconstruction consists of 2 phases:
1. Phase 1 - short term reconstruction to return vital life support systems to minimum operating standards.
 2. Phase 2 - long term reconstruction and development which may continue for years after a disaster and will implement the officially adopted plans, policies and programs for redevelopment including risk reduction projects to avoid the conditions and after a disaster and will implement officially adopted plans and policies, including risk reduction projects, to avoid conditions and circumstances that led to the disaster.
- B. Long term reconstruction and recovery includes activities such as:
1. Scheduling planning for redevelopment;
 2. Analyzing existing State and Federal programs to determine how they may be modified or applied to reconstruction;
 3. Conducting of public meetings and hearings;
 4. Providing temporary housing and facilities;
 5. Public assistance;

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6. Coordinating County/State/Federal recovery assistance;
 7. Monitoring of reconstruction progress; and
 8. Preparation of periodic progress reports to be submitted to SEMO.
- C. Reconstruction operations must conform to existing City, County, State, and Federal laws and regulations concerning environmental impact.
- D. Reconstruction operations in and around designated historical sites must conform to existing State and FEMA guidelines.

IV. Public Information on Recovery Assistance

- A. The Public Information Officer (PIO) is responsible for making arrangements with the broadcast media and press to obtain their cooperation in adequately reporting to the public on:
1. What kind of emergency assistance is available to the public;
 2. Who provides the assistance;
 3. Who is eligible for assistance;
 4. What kinds of records are needed to document items which are damaged or destroyed by the disaster;
 5. What actions to take to apply for assistance; and
 6. Where to apply for assistance.
- B. The following types of assistance may be available:
1. Food stamps (regular and/or emergency);
 2. Temporary housing (rental, mobile home, motel);
 3. Unemployment assistance and job placement (regular and disaster unemployment);
 4. Veteran's benefits;
 5. Social Security benefits;
 6. Disaster and emergency loans (Small Business Administration, Farmers Home Administration);
 7. Tax refund;
 8. Individual and family grants; and
 9. Legal assistance
- C. All the above information will be prepared jointly by the City, County, State, and Federal PIO as appropriate and furnished to the media for reporting to public.

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Section X – Declaring an Emergency

Instructions for declaring a local State of Emergency

- A. Only the City Manager, or a person acting for the City Manager pursuant to Article 2B and the CEMP, can declare a local State of Emergency for all of, or anywhere in, the City of Batavia.
- B. A local State of Emergency is declared pursuant to Section 24 of the State Executive Law, Article 2B.
- C. A State of Emergency can be declared in response to, or anticipation of, a threat to public safety.
- D. A declaration of a local State of Emergency may be verbal or written.
 - a. If a declaration is verbal, the declaration shall be followed with a written format.
- E. The declaration shall include the time and date, the reason for the declaration, the area involved, and the expected duration.
- F. The written declaration shall be kept on file in the City Clerk/Treasurer's Office.
 - a. A copy of the declaration shall be forwarded to the County's Emergency Management Office.
- G. A local State of Emergency shall be declared BEFORE Emergency Orders are issued.
- H. A local State of Emergency shall be formally rescinded when the declaration is no longer needed.
- I. Only the City Manager, or person acting for, may rescind a local State of Emergency.
- J. Though a rescission may be verbal, if the declaration was written, the rescission shall also be written.
- K. The rescission should include the time and date of the original declaration, the reason for the local State of Emergency, and the time and date the State of Emergency is rescinded.
- L. The written rescission shall be kept on file in the City Clerk/Treasurer's Office.
- M. Declaring and Emergency Instructions and Template are located in Incident Annex A

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Section XI – Issuing Local Emergency Evacuation and Sheltering Orders

Instructions for issuing Local Emergency Orders:

- A. Local Emergency orders can be issued only if there is a State of Emergency in effect pursuant to Section 24 of State Executive Law, Article 2B.
- B. Local Emergency Orders can be issued at the City level by the City Manager or an individual acting on behalf of the City Manager pursuant to the City's CEMP (see City succession plan).
- C. Local Emergency Orders must be written.
- D. Local Emergency orders shall include:
 - a. the time initiated (list of actions)
 - b. the date they take effect
 - c. the reason for the order
 - d. the action required (shelter or evacuation)
 - e. area(s) impacted by the order
 - f. estimated duration of the order
- E. A Local Emergency Order expires automatically after five (5) days. It can be rescinded before that by its own terms, or by the City Manager. The order is automatically rescinded when the State of Emergency is rescinded.
- F. The City Manager may extend Local Emergency Orders for periods not to exceed five (5) days each during a State of Emergency.
- G. Local Emergency Orders shall be published as soon as practical in a newspaper of general circulation and provided to radio and television media for broadcast.
City news outlets:
 - a. WBTA – 1490 AM – Local radio
 - b. The Daily News – Local Newspaper
 - c. The Batavian – On-Line Local News
 - d. City of Batavia Home Page
 - e. Local Network Television Stations in Buffalo and Rochester
- H. Local Emergency Orders shall be executed in duplicate and filed within seventy-two (72) hours or as soon as practical in the City Clerk/Treasurer's Office and the County Emergency Management Office.
- I. Local Emergency Orders shall be shall be refiled if they are extended.

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Evacuation, Sheltering Policy

1. Evacuation is an action that is implemented by the City or County government officials. It is an organized, phased, and supervised dispersal of residents and others from dangerous or potentially dangerous areas.
2. Where lives are endangered, protective action recommendations are issued by the appropriate local government officials. City evacuation plans must be coordinated by city government and must be in accordance with county and state plans.
3. Some disasters provide enough time for warning to allow for an orderly, well-planned evacuation. Other disasters do not allow for sufficient warning or preparation for evacuation.
4. Evacuation plans must consider the movement of residents and others with mobility impairments and those with transportation disadvantages.
5. Shelters and mass feeding sites will be available for evacuees working in conjunction with local government and volunteer organizations. When shelter facilities are activated, the county will work with city officials to ensure they accommodate the provisions of the Americans with Disabilities Act (ADA). Care and shelter plans will address the access and functional needs of people with disabilities and older adults to allow for sheltering in general population shelters, which includes household pets and service animals.
6. Evacuation and shelter instructions will be issued to the broadcast media through the Public Broadcasting System.
7. City officials will coordinate the evacuation requirements with county emergency management prior to, during, and following a disaster. This includes, but is not limited to, timeliness of evacuation, initiating evacuation procedures, issuing joint public information statements, and determining evacuation routes and shelter locations. Types of evacuations include:
 - a. **Spontaneous Evacuation** - Some residents or others in the threatened area(s) may observe an emergency incident or receive unofficial word of an actual or perceived threat and, without receiving instructions to do so, elect to evacuate the area. Their movement, means, and direction of travel is unorganized and unsupervised.
 - b. **Voluntary Evacuation** - This is a warning to residents or others within a designated area that a threat to life and property exists or is likely to exist in the immediate future. Individuals issued this type of warning or orders are not required to evacuate; however, it would be to their advantage to do so.
 - c. **Mandatory or Directed Evacuation** - This is a warning to residents or others within the designated area that an imminent threat to life and property exists and individuals must evacuate in accordance with the instructions of city officials. It

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will be the responsibility of the individual to make arrangements for transporting family and personal belongings whenever evacuation is performed. Persons who are physically or financially unable to carry out the recommendations of city or county local government should inform the appropriate authorities in order to take advantage of local operating procedures and plans for persons with special needs.

8. The GCEMO shall be prepared to assist the city, as requested, with resources to effectively and timely evacuate residents and others with special needs from harm's way.
9. Re-entry - Following a disaster, city, county, and possibly state authorities will jointly decide when it is safe for residents and others to return to their homes and businesses. Information will be broadcast to the public to facilitate and control the re-entry.

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Section XII – Emergency Operations Center

I. Introduction

- A. The City of Batavia Emergency Operations Center (EOC), located at 18 Evans Street, City Fire Headquarters City Hall, serves as a location where multiple agencies and departments coordinate emergency response and recovery activities for the City in support of on-scene operations.
 - 1. 1st alternative, City Hall, One Batavia City Centre, Batavia, NY
 - 2. 2nd alternative. County EOC, 7690 State Street Road, Batavia.

- B. The Assistant City Manager and Emergency Manager are responsible for maintaining the EOC in a State of Readiness and providing for its continued operation during an emergency.

II. Readiness

- A. The Assistant City Manager and Emergency Manager maintains at the EOC:
 - 1. A current alert notification roster of all city, private sector, and volunteer emergency support services personnel assigned to the EOC (both in hard copy and in the city network computer system).
 - 2. A current chart and/or checklist of response activities required during emergencies (both in hard copy and in the city network computer system).
 - 3. Current maps and data, including a county map depicting municipal boundaries, main roads and waterways; individual maps of each town, village, and city in the county depicting all public roads; population and special facility data for each municipality (both in hard copy and in the EOC computer system).
 - 4. Current copies of agencies' response plans/procedures.
 - 5. A situation display board for recording and reporting during the progress of an emergency.
 - 6. A "daily activities" log (both in hard copy and in the city network computer system).
 - 7. A current resource inventory (both in hard copy and in the city network computer system).
 - 8. EOC space is to be maintained in an emergency operations mode by the Assistant Manager and Emergency Manager at all times. During non-emergency periods, the EOC can be used for meetings, training, and conferences.

III. Activation

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- A. Each emergency in the City of Batavia should be classified into one of four Response Levels, according to the scope and magnitude of the situation:
1. **Response Level 0:** No emergency situation, facility readiness status maintained through planning sessions, training, drills, and exercises.
 2. **Response Level 1:** Controlled emergency situation without serious threat to life, health, or property, which requires no assistance beyond initial first responders.
 3. **Response Level 2:** Limited emergency situation with some threat to life, health, or property, but confined to limited area, usually within one municipality or involving small population.
 4. **Response Level 3:** Full emergency situation with major threat to life, health, or property, involving large population and/or multiple municipalities.
- B. Initial notification of an emergency is typically received at the Genesee County Public Safety Answering Point (PSAP) where the information is recorded.
- C. Upon initial notification of an emergency (or a potential emergency), the County's PSAP should immediately notify the appropriate response agency(s) who shall respond and determine the severity of the incident. Depending on the incident a Response Level may be assigned for the purpose of activating the appropriate City employees as described below:
1. **For Response Level 1:** only the Department Directors are notified and activated as appropriate.
 2. **For Response Level 2:** Response Level 1 employees are activated and augmented by select employees of the City response organization as determined by the Emergency Manager.
 3. **For Response Level 3:** full EOC staffing is achieved as soon as possible. Except for first responders to the scene, assignment of City response employees to other locations including the emergency scene will be made through the EOC.
- D. Initial notification of an emergency (or potential emergency) to a City department/bureau/employee other than the County's PSAP requires the recipient to notify the Emergency Manager.
- E. In every situation, the Emergency Manager can modify the EOC staffing as the situation requires.
- F. For every emergency or disaster, the Response Level can shift from one level to another as the event escalates or de-escalates. EOC staffing should also change accordingly.

IV. Staffing

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- A. The levels of staffing will vary according to the Response Level and the actual demands of the situation.
- B. For a Level 3 emergency or disaster, with full EOC staffing, staff will be organized into the five ICS groups: Command, Operations, Planning, Logistics, and Finance/Administration.
- C. For a Level 3 activation, 24-hour continuous EOC operations will likely be necessary until the situation de-escalates.
- D. Each agency/organization assigned to the EOC will be prepared to maintain continuous operations using two 12-hour shifts (6:00am to 6:00pm and 6:00pm to 6:00am).
- E. Upon the initiation of the 12-hour shifts by the City Manager each agency will update its shift rosters to the Operations Officer.
- F. For lesser emergencies (Levels 1 and 2), where there is no need for a major City response, the formal use at the EOC of distinct ICS groups may be limited. In these situations, the Emergency Manager, under the authority of the City Manager, will normally be responsible for all ICS functions and may utilize distinct ICS groups as needed.

V. Situation Reporting

- A. The ICS Planning function is responsible for emergency situation reporting and will:
 - 1. Provide a uniform reporting format for all situations reporting to ensure that the information reported is precise, concise, and clear.
 - 2. After the occurrence of an emergency, ensure that information on the emergency is collected and reported as soon as possible.
 - 3. Receive copies of all messages and/or situation reports from the Incident Commander and local and State government officials sent to the EOC pertaining to an emergency situation.
 - 4. Periodically request situation reports from each agency represented at the EOC.
 - 5. Select for posting, in chronological order on the situation board, the crucial situation reports and damage assessment information.
 - 6. In preparation of the Incident Action Plan, analyze the situation reports and prepare an overall situation report. The report should contain the following information:
 - a. Date of time of emergency
 - b. Type, response level, and location
 - c. Specific area affected (including number of people)
 - d. Number of injured (estimated)
 - e. Number of dead (estimated)
 - f. Extent of damage (estimated)
 - g. Damage or loss of municipal response equipment

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- h. Roads closed
 - i. States of emergency declared
 - j. Emergency order issued
 - k. Mutual aid called upon
 - l. Major actions taken
- 7. Provide the report to the EOC Manager, who reports to the City Manager and the County Emergency Management Office.
 - 8. Based upon the report, conduct regular briefings to the Command and Operations Section.
 - 9. Prepare and provide follow-up situation reports on a regularly scheduled basis to the City Manager and Emergency Manager.
 - 10. Maintain an event log to include all pertinent disaster-related information.

VI. Security

- A. Internal security at the EOC will be provided by the City Police Department during a Level 2 and Level 3 emergency or disaster; during a Level 1 emergency, any security requirements will be provided as deemed necessary.
- B. All persons entering and exiting the EOC will be required to check in at the security desk, located near the main entrance.
- C. All emergency personnel will be issued a pass to be worn at all times while in the EOC.
 - 1. Passes shall be kept in the EOC for use by the Police Department.
- D. Anyone seen in the EOC without a visible pass will be approached by the Police Department and dealt with appropriately.
- E. Temporary passes will be returned to the security desk when departing from the premises.

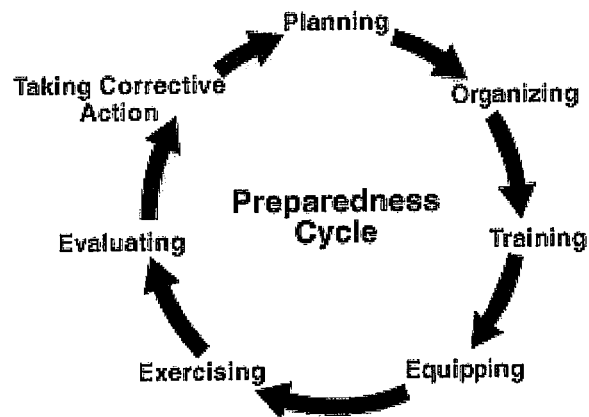
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Section XIII – Training of Personnel

Training of City Personnel

Each city department, organization or agency that participates in emergency management response and activities for the City of Batavia has the responsibility to promote and take part in training that will assure effective implementation of the policies and provisions of this plan.

Emergency Preparedness Training Cycle



Emergency preparedness related training is sponsored and/or conducted using the opportunities and resources available among the following agencies and is coordinated with the City of Batavia Fire Department (Emergency Manager).

- City of Batavia Department of Human Resource
- City of Batavia Fire Department
- City of Batavia Police Department
- Genesee County Emergency Management Office
- Genesee County 911 Center
- Local EMS (Mercy)
- The American Red Cross
- Salvation Army
- NYS Office of Emergency Management (NYSOEM)
- NYS Office of Fire Prevention and Control (OFPC)
- NYS Department of Health (NYSDOH)
- NY State Police
- NYS Homeland Security and Emergency Services
- NYS Department of Environmental Conservation
- NYS Department of Transportation
- Federal Emergency Management Agency (FEMA)

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Regular training programs and opportunities offered locally or in the state focus on the following emergency management topics or skills, but other training programs are available to address special training needs and related priorities.

National Incident Management System (NIMS) Training

Homeland Security Presidential Directive (HSPD-5) *Management of Domestic Incidents* calls for the establishment of a single, comprehensive national incident management system. This policy has been further endorsed by the State of New York in *Executive Order 26.1*. The National Incident Management System (NIMS) provides a systematic and cooperative approach to guide departments and agencies at all levels of government, as well as the private sector and other support organizations, in responding to emergency incidents and protecting life, property and the environment.

The above directives and endorsements require that all local governments and emergency response organizations in the City of Batavia comply with NIMS implementation efforts, which includes participation in Incident Command System (ICS) training and application of the ICS system in an emergency.

The City of Batavia Fire Department has the responsibility to coordinate NIMS training programs for City personnel as designated by the City Manager and Emergency Manager. All City departments assigned to emergency functions are responsible for participating or developing an in-house training capability so that they can further train personnel in their duties and procedures, as personnel are assigned to additional or advanced response duties.

Further information regarding ICS training and guidance regarding the types of ICS training that apply to your department and personnel are located at the end of this document by department or can be obtained from the City of Batavia Fire Department.

Based on the management or emergency response roles of city personnel and emergency responders training typically follows the ICS courses when determining the kinds of training their staff will need to meet NIMS requirements.

City of Batavia Required ICS Training

The following policy pertains to Federal and Incident Management Training Requirements, as well as developing Personnel Preparedness for the City of Batavia and its employees.

Who:

ALL City of Batavia Employees. **All newly hired employees** are required to take the required courses, based on the position held, within six (6) months of employment. Current employees, if they have not already done so, are required to take the training as instructed by the fire Chief/Emergency Manager as outlined in this Policy Statement.

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Why:

Homeland Security Presidential Directive (HSPD)-5 **Management of Domestic Incidents:**

HSPD-5 was issued by President Bush on February 28, 2003, to improve management of domestic incidents by establishing a single, comprehensive **national incident management system**. The Homeland Security Act of 2002, created the Department of Homeland Security (DHS) and assigned the Secretary of Homeland Security responsibility for coordinating federal emergency operations within the United States. Federal emergency operations include preparing for, responding to, and recovering from terrorist attacks, major disasters, and other emergencies. DHS coordinates federal resources when any one of several conditions occurs:

1. a federal department or agency requests their assistance
2. The resources of state and local authorities are overwhelmed and they request federal assistance
3. More than one federal department or agency is substantially involved in responding to an incident
4. The President directs the Secretary to assume responsibility for managing the domestic incident.

HSPD-5 also recognizes the role that state, tribal, and local governments; nongovernmental organizations; and the private sector play in managing incidents. Initial responsibility for managing domestic incidents generally falls on local and state authorities. When their resources are overwhelmed, or when federal property is involved, the federal government provides assistance.

In order to provide a consistent, coordinated, nation-wide approach for emergency operations across all levels of government, HSPD-5 directed DHS to develop and administer a **National Incident Management System (NIMS)** and a **National Response Plan**. Together, NIMS and the NRP provide an approach for federal, state, and local governments to effectively prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

What: City-wide National Incident Management System (NIMS) Program

Where: Online Training OR Class room instruction.

When: New hires within 6 months of hire; all employees must receive the training.

Why: The City of Batavia participates in the NIMS and ICS Training Programs. This participation aids city employees in being properly trained with the same training program as other local municipalities in Genesee County, the State of New York, and on a National level.

100% employee compliance assists the City with obtaining available grant funding, and other opportunities for resources, etc.

Initial and Refresher Training

Initial training is required to ensure that essential knowledge and skills are obtained for familiarity in

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operating within the Incident Command System. Refresher training is recommended, especially for personnel who are not regularly involved in operating within the Incident Command System.

The following key indicates City of Batavia employee Training Requirements based on the Training Matrix.

Training Requirements Key:

- Indicates required training
- Indicates Training Requirement Fulfilled
- Indicates optional training requirement based on significant incident assignments
- Indicates optional training requirement completed
- Indicates Training Completed - **Not Required**
- Indicates **Annual OSHA** Required Trng.
- Indicates Annual OSHA Trng. Completed

City Hall

CITY HALL				All City Employees					Senior Staff	Senior Staff, Mid-level Mngt, 1st Line Supervisors	Senior Staff	NIMS Component and Subcomponent - Job Specific Training						ICS Position Specific Courses						OSHA Annual Required Training													
Status	Dept	Name	Title	IS-100.b	IS-100PW.b	IS-100 Leb	IS-700a	IS-800.B	IS-22	NIMS Executive Workshop	ICS-200	ICS-300	ICS-400	IS-701	IS-702	IS-703	IS-704	IS-705	IS-706	IS-707	P-400	P-402	P-403	P-404	P-430	P-440	P-450	P-460	P-480	1810.1200	1810.120	1810.1030					
City Hall																																					
FT	NON UNION/CITY	Jason Molino	City Manager	X		X	X	X	X	X	X	X																									
FT	NON UNION/CITY	Gretchen Di Fante	Assistant City Manager	X																																	
FT	NON UNION/CITY	Lisa Casey	Confidential Secretary																																		
City Attorney																																					
	Legal	George VanNest	City Attorney																																		
Human Resources																																					
FT	NON UNION/CITY	Dawn Fairbanks	Human Resources Specialist																																		
FT	NON UNION/CITY	Kerry Driscoll	Clerk Typist																																		
Bureau of Finance																																					
FT	NON UNION/CITY	Lisa Neary	Dept. Dir. Finance																																		
FT	CSEA	Teresa Gass	Financial Clerk Typist																																		
Bureau of Assessment																																					
FT	CSEA	Vickie Klein	Assess. Clerk																																		
City Clerks Office																																					
PT	NON UNION/CITY	Vicki Currier	Clerk Typist																																		
FT	NON UNION/CITY	Heidi Parker	Clerk/Treasurer																																		
FT	CSEA	Amy Cassidy	Dep Clerk/Reg																																		
City Council																																					
	City Council	Brooks Hawley	President																																		
	City Council	Kris Doeringer	1st Ward																																		
	City Council	Patti Pacino	2nd Ward																																		
	City Council	John Canale	3rd Ward																																		
	City Council	Pierluigi Cipollone	4th Ward	X		X	X																														
	City Council	Kathy Briggs	5th Ward																																		
	City Council	Rose Mary Christian	6th Ward																																		
	City Council	Eugene Jankowski	At Large	X		X	X																														
	City Council	John Deleo	At Large	X		X	X																														

CITY OF BATAVIA, NEW YORK COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

Department of Public Works

Department of Public Works and Inspection				All City Employees					Senior Staff	Senior Staff, Mid-level Mngt, 1st Line Supervisors	Senior Staff	NIMS Component and Subcomponent - Job Specific Training	ICS Position Specific Courses					OSHA Annual Required Training																
Status	Dept	Name	Title	IS-100.b	IS-100PWB	IS-100.Lab	IS-700a	IS-800.B	IS-22	NIMS Executive Workshop	ICS-200	ICS-300	ICS-400	IS-701	IS-702	IS-703	IS-704	IS-705	IS-706	IS-707	P-400	P-402	P-403	P-404	P-430	P-440	P-450	P-460	P-480	1810.1200	1810.120	1810.1030		
Department of Public Works																																		
FT	NON UNION/CITY	VACANT	Director of Public Works	X			X	X																										
FT	CSEA	Janice Smith	Admin. Assistant																															
Bureau of Inspection																																		
FT	CSEA	Ronald Panek	Code Enforcement Officer				X																											
FT	CSEA	Douglas Randall	Code Enforcement Officer				X																											
FT	CSEA	Meg Chilano	Clerk Typist																															
FT	CSEA	Jimmy Sheflin	Code Enforcement Officer/ Parking	X			X	X			X																							

Bureau of Maintenance:

Bureau of Maintenance				All City Employees					Senior Staff	Senior Staff, Mid-level Mngt, 1st Line Supervisors	Senior Staff	NIMS Component and Subcomponent - Job Specific Training	ICS Position Specific Courses					OSHA Annual Required Training															
Status	Dept	Name	Title	IS-100.b	IS-100PWB	IS-100.Lab	IS-700a	IS-800.B	IS-22	NIMS Executive Workshop	ICS-200	ICS-300	ICS-400	IS-701	IS-702	IS-703	IS-704	IS-705	IS-706	IS-707	P-400	P-402	P-403	P-404	P-430	P-440	P-450	P-460	P-480	1810.1200	1810.120	1810.1030	
FT	NON UNION/CITY	Raymond Tourt	Superintendent public works	X			X																										
FT	CSEA	Laura Amiss	Sr. Clerk Typist																														
FT	CSEA	Scott Allen	Auto Mech. Supervisor				X																										
FT	CSEA	Jimmy Ficarella	Public Works Supervisor				X																										
FT	CSEA	Brett Stevenson	Public Works Supervisor				X																										
FT	AFSCME-Maintenan	Christopher Avino	Heavy Equipment Operator - BOM	X			X																										
FT	AFSCME-Maintenan	Jerry Guiste	Heavy Equipment Operator - BOM	X			X																										
FT	AFSCME-Maintenan	Richard Lavrincik	Heavy Equipment Operator - BOM	X			X																										
FT	AFSCME-Maintenan	James Lawson	Heavy Equipment Operator - BOM	X			X																										
FT	AFSCME-Maintenan	Rod Martin	Heavy Equipment Operator - BOM	X			X																										
FT	AFSCME-Maintenan	Ciro Matarazzo	Heavy Equipment Operator - BOM	X			X																										
FT	AFSCME-Maintenan	Brian Metz	Heavy Equipment Operator - BOM	X			X																										
FT	AFSCME-Maintenan	Peter Pahuta	Heavy Equipment Operator - BOM	X			X																										
FT	AFSCME-Maintenan	Gary Raphael	Heavy Equipment Operator - BOM	X			X																										
FT	AFSCME-Maintenan	Richard Reeves	Heavy Equipment Operator - BOM	X			X																										
FT	AFSCME-Maintenan	Brett Stevenson	Heavy Equipment Operator - BOM	X			X																										
FT	AFSCME-Maintenan	Shawn McAlister	Heavy Equipment Operator - BOM																														
FT	AFSCME-Maintenan	Kevin Hamilton	Heavy Equipment Operator - BOM																														
FT	AFSCME-Maintenan	Zachary Alwardt	Heavy Equipment Operator - BOM																														
FT	AFSCME-Maintenan	Joseph Selapack	Heavy Equipment Operator - BOM																														
FT	AFSCME-Maintenan	Shawn Easton	Laborer																														
FT	AFSCME-Maintenan	Thomas Garlock	Laborer																														
FT	AFSCME-Maintenan	Craig Ruston	Auto Mechanic																														
FT	AFSCME-Maintenan	Mark Mayeu	Auto Mechanic																														
FT	AFSCME-Maintenan	Ronald Richards	Auto Mechanic																														
PT	Recycling attendant	Edward LaValley	PT Recycling Attendant																														
PT	Recycling attendant	Greg Steele	PT Recycling Attendant																														

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Bureau of Water & Waste Water:

Bureau of Water & Waste Water				All City Employees				Senior Staff	Senior Staff, Mid-level Mngt, 1st Line Supervisors	Senior Staff	NIMS Component and Subcomponent - Job Specific Training	ICS Position Specific Courses							OSHA Annual Required Training														
Status	Dept	Name	Title	IS-100.b	IS-100PWB	IS-100 Leb	IS-700a	IS-800.B	IS-22	NIMS Executive Workshop	ICS-200	ICS-300	ICS-400	IS-701	IS-702	IS-703	IS-704	IS-705	IS-706	IS-707	P-400	P-402	P-403	P-404	P-430	P-440	P-450	P-460	P-480	1910.1200	1910.120	1910.1030	
Bureau of Water & Waste Water																																	
FT	NON UNION/CITY	Mathew Worth	Supr. Water and W/Water	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	CSEA	William Jeffrey Davis	Supervisor Water and W/Water	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	CSEA	Eric Volk	Chief Waste Water	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	CSEA	Charles Neilans	Chief Water Operator	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	AFSCME-Water/Was	Thomas Meyer	Electrician	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	AFSCME-Water/Was	Peter Gravante	Sen. WS Maintenance Mech.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	AFSCME-Water/Was	John Senko	Wastewater Treatment Operator	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	AFSCME-Water/Was	Kevin Volk	Wastewater Treatment Operator	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	AFSCME-Water/Was	David Petersen	Wastewater Treatment Operator	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	AFSCME-Water/Was	David Colantonio	Water Treatment Plant Operator	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	AFSCME-Water/Was	Nicholas Colantonio	Water Treatment Plant Operator	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	AFSCME-Water/Was	Joseph Koziol	Water Treatment Plant Operator	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	AFSCME-Water/Was	Robert Shawn Bigsby	Water Treatment Plant Operator	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	AFSCME-Water/Was	Nelson Weibel	Water Treatment Plant Operator	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	AFSCME-Water/Was	Keith Worthington	Water Treatment Plant Operator	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	AFSCME-Water/Was	Michael Ficarella	WS Maintenance Worker	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	AFSCME-Water/Was	Douglas Houseknecht	WS Maintenance Worker	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	AFSCME-Water/Was	David Moscicki	WS Maintenance Worker	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	AFSCME-Water/Was	Justin Euren	WS Maintenance Worker	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	AFSCME-Water/Was	Jonathan Cervone	Building Maintenance Worker	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Police Department

Police Department				All City Employees				Senior Staff	Senior Staff, Mid-level Mngt, 1st Line Supervisors	Senior Staff	NIMS Component and Subcomponent - Job Specific Training	ICS Position Specific Courses							OSHA Annual Required Training															
Status	Dept	Name	Title	IS-100.b	IS-100PWB	IS-100 Leb	IS-700a	IS-800.B	IS-22	NIMS Executive Workshop	ICS-200	ICS-300	ICS-400	IS-701	IS-702	IS-703	IS-704	IS-705	IS-706	IS-707	P-400	P-402	P-403	P-404	P-430	P-440	P-450	P-460	P-480	1910.1200	1910.120	1910.1030		
FT	NON UNION/CITY	Shawn Huebusch	Police Chief	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	NON UNION/CITY	Robert Yaeger	Deputy Chief	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Daniel Coffey	Sergeant	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Matthew Lutay	Sergeant	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Christopher Camp	Sergeant	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Eric Bolles	Sergeant	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Todd Crossett	Detective Sergeant	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Kevin Czora	Police Detective	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Paul Caffo	Police Detective	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Thad Mart	Police Detective	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Richard Schauf	Police Detective Youth	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Eric Hill	Police Detective Youth	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Jason Davis	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Kevin DeFelice	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	James DeFreze	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Vacancy	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Jason Ivson	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Frank Kilmjack	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Marc Lawrence	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Darryle Streeter	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Christopher Lindsay	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Jamie Givens	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Chad Richards	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Felicia De Groot	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Mitchell Cowen	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Peter Flanagan	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Eric Foels	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Stephen Cronmiller	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Nedim Catovic	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Devon Pahuta	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	PBA	Matt Wojtazczyk	Police Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	CSEA	Karen Benedict	Clerk Typist	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	CSEA	Celeste Strzelacki	Clerk Typist	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Youth Bureau																																		
FT	CSEA	Toni Funke	Youth Bureau coordinator	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	CSEA	Lydia Schauf	Youth Center Program Asst.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

**CITY OF BATAVIA, NEW YORK
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**

Fire Department

Fire Department				All City Employees					Senior Staff	Senior Staff, Mid-level Mng, 1st Line Supervisors	NIMS Component and Subcomponent - Job Specific Training							ICS Position Specific Courses						OSHA Annual Required Training											
Status	Dept	Name	Title	IS-100LB	IS-100PWB	IS-100Leb	IS-700a	IS-800LB	IS-22	NIMS Executive Workshop	ICS-200	ICS-300	ICS-400	IS-701	IS-702	IS-703	IS-704	IS-705	IS-706	IS-707	P-400	P-402	P-403	P-404	P-430	P-440	P-450	P-460	P-480	1910.1200	1910.1201	1910.1030			
FT	NON UNION/CITY	James Maxwell	Fire Chief	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
FT	IAFF	Craig Williams	Fire Department Captain	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
FT	IAFF		Fire Department Captain	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
FT	IAFF	Gregory Shilvock	Fire Department Captain	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
FT	IAFF	Daniel Herberger	Fire Department Captain	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
FT	IAFF	Martin Hinz	Fire Dept. Lieutenant	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
FT	IAFF	Jeffery Whitcombe	Fire Dept. Lieutenant	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
FT	IAFF	David Green	Fire Dept. Lieutenant	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
FT	IAFF	Robert Fix	Fire Dept. Lieutenant	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
FT	IAFF	David Adams	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
FT	IAFF	Douglas Cecere	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
FT	IAFF	Thomas Douglas	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	IAFF	Charles Hammon	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	IAFF	Gregory Ireland	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	IAFF	Anne Kleinbach	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	IAFF	Michael Morris	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	IAFF	Mark Sachel	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	IAFF	Arthur Smith	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	IAFF	Richard Stefani	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	IAFF	Timothy Stengel	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	IAFF	Jeffery Stevens	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	IAFF	Robert Tedford	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	IAFF	Jerome Yoder	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	IAFF	Michael Dorgan	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	IAFF	Collin Byrne	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	IAFF	Ryan Hendershott	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	IAFF	James Call	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FT	IAFF	Christopher Morasco	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	IAFF	Adam Palumbo	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	IAFF	Ryan Barber	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	IAFF	Christina Marinaccio	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	IAFF	Nathan Kinne	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	IAFF	Ryan Whitcombe	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	IAFF	Zech Gowanlock	Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	IAFF		Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	IAFF		Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	IAFF		Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	IAFF		Firefighter	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FT	CSEA	Patty Palmer	Sr. Clerk Typist	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

ICS Courses and Method of Training

Course #	Course Title / Description	Method of Training	
		On-Line	Class Room
IS & ICS Courses			
IS-700	National Incident Management System (NIMS) an Introduction	Y	N
IS-800	National Response Framework (NRF), an Introduction	Y	N
IS-22	Are you Ready!	Y	N
ICS-100	Introduction to the Incident Command System	Y	Y
ICS-100Leb	Introduction to the Incident Command System for Law Enforcement	Y	N
ICS-100PWB	Introduction to the Incident Command System for Public Works Personnel	Y	N
ICS-200	ICS for Single Resources and Initial Action Incidents	Y	Y
ICS-300	Intermediate ICS	N	Y
ICS-400	Advanced ICS	N	Y

**CITY OF BATAVIA, NEW YORK
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NIMS Component and Subcomponent Training		On-Line	Class Room
	NIMS Executive Workshop for Elected Officials	N	Y
IS-701	NIMS Multiagency Coordination System	Y	N
IS-702	NIMS Public Information Systems	Y	N
IS-703	NIMS Resource Management	Y	N
IS-704	NIMS Communication and Information Management	Y	N
IS-705	NIMS Preparedness <i>(not yet available)</i>	N	N
IS-706	NIMS Intrastate Mutual Aid, An Introduction	Y	N
IS-707	NIMS Resource Typing <i>(not yet available)</i>	N	N

ICS Position Specific Courses		On-Line	Class Room
P-400	All Hazards Incident Commander	N	Y
P-402	All Hazards Liaison Officer	N	Y
P-403	All Hazards Public Information Officer	N	Y
P-404	All Hazards Safety Officer	N	Y
P-430	All Hazards Operations Section Chief	N	Y
P-440	All Hazards Planning Section Chief	N	Y
P-450	All Hazards Logistics Section Chief	N	Y
P-460	All Hazards Finance Section Chief	N	Y
P-480	All Hazards Information and Intelligence Function	N	Y

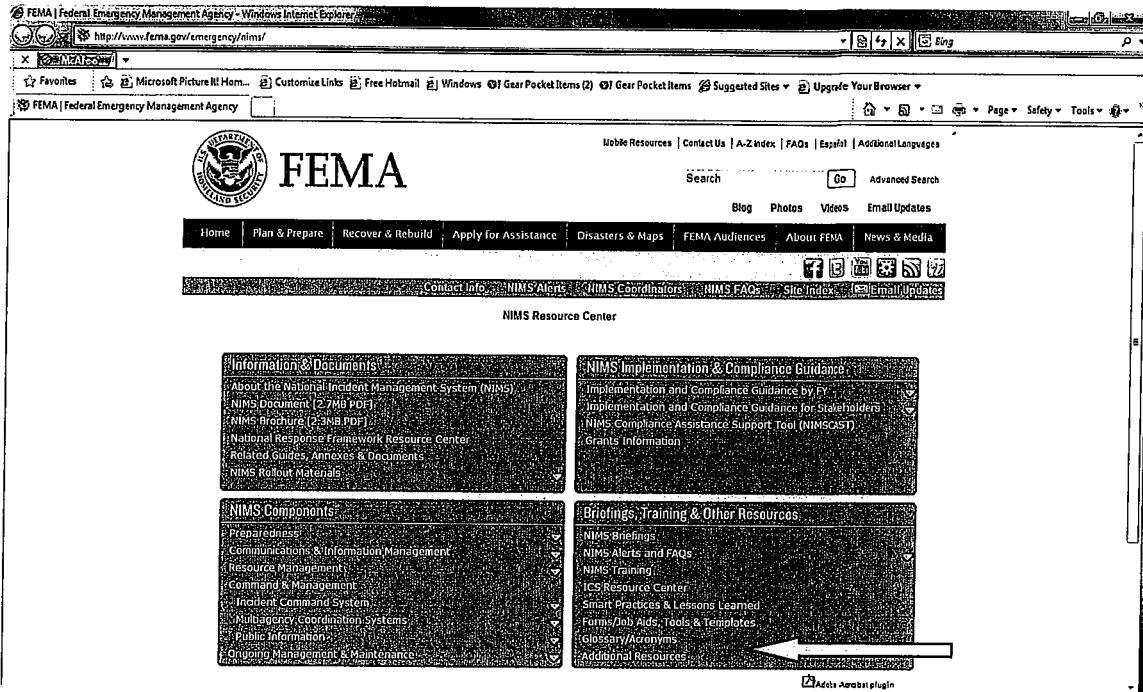
On-Line Course Registration

How:

Step one: Go to <http://www.fema.gov/emergency/nims/>. Step by step instructions are provided for your use in accessing the training required. When you log on to the website <http://www.fema.gov/emergency/nims/>, you will enter the FEMA NIMS Resource Center. You are encouraged to navigate this site to learn more about the NIMS Program.

CITY OF BATAVIA, NEW YORK COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

Step two: Click on "NIMS Training"



CITY OF BATAVIA, NEW YORK COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

Step three: Click on "NIMS Courses".

The screenshot shows the FEMA website interface. At the top, the FEMA logo and name are displayed. Below the logo is a navigation menu with links for Home, Plan & Prepare, Recover & Rebuild, Apply for Assistance, Disasters & Maps, FEMA Audiences, About FEMA, and News & Media. A search bar is located to the right of the logo. Below the navigation menu is a secondary menu with links for Contact Info, NIMS Alerts, NIMS Coordinators, NIMS FAQs, Site Info, and Email Updates. The main content area is titled "NIMS Training" and contains a list of links: NIMS Training Program, NRF Integrated Emergency Management Course (IEMC), NIMS Courses (highlighted with a white arrow), and FAQs. Below this list is a section titled "NIMS Training Program" with a paragraph of text and a link to "NIMS Training Program (PDF 2MB, TXT 187KB)". Another section titled "NRF Integrated Emergency Management Course (IEMC)" is also visible.

**CITY OF BATAVIA, NEW YORK
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**

Step four: Select the course you are required to take and click on the link. For example, to take the IS-100PwB course, click on the course titled IS-100.PWb Introduction to the Incident Command System for Public Works Personnel

The screenshot shows a web browser window displaying the FEMA NIMS Training Courses page. The page title is 'FEMA | Federal Emergency Management Agency - Windows Internet Explorer'. The address bar shows 'http://www.fema.gov/emergency/nims/NIMSTrainingCourses.shtm#item1'. The page content includes a 'Back to Top' link, 'NIMS Courses' section, and a list of 'Fact Sheets'. An arrow points to the 'IS-100.PWb Introduction to the Incident Command System for Public Works Personnel' course in the list.

NIMS Courses

To determine what level of training an individual needs according to his or her level of responsibility during a multi-jurisdiction, multi-agency, multi-discipline incident, refer to the NIMS Five-Year Training Plan (2003) (PDF 529KB, TXT 147KB).

Fact Sheets:

- ICS-100 Fact Sheet (3-07) (PDF 26KB, TXT 2KB)
- ICS-200 Fact Sheet (3-07) (PDF 28KB, TXT 3KB)
- ICS-300 Fact Sheet (3-07) (PDF 28KB, TXT 3KB)
- ICS-400 Fact Sheet (3-07) (PDF 22KB, TXT 2KB)
- IS-700.A NIMS Fact Sheet (3-07) (PDF 18KB, TXT 3KB)
- IS-701 NIMS Multi-agency Coordination System Fact Sheet (3-07) (PDF 16KB, TXT 3KB)
- IS-702 NIMS Public Information Systems Fact Sheet (3-07) (PDF 15KB, TXT 3KB)
- IS-703 NIMS Resource Management Fact Sheet (3-07) (PDF 16KB, TXT 3KB)

ICS-300 and ICS-400 courses are courses conducted in a classroom. Both the Emergency Management Institute and the National Fire Academy sponsor NIMS-compliant ICS-300 and 400 training. Please contact your local or State Emergency Management Agency or State Fire Academy for details about when and where these courses will be available.

Emergency Management Institute

The Emergency Management Institute (EMI), located at the National Emergency Training Center in Emmitsburg, MD, offers a broad range of NIMS-related training.

NIMS-related courses offered online by EMI include:

- IS-100.b - (ICS 100) Introduction to Incident Command System
- IS-100.FDA Introduction to Incident Command System (ICS 100) for Food and Drug Administration
- IS-100.HE Introduction to the Incident Command System for Healthcare/Hospitals
- IS-100.HE Introduction to the Incident Command System for Higher Education
- IS-100.PWA Introduction to the Incident Command System for Federal Workers
- IS-100.Ed Introduction to the Incident Command System for Law Enforcement
- IS-100.PWB Introduction to the Incident Command System for Public Works Personnel
- IS-100.SCa Introduction to the Incident Command System for Schools
- IS-200.a (ICS 200) ICS for Single Resources and Initial Action Incidents
- IS-700.a National Incident Management System (NIMS), An Introduction
- IS-701.a NIMS Multi-agency Coordination System (MACS) Course
- IS-702.a National Incident Management System (NIMS) Public Information Systems
- IS-703.a NIMS Resource Management Course
- IS-704 NIMS Communications and Information Management
- IS-705 NIMS Intrastate Mutual Aid - An Introduction
- IS-706 National Response Framework, An Introduction

For more information on the Emergency Management Institute, please visit www.training.fema.gov.

United States Fire Administration - National Fire Academy

The National Fire Academy (NFA) offers a broad range of training that addresses key elements of NIMS within an all-hazards environment. The numerous command and control courses, for example, support provisions of the NIMS ICS. NFA also has courses that address incident-specific areas, including hazardous materials and terrorism emergency response and emergency medical services. NFA offers courses in preparedness planning, training, and management as well as resident, field, and self-study courses.

Step five: Once you click on the above referenced course, you will find three options on the right side of this site.

The First Section Titled "Take this Course" is the interactive EMI Learning Site. Click on this to take the course you selected on the previous screen.

The Second Section Titled "Downloads for Classroom" are useful study materials. Click on this to take you to course study materials.

The Third Section Titled "Take Final Exam" is for you to complete the required exam. Click on this link to take the final exam for the course you selected previously.

When you start the exam, follow the instructions. When you have successfully completed the exam, you will receive a certificate via the email system. When prompted to do so, make sure you provide a City email address to receive your certificate. **Once you receive your certificate please forward a copy to your Department Manager the Fire Chief, and Human Resources.** The copy of your certificate will be maintained in your City of Batavia Personnel File.

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COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

It is important to remember that if you transfer to a different position within the City of Batavia, please check with your supervisor to make sure you take any additional courses if required.

Future Use:

You may follow the steps in this “**How To**” section of the Employee Emergency Response Manual. You are strongly encouraged to visit this site whenever you feel that you need to refresh your skills and knowledge. This online learning tool provides valuable training in the event it is required to do your job

#-2015

**A RESOLUTION ADOPTING THE CITY OF BATAVIA COMPREHENSIVE
EMERGENCY MANAGEMENT PLAN**

Motion of Councilperson

WHEREAS, the City of Batavia recognizes the need to have a coordinated approach to major incidents and disasters that affect the City; and

WHEREAS, the City of Batavia has the statutory responsibilities to develop, implement, and maintain an effective Emergency Management Plan under New York State Executive Law, Article 2B; and

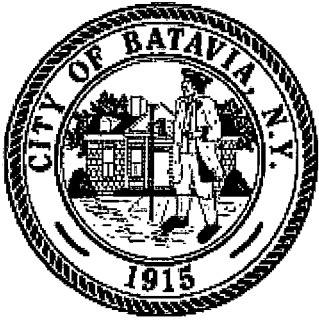
WHEREAS, the City of Batavia has developed an Emergency Management Team to oversee and complete these functions for the City; and


WHEREAS, all City departments having responsibilities contained within this plan have acknowledged and agreed upon their roles and responsibilities; and

NOW THEREFORE IT BE RESOLVED, that the City of Batavia's Comprehensive Emergency Management Plan is hereby adopted as the emergency management plan for the City of Batavia, NY.

**Seconded by Councilperson
And on roll call**

DRAFT



To: Honorable City Council
From: Jason Molino, City Manager 
Date: May 21, 2015
Subject: Thermal Imaging Cameras

In February 2015 City Council awarded a bid to ElizaCo, Inc. for \$11,070 for the purchase of thermal imaging cameras. Unfortunately, ElizaCo, Inc. is no longer an eligible vendor to sell thermal imaging cameras.

The cameras were rebid and Municipal Emergency Services is the low bidder at \$11,445. It is recommended that City Council award the bid to Municipal Emergency Services.

Supporting Documents:

1. Draft resolution

#-2015

RESOLUTION AWARDING A PURCHASE CONTRACT FOR THERMAL IMAGING CAMERAS

Motion of Councilperson

WHEREAS, the City has advertised for competitive, sealed bids for the purchase of thermal imaging cameras used for structural interior firefighting operations; and

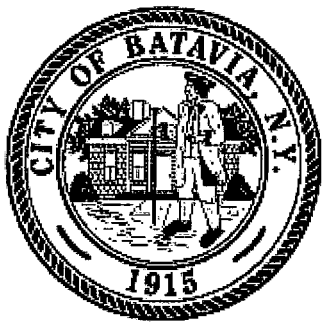
WHEREAS, two (2) companies submitted bids, and one (1) low bidder was identified for the purchase of thermal imaging cameras; and

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Batavia that the contract be awarded to the lowest responsible bidder hereinafter identified:

Company Name	Bid Amount
Municipal Emergency Services	\$11,445.00
DiVal Safety & Supplies	\$12,650.75

**Seconded by Councilperson
and on roll call**

DRAFT



City of Batavia

To: Honorable City Council

From: Jason Molino, City Manager *JM*

Date: May 14, 2015

Subject: Vacation Leave for New Non-union Appointments

After reviewing the current vacation leave policy for new non-union employees it is requested that the current policy be amended to allow for new hires to accrue five days of vacation leave upon their sixth month of continuous service, and that upon their twelfth month of service accrue vacation leave consistent with the employees level of experience.

This issue has become relevant over the past several years as the current policy only provides for new non-union employees to accrue ten days of vacation leave after one year of continuous service. This policy includes department heads and bureau chiefs. Employees that are promoted from within the organization are entitled to 10, 15, 20 or 25 days of vacation leave based on one, five, ten or eighteen years of continuous service with the City respectively. However, new non-union staff do not fall under this policy as they have not been working for the City prior to appointment. In addition, non-union staff is not entitled to earn compensatory time, which can be used similarly to vacation leave.

In conducting a brief survey of fourteen other municipalities (2-county, 3-city, 8-village and 1-town), nine municipalities based vacation leave for new non-union hires on experience level when the employee starts employment. The remaining five provided one week of vacation after the first six months of service, then provided 3 weeks of vacation after the first year, or additional weeks of vacation based on experience. In all cases no more the 25 days of vacation could be accrued by an employee in one year. It should also be noted, none of the municipalities surveyed provided as little vacation as the City's current policy outlines.

Providing employees with adequate time off is important to ensure they maintain a healthy work-life balance, spend time with family, rest both physically and mentally from work, relieve stress and avoid burnout. Considering the level of work and amount of responsibility required of department heads and bureau chiefs, which are all leadership positions in the organization, not providing time off until completing the first year service creates a challenging, and at times, unhealthy work environment. Leadership positions within the organization are generally on call around the clock and typically work hours beyond the normal work week. Also, department heads generally have approximately 15-20 years of work experience when hired, and have performed at an executive level for prior employers. These employees come into our organization having already had several weeks of vacation annually.

Beginning employment with no vacation for the first twelve months of service, and only receiving two weeks of vacation during their first five years of employment, is not practical for a professional with significant work experience that is expected to perform at a high level. Lastly, when recruiting for non-union positions that require a higher level of responsibility, leadership and experience, providing such little time off is a hindrance to attracting quality candidates.

It is recommended that the City Council change the current policy to provide non-union employees with five days of vacation after their first six months of service and that following their twelfth month of service employees receive vacation leave consistent with their level of experience as outlined in the existing policy. This will provide members of the leadership team with reasonable time off throughout their career with the City, assist the City with recruitment for future positions and provide a vacation policy more consistent with other employers. It should be noted that because non-union positions are not back filled when on leave, this proposal will not generate overtime or other leave accruals.

Supporting Documents:

1. Current vacation policy for non-union employees as outlined in the Personnel Manual
2. Draft resolution

Current Vacation Policy for Non-union Employees

Vacation

- ❖ **Entitlement:** The City shall provide employees with vacation time. A vacation day(s) off from work will be considered as service time and will not affect seniority. All full-time employees shall be entitled to vacation subject to the following schedule:

Number of Days	Years of Service
10 days	After one year of continuous service
15 days	After five years of continuous service
20 days	After ten years of continuous service
25 days	After eighteen years of continuous service

- ❖ **Increments:** Employees shall be eligible for a vacation increment during the calendar year in which they reach the service time requirements for each of the increments.
- ❖ **New Employees:** New employees must complete 12 months of continuous service before vacation leave shall be granted. After satisfying the initial 12 months of continuous service, the employee shall become eligible for vacation any time in subsequent calendar years.
- ❖ **Minimum use of vacation time:** Minimum use of vacation shall be in one-half day increments.
- ❖ **Carry over of vacation time:** An employee may request of the City Manager that a maximum of two weeks be carried over into the subsequent year. Requests for carrying over vacation must be made by November 30th of the current year. No employee shall accumulate more than two weeks in excess of his or her regular vacation entitlement.
- ❖ **Approval:** Insofar as possible, vacation leave shall be scheduled one month in advance and shall have the written approval of the department head. In the event of conflicting vacation requests, the request of the senior employee shall be granted first. Vacation leave must be earned before it can be used. Advance of vacation time shall only be granted on a case by case situation, as determined by the City Manager following a request by the relevant department head on the employee's behalf.

#-2015

**A RESOLUTION AMENDING THE VACATION POLICY FOR NON-UNION
EMPLOYEES**

Motion of councilperson

WHEREAS, the City Council of the City of Batavia wishes to amend the current vacation policy for its non-union City employees to provide adequate time off for non-union employees, recruitment of new employees and consistency with other employers; and

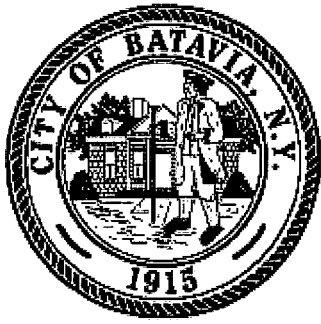
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Batavia, that the following policy is hereby adopted for all non-union City employees:


Increments: Employees shall be eligible for a vacation increment during the calendar year in which they reach the service time requirements for each of the increments or, provided that at the time of hire, the City Manager may give credit for previous experience in setting the vacation increment.

New Employees: New employees must complete 6 months of continuous service before one week of vacation leave shall be granted. After satisfying the initial 12 months of continuous service, the employee shall become eligible for vacation pursuant to the Increments section of this policy.

**Seconded by Councilperson
and on roll call**

DRAFT



To: Honorable City Council
From: Jason Molino, City Manager 
Date: May 20, 2015
Subject: Microenterprise Assistance Program

In December 2014 the City was awarded \$200,000 of grant funds through the Community Development Block Grant (CDBG) Microenterprise Assistance Program. In March 2015 the City Council designated the Batavia Development Corporation (BDC) as the program manager and LaBella Associates as manager of the administrative services. As part of the grant requirements, the City is required to do an environmental review consistent with federal and state environmental assessments.

Because the grant is administering fund for small business development, no potential environmental impacts have been identified. The project is exempt, as a Type II Action, under SEQR and categorically excluded under the National Environmental Policy Act (NEPA).

The documentation to support this conclusion is included in the attached Environmental Review Record (ERR).

LaBella Associates recommended that City Council acknowledge receipt of the ERR by adopting a resolution accepting the ERR and related documents. Once adopted funds can be released for grant execution.

Supporting Documents:

1. Environmental Review Record (ERR)
2. Draft Resolution

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

ENVIRONMENTAL REVIEW RECORD

**City of Batavia – CDBG Project No. 82ME1-14
Micro-Enterprise Program**

NEW YORK STATE
OFFICE OF COMMUNITY RENEWAL

ENVIRONMENTAL REVIEW RECORD

RESPONSIBLE ENTITY: City of Batavia

CERTIFYING OFFICER: Jason Molino, City Manager

PROGRAM LOCATION (OR TARGET AREA):

City of Batavia particularly targeted at Batavia Opportunity Area.

1.0 PROGRAM ACTIVITIES

The City of Batavia is proposing a Micro-Enterprise program offering funding assistance for inventory, equipment, fixtures, and working capital to small businesses in the City of Batavia with a focus on businesses within the Batavia Opportunity Area and on food-related businesses and restaurants. A training program will also be provided to program applicants to learn the basics of running a small business. Grant funding of between \$5,000 and \$15,000 will be made to qualified applicants.

The total CDBG funding is \$200,000. The total project cost is \$225,000

2.0 PROGRAM CLASSIFICATION – NEPA

- 2.1 Exempt as defined in 24 CFR 58.34 (a)
- 2.2 Categorically excluded as defined in 24 CFR 58.35(b)
- 2.3 Categorically excluded as defined in 24 CFR 58.35(a) and no activities are affected by federal environmental statutes and executive orders [i.e. exempt under 58.34(a)(12)]
- 2.4 Categorically excluded as defined in 24 CFR 58.35(a) and some activities are affected by federal environmental statutes and executive orders
- 2.5 “Other” neither exempt (24 CFR 58.34(a)) nor categorically excluded (24 CFR 58.35 (a) and (b))
- 2.6 See Note Part or all of the project is located in an area identified as a floodplain or wetland, evidence of compliance with Executive Orders 11988 and/or 11990 is required. Sites to be determined and may fall within a floodplain or wetland area. However, no new building construction or rehabilitation will be funded and Executive Orders 11988 and 11990 do not apply.

3.0 PROGRAM CLASSIFICATION – SEQR

- 3.1 Type I action.
- 3.2 Type II action.
- 3.2 Unlisted action.

4.0 REGULATORY COMPLIANCE DOCUMENTATION

- 4.1 PROCEDURES TO COMPLY WITH RELATED LAWS AT 24 CFR 58.6
(Use additional pages if necessary)

The proposed project involves the provision of CDBG assistance to small businesses in the City of Batavia, which will be determined through an application process. The funds will be used for inventory, equipment, fixtures, and working capital, as well as for a training program. Funds will not be used for new construction or building rehabilitation. As a result, no potential environmental impacts have been identified on floodplains, wetlands, historic/archeological resources or runway clear zones, nor any other environmental resources.

4.2 PROCEDURES TO COMPLY WITH RELATED LAWS AT 24 CRF 58.5
(Use additional pages if necessary)

Not applicable.

5.0 ENVIRONMENTAL ASSESSMENT AND DETERMINATION OF SIGNIFICANCE (This section is not required for projects classified as exempt or categorically excluded).

Not applicable.

6.0 PUBLIC NOTICES

6.1 X No public notice is required in connection with this program (for program classification 2.1, 2.2 and 2.3 above).

6.2 A Notice of Intent to Request Release of Funds (NOIRROF) will be published and distributed in connection with this program (for program classification 2.4, above).

6.3 A combined Finding of No Significant Impact (FONSI) and Notice of Intent to Request Release of Funds (NOIRROF) will be published and distributed in connection with the program (for program classification 2.5 above).

6.4 An Early Warning Notice and a Notice of Findings and Explanation will be published and distributed in accordance with the requirements of Executive Orders 11988 and/or 11990 (for program classification 2.6 above).

Prepared by: Jason Molino, City Manager

City of Batavia

Signature

Jason Molino

Date:

5/15/15

ATTACHMENTS

- Attachment A** Form 2-1: Designation of Certifying Officer
- Attachment B** Form 2-3: Certification of NEPA Classification
- Attachment C** Form 2-3A: Certification of SEQRA Classification
- Attachment D** Form 2-4: NEPA Classification Checklist
- Attachment E** Form 2-5: Statutory Checklist

Attachment A

Form 2-1: Designation of Certifying Officer

**DESIGNATION OF CERTIFYING OFFICER AND
ENVIRONMENTAL RESPONSIBILITY CERTIFICATION**

05/11/2015

(Date)

Jason Purvis

(Name of OCR Community/Economic Developer)

Office of Community Renewal

Hampton Plaza

38-40 State Street, 4th Floor

Albany, New York 12207

RE: CDBG Project Number: 82ME1-14

Dear Jason Purvis:

I, Brooks Hawley, the authorized signatory for
(Name of Chief Elected Official)
City of Batavia do attest that:
(Name of CDBG Recipient)

- 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 Jason Molino, City Manager, is
(Name of Certifying Officer) (Title)
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 82ME1-14 awarded to City of Batavia.
(CDBG Project Number) (Name of CDBG Recipient)

Sincerely,

Brooks Hawley
Signature of Chief Elected Official

Brooks Hawley, City Council President
Typed Name and Title

Attachment B

Form 2-3: Certification of NEPA Classification

FORM 2-3

CERTIFICATION OF NEPA CLASSIFICATION

CDBG Project Number: 82ME1-14 Date 05/11/2015

Name and Title of Certifying Officer: Jason Molino Title City Manager

Name of Responsible Entity: City of Batavia

Address (e.g., Street No. or P.O. Box): One Batavia City Center

Co/C/T/V, State, Zip Code+4: Batavia NY 14020-2050

Telephone Number of Responsible Entity: (585) 345-6330

It is the finding of the City of Batavia that the activity(ies) proposed in its 2014 NYS CDBG
Name of CDBG Grant Recipient Funding Year
project, Micro-Enterprise Program are:
Project Name

Check the applicable classification:

- Exempt as defined in 24 CFR 58.34 (a).
- Categorically Excluded as defined in 24 CFR 58.35(b).
- Categorically Excluded as defined in 24 CFR 58.35(a) and no activities are affected by federal environmental statutes and executive orders [i.e., exempt under 58.34(a)(12)].
- Categorically Excluded as defined in 24 CFR 58.35(a) and some activities are affected by federal environmental statutes and executive orders.

If neither exempt (24 CFR 58.34(a) nor categorically excluded (24 CFR 58.35(a) and (b) can be checked, Form 2-6 Environmental Assessment will be required.

- NA Part or all of the project is located in an area identified as a floodplain or wetland.
For projects located in a floodplain or wetland, evidence of compliance with Executive Orders 11988 and/or 11990 is required. Sites to be determined and may fall within a floodplain or wetland area. However, no new building construction or rehabilitation will be funded and Executive Orders 11988 and 11990 do not apply.
- Affidavit of publication for Early Notice and Public Review of Proposed Activity Located in the 100 Year Floodplain attached
 - Affidavit of publication for Final Notice and Public Explanation of Proposed Activity Located in the 100 Year Floodplain attached

Jason Molino
Signature of Certifying Officer

Attachment C

Form 2-3A: Certification of SEQRA Classification

FORM 2-3A
CERTIFICATION OF SEQRA CLASSIFICATION

CDBG Project Number: 82ME1-14 Date 05/11/2015

Name and Title of Certifying Officer: Jason Molino Title City Manager

Name of Responsible Entity: City of Batavia

Address (e.g., Street No. or P.O. Box): One Batavia City Center

Co/C/T/V, State, Zip Code+4: Batavia NY 14020-2050

Telephone Number of Responsible Entity: (585) 335-6330

It is the finding of the City of Batavia that the activity(ies) proposed in its 2014 NYS CDBG
Name of CDBG Grant Recipient Micro-Enterprise Program Funding Year
project, Micro-Enterprise Program are:
Project Name

Check the applicable classification:

- Type I Action (6NYCRR Section 617.4)
 - Identify the Lead Agency _____
 - Evidence of Lead Agency Declaration and Consent attached
 - Copy of Environmental Notices Bulletin attached
- Type II Action (6NYCRR Section 617.5)
- Unlisted Action (not Type I or Type II Action)
 - Identify the Lead Agency _____
 - Evidence of Lead Agency Declaration and Consent attached
 - Copy of Environmental Notices Bulletin attached

Check if applicable:

- Environmental Impact Statement (EIS) Prepared
 - Draft EIS
 - Final EIS

Jason Molino
Signature of Certifying Officer

Attachment D

Form 2-4: NEPA Classification Checklist

Form 2-4
NEPA Classification Checklist

CDBG Project Number: 82ME1-14 Date 05/11/2015

Name and Title of Certifying Officer: Jason Molino Title City Manager

Name of Responsible Entity: City of Batavia

Address (e.g., Street No. or P.O. Box): One Batavia City Center

Co/C/T/V, State, Zip Code+4: Batavia NY 14020-2050

Telephone Number of Responsible Entity: (585) 345-6330

Exempt Activities (24CFR58.34)
Select only one or more of the following that apply:

- Environmental and other studies, resource identification and development of plans and strategies [58.34(a)(1)].
- Information and financial services [58.34(a)(2)].
- Administration and management activities [58.34(a)(3)].
- Public services that will not have a physical impact or result in physical changes, such as services concerned with employment, crime prevention, child care, health, drug abuse, education, counseling, energy conservation and welfare or recreational needs [58.34(a)(4)].
- Inspections and testing of properties for hazards or defects [58.34(a)(5)].
- Purchase of insurance [58.34(a)(6)].
- Purchase of tools [58.34(a)(7)].
- Engineering or design costs [58.34(a)(8)].
- Technical assistance and training [58.34(a)(9)].
- Assistance for temporary or permanent improvements that do not alter environmental conditions and are limited to protection, repair or restoration activities necessary only to control or arrest the effects from physical disasters, imminent threats or physical deterioration [58.34(a)(10)].
- Payment of principal and interest on loans made or obligations guaranteed by HUD [58.34(a)(11)].
- Any of the categorical exclusions listed in 58.35(a), provided that there are no circumstances which require compliance with any other federal laws and authorities cited in 58.5 [58.34(a)(12)].

Jason Molino
Signature of Certifying Officer

Form 2-4
NEPA Classification Checklist

CATEGORICALLY EXCLUDED ACTIVITIES [24 CFR 58.35(a)]

Activities in this section require compliance with related laws and authorities at 24 CFR 58.5 and 58.6

Select only one of the following:

- Acquisition, repair, construction, reconstruction, rehabilitation or installation of public facilities and improvements (other than buildings) when the facilities and improvements are in place and will be retained in the same use without change in size or capacity of more than 20 percent. Examples of this type of activity include replacement of water and sewer lines, reconstruction of curbs and sidewalks, street repaving [58.35(a)(1)].
- Special projects directed to the removal of material and architectural barriers that restrict the mobility of and accessibility to elderly and handicapped persons [58.35(a)(2)].
- Rehabilitation of buildings and improvements for residential use (with one to four units), where the density is not increased beyond four units, the land use is not changed, and the footprint of the building isn't increased in a floodplain or in a wetland [58.35(a)(3)(i)].
- Rehabilitation of multifamily residential buildings (with five or more units), when the following conditions are met: a) unit density is not changed more than 20 percent, b) the project does not involve changes in land use from residential to non-residential; and c) the estimated cost of rehabilitation is less than 75 percent of the total estimated cost of replacement after rehabilitation [58.35(a)(3)(ii)].
- Rehabilitation of non-residential structures, including commercial, industrial, and public buildings when the following conditions are met: a) the facilities and improvements are in place and will not be changed in size or capacity by more than 20 percent, and b) the activity does not involve a change in land use, such as from non-residential to residential, commercial to industrial or from one industrial use to another [58.35(a)(3)(iii)].
- An individual action on up to four dwelling units [not including rehabilitation (see 58.35(a)(3)(i) above)] where there is a maximum of four units on any one site. The units can be four one-unit buildings or one four-unit building or any combination in between [58.35(a)(4)(i)].
- Acquisition (including leasing) or disposition of an existing structure, equity loans on an existing structure, or acquisition (including leasing) of vacant land provided that the structure or land acquired, financed or disposed of will be retained for the same use [58.35(a)(5)].
- Any combination of the above activities [58.35(a)(6)].



Signature of Certifying Officer

Form 2-4
NEPA Classification Checklist

CATEGORICALLY EXCLUDED ACTIVITIES [24 CFR 58.35(b)]

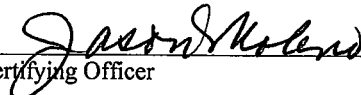
*Activities in this section require compliance with related laws and authorities at 24 CFR 58.6 only**

Select only one of the following:

- Tenant-based rental assistance [58.35(b)(1)].
- Supportive services including, but not limited to, health care, housing services, permanent housing placement, day care, nutritional services, short-term payments for rent/mortgage/utility costs, and assistance in gaining access to local, state and federal government benefits and services [58.35(b)(2)].
- Operating costs including maintenance, equipment, supplies, staff training, staff recruitment, security, operation, utilities, furnishings and other incidental costs [58.35(b)(3)].
- Economic development activities, including but not limited to, equipment purchase, inventory financing, interest subsidy, operating expenses and similar costs not associated with construction or expansion of existing operations [58.35(b)(4)].
- Activities to assist homebuyers to purchase existing dwelling units or dwelling units under construction**, including closing costs and down payment assistance, interest buy downs, and similar activities that result in the transfer of title [58.35(b)(5)].
- Affordable housing pre-development costs including legal, consulting, developer and other costs related to obtaining site options, project financing, administrative costs and fees for loan commitments, zoning approvals, and other related activities which do not have a physical impact [58.35(b)(6)].
- Approval of supplemental assistance (including insurance or guarantee) to a project previously approved under this part, if the approval is made by the same responsible entity that conducted the environmental review on the original project and re-evaluation of the environmental finding is not required under 58.47 [58.35(b)(7)].

*If a responsible entity determines that an activity or project identified above, because of extraordinary circumstances or conditions at or affecting the location of the activity or project may have a significant environmental effect, an environmental assessment must be prepared and a determination of significance made.

**This exclusion applies only to financial assistance for purchase of existing for-sale homes or homes under construction. Homebuyer assistance for units not under construction is classified as Categorically Excluded. In all cases, for this exclusion to apply, the prospective buyer must have discretion regarding selection of properties within the target area.



Signature of Certifying Officer

Attachment E

Form 2-5 Statutory Checklist

**Form 2-5A Statutory Checklist
Environmental Review for Activity/Project that is
Exempt or Categorically Excluded Not Subject to Section 58.5
Pursuant to 24 CFR Part 58.34(a) and 58.35(b)**

Project Information

Project Name & CDBG No.: City of Batavia Micro-Enterprise Program 82ME1-14

Responsible Entity: City of Batavia

Grant Recipient: City of Batavia

State/Local Identifier: _____

Preparer: Kathleen S. Spencer, Principal Environmental Analyst, LaBella Associates

Certifying Officer Name and Title: Jason Molino, City Manager

Consultant (if applicable): _____

Direct Comments to: One Batavia City Center, Batavia, NY 14020-2050

Project Location:

Specific sites, to be determined, within the City of Batavia, focused upon the Batavia Opportunity Area.

Description of the Proposed Project [24 CFR 50.12 & 58.32; 40 CFR 1508.25]:

Micro-Enterprise assistance including funding for inventory, equipment, fixtures, and working capital for small businesses in the City of Batavia with a focus on businesses within the Batavia Opportunity Area and on food-related businesses and restaurants. A training program will also be provided to program applicants to learn the basics of running a small business. Grant funding of between \$5,000 and \$15,000 will be made to qualified applicants.

Level of Environmental Review Determination:

- Activity/Project is Exempt per 24 CFR 58.34(a): Training Program
- Activity/Project is Categorically Excluded Not Subject To §58.5 per 24 CFR 58.35(b): Operating capital, equip. etc.

Funding Information

This project anticipates the use of funds or assistance from another State or Federal agency in addition to HUD in the form of (if applicable):

Grant Number	Federal/State/Other Program	Funding Amount

Estimated Total HUD Funded Amount: \$200,000.00

Estimated Total Project Cost (HUD and non-HUD funds) [24 CFR 58.32(d)]: \$225,000.00

Compliance with 24 CFR §50.4 and §58.6 Laws and Authorities

Record below the compliance or conformance determinations for each statute, executive order, or regulation. Provide credible, traceable, and supportive source documentation for each authority. Where applicable, complete the necessary reviews or consultations and obtain or note applicable permits of approvals. Clearly note citations, dates/names/titles of contacts, and page references. Attach additional documentation as appropriate.

Compliance Factors: Statutes, Executive Orders, and Regulations listed at 24 CFR 50.4 and 58.6	Are formal compliance steps or mitigation required?	Compliance determinations
STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR §58.6		
Airport Runway Clear Zones and Accident Potential Zones 24 CFR Part 51 Subpart D	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	The Genesee County Airport and runway clear zones are located approximately 2 miles from downtown Batavia. Clear Zone maps will be reviewed for the sites of individual businesses which apply for micro-enterprise grants.
Coastal Barrier Resources Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	The City of Batavia is not within a coastal area.
Flood Insurance Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Portions of the City of Batavia are within the 100-year floodplain. FEMA flood maps will be reviewed for the sites of individual businesses which apply for micro-enterprise grants.

STATE OR LOCAL STATUTES (to be added by Responsible Entity)		
State Historic Preservation Office (SHPO) Section 14.09 of the New York State Historic Preservation Act	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Archeological sensitive areas and buildings listed or eligible for the National Register of Historic Places are located in Batavia. However, funding for building rehabilitation or construction is not included in the program and no impacts will occur
State Environmental Quality Review Act (SEQRA) 6 NYCRR Part 617	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	The funding assistance for equipment, inventory, operating capital and the training program are Type II actions under SEQRA.
Coastal Zone Management Act (CZMA) 19NYCRR Part 600	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	The City of Batavia is not within a coastal area.
	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Mitigation Measures and Conditions [40 CFR 1505.2(c)]

Summarize below all mitigation measures adopted by the Responsible Entity to reduce, avoid, or eliminate adverse environmental impacts and to avoid non-compliance or non-conformance with the above-listed authorities and factors. These measures/conditions must be incorporated into project contracts, development agreements, and other relevant documents. The staff responsible for implementing and monitoring mitigation measures should be clearly identified in the mitigation plan.

Law, Authority, or Factor	Mitigation Measure
Airport Runway Clear Zones and Accident Potential Zones 24	Funding assistance will not be provided to businesses located within a runway clear zone.
Flood Disaster Protection Act of 1973 and National Flood Insu	Individual project sites will be reviewed against floodplain maps and status of flood insurance.

Preparer Signature: Kathleen S. Spencer, CEP Date: 5/11/15

Name/Title/Organization: Kathleen Spencer/Principal Environmental Analyst/LaBella Associates

Responsible Entity Agency Official Signature:

Jason Molino Date: 5/15/11

Name/Title: Jason Molino/City Manager

This original, signed document and related supporting material must be retained on file by the Responsible Entity in an Environmental Review Record (ERR) for the activity/project (ref: 24 CFR Part 58.38) and in accordance with recordkeeping requirements for the HUD program(s).

#-2015

**A RESOLUTION CLASSIFYING THE 2014 CDBG MICROENTERPRISE
ASSISTANCE GRANT AS A TYPE II ACTION UNDER THE STATE
ENVIRONMENTAL QUALITY REVIEW ACT (SEQR)**

Motion of Councilperson

WHEREAS, that in accordance with the National Environmental Policy Review Act (NEPA) and the New York State Environmental Quality Review Act (SEQR), the City Council of the City of Batavia hereby designates itself to serve as lead agency to coordinate the environmental review of the provision of Microenterprise Assistance Program; and

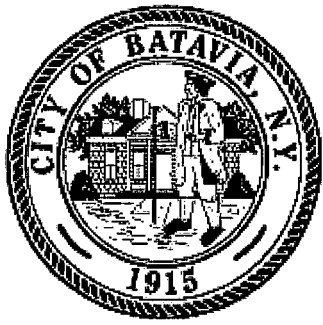
WHEREAS, in its capacity as lead agency, the City Council has caused to be prepared as environmental assessment of the significance of and potential environmental impact of this project; and

WHEREAS; the City Council hereby accepts the environmental assessment of the project, prepared by LaBella Associates, D.P.C.; and

WHEREAS, the City Council further declares that, based on the environmental assessment which has been prepared, it finds that the project is exempt (Type II Action) under SEQR and categorically excluded under the National Environmental Policy Act (NEPA); and

NOW THEREFORE, BE IT RESOLVED THAT, the City Council has determined that an Environmental Impact Statement will not be required and the environmental review process is hereby concluded.

**Seconded by Councilperson
and on roll call**



City of Batavia

To: Honorable City Council

From: Jason Molino, City Manager

Date: May 20, 2015

Subject: Municipal Leasing

The FY 2015/16 adopted budget outlines the purchase of a tandem axle dump truck with snow plow and to be financed through a municipal lease.

The cost of the truck and issuance is \$217,210, however the City will be utilize \$35,000 of reserve funds, and only financing \$182,210. The City has utilized the Onondaga County bid for purchasing the truck.

The City's financial advisors have bid the municipal lease and it is recommended that City Council accept a 7-year lease, financing \$182,210 with an interest rate of 2.24% provided by the low bidder US Bancorp Government Leasing & Finance, Inc. This lease will require average annual payments of \$28,600 which is consistent with the projections discussed during the budget review.

It is recommended that City Council award the municipal lease to US Bancorp Government Leasing & Finance, Inc.

Supporting Documents:

1. Draft resolution

#-2015

A RESOLUTION SETTING FORTH CERTAIN REQUIRED FINDINGS OF FACT AND AUTHORIZING AN INSTALLMENT PURCHASE CONTRACT TANDEM AXLE DUMP TRUCK WITH DUMP BODY AND PLOW PACKAGE FOR USE IN THE CITY'S DEPARTMENT OF PUBLIC WORKS AT A MAXIMUM ESTIMATED COST OF \$225,000

Motion of Councilperson

WHEREAS, the City Manager of the City has evaluated, in cooperation with the City's professional financial advisors, the advantages and disadvantages of lease/purchase financing as compared to the most similar type of financing available to the City under the Local Finance Law to purchase one (1) Navistar 7600 series 4X6 cab and chassis up fit to a dump truck with snow plow and deicing equipment as provided by TENCO; and

WHEREAS, such officials have determined that lease/purchase financing through US Bancorp Government Leasing and Finance, Inc. presents the most attractive long-term option for the City under these circumstances, in that the City would be able to obtain an attractive fixed interest rate for the duration of the financing of the vehicle and associated equipment, without having to incur the annual expenses (and interest rate fluctuation risk) associated with the annual renewal of bond anticipation notes; and

WHEREAS, a determination as to the most advantageous method of long term financing under prevailing market conditions is set forth in the written analysis prepared by Municipal Solutions, Inc., in its capacity as financial advisor to the City for this transaction, which analysis is attached hereto as Schedule A; and

WHEREAS, Section 109(b) of the General Municipal Law of New York (the "Statute") authorizes a City to enter into an installment purchase contract (whether in the form of a lease/purchase agreement, installment sale agreement or other similar agreement) providing for periodic payments by the City for the purpose of financing equipment, machinery or apparatus; and

WHEREAS, the lease/purchase proposal from US Bancorp Government Leasing and Finance, Inc. (the essential terms of which are described in the lease proposal letter from US Bancorp Government Leasing and Finance, Inc., dated May 14, 2015, a copy of which is attached hereto as Schedule B) was judged by the City Manager and the City's professional advisors to be the most advantageous to the City, allowing the City to acquire the vehicle and associated equipment at the lowest total cost and under the most favorable arrangements; and

WHEREAS, under the terms of the Statute, the express written approval of the City Council of the City (the "Council") is a prerequisite to the entry by the City into any such lease/purchase arrangements; and

WHEREAS, the City is willing to proceed with this stated manner of financing of the Vehicle and associated Equipment, and is prepared to grant such approval; and

NOW, THEREFORE, BE IT RESOLVED, that the Council, acting on the basis of (i) the analysis of Municipal Solutions, Inc., dated May 15, 2015 and attached hereto as Schedule A, and (ii) the lease proposal from US Bancorp Government Leasing and Finance, Inc., dated May 14, 2015 and attached hereto as Schedule B (the "Proposal Letter"), hereby authorizes and approves in all respects the entry by the City into lease/purchase financing arrangements with US Bancorp Government Leasing and Finance, Inc. in the amount of \$182,210, for a 7-year term, under the interest rate arrangements as set forth in the Proposal Letter, and otherwise on the general terms and pursuant to the documents described in the Proposal Letter, subject to final review and approval by appropriate City officials and by the City's legal counsel, for the financing of the City's acquisition of the Vehicle and associated Equipment, all pursuant to the provisions of Section 109(b) of the Statute; and be it further

BE IT FURTHER RESOLVED, that Council approves of the financing documents for such transaction (including, without limitation, the documents generally described in or contemplated by the Proposal Letter) (collectively, the "Documents"), and authorizes and directs the City's execution, delivery and performance of the Documents subject to the provisions of Section 109(b) of the General Municipal Law of New York; and be it further

BE IT FURTHER RESOLVED, that the City Manager, as chief fiscal officer of the City, is hereby authorized and directed to execute and deliver the Documents (with such amendments, additions or alterations as may, in the discretion of the City Manager, be appropriate); and be it further

BE IT FURTHER RESOLVED, that the City Manager and other appropriate City officials are hereby authorized and directed to proceed with the implementation of all steps reasonably necessary and appropriate to allow for the City's entry into such described lease/purchase arrangements, so that the City's acquisition of the Vehicle and associated Equipment on financing terms satisfactory to the City may be expedited; and be it further

BE IT FURTHER RESOLVED, that this Resolution shall be effective immediately, and the City Clerk shall enter this resolution into the official minutes of the City Council of the City.

**Seconded by Councilperson
And on roll call**

SCHEDULE A

**(ATTACH COPY OF ANALYSIS AND RECOMMENDATION, DATED MAY 15, 2015,
FROM MUNICIPAL SOLUTIONS, INC.)**

DRAFT

Batavia, C - Dump Truck & Equipment - 2015

7-Year Serial Bond

ASSUMPTIONS:	Issue size:	\$182,210
	Est. Int. Rate:	2.500%

Fiscal Years	Principal Due June 1	Est. Int. Due June 1	Est. Int. Due December 1	Total Est. Int.	Total Prin & Int
2017	\$27,210	\$4,416.06	\$1,937.50	\$6,353.56	\$33,563.56
2018	25,000	1,937.50	1,625.00	3,562.50	28,562.50
2019	25,000	1,625.00	1,312.50	2,937.50	27,937.50
2020	25,000	1,312.50	1,000.00	2,312.50	27,312.50
2019	25,000	1,000.00	687.50	1,687.50	26,687.50
2020	25,000	687.50	375.00	1,062.50	26,062.50
2021	30,000	375.00	0.00	375.00	30,375.00
TOTALS	\$182,210	\$11,354	\$6,938	\$18,291	\$200,501

Assumptions:
 Issue Bond on June 12, 2015
 First Principal Due June 1, 2016
 Cost of bond counsel services = \$3,500
 Cost of financial advisor to market bond issue = \$1,900

Total Cost of Borrowing of Bond Issue

\$18,291	Interest Expense
5,400	Bond Counsel and Financial Advisor Fees
<u>\$23,691</u>	Total Cost of Bond borrowing.

7-Year Municipal Lease Semi-Annual Payments

ASSUMPTIONS:	Loan Amount	\$182,210
	Interest Rate:	2.2400%

Payment Date	Principal	Interest	Total Payment
6/1/2016	\$10,188.58	\$4,104.36	\$14,292.94
12/1/2016	12,366	1,926.64	14,292.94
6/1/2017	12,505	1,788.14	14,292.94
12/1/2017	12,645	1,648.08	14,292.94
6/1/2018	12,786	1,506.46	14,292.94
12/1/2018	12,930	1,363.25	14,292.94
6/1/2019	13,075	1,218.44	14,292.94
12/1/2019	13,221	1,072.01	14,292.94
6/1/2020	13,369	923.93	14,292.94
12/1/2020	13,519	774.20	14,292.94
6/1/2021	13,670	622.79	14,292.94
12/1/2021	13,823	469.68	14,292.94
6/1/2022	13,978	314.86	14,292.94
12/1/2022	14,135	158.32	14,292.94
TOTALS	182,210	17,891.16	200,101.16

Assumptions:
 Lease Dated June 12, 2015
 First Principal and Interest Due June 1, 2016
 Cost of local attorney's services = \$3,500
 Cost of financial advisor to market lease = \$1,200

Total Cost of Municipal Lease

\$17,891	Interest Expense
4,700	Bond Counsel and Financial Advisor Fees
<u>\$22,591</u>	Total Cost of Lease

Total Cost of Bond @ 2.50%:	\$23,691
Total Cost of Lease @ 2.24%:	<u>\$22,591</u>
Savings of Lease vs. Bond:	<u><u>\$1,100</u></u>

Recommendation: The City enter into the Lease Purchase Contract with USBancorp.

SCHEDULE B

**(ATTACH COPY OF LEASE PROPOSAL LETTER,
DATED MAY 14, 2015, FROM US BANCORP GOVERNMENT LEASING AND FINANCE,
INC.)**

DRAFT



All of us serving you®

Government Leasing and Finance

May 14, 2015
City of Batavia, NY

At your request, U.S. Bancorp Government Leasing and Finance, Inc. ("USBGLF") has prepared for your consideration the following proposal for financing ("Proposal"). This is only a proposal and does not represent a commitment by U.S. Bancorp Government Leasing and Finance, Inc.

Interest Rate:	See Attached Amortization Schedules
Prepayment:	103% of outstanding balance on any payment date
Rate Expiration:	July 11, 2015
Opinions:	The Borrower will provide a validity opinion
Amortization Schedule:	Attached
Escrow:	Funds will be deposited into a no fee U.S. Bank N.A. escrow account at closing

The Lease will be structured as a tax-exempt installment financing agreement, with title in the Borrower's name and USBGLF holding a security interest in the equipment during the term. The financing is "triple-net" with the Borrower responsible for taxes, maintenance and insurance. Documentation will be provided by USBGLF, including (i) standard representations, warranties and covenants by the Borrower pertaining to the accuracy of information, organization, authority, essential use, compliance with laws, pending legal action, location and use of collateral, insurance, financial reporting and financial covenants; and (ii) standard USBGLF provisions pertaining to events of default and remedies available upon default. This offer is subject to the execution of all documentation by the Borrower within a reasonable time and in form and substance acceptable to Borrower, USBGLF and USBGLF's counsel, including terms and conditions not outlined in this Proposal.

This Proposal is conditioned on there being no material adverse change in the financial condition of the Borrower. Additionally, the terms and conditions outlined herein are subject to final review and approval (including collateral and essential use review) by USBGLF's business, legal, credit, and equipment risk management personnel. If you would like to proceed, please complete the Essential Use Application and return along with a link to your 3 most recent Comprehensive Annual Financial Reports.

Thank you for the opportunity to present this proposal. Other financing options are available on request.

Sincerely,

Lyn Nita
Vice President
Direct (908)894-5520
Lyn.nita@usbank.com

Quote/Bid Proposal Form:

**City of Batavia, Genesee County, New York
\$182,210 Installment Purchase Contract (Lease/Purchase) Financing
for the Acquisition of a Tandem Axle Dump Truck and Related Equipment**

Jason Molino, City Manager / Lisa Neary, Deputy Dir. of Finance
City of Batavia
Phone Number: (585) 345-6330
Fax Bid: (585) 343-8182
Email Bid: jmolino@bataviainews.org
& lneary@bataviainews.org

Maggie Smith, Associate
Municipal Solutions, Inc.
Phone Number: (585) 768-2136
Fax Bid: (585) 768-2133
Email Bid: maggie@municipalsolutions.com

Lessor/Agent: US Bancorp Government Leasing & Finance, Inc.
Address: 10 Smoke Rise Lane
Lima, OH 44701
Phone Number: 925 844-5520 Fax Number: 607 97-3962
E-mail Address: Lyn Nitz @ usbank.com
Contact Person: Lyn Nitz Title: Vice President
Signature: [Signature] Date: 5/14/15

Repayment Schedule	Interest Rate	% of 5-Year Swap Rate Week Ending 5/1/2015*	Equal Payment Amounts	Total Payments
5 Years / Quarterly	1.94%	122.78%	9,721.65	194,433.95
5 Years / Semi-Annual	1.96%	124.65%	19,465.81	194,658.10
7 Years / Quarterly	2.22%	119.35%	7,162.17	200,540.16
7 Years / Semi-Annual	2.24%	126.43%	14,324.34	200,101.15

Please attach a payment schedule(s) with your quote.

Upon verbal or written notification of successful bid award, the successful bidder shall be required to promptly deliver the proposed forms of the leasing documents to both the City, at the above address, and to the City's Attorney at:

James Coniglio, Esq.,
Underberg & Kessler, LLP
300 Bausch and Lomb Place
Rochester, NY 14604
Phone: (585) 258-2856; Fax (585) 258-2821
E-mail: jconiglio@underbergkessler.com

* Available at http://www.fitchratings.com/webcontent/US_Swap_Rate_Schedule.pdf

City of Batavia, NY

Compound Period : Quarterly

Nominal Annual Rate : 1.940 %

CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Loan	06/01/2015	182,210.00	1		
2 Payment	06/01/2016	9,721.65	20	Quarterly	03/01/2021

AMORTIZATION SCHEDULE - Normal Amortization

Date	Payment	Interest	Principal	Balance
Loan 06/01/2015				182,210.00
2015 Totals	0.00	0.00	0.00	
1 06/01/2016	9,721.65	3,560.67	6,160.98	176,049.02
2 09/01/2016	9,721.65	853.84	8,867.81	167,181.21
3 12/01/2016	9,721.65	810.83	8,910.82	158,270.39
2016 Totals	29,164.95	5,225.34	23,939.61	
4 03/01/2017	9,721.65	767.61	8,954.04	149,316.35
5 06/01/2017	9,721.65	724.18	8,997.47	140,318.88
6 09/01/2017	9,721.65	680.55	9,041.10	131,277.78
7 12/01/2017	9,721.65	636.70	9,084.95	122,192.83
2017 Totals	38,886.60	2,809.04	36,077.56	
8 03/01/2018	9,721.65	592.64	9,129.01	113,063.82
9 06/01/2018	9,721.65	548.36	9,173.29	103,890.53
10 09/01/2018	9,721.65	503.87	9,217.78	94,672.75
11 12/01/2018	9,721.65	459.16	9,262.49	85,410.26
2018 Totals	38,886.60	2,104.03	36,782.57	
12 03/01/2019	9,721.65	414.24	9,307.41	76,102.85
13 06/01/2019	9,721.65	369.10	9,352.55	66,750.30
14 09/01/2019	9,721.65	323.74	9,397.91	57,352.39
15 12/01/2019	9,721.65	278.16	9,443.49	47,908.90
2019 Totals	38,886.60	1,385.24	37,501.36	
16 03/01/2020	9,721.65	232.36	9,489.29	38,419.61
17 06/01/2020	9,721.65	186.34	9,535.31	28,884.30
18 09/01/2020	9,721.65	140.09	9,581.56	19,302.74
19 12/01/2020	9,721.65	93.62	9,628.03	9,674.71
2020 Totals	38,886.60	652.41	38,234.19	
20 03/01/2021	9,721.65	46.94	9,674.71	0.00
2021 Totals	9,721.65	46.94	9,674.71	
Grand Totals	194,433.00	12,223.00	182,210.00	

City of Batavia, NY

Compound Period : Semiannual

Nominal Annual Rate : 1.960 %

CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Loan	06/01/2015	182,210.00	1		
2 Payment	06/01/2016	19,405.81	10	Semiannual	12/01/2020

AMORTIZATION SCHEDULE - Normal Amortization

Date	Payment	Interest	Principal	Balance
Loan 06/01/2015				182,210.00
2015 Totals	0.00	0.00	0.00	
1 06/01/2016	19,405.81	3,588.82	15,816.99	166,393.01
2 12/01/2016	19,405.81	1,630.65	17,775.16	148,617.85
2016 Totals	38,811.62	5,219.47	33,592.15	
3 06/01/2017	19,405.81	1,456.45	17,949.36	130,668.49
4 12/01/2017	19,405.81	1,280.55	18,125.26	112,543.23
2017 Totals	38,811.62	2,737.00	36,074.62	
5 06/01/2018	19,405.81	1,102.92	18,302.89	94,240.34
6 12/01/2018	19,405.81	923.56	18,482.25	75,758.09
2018 Totals	38,811.62	2,026.48	36,785.14	
7 06/01/2019	19,405.81	742.43	18,663.38	57,094.71
8 12/01/2019	19,405.81	559.53	18,846.28	38,248.43
2019 Totals	38,811.62	1,301.96	37,509.66	
9 06/01/2020	19,405.81	374.83	19,030.98	19,217.45
10 12/01/2020	19,405.81	188.36	19,217.45	0.00
2020 Totals	38,811.62	563.19	38,248.43	
Grand Totals	194,058.10	11,848.10	182,210.00	

City of Batavia, NY

Compound Period : Quarterly

Nominal Annual Rate : 2.220 %

CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Loan	06/01/2015	182,210.00	1		
2 Payment	06/01/2016	7,162.17	28	Quarterly	03/01/2023

AMORTIZATION SCHEDULE - Normal Amortization

Date	Payment	Interest	Principal	Balance
Loan 06/01/2015				182,210.00
2015 Totals	0.00	0.00	0.00	
1 06/01/2016	7,162.17	4,078.86	3,083.31	179,126.69
2 09/01/2016	7,162.17	994.15	6,168.02	172,958.67
3 12/01/2016	7,162.17	959.92	6,202.25	166,756.42
2016 Totals	21,486.51	6,032.93	15,453.58	
4 03/01/2017	7,162.17	925.50	6,236.67	160,519.75
5 06/01/2017	7,162.17	890.88	6,271.29	154,248.46
6 09/01/2017	7,162.17	856.08	6,306.09	147,942.37
7 12/01/2017	7,162.17	821.08	6,341.09	141,601.28
2017 Totals	28,648.68	3,493.54	25,155.14	
8 03/01/2018	7,162.17	785.89	6,376.28	135,225.00
9 06/01/2018	7,162.17	750.50	6,411.67	128,813.33
10 09/01/2018	7,162.17	714.91	6,447.26	122,366.07
11 12/01/2018	7,162.17	679.13	6,483.04	115,883.03
2018 Totals	28,648.68	2,930.43	25,718.25	
12 03/01/2019	7,162.17	643.15	6,519.02	109,364.01
13 06/01/2019	7,162.17	606.97	6,555.20	102,808.81
14 09/01/2019	7,162.17	570.59	6,591.58	96,217.23
15 12/01/2019	7,162.17	534.01	6,628.16	89,589.07
2019 Totals	28,648.68	2,354.72	26,293.96	
16 03/01/2020	7,162.17	497.22	6,664.95	82,924.12
17 06/01/2020	7,162.17	460.23	6,701.94	76,222.18
18 09/01/2020	7,162.17	423.03	6,739.14	69,483.04
19 12/01/2020	7,162.17	385.63	6,776.54	62,706.50
2020 Totals	28,648.68	1,766.11	26,882.57	
20 03/01/2021	7,162.17	348.02	6,814.15	55,892.35
21 06/01/2021	7,162.17	310.20	6,851.97	49,040.38
22 09/01/2021	7,162.17	272.17	6,890.00	42,150.38
23 12/01/2021	7,162.17	233.93	6,928.24	35,222.14

City of Batavia, NY

Date	Payment	Interest	Principal	Balance
2021 Totals	28,648.68	1,164.32	27,484.36	
24 03/01/2022	7,162.17	195.48	6,966.69	28,255.45
25 06/01/2022	7,162.17	156.82	7,005.35	21,250.10
26 09/01/2022	7,162.17	117.94	7,044.23	14,205.87
27 12/01/2022	7,162.17	78.84	7,083.33	7,122.54
2022 Totals	28,648.68	549.08	28,099.60	
28 03/01/2023	7,162.17	39.63	7,122.54	0.00
2023 Totals	7,162.17	39.63	7,122.54	
Grand Totals	200,540.76	18,330.76	182,210.00	

City of Batavia, NY

Compound Period : Semiannual

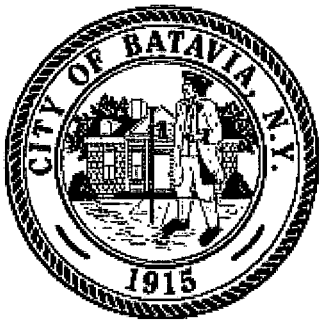
Nominal Annual Rate : 2.240 %

CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Loan	06/01/2015	182,210.00	1		
2 Payment	06/01/2016	14,292.94	14	Semiannual	12/01/2022


AMORTIZATION SCHEDULE - Normal Amortization

Date	Payment	Interest	Principal	Balance
Loan 06/01/2015				182,210.00
2015 Totals	0.00	0.00	0.00	
1 06/01/2016	14,292.94	4,104.36	10,188.58	172,021.42
2 12/01/2016	14,292.94	1,926.64	12,366.30	159,655.12
2016 Totals	28,585.88	6,031.00	22,554.88	
3 06/01/2017	14,292.94	1,788.14	12,504.80	147,150.32
4 12/01/2017	14,292.94	1,648.08	12,644.86	134,505.46
2017 Totals	28,585.88	3,436.22	25,149.66	
5 06/01/2018	14,292.94	1,506.46	12,786.48	121,718.98
6 12/01/2018	14,292.94	1,363.25	12,929.69	108,789.29
2018 Totals	28,585.88	2,869.71	25,716.17	
7 06/01/2019	14,292.94	1,218.44	13,074.50	95,714.79
8 12/01/2019	14,292.94	1,072.01	13,220.93	82,493.86
2019 Totals	28,585.88	2,290.45	26,295.43	
9 06/01/2020	14,292.94	923.93	13,369.01	69,124.85
10 12/01/2020	14,292.94	774.20	13,518.74	55,606.11
2020 Totals	28,585.88	1,698.13	26,887.75	
11 06/01/2021	14,292.94	622.79	13,670.15	41,935.96
12 12/01/2021	14,292.94	469.68	13,823.26	28,112.70
2021 Totals	28,585.88	1,092.47	27,493.41	
13 06/01/2022	14,292.94	314.86	13,978.08	14,134.62
14 12/01/2022	14,292.94	158.32	14,134.62	0.00
2022 Totals	28,585.88	473.18	28,112.70	
Grand Totals	200,101.16	17,891.16	182,210.00	



City of Batavia

To: Honorable City Council

From: Jason Molino, City Manager 

Date: May 21, 2015

Subject: Transfer of VLT aid to Sidewalk Reserve

Background

The City has recently been awarded over \$768,000 through the Transportation Alternatives Program (TAP), *Healthy Schools Corridor* project, to complete over 12,000 linear feet of sidewalk improvements by 2018. This grant requires the City to commit to a \$192,200 local match, making the total project \$961,000. The project will be completed in three phases (design, final design and construction), and similar to other State pass through projects (Cedar St. and Walnut St.), all phases will have to be awarded by City Council.

In March City Council adopted a Capital Projects resolution (#12-2015) outlining upcoming capital projects and expected dates of completion. The *Healthy Schools Corridor* design phase is expected to begin this fiscal year. Because the City received VLT money in the last fiscal year (FY 14/15) which was not anticipated revenue, it is recommended that City Council utilize this one-time revenue for one-time capital expenditures related to this project. This is consistent with prior years in which the City has received unanticipated revenue to support one-time capital expenditures. For example, since 2011 over 26,500 linear feet or 6.7% of the sidewalk systems including 131 curb ramps have been improved. This averages 6,625 linear feet per year. Most of these improvements have been completed using one-time revenues such as VLT aid.

The current Sidewalk reserve balance is approximately \$320,000 which will be utilized to complete this year's budgeted sidewalk improvements (Redfield Pkwy, Allen St., Holland Ave., North St., Olyn Ave.). This transfer will cover the first two phases of the *Healthy Schools Corridor* project. Building the Sidewalk Reserve fund over the next two years to support this project as well as future sidewalk improvements is both financially viable and supports the City's efforts to continue sidewalk improvements.

It is recommended that the City Council approve the transfer of \$50,000 VLT money to the Sidewalk Reserve.

Supporting Documents:

1. Resolution #12-2015
2. Draft resolution

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

Phone: 585-345-6330
Fax: 585-343-8182
www.batavianewyork.com

#12-2015

**A RESOLUTION TO ESTABLISH CAPITAL PROJECTS AND TRANSFER FUNDS
FOR CAPITAL PROJECT BUDGETS**

Motion of Councilperson:

WHEREAS, the City of Batavia has included funds in its budget for capital projects,

NOW, THEREFORE, BE IT RESOLVED, that the following capital projects be established and budget be adjusted *as follows*:

PROJECT	ESTIMATED AMOUNT	FUNDING SOURCE	FISCAL YEAR
General Fund:			
Healthy Schools	\$57,600	DOT	2015/16
Corridor—	\$14,400	Sidewalk Reserve	2015/16
Transportation	\$38,400	DOT	2016/17
Alternatives Program	\$9,600	Sidewalk Reserve	2016/17
(TAP)	\$672,800	DOT	2017/18
	\$168,200	Sidewalk Reserve	2017/18
Water Fund:			
Backwash Pumping Improvements	\$238,000	Genesee County	2015/16
Sub-transformer Improvement	\$91,000	Genesee County	2015/16
Summit Street Water Main	\$123,000 (design) \$700,000 (construction)	Water Capital Reserve Water Capital Reserve	2015/16 2016/17
Water Treatment Plant Roof	\$17,000 (design) \$330,000 (construction)	Water Capital Reserve Financing	2014/15 2015/16
Water Treatment Plant Pipe Gallery	\$16,000 (design) \$35,000 (construction)	Water Capital Reserve Water Capital Reserve	2014/15 2015/16
Sewer Fund:			
Grit Pump & Blower	\$80,000	Sewer Capital Reserve	2015/16
State Street Sanitary Sewer Siphon Elimination	\$50,000 (design) \$277,000 (construction)	Sewer Capital Reserve Sewer Capital Reserve	2015/16 2016/17
Washington Ave. Sewer Replacement (ank to Ross)	\$107,000 (design) \$605,000 (construction)	Financing Financing	2015/16 2016/17

Washington Ave. Sewer Replacement (Jefferson to Bank)	\$103,000 (design) \$580,000 (construction)	Financing Financing	2015/16 2016/17
Secondary Pond No. 1 Sludge Removal	\$2,325,000	Financing	2015/16
Central Pump Station Improvements	\$58,500 \$11,500	Operating Budget Sewer Capital Reserve	2015/16 2015/16
Sewer Lining	\$175,000	Sewer Capital Reserve	2015/16

#-2015

A RESOLUTION RECOGNIZING \$50,000 OF VIDEO LOTTERY TERMINAL STATE COMPACT MONEY TO TRANSFER TO THE SIDEWALK RESERVE

Motion of Councilperson

WHEREAS, the City of Batavia for the fiscal year ending March 31, 2015 received state assistance ("VLT compact money") as an eligible city in which a video lottery gaming facility is located, in the amount of \$440,789; and

WHEREAS, pursuant to General Municipal Law 6-n the City of Batavia has an established Sidewalk Reserve fund for the cost of reconstruction of existing sidewalks within the City; and

WHEREAS, the City of Batavia has received a \$768,800 Transportation Alternatives Program (TAP) sidewalk grant, *Healthy Schools Corridor*, to complete a total of \$961,000 of sidewalk improvements by 2018. The total project includes a \$192,200 local match of funds and requires the City to commit funds to the City's Sidewalk Reserve fund for this project; and

WHEREAS, the City of Batavia is desirous to continue to fund the Sidewalk Reserve for future projects; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Batavia, effective March 31, 2015, does hereby transfer \$50,000 to the Sidewalk Reserve.

**Seconded by Councilperson
and on roll call**

DRAFT

MOTION TO ENTER EXECUTIVE SESSION

Motion of Councilperson

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

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

**Seconded by Councilperson
and on roll call**