



LEGISLATIVE BRANCH ▪ CITY OF BINGHAMTON

Teri Renna, City Council President
 Angela Holmes, City Clerk

CITY COUNCIL WORK SESSION AGENDA
City Council Work Room, 38 Hawley Street, Binghamton
Monday August 19, 2013

The Work Session begins at 6:00pm. Times for RL(s)/Topics are approximate only and items may be considered earlier or later.

Time	Committee	Chair	RL(s)/Topic	Pages	Presenter
6:00pm	Employees	Berg	RL 13-105: Establishing Department of Information Management & Technology and Creating Position of Chief Information Officer	-----	Karen Andrews, Lori Clift, Angela Holmes, Jerry Nicholas, Kyle Seeley
	Employees	Berg	RL 13-107: Creating Position of Hardware/Software Technician	-----	
6:30pm	-----	-----	Discussion: Update on Binghamton Police Department	-----	Joseph T. Zikuski
	-----	-----	Discussion: Budget Transfer to Training Line	-----	
7:00pm	-----	-----	Discussion: Broome County Lank Bank Application, Foreclosures & Tax Collection Agreement	-----	Tarik Abdelazim
7:30pm	Finance	Webb	RL 13-122: \$13,000 Emergency Shelter Grant Funding to Fairview Recovery Services	11	Jennifer Taylor
	Finance	Webb	RL 13-123: \$5,389 Emergency Shelter Grant Funding to Broome County Catholic Charities	12	
	Finance	Webb	RL 13-139: Various Budget Transfers from Emergency Shelter Grant Administration Lines to Program Lines	18-20	
7:45pm	Employees	Berg	RL 13-138: Amending Title of 2 nd Deputy Commissioner of Public Works to Superintendent of City Streets	13-17	Luke Day
8:00pm	-----	-----	Discussion: Presentation of the 2011 City of Binghamton Audit	-----	Charles Pearsall, Duane Shoen
8:30pm	Finance	Webb	RL 13-104: Various Transfers in the 2013 Binghamton-Johnson City Joint Sewage Treatment Plant Budget	1-10	-----
8:45pm	-----	-----	Discussion: Free Bulk Item Disposal	-----	Councilman Berg
9:00pm	MPA	Motsavage	RL 13-140: Approving Discontinuance of the Sale of Sporting Licenses as of October 31, 2013	21	Angela Holmes
9:15pm	-----	-----	Discussion: Review of Committee Reports & Pending Legislation	-----	Council President Pro Tem Berg



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COMMITTEE REPORTS

City Council Municipal & Public Affairs Committee: Motsavage (Chair), Webb, Matzo

Reviewing the City of Binghamton's noise ordinance.

City Council Employees Committee: Berg (Chair), Webb, Papastrat

1. Introductory Ordinance 10-9, entitled "An Ordinance limiting all non-union employees to the PPO-B health insurance plan effective January 1, 2011". Referred to Employees Committee on February 3, 2010.
2. Review of residency requirements for City of Binghamton employees.

City Council Rules & Procedures/Special Studies Committee: Berg (Chair), Motsavage, Papastrat

Identifying alternative police patrol options.



Legislative Branch

RL Number:

13-104

Date Submitted:

6/13/2013

City Clerk, City Hall, Binghamton, NY 13901 607-772-7005

REQUEST FOR LEGISLATION

Requests for Legislation (RLs) may be submitted to the City Clerk's Office for consideration at City Council Work Sessions. RLs generated from within City Hall departments must be submitted to the Mayor, Comptroller and Corporation Counsel for review before submission. RLs generated by citizens may be submitted directly to the City Clerk's Office.

Applicant Information

Request submitted by: Binghamton-Johnson City Joint Sewage Board

Title/Department:

Contact Information: POC: George Kolba, Jr., Chairman (754-8787)

RL Information

Proposed Title: AN ORDINANCE AUTHORIZING THE BINGHAMTON-JOHNSON CITY

JOINT SEWAGE BOARD FISCAL OFFICER TO MODIFY THE 2013 JOINT SEWAGE BOARD BUD-

GET BY MAKING TRANSFERS AND REDUCTIONS TO ACCOUNT FOR FAVORABLE ECONOMIC

AND OPERATIONAL EXPERIENCE AS WELL AS THE REALLOCATION OF RESPONSIBILITY FOR CERTAIN

Suggested Content: CAPITAL AND FLOOD RECOVERY PROJECTS.

(please see proposed legislation wording attached)

Additional Information

Does this RL concern grant funding? Yes No

If 'Yes', is the required RL Grant Worksheet attached? Yes No

Is additional information related to the RL attached? Yes No

Is RL related to previously adopted legislation? Yes No

If 'Yes', please provide Permanent Ordinance/Resolution/Local Law number(s): 2013 JSB Budget

OFFICE USE ONLY

Mayor:

Comptroller:

Corporation Counsel:

Finance

Planning

MPA

PW/Parks

Employees

Rules/Special Studies

PROPOSED LEGISLATION WORDING

ORDINANCE
entitled

AN ORDINANCE AUTHORIZING THE BINGHAMTON-JOHNSON CITY JOINT SEWAGE BOARD FISCAL OFFICER TO MODIFY THE 2013 JOINT SEWAGE BOARD BUDGET BY MAKING TRANSFERS AND REDUCTIONS TO ACCOUNT FOR FAVORABLE ECONOMIC AND OPERATIONAL EXPERIENCE AS WELL AS THE REALLOCATION OF RESPONSIBILITY FOR CERTAIN CAPITAL AND FLOOD RECOVERY PROJECTS.

WHEREAS, the Council of the City of Binghamton and the Board of Trustees of the Village of Johnson City jointly approve the annual budget of the Binghamton-Johnson City Joint Sewage Board (“JSB”); and

WHEREAS, Inter-Municipal Agreement No. IX (IMA-IX) sets forth the procedure for the JSB to request approval of budget transfers and modifications during the year or within 30 days thereafter so long as any transfers do not increase the JSB’s budgeted expenses for the year; and

WHEREAS, favorable economic and operational conditions during the first half of 2013 have created an opportunity for the JSB to request budget transfers and modifications that, taken together, will allow for a net decrease of \$557,500.00 in the JSB’s 2013 non-capital budget items, which decrease – if jointly approved – can be passed-on to the Municipal Users of the Joint Sewage Treatment Facilities (JSTF) in the form of lower estimated billings for the remaining quarters of 2013; and

WHEREAS, the reassignment of responsibility for certain capital repairs and improvements at the JSTF from the JSB to the City of Binghamton, as Lead Agency for the Phase III Remedial Project, allows for a decrease of \$233,750.00 in the JSB’s Capital Fund, which decrease – if jointly approved – can also be passed-on to the Municipal Users in the form of lower estimated billings for the remaining quarters of 2013; and

WHEREAS, the potential reallocation of responsibility for some of the flood repairs to the JSTF Outfall and surroundings in the Susquehanna River and the Compost Facility at the JSTF from the JSB to the City of Binghamton, as Lead Agency for the Phase III Remedial Project, will allow for a combined decrease of \$1,288,876.25 in the JSB’s 2013 non-capital budget items and Flood Capital Fund, which decrease – if jointly approved – can be further

passed-on to the Municipal Users in the form of lower estimated billings for the remaining quarters of 2013; and

WHEREAS, the JSB has solicited and received bids for procurement and construction of much-needed operational control, training, office, and storage space to be installed well-above the level of the historic flood of record at the JSTF, which project requires joint approval for a transfer of \$345,000.00 in presently-available capital grant funding reserved by the JSB for such purpose, such transfer to be made with no increase in the JSB's budget or Capital Fund; and

WHEREAS, the JSB has complied with the IMA-IX procedure, and it is appropriate to modify the JSB's 2013 budgets by making the budget transfers and modifications authorized herein, amounting to an overall net reduction of \$2,080,126.25 in the JSB's 2013 budgets and capital funds,

NOW, THEREFORE, the Council of the City of Binghamton, duly convened in regular session, does hereby ordain as follows:

Section 1. That the City of Binghamton hereby authorizes and directs the Binghamton-Johnson City Joint Sewage Board Fiscal Officer to make the following budget transfers:

- a. transfer \$50,000.00 from 2013 Operating budget line J8130.55000 ("Contingency") to 2013 Operating budget line J8130.54621 ("Equipment & Pump Repairs - Mechanical");
- b. transfer \$3,000.00 from 2013 Operating budget line J8130.55000 ("Contingency") to 2013 Operating budget line J8130.54125 ("Building & Grounds Supplies");
- c. transfer \$100,000.00 from 2013 Operating budget line J8130.54150 ("Chemicals") to 2013 Operating budget line J8130.55000 ("Contingency");
- d. transfer \$30,000.00 from 2013 Operating budget line J8130.54201 ("Gas-Heat") to 2013 Operating budget line J8130.55000 ("Contingency");
- e. transfer \$270,000.00 from 2013 Operating budget line J8130.54202 ("Electricity") to 2013 Operating budget line J8130.55000 ("Contingency");
- f. transfer \$20,000.00 from 2013 Operating budget line J8130.54203 ("Electricity - Plant Pump Station") to 2013 Operating budget line J8130.55000 ("Contingency");
- g. transfer \$12,500.00 from 2013 Operating budget line J8130.54221 ("Water") to 2013 Operating budget line J8130.55000 ("Contingency");
- h. transfer \$540,000.00 from 2013 Operating budget line J8130.54800 ("Plant Outfall Dredging/Maintenance") to 2013 Operating budget line J8130.55000 ("Contingency");

- i. transfer \$125,000.00 from 2013 Operating budget line J8130.54804 (“Sludge & Waste Disposal”) to 2013 Operating budget line J8130.55000 (“Contingency”);
- j. transfer \$108,000.00 from Capital Fund line JH8130.554033 (“Clearwell Channel Wall Repair”) to 2013 budget line J9950.59000 (“Transfer to Capital Fund”);
- k. transfer \$125,750.00 from Capital Fund line JH8130.554058 (“Engineering/Design – Primary Mechanical Scum Screens”) to 2013 budget line J9950.59000 (“Transfer to Capital Fund”);
- l. transfer \$748,876.25 from Flood Capital Fund line JF8130.559106 (“FRP – Building 1 [Compost Facility]”) to 2013 budget line J9950.59001 (“Transfer to Flood Capital Fund”); and
- m. transfer \$345,000.00 from Capital Fund line JH8130.554001 (“Equipment/Repair – 2005”) to Capital Fund line JH8130.554021 (“Training Room/Offices”).

Section 2. That, upon the making of the above-listed transfers, the City of Binghamton hereby authorizes and directs the Binghamton-Johnson City Joint Sewage Board Fiscal Officer to make the following budget modifications:

- a. reduce 2013 Operating budget line J8130.55000 (“Contingency”) by \$1,097,500.00 and, correspondingly, reduce 2013 Estimated Revenue budget line J42390 (“Governmental Entity Fees”) by \$1,097,500.00;
- b. reduce 2013 budget line J9950.59000 (“Transfer to Capital Fund”) by \$233,750.00 and, correspondingly, reduce 2013 Estimated Revenue budget line J42390 (“Governmental Entity Fees”) by \$233,750.00; and
- c. reduce 2013 budget line J9950.59001 (“Transfer to Flood Capital Fund”) by \$748,876.25 and, correspondingly, reduce 2013 Estimated Revenue budget line J42390 (“Governmental Entity Fees”) by \$748,876.25.

Section 3. That this ordinance shall take effect immediately upon approval by a majority of the Council of the City of Binghamton and a majority of the Board of Trustees of the Village.

I HEREBY CERTIFY that the above-described funds are unencumbered and available.

CHARLES L. PEARSALL, Comptroller
and Joint Sewage Board Fiscal Officer



Binghamton-Johnson City JOINT SEWAGE BOARD



Eugene Hulbert, Sr.
Luke Day
Edward Crumb

Stephen Andrew
George Kolba, Jr.
Ron C. Davis

CERTIFICATE OF RESOLUTIONS OF THE BINGHAMTON-JOHNSON CITY JOINT SEWAGE BOARD REGARDING: BUDGET TRANSFER AND BUDGET MODIFICATION MATTERS

I, Michele Cuevas, Confidential Secretary of the Binghamton-Johnson City Joint Sewage Board, DO HEREBY CERTIFY that at a regular meeting of the Binghamton-Johnson City Joint Sewage Board, duly convened and held on June 11, 2013, a quorum being present and participating throughout the subject action set forth below, the following RESOLUTIONS were duly adopted on motion duly made, seconded, and carried, which RESOLUTIONS remain in full force and effect:

Board Members present:

George Kolba Jr. (Chairman), Eugene Hulbert, Sr. (Vice-Chairman), Edward Crumb, Steve Andrew, Luke Day and Ron C. Davis

Board Members absent:

(none)

#1: Motion made by Luke Day and seconded by Edward Crumb to approve and direct that the Board's Fiscal Officer:

[i] transfer \$50,000.00 from 2013 Operating budget line J8130.55000 ("Contingency") to 2013 Operating budget line J8130.54621 ("Equipment & Pump Repairs - Mechanical"); and

[ii] transfer \$3,000.00 from 2013 Operating budget line J8130.55000 ("Contingency") to 2013 Operating budget line J8130.54125 ("Building & Grounds Supplies")

and that Requests for Legislation pertaining to the above transfers be submitted to the Owners' legislative bodies in accordance with Inter-Municipal Agreement No. IX.

Motion carried: 6 ayes, 0 nays, 0 absent

#2: Motion made by Luke Day and seconded by Eugene Hulbert, Sr. to approve and direct that the Board's Fiscal Officer:

[i] transfer \$100,000.00 from 2013 Operating budget line J8130.54150 ("Chemicals") to 2013 Operating budget line J8130.55000 ("Contingency");

[ii] transfer \$30,000.00 from 2013 Operating budget line J8130.54201 ("Gas-Heat") to 2013 Operating budget line J8130.55000 ("Contingency");

Catherine P. Aingworth, Superintendent
Binghamton-Johnson City Joint Sewage Treatment Facilities
4480 Vestal Road, Vestal, New York 13850
Phone: 607-729-2975 Fax: 607-729-0110
Email: bjcwwtp@stny.rr.com

- [iii] transfer \$270,000.00 from 2013 Operating budget line J8130.54202 (“Electricity”) to 2013 Operating budget line J8130.55000 (“Contingency”);
- [iv] transfer \$20,000.00 from 2013 Operating budget line J8130.54203 (“Electricity – Plant Pump Station”) to 2013 Operating budget line J8130.55000 (“Contingency”);
- [v] transfer \$12,500.00 from 2013 Operating budget line J8130.54221 (“Water”) to 2013 Operating budget line J8130.55000 (“Contingency”);
- [vi] transfer \$540,000.00 from 2013 Operating budget line J8130.54800 (“Plant Outfall Dredging/Maintenance”) to 2013 Operating budget line J8130.55000 (“Contingency”);
- [vii] transfer \$125,000.00 from 2013 Operating budget line J8130.54804 (“Sludge & Waste Disposal”) to 2013 Operating budget line J8130.55000 (“Contingency”);
- [viii] upon the making of the above transfers, reduce 2013 Operating budget line J8130.55000 (“Contingency”) by \$1,097,500.00 and, correspondingly, reduce 2013 Estimated Revenue budget line J42390 (“Governmental Entity Fees”) by \$1,097,500.00;
- [ix] transfer \$108,000.00 from Capital Fund line JH8130.554033 (“Clearwell Channel Wall Repair”) to 2013 Transfer to Capital Fund budget line J9950.59000 (“Transfer to Capital Fund”);
- [x] transfer \$125,750.00 from Capital Fund line JH8130.554058 (“Engineering/Design – Primary Mechanical Scum Screens”) to 2013 Transfer to Capital Fund budget line J9950.59000 (“Transfer to Capital Fund”);
- [xi] upon the making of the two immediately preceding transfers, reduce 2013 budget line J9950.59000 (“Transfer to Capital Fund”) by \$233,750.00 and, correspondingly, reduce 2013 Estimated Revenue budget line J42390 (“Governmental Entity Fees”) by \$233,750.00;
- [xii] transfer \$748,876.25 from Flood Capital Fund line JF8130.559106 (“FRP – Building 1 [Compost Facility]”) to 2013 budget line J9950.59001 (“Transfer to Flood Capital Fund”); and
- [xiii] upon the making of the immediately preceding transfer, reduce 2013 budget line J9950.59001 (“Transfer to Capital Fund”) by \$748,876.25 and, correspondingly, reduce 2013 Estimated Revenue budget line J42390 (“Governmental Entity Fees”) by \$748,876.25;

and that Requests for Legislation pertaining to the above transfers and budget modifications be submitted to the Owners’ legislative bodies in accordance with Inter-Municipal Agreement No. IX.

Motion carried: 5 ayes, 1 nay (EC), 0 absent

#3: Motion made by Luke Day and seconded by Stephen Andrew to approve and direct that the Board’s Fiscal Officer:

- [i] transfer \$345,000.00 from Capital Fund line JH8130.554001 (“Equipment/Repair – 2005”) to Capital Fund line JH8130.554021 (“Training Room/Offices”),

and that Requests for Legislation pertaining to the above transfer be submitted to the Owners' legislative bodies in accordance with Inter-Municipal Agreement No. IX.

Motion carried: 6 ayes, 0 nays, 0 absent

I HEREBY CERTIFY that the foregoing is a true and complete copy of the resolutions duly adopted at the aforesaid meeting of the Joint Sewage Board in accordance with the provisions of said Board's By-Laws, that the resolutions have not in any way been rescinded or annulled, and that the resolutions are still in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand as Confidential Secretary of the Joint Sewage Board, this 12th day of June 2013.

Michele Cuevas
Michele Cuevas,
Confidential Secretary

ATTEST: George Kolba Jr.
Board Officer

- EXCERPT -

FINAL

**MINUTES OF SPECIAL MEETING
OF THE BINGHAMTON - JOHNSON CITY
JOINT SEWAGE BOARD**

**Thursday, June 28, 2012
Construction Trailer**

Members Present: Eugene Hulbert, Sr., Chairman
George Kolba, Vice Chairman
Ronald Davis
Edward Crumb
Stephen Andrew (arvd 6:05 pm)
Luke Day (arvd 5:10 pm)

Also Present: Cathy Aingworth, Superintendent
Shane Guilford, Business Manager
Michele Cuevas, Confidential Secretary
Alfred Paniccia, Jr., Esq., Co-Counsel (left @ 6:36 pm)
John Perticone, Esq., Co-Counsel
Laura Lee Perkins, Transcriptionist
Bruce King, JC Trustee

CALL TO ORDER:

Gene Hulbert called the meeting to order at 5:09 PM. Quorum (5) present.

*** * * ***

* * * *

Edward Crumb made a motion to approve and direct that the Board's Acting Fiscal Officer cancel Encumbrance 7H004 ("Encumbrances") in the amount of \$400,000.00, the period of performance and third-party vendors' time to assert claim against such monies having expired, such unencumbered monies to be reflected as an unencumbered balance on Capital Fund Budget Line JH813.4001 ("Equipment Repair - 2005") pending further action by the Board.

Ronald Davis seconded the motion

Motion carried 5/0/1 (SA - abs)

* * * *

* * * *

Stephen Andrew made a motion to adjourn the meeting
Edward Crumb seconded the motion
Motion carried 6/0
Meeting adjourned at 7:26 PM

Respectfully submitted,

Laura Lee Perkins

Laura Lee Perkins
Transcriptionist

cc: Board Members
Mayor Ryan, City of Binghamton
Mayor Deemie, Village of Johnson City
City Clerk, City of Binghamton
Village Clerk/Treasurer, Village of Johnson City
John Perticone, Esq.
Alfred Paniccia, Esq.
Charles Pearsall, Acting Fiscal Officer
Catherine Aingworth, Superintendent
Brown & Brown Empire State
Haylor Freyer & Coon
Robert Bennett, P.E., Village of Johnson City, Engineer
Philip Krey, P.E., City of Binghamton, Engineer
File



Legislative Branch

RL Number:

13-122

Date Submitted:

7/10/13

City Clerk, City Hall, Binghamton, NY 13901 607-772-7005

REQUEST FOR LEGISLATION

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Applicant Information

Request submitted by: Jennifer Taylor

Title/Department: Grants Administrator, PHCD

Contact Information: jmtaylor@cityofbinghamton.com

RL Information

Proposed Title: A resolution authorizing the Mayor to enter into an agreement with

Fairview Recovery Services for the use of Emergency Shelter Grant funding in an amount not to exceed
\$13,000

Suggested Content: To be drafted by Corporation Counsel

Additional Information

Does this RL concern grant funding? Yes No

If 'Yes', is the required RL Grant Worksheet attached? Yes No

Is additional information related to the RL attached? Yes No

Is RL related to previously adopted legislation? Yes No

If 'Yes', please provide Permanent Ordinance/Resolution/Local Law number(s): _____

OFFICE USE ONLY	
Mayor:	<u>[Signature]</u>
Comptroller:	<u>[Signature]</u>
Corporation Counsel:	<u>[Signature]</u>
Finance <input checked="" type="checkbox"/>	Planning <input type="checkbox"/>
MPA <input type="checkbox"/>	PW/Parks <input type="checkbox"/>
Employees <input type="checkbox"/>	Rules/Special Studies <input type="checkbox"/>



Legislative Branch

RL Number:

13-123

Date Submitted:

7/10/13

City Clerk, City Hall, Binghamton, NY 13901 607-772-7005

REQUEST FOR LEGISLATION

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Applicant Information

Request submitted by: Jennifer Taylor

Title/Department: Grants Administrator, PHCD

Contact Information: jmtaylor@cityofbinghamton.com

RL Information

Proposed Title: A resolution authorizing the Mayor to enter into an agreement with Broome

County Catholic Charities for the use of Emergency Shelter Grant funding in an amount not to exceed

\$5,389

Suggested Content: To be drafted by Corporation Counsel

Additional Information

Does this RL concern grant funding? Yes No

If 'Yes', is the required RL Grant Worksheet attached? Yes No

Is additional information related to the RL attached? Yes No

Is RL related to previously adopted legislation? Yes No

If 'Yes', please provide Permanent Ordinance/Resolution/Local Law number(s): _____

OFFICE USE ONLY	
Mayor:	<u>Matthew Dy</u>
Comptroller:	<u>Chris Stinson</u>
Corporation Counsel:	<u>[Signature]</u>
Finance <input checked="" type="checkbox"/>	Planning <input type="checkbox"/> MPA <input type="checkbox"/> PWT Parks <input type="checkbox"/> Employees <input type="checkbox"/> Rules/Special Studies <input type="checkbox"/>



Legislative Branch

RL Number:

B-138

Date Submitted:

7/30/13

City Clerk, City Hall, Binghamton, NY 13901 607-772-7005

REQUEST FOR LEGISLATION

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Applicant Information

Request submitted by: Luke Day
Title/Department: Commissioner of Public Works
Contact Information: 772-7176

RL Information

Proposed Title: Change in title in public works administration budget
replace the title of 2nd Deputy Commissioner to Superintendent of City Streets
Suggested Content: copy of the job description and new duty statement - mgt tested position

Additional Information

Does this RL concern grant funding? Yes No
If 'Yes', is the required RL Grant Worksheet attached? Yes No
Is additional information related to the RL attached? Yes No
Is RL related to previously adopted legislation? Yes No

If 'Yes', please provide Permanent Ordinance/Resolution/Local Law number(s): _____

OFFICE USE ONLY	
Mayor:	<u></u>
Comptroller:	<u></u>
Corporation Counsel:	<u></u>
Finance <input type="checkbox"/>	Planning <input type="checkbox"/> MPA <input type="checkbox"/> PW/Parks <input type="checkbox"/> Employees <input type="checkbox"/> Rules/Special Studies <input type="checkbox"/>

SUPERINTENDENT of CITY STREETS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, scheduling, and reviewing the activities of work crews engaged in maintenance and repair of city streets, collection and disposal of refuse and recyclables, maintenance and repair of city equipment and vehicles. The incumbent is responsible for overseeing the efficient and economical use of work crews, materials, and equipment in the various construction, equipment maintenance, and collection activities. The work includes the planning and implementation of all snow and ice removal operations. The work is performed under the general supervision of the Commissioner of Public Works with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over supervisors and subordinates. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES:

Plans and schedules the activities (mill/pave/crack sealing) of work crews and the use of materials and equipment in the construction and maintenance of roads and adjacent areas;

Makes regular visits to work sites to check progress and assists in resolving problems;

Investigates complaints from the public regarding streets and sanitation;

Prepares and maintains activity, cost, and progress records and reports;

Maintains a variety of electronic reports and records using a personal computer and CarteGraph software along with word and excel;

Assists in preparing annual budgets for the street maintenance, sanitation, and central garage divisions of public works;

Confers with Commissioner of Public Works regarding personnel and equipment necessary for construction and maintenance projects;

Coordinates snow removal and ice control activities within the city limits;

Schedules and directs sanitation supervisors and their subordinates in completing their scheduled tasks;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the modern methods and equipment used in construction and repair of roads and adjacent areas including snow and ice control;

Thorough knowledge of safety precautions used in road construction and maintenance work, snow removal and ice control;

Good knowledge of local geography and roads;

Ability to read and understand sketches, blueprints and related road construction and maintenance plans;

Ability to plan and supervise the work of others;

Ability to understand and follow oral and written instructions;

Ability to use a personal computer;

Ability to organize and maintain accurate electronic records and files.

MINIMUM QUALIFICATIONS: Either:

- a. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in engineering, construction technology, or construction management and five (5) years of experience in construction and/or maintenance of highways in such areas as drainage, earthwork, paving, surface treatment or shoulder stabilization, three (3) years of which shall have been in a supervisory capacity; or
- b. Graduation from high school or possession of a high school equivalency diploma and five (10) years of experience as defined in (a) and five (5) years of supervisory experience; or
- c. An equivalent combination of training and experience as defined by the limits of (a) and (b).

SPECIAL REQUIREMENTS: Possession of a valid New York State driver's license appropriate to the title

PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Civil Service Law, Section 22: Certification for positions.
 Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978

New Position Duties Statement

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.
 Forward one typed copy to this Commission.

1. Department Public Works
Bureau, Division, Unit or Section Street maintenance-Central Garage-Sanitation
Location of Position Public Works facility

2. Description of Duties: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

Title: Job Superintendent of City Streets

Percent of Work Time	Job Duty
20%	Plans and schedules the activities (mill/pave/crack sealing) of work crews and the use of materials and equipment in the construction and maintenance of roads and adjacent areas;
10%	Makes regular visits to work sites to check progress and assists in resolving problems;
5%	Investigates complaints from the public regarding streets and sanitation;
5%	Prepares and maintains activity, cost and progress records and reports;
15%	Maintains a variety of electronic reports and records using a personal computer and CarteGraph software along with word and excel;
5%	Assists in preparing annual budgets for the street maintenance, sanitation, and central garage divisions of public works;
15%	Confers with Commissioner of Public Works regarding personnel and equipment necessary for construction and maintenance projects;
15%	Coordinates snow removal and ice control activities within the city limits;
10%	Schedules and directs sanitation supervisors and their subordinates in completing their scheduled tasks;

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Luke Day	Commissioner of Public Works	General

4. Names and Titles of Persons Supervised by Employee in this position

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Kevin Buchler	General Equipment Mechanic Supervisor	Direct
Jim O'Malley	Street Supervisor	Direct
Kevin Normile	Street Supervisor	Direct
Tom Kellar	Street Supervisor	Direct
Rick Gaska	Asst. Street Supervisor	Direct
Gery MacBlane	Asst. Street Supervisor	Direct

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

<u>Name</u>	<u>Title</u>	<u>Location of Position</u>
Vacant	2 nd Deputy Commissioner	Central Garage

6. What minimum qualifications do you think should be required for this position?

Education: High School 4 Years + 10 years experience
 College 2 Years + 8 years experience with specialization in construction mgmt or civil engineering

Experience: (list amount and type)
 Must have a total of 10 years of experience and or education in road construction, maintenance, and repair; 5 of the years in a supervisory position. Experience in overseeing the maintenance and scheduling of heavy equipment. Experience in electronic record keeping is a plus.

Essential knowledge, skills and abilities:
 Must be able to direct supervisors and workers to complete assigned tasks proficiently. Must have an understanding of road construction, mill & pave operations, and a variety of road surface treatments. Must have the ability to operate a personal computer and be able to develop the skills required to enter and maintain electronic records and learn smart phone functions.

Type of license or certificate required: New York State CDL Class D

7. The above statements are accurate and complete.

Date: 7/30/2013 **Title:** Commissioner of Public Works **Signature:** *Luke Day*

Certificate of Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, the Binghamton Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: _____
Jurisdictional Classification: _____

Date: _____ **Signature:** _____

Action by Legislative Body or Other Approving Authority

9. Creation of described position

- Approved
- Disapproved

Date: _____ **Signature:** _____



Legislative Branch

RL Number:

13-139

Date Submitted:

8/15/13

City Clerk, City Hall, Binghamton, NY 13901 607-772-7005

REQUEST FOR LEGISLATION

Requests for Legislation (RLs) may be submitted to the City Clerk's Office for consideration at City Council Work Sessions. RLs generated from within City Hall departments must be submitted to the Mayor, Comptroller and Corporation Counsel for review before submission. RLs generated by citizens may be submitted directly to the City Clerk's Office.

Applicant Information

Request submitted by: J. Taylor

Title/Department: PHCD

Contact Information:

RL Information

Proposed Title: Request to Transfer Funds from various Emergency Shelter Grant (ESG) Admin

Lines to ESG Program Lines to Carry out Eligible Activities

Suggested Content:

See attached forms, which Board of E&A already approved - This transfer necessary to support awards being considered by Council this same evening

Additional Information

Does this RL concern grant funding? Yes No

If 'Yes', is the required RL Grant Worksheet attached? Yes No

Is additional information related to the RL attached? Yes No

Is RL related to previously adopted legislation? Yes No

If 'Yes', please provide Permanent Ordinance/Resolution/Local Law number(s):

OFFICE USE ONLY						
Mayor:						
Comptroller:						
Corporation Counsel:						
Finance <input checked="" type="checkbox"/>	Planning <input type="checkbox"/>	MPA <input type="checkbox"/>	PW/Parks <input type="checkbox"/>	Employees <input type="checkbox"/>	Rules/Special Studies <input type="checkbox"/>	



CITY OF BINGHAMTON

City Hall, 38 Hawley Street, Binghamton, NY 13901 607-772-7005

REQUEST FOR TRANSFER OF FUNDS

Transfer requests of \$2500 or less must be approved by the Comptroller.
Transfer requests over \$2500 and not in excess of \$10,000 must be approved by Board of E&A and Chair of Finance Committee.
Transfer requests in excess of \$10,000 must be approved by City Council.

City Comptroller
c/o Board of Estimate and Apportionment
38 Hawley Street
Binghamton, NY 13901

Date: 8/7/13

I respectfully request the below described transfer of funds due to the following reasons:

Excess ESG admin funds can not be spent on admin because of caps, so must shift to programming

HUD will recapture all unspent funds from these prior years by 11/30/13

From Budget Line (No. and Title)	To Budget Line (No. and Title)	Total Transfer Amount
ESG - ADMIN Lines (see attachment)	ESG Program Fund Line (see attached)	\$19,222.42

I do hereby certify that the funds will not be needed in the budget line from which I am requesting this transfer to be made.

Signature: Tarik Abdelazim

Date: 8/7/13

OFFICE USE ONLY

I hereby certify that the above funds are unencumbered and available for Transfer. Certified by the Comptroller.

Signature:

Date: 8/8/13

I hereby certify that the above described funds have been transferred, in accordance with the Code of the City of Binghamton Chapter 9, Appropriations. Certified by the Treasurer.

Signature: _____

Date: _____

Transfer of funds APPROVED / DENIED on 8/14/13. Certified by the Secretary of the Board of Estimate and Apportionment.

Signature:

Date: 8/14/13

Transfer of funds reviewed by the Binghamton City Council Finance Chair. Recommendations to be attached.

Signature: _____

Date: _____

TRANSFER OF FUNDS REQUEST

T. ABDELAZIM

8/7/2013

CD6142.533550.CDY36 ESG - PROGRAM FUNDS

Please transfer out the admin funds as indicated, and transfer in to

Org	Object	Project	Description	Available	Transfer Out
CD6142	533551	CDY32	ESG - ADMIN FUNDS	\$ 22,833.85	\$ -
CD6142	533551	CDY33	ESG - ADMIN FUNDS	\$ 4,910.81	\$ 4,910.81
CD6142	533551	CDY34	ESG - ADMIN FUNDS	\$ 5,157.00	\$ 5,157.00
CD6142	533551	CDY35	ESG - ADMIN FUNDS	\$ 5,122.00	\$ 5,122.00
CD6142	533551	CDY36	ESG - ADMIN FUNDS	\$ -	\$ -
CD6142	533551	CDY37	ESG - ADMIN FUNDS	\$ -	\$ -
CD6142	51000	CDY36	PERSONAL SERVICES	\$ 212.77	\$ 212.77
CD6142	51000	CDY37	PERSONAL SERVICES	\$ 3,819.84	\$ 3,819.84
TOTAL				\$	\$ 19,222.42



Legislative Branch

RL Number:

13-140

Date Submitted:

8/16/13

City Clerk, City Hall, Binghamton, NY 13901 607-772-7005

REQUEST FOR LEGISLATION

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Applicant Information

Request submitted by: Angela Holmes

Title/Department: City Clerk

Contact Information: (607) 772-7005; clerk@cityofbinghamton.com

RL Information

Proposed Title: A Resolution authorizing the discontinuance of the sale of sporting licenses as of October 31, 2013.

Suggested Content: New York State Department of Environmental Conservation requires municipal clerks to sell hunting and fishing licenses. However, as the City of Binghamton sells less than 100 licenses per year, we may exercise an Environmental Conservation Law provision to "opt out" of serving as a license-issuing agent.

Additional Information

Does this RL concern grant funding? Yes No

If 'Yes', is the required RL Grant Worksheet attached? Yes No

Is additional information related to the RL attached? Yes No

Is RL related to previously adopted legislation? Yes No

If 'Yes', please provide Permanent Ordinance/Resolution/Local Law number(s): _____

OFFICE USE ONLY

Mayor: _____

Comptroller: _____

Corporation Counsel: _____

Finance Planning MPA PW/Parks Employees Rules/Special Studies