LEGISLATIVE BRANCH ▪ CITY OF BINGHAMTON

Chris Papastrat, City Council President
Leighton Rogers, City Clerk

CITY COUNCIL WORK SESSION AGENDA
City Council Work Room, 38 Hawley St, Binghamton
6pm Monday, August 15, 2016

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	Matzo	**RL16-155:** Approval of COB Workplace Violence Program	1-19	Trish Keppler
6:10pm	Finance	Mihalko	***RL16-164:** Amend FY42 HOME Budget ***RL16-173:** Amend the FY41 ESG budget to increase the total budget by $76,130.13 **RL16-165 to 16-172:** ESG Contract Amendments	20-29	Steve Carson
6:30pm	----------	---------	**Presentation:** Local Roads Pavement Survey	---------	DPW Intern
6:45pm	----------	---------	**Discussion:** Jacobs Supplemental No. 2	---------	Jerry Nystrom or Doug Most
7:00pm	Finance	Mihalko	**RL16-159:** Amend 2016 Budget to fund temporary services in the engineering department **RL16-160:** Supplemental No. 3 with Shumaker on the Front St at Clinton St Project	30-40	Ray Standish
7:10pm	PW/Parks	Mihalko	***RL16-161:** Agreement with GHD for design of sludge extraction system at the Bing Water Treatment Plant	41-44	Ray Standish
7:20pm	Finance	Mihalko	***RL16-158:** Amend various CDBG Budget years to separate funds as recommended by HUD **RL16-162:** Ordinance to amend the 2016 CDBG Budget to Close the HPRP Program	45-53	Chuck Shager
7:30pm	MPA	Matzo	**R16-156:** Ordinance to rescind Perm O98-144 to return a portion of North Griswold as a Public Street	54-57	Kenneth Frank
7:40pm	Planning	Scaringi	***RL16-163:** Accept donation of 96 Liberty St from M&T Bank	58-60	Jared Kraham
7:50pm	MPA	Matzo	**RL16-157:** Resolution calling on NYS Assembly to put level one sex offenders back on the Sex Offender Registry	61-62	Conrad Taylor
8:00pm	----------	--------	**Discussion:** Park Outdoor Signs	maps	Giovanni Scaringi
8:10pm	----------	--------	**Discussion:** Budget Hearing Procedures	--------	Kenneth Frank
8:20pm	----------	---------	**Discussion:** Pending Legislation	--------	Leighton Rogers

COMMITTEE REPORTS

**Please Expedite for Next Business Meeting*

Legislative Branch

RL Number: 16-155

Date Submitted: 7/18/16

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: Trish Keppler

Title/Department: Human Resources

Contact Information: 772-7067

RL Information

Proposed Title: Approval of City of Binghamton Workplace Violence Program

Suggested Content:

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** ☐

CITY OF BINGHAMTON WORKPLACE VIOLENCE PREVENTION PROGRAM

This program defines how the City of Binghamton will respond to threats and incidents in the workplace and will help to define the responsibilities of the many individuals who are involved in responding to threats, incidents, and other safety risks in the workplace. They do not supersede the rights individuals have as private citizens to make civil or criminal complaints regarding other individuals.

Revised May 20, 2016

TABLE OF CONTENTS

BACKGROUND 2

STATEMENT OF PURPOSE 2

GOALS.....2

DUTY TO WARN.....2

WHO IS COVERED.....3

RISK ASSESSMENT AND PROGRAM REVIEW.....3

- Common Risk Factors
- Methods Used to Prevent Incidents
- Hierarchy of Controls
- Program Review

CITY OF BINGHAMTON'S ROLE 4

AUTHORIZED EMPLOYEE REPRESENTATIVE(S).....4

OTHER RELATED LAWS AND POLICIES.....5

ANNUAL TRAINING.....5

NO RETALIATION 5

REPORTING OF THREATS TO EMPLOYEE SAFETY ..5

WHAT TO DO WHEN FACED WITH IMMINENT DANGER.....6

NOTIFICATION.....6

DEFINITIONS 7

BOMB THREAT PROCEDURES..... APPENDIX A

INCIDENT FORM..... APPENDIX B

EVALUATION OF PHYSICAL ENVIRONMENT...APPENDIX C

RECORDS EXAMINATION.....APPENDIX D

BACKGROUND:

On June 7, 2006, New York State enacted legislation creating a new Section 27-b of State Labor Law that requires public employers (other than schools covered under the school safety plan requirements of the education law) to perform a workplace evaluation or risk evaluation at each worksite and to develop and implement programs intended to prevent and minimize workplace violence caused by assaults and homicides. The Law is designed to ensure that the risk of workplace assaults and homicides are regularly evaluated by public employers and that workplace violence protection programs are implemented to prevent and minimize the hazard to public employees.

STATEMENT OF PURPOSE:

Nothing is more important to the City of Binghamton than the safety and security of our employees and the general public. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on City of Binghamton property will not be tolerated. Such behavior directed at City employees performing governmental functions off City property will not be tolerated.

The City of Binghamton strives to meet the needs of its clients and visitors in a professional and positive manner. Our aim is to be prepared to handle any incidents that occur and to ensure that all City of Binghamton employees, clients, and visitors are provided with a safe environment.

GOALS:

- To provide a safe environment for employees, clients, and visitors to City of Binghamton Government and sites where we may conduct business in the community.
- To provide guidance regarding direct or indirect threats to an employee, and any other situations wherein an employee believes she/he will encounter a potentially dangerous or violent situation, including but not limited to:
  1) An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee.
  2) Any intentional display of force that would give an employee reason to fear or expect bodily harm.
  3) Intentional and wrongful physical contact with a person without his or her consent that entails some injury.
  4) Stalking an employee with the intent of causing fear of material harm to the physical safety of such employee when such stalking has arisen through and in the course of employment.
- To ensure that all employees understand the roles and responsibilities of all parties in creating and maintaining a safe environment, and to regularly reinforce the responsibility of all staff to help create and maintain a safe environment for staff, clients, and visitors.
- To ensure that all employees are familiar with this program, including it as part of initial and on-going training.
- To ensure that all employees know where the workplace risk assessments are located, how the assessments may be accessed, and how risks are mitigated.

DUTY TO WARN:

In furtherance of this program, employees have a "duty to warn", by completing the Incident Form, their Department Head or supervisors, or Personnel Department of any suspicious workplace activity, situation or incidents that they observe or that they are aware of, involving current employees, former employees, contractors, or visitors that appear problematic. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, and threatening comments or remarks. The City of Binghamton will not condone any form of retaliation against any employee for making a report under this policy.

WHO IS COVERED?

All City of Binghamton employees, elected officials, volunteers, students, and interns who assist in city work.

RISK ASSESSMENT AND PROGRAM REVIEW:

City of Binghamton Management and Authorized Employee Representatives have conducted risk assessments of each City workplace. These assessments identify "risk factors" and the methods used to mitigate the identified risks. Each location risk assessment includes the specific measures currently in use to mitigate risks. Each Department Head has the assessment for his/her department for use in annual review and for review by employees. The Director of Personnel and Safety also maintains a complete set of the assessments. This documentation will be made available for review when such review does not increase risks to employee safety.

COMMON RISK FACTORS INCLUDE:

A. Accepting cash payments
B. City buildings are open to the public during regular business hours
C. Working late at night or early morning hours
D. Working alone or in small numbers
E. Disgruntled customers/employees

COMMON METHODS USED TO PREVENT INCIDENTS AND ADDRESS HAZARDS IDENTIFIED IN THE RISK ASSESSMENTS:

A. Employees who accept and handle cash may be separated from the public
B. Drop safes or other methods to minimize cash-on-hand
C. Security cameras may be installed in critical locations (public areas such as reception, hallways, entryways, parking lots)
D. Reception areas may be separated from the public with protective safety glass
E. Installing additional external lighting
F. Security badges and security personnel and metal detector are used at entrance

HIERARCHY OF CONTROLS:

Risks identified through the risk assessment process will be addressed according to the following hierarchy:

A. Engineering Controls; reducing hazards through the installation of physical barriers, such as safety glass, counters, and doors.
B. Work Practice Controls; changing policy, procedures, and practices to reduce risk and promote safety
C. Personal Protective Equipment (PPE); some employees will be provided PPE when no other means of reducing risk is available.

PROGRAM REVIEW:

The Labor/Management Safety Committee will review this Program annually and recommend revisions for adoption by the City Council. Risk Assessments will be reviewed annually by the Department Head and the appropriate authorized employee representative(s) who will note risks, recommend and implement mitigation efforts, and report any changes to the risk assessment to the Labor/Management Safety Committee and the Director of Personnel. The annual risk assessment documentation will be maintained by the Department Head and Director of Personnel. This documentation will be made available for review when such review does not increase risks to employee safety.

CITY OF BINGHAMTON'S ROLE:

A. The City of Binghamton will ensure that all employees are made aware of their role in safeguarding employees, customers and visitors. This will be done by reviewing the security policy and procedures at new employee orientation, through the distribution and availability of the policy and procedures in paper and electronic formats, through review of the policy and procedures, and through employee inquiry.

B. The City Labor/Management Safety Committee will review all workplace violence incident reports at least annually. This committee will review aggregate information regarding threats and incidents and will make recommendations regarding needed changes in City policies and procedures, physical structures, and operating procedures. Department Heads, Authorized Employee Representatives and the Director of Personnel will also review such incident reports regularly to evaluate trends or necessary actions.

c. If any employee is called on by a Law Enforcement agency to complete an affidavit regarding a work related threat or incident may seek the guidance of the City Attorney's Office.

D. Any person who makes threats, exhibits threatening behavior, or engages in violent acts on City of Binghamton property will be removed from the premises as quickly as safety permits and shall remain off City of Binghamton premises pending the outcome of an investigation. Simple disagreements in the workplace may not rise to the level of an incident under this program. The City of Binghamton's response to incidents of violence may include suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and criminal prosecution as appropriate.

E. The Director of Personnel will maintain a complete file of all Incident Reports and related documentation that may include one or more voluntary statements that accompany such Incident Report. The City Labor/Management Safety Committee will review all Incident Reports at least annually.

F. The Department Head is responsible for forwarding a copy of all Incident Reports to the Personnel Department.

AUTHORIZED EMPLOYEE REPRESENTATIVE(S) ROLE:

Authorized Employee Representatives are given an opportunity to:

1. assist in the development of the workplace violence prevention program
2. assist with analyzing incident reports, records, policy, and procedure
3. assist with conducting workplace risk evaluation and determinations
4. participate in reviewing the effectiveness of mitigation actions taken

OTHER RELATED LAWS AND POLICIES

All persons are prohibited from possessing firearms and other dangerous weapons in City operated buildings. Law enforcement officials are exempt from this prohibition.

Access Card Information Badges (photo ID) are provided to employees upon hire. Similar ID Badges may also be provided to contractors and consultants who will be working at the City for an extended period of time.

ANNUAL TRAINING:

A. The City of Binghamton will make this written program available to employees and authorized employee representatives upon request. This program is posted on the City's internal website.

B. Employees will be trained when an employee is initially assigned to a position and every year thereafter. The training will include the following items:
   1. The requirements of the law.
   2. The risk factors in their workplace.
   3. The location and availability of the written plan.
   4. Measures employees can take to protect themselves from workplace risks and what the written violence prevention program specifies in that regard, including incident alert and notification procedures.
   5. Specific training will be provided at those sites where unique risk factors are present.

NO RETALIATION:

The law prohibits an employer from retaliating against an employee who has:
1. Made a report under this program
2. Requested an inspection by Department of Labor officials
3. Accompanied Department of Labor officials during the inspection

REPORTING OF THREATS TO EMPLOYEE SAFETY:

A. All City of Binghamton employees are responsible for notifying their supervisor of any threats they have witnessed, received, or have been told that another person has witnessed or received. Employees should also report behavior they regard as threatening or violent if that behavior might be carried out on a City site. The employee or his/her supervisor is responsible for notifying the Director of Personnel of threats and incidents as soon as possible, but no later than the end of each business day. The Director of Personnel will share appropriate information with other Department Heads when more than one city department is or is likely to be effected by the threat or incident.

B. The employee will be asked to complete an Incident Report form. This must take place as soon as possible, but in no case more than 24 hours after the threat or incident. If the incident has taken place over a weekend, it may be reported on Monday morning.

C. An employee who obtains a protective or restraining order that lists City locations as protected areas must provide a copy of the order to his/her supervisor. The City of Binghamton has confidentiality procedures that recognize and respect the privacy of the reporting employee(s).

D. An employee who believes that a serious violation of the workplace violence prevention program exists shall bring the matter to the attention of a supervisor immediately either orally or in writing and shall afford the employer a reasonable opportunity to correct such activity, policy, or practice.

E. Where an employee has reported an issue and the City has not corrected the matter after a reasonable period of time, the employee (or employee representative) may request that the Department of Labor conduct an inspection of the workplace. A request to the Department of Labor for an inspection must
   a. Be in writing
   b. State with reasonable particularity the grounds for the requested inspection
   c. Be signed by the employee or employee's representative

   The Department of Labor can be reached at 607-721-8211...

WHAT TO DO WHEN FACED WITH IMMINENT DANGER:

A. An employee who believes that an imminent danger exists shall follow any established department procedures and also report such matter to law enforcement by calling 7076 or 7077 if inside a City building or 911 if calling from outside City building. Department procedures may include a formalized or designated response team with contact numbers, alarm buttons in some locations and also calling 911.

B. Bomb Threats

   If any employee receives a bomb threat in person, or while talking with someone on the phone, they are to dial 7076, 7077 or 911 immediately and notify their Department Head. Employee shall follow the procedures on the bomb threat checklist that is available from the Personnel Department, Department Head or T Drive and is attached to this program as Appendix A.

C. If an individual makes a threat by mail, e-mail, or on voice mail, **DO NOT ERASE THE E-MAIL OR VOICE MAIL MESSAGE,** follow the procedures described in this section under "Reporting".

D. If an employee meets, either in the office or in the field, with an individual known to have been violent or who the employee believes may be threatening or violent, the employee must:
   1. Notify his/her supervisor of the need to meet with such an individual and of the possible threatening situation **before** the meeting takes place.
   2. Request assistance from his/her supervisor if the meeting or visit will take place on agency premises.
   3. The employee or supervisor must notify the Department Head if they have asked for a Law Enforcement or security staff escort to a meeting or visit for safety reasons.

E. If an employee is working on City business while off-site during non-business hours and a situation arises that poses a threat to his/her safety, the employee must **call 911**.

NOTIFICATION:

Affected employees will be notified by the Department Head of the actions Personnel and the City Administration have taken in response to a reported incident and what actions are possible regarding the individuals in question.

DEFINITIONS:

Address: City of Binghamton Personnel Department, 38 Hawley Street, Binghamton, NY 13901, will be used when needed or requested. This will not apply if an employee is acting on his/her own initiative as a citizen, in which case his/her home address may be required.

Affidavit: A written declaration made under oath, before an authorized official. Affidavits are used by law enforcement agencies and prosecutors to garner the statements of parties involved in an incident or crime. Affidavits are available to the defendant and his/her attorney if an incident is prosecuted. They are often called supporting depositions or voluntary statements.

Accident Report: Required City form to document an accident in a county vehicle or a personal car used on City business. Use the Incident Report Form available from your Department Head/Supervisor or on the City of Binghamton T Drive and attached to this program as Appendix B.

Criminal Charges: Actual filing of a criminal complaint that results in an arrest warrant or appearance ticket requiring the perpetrator to respond in court to the charges.

Imminent Danger: Any conditions or practices in any place of employment which are such that a danger exists which could reasonably be expected to cause death or serious physical harm immediately or before the occurrence of such danger can be eliminated through the enforcement procedures otherwise provided by this section.

Incident: An action that may have further consequences, i.e. medication error, personal injury while on duty, or negative interaction with a client.

Incident Report: Required City form to document an incident. This form is available from your supervisor or on the City of Binghamton TDrive/Personnel/forms.

Order of Protection: An Order of Protection is an order of a court that prohibits a person from specific contact with another person and can prohibit a number of defined behaviors, including prohibiting a person from appearing at a person's home or place of employment.

Perpetrator: The person who makes a threat or commits an act of violence.

Threats: Criminal behavior, personal threats, bullying, physical contact and stalking, domestic violence – including threats received at work or at home arising out of an individual's status as a City of Binghamton employee. Threats may be conveyed orally, physically, by telephone, by mail or electronic mail, or through a third party.

Victim: The person who is threatened or toward whom an act(s) of violence is directed.

Appendix A

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact the police immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call numbers in box below
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call numbers in box below
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

City Police at
7076 or 7077
OR
911

BOMB THREAT CHECKLIST

Date: _____ **Time:** _____

Time Caller Hung Up: _____ **Phone Number Where Call Received:** _____

Ask Caller:

- Where is the bomb located? (Building, Floor, Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice

- ☐ Accent
- ☐ Angry
- ☐ Calm
- ☐ Clearing throat
- ☐ Coughing
- ☐ Cracking voice
- ☐ Crying
- ☐ Deep
- ☐ Deep breathing
- ☐ Disguised
- ☐ Distinct
- ☐ Excited
- ☐ **Female**
- ☐ Laughter
- ☐ Lisp
- ☐ Loud
- ☐ **Male**
- ☐ Nasal
- ☐ Normal
- ☐ Ragged
- ☐ Rapid
- ☐ Raspy
- ☐ Slow
- ☐ Slurred
- ☐ Soft
- ☐ Stutter

Background Sounds:

- ☐ Animal Noises
- ☐ House Noises
- ☐ Kitchen Noises
- ☐ Street Noises
- ☐ Booth
- ☐ PA system
- ☐ Conversation
- ☐ Music
- ☐ Motor
- ☐ Clear
- ☐ Static
- ☐ Office machinery
- ☐ Factory machinery
- ☐ Local
- ☐ Long distance

Threat Language:

- ☐ Incoherent
- ☐ Message read
- ☐ Taped
- ☐ Irrational
- ☐ Profane
- ☐ Well-spoken

Other Information:

Homeland Security

Appendix B

CITY OF BINGHAMTON
WORKPLACE VIOLENCE
INCIDENT REPORT FORM

This form should be completed immediately following a workplace violence incident. Affected employees should be given assistance to complete all fields, if required. Once completed, make a copy of the form for all affected employees and return the original to the employee's supervisor.

Date of incident: _____ Time of incident: _____

Employee/Victim Name: _____ Title: _____

Names of the other affected employees: _____

Department / Unit: _____ Supervisor _____

Work location: _____ Work Phone: _____

Location of Incident: _____ Were there any injuries: __Yes __No

Extent of injuries: _____

_____

Was medical treatment required? ___ Yes ___ No

Explain: _____

Was the employee hospitalized? ___ Yes ___ No

Explain: _____

Description of incident:
___ Physical abuse
___ Verbal abuse
___ Threat
___ Other: _____

Was the assailant a:
___ Client or Patient
___ Co-worker or Supervisor
___ Intimate partner or Loved one
___ Other: _____

Were the Police notified? ___ Yes ___ No Written Report/Complaint #_____

Was the assailant arrested? ___ Yes ___ No

Please describe the incident in detail including the preceding events:

List / describe actions taken to prevent future incidents:

(Attach additional forms as necessary)

CITY OF BINGHAMTON
Appendix C Page 1

DATE: _____

Evaluation of the Physical Environment

Location:				
Person(s) conducting the evaluation:				
Date of Assessment:				
This section requires the participation of the authorized employee representatives(s).				
Instructions: All sections below refer to present conditions. Check "NA" for any items you do not consider applicable to the worksite/facility being evaluated. Using information from Sections 1-3 and your working knowledge of the building describe in Section 4 the building i.e. number of stories, number of entrances and exits, number of employees, access to the building, security features, areas of concern related to security. Using the information from Sections 1-4 list the specific hazards related to this evaluation in Section 5.				
ITEMS	**YES**	**NO**	**NA**	
1. Security Features				**Notes/Comments**
Reception Area Available				
Barriers to Separate Clients from Work Area				
Separate Interview Area				
Emergency Numbers Posted by Phones				
Multiple Exits				
Unobstructed Office Exits				
Door Control(s) i.e. locks, remote buzzer, panic bars				
Door Detector(s) door alarm				
Adequate lighting in and around the workplace				
Parking lot well lighted				
Panic Button(s)				
Video Monitor(s)				
Landscaping to provide unobstructed view of the workplace				
Limiting the posting of signs on windows				
Other:				

CITY OF BINGHAMTON
Appendix C Page 2

DATE: _____

Evaluation of the Physical Environment

ITEMS	YES	NO	NA	
2. Factors that Might Place Employees at Risk				**Notes/Comments**
Work in public settings-e.g. Health Care, Police Officers, Firefighters, Social Workers				
Work late night or early morning hours				
Exchange money with the Public				
Work alone or in small numbers				
Work in a location with uncontrolled public access				
Areas of previous security concerns				
Any other factors that might place employees at risk				
3.Security Guards				
Are security guards present at the location				
Are guards posted at entrance(s)				
Do they patrol the building				
Are they provided with communication? If yes, indicate what types in notes				
Any other relevant information				

4. Description of the Building: Using the information from Sections 1-3 and your working knowledge of the building described in Section 4 the building (number of entrances and exits, number of employees, access to the building, security features, areas of concern related to security.

DATE: _____

Evaluation of the Physical Environment

5. Specific Hazards: Using the information from Sections 1-4 list the specific hazards related to this evaluation in Section 5.

CITY OF BINGHAMTON
Appendix C Page 4

DATE: _____

List of Risks and Mitigation Efforts

Risks Identified through Record Review and/or Risk Evaluation	Methods and Means by which the risk is being addressed
Identified Risk # _____	
Identified Risk # _____	
Identified Risk # _____	
Identified Risk # _____	
Identified Risk # _____	

DATE: _____

WorkPlace Violence Records Examination

Instructions: Examine records below from the previous year to identify patterns, if any, of injuries in particular areas of the workplace or incidents which involve specific operations or specific individuals. Record the results in the column to the right

Record Examination	Results of Examination
a. Log of Work Related Injuries and Illnesses (Form SH900) b. Summary of Work Related Injuries and Illnesses (Form SH900.1) c. Injury and Illness Incident Report (Form SH900.w)	
Workplace Violence Incident Reports	
Personnel Disciplinary Reports	
Workers' Compensation Reports	

Assessment of Relevant Policies, Practices, and Procedures

Instructions: Conduct an assessment of policies, work practices, and procedures that may impact the risk of workplace violence.

	Record the results of the assessment and any associated risks below.
Examples of relevant policies: Domestic Violence Sexual Harassment Visitation Policies Policies relevant to the care and treatment of Clients, patients, and inmates Policies for staff in field travel assignments (daily check-in procedures, itineraries, cell Phones provided, etc.) **Examples of work practices and procedures:** Visitor/Client sign in/out Escorting visitor(s)/client(s) One client entrance used Desks clear of objects which may become Weapons (might be relevant in situations Where dealing with the public) I.D. Badges used Itineraries with employee contact info Periodic check-in procedures After-hours contact procedures Procedure on how to control/defuse Potentially violent situations Supplied with personal alarm/cellular Phone/radio Limit visible clues of carrying money/valuables Partnering arrangements if necessary	

WORKPLACE VIOLENCE EMPLOYEE'S COMMITTEE

2016

Trish Keppler

Chris Schleider

Jeff Kruger

Nancy Nestlerode

Chuck Robinson

Becky Sutliff

Tim O'Neill

Pat McGinnis

WORKPLACE VIOLENCE LABOR MANAGEMENT COMMITTEE

2016

Trish Keppler

Ken Frank

Bob Fimbres (Police Union)

Candice Taylor (CSEA)

Mark Whalen (Fire Union)

Gregg Horton (Fire Union)

Bob Firmstone (Teamsters)

Roberta Dunker (Teamsters)

Terry Kellogg

Bill Yeager

Chuck Shager

Dan Eggleston

Bill Barber

EXP.

Legislative Branch

RL Number: 16-164

Date Submitted: 8/11/16

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.

COPY

Applicant Information

Request submitted by: Stephen Carson

Title/Department: Grants Admin/PHCD

Contact Information: stcarson@cityofbinghamton.com

RL Information

Proposed Title: A resolution to amend the FY 42 HOME budget to increase the total budget by $2,057 to a new total of $376,113 and to apply this increase to the FY42 HOME Rehab line CE8668.533800.CEY42 (REHAB) for a new amount of $214,052.

Suggested Content: Do to an increase in the overall HUD entitlement to the City for the HOME grant after the City had finished it's HUD budget process, the City must approve the increase in the overall budget amount and dedicate a funding project. This increase will go to the REHAB line for FY42. HUD will not accept the FY42 Action Plan until these funds are appropriated.

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): R16-51

OFFICE USE ONLY

Mayor: _____

Comptroller: _____

Corporation Counsel: _____

Finance ☐ **Planning** ☐ **MPA** ☐ **PW/Parks** ☐ **Employees** ☐ **Rules/Special Studies** ☐

EXP E+A

RL Number: 16-173

Date Submitted: 8/12/16

Legislative Branch

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.

COPY

Applicant Information

Request submitted by: Stephen Carson

Title/Department: Grants Admin/PHCD

Contact Information: stcarson@cityofbinghamton.com

RL Information

Proposed Title: A resolution to amend the FY 41 ESG budget to increase the total budget by $76,130.13 and to apply this increase to the line CG6142.533999.CGY41 (Sunset)

Suggested Content: After reconciling the ESG entitlement funds from HUD with MUNIS, it was determined that the overall ESG budget in MUNIS was less than the amount of available funding for the ESG entitlement. This budget mod will rectify this discrepancy. After merging past expenses the FY41 Sunset line will be $147,064.37

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** ☐

RL Number: 16465

Date Submitted: _____

Legislative Branch

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

COPY

Request submitted by: Stephen Carson

Title/Department: Grants Admin/PHCD

Contact Information: stcarson@cityofbinghamton.com

RL Information

Proposed Title: A resolution authorizing the mayor to enter into a contract with Volunteers of America for emergency shelter improvements using unspent older ESG funds in an amount not to exceed $37,000.

Suggested Content: Due to reclamation requirements of older unspent ESG funds, the Mayor, after receiving recommendations from the local Homeless Coalition, will enter into a new contract between the City and Volunteers of America for emergency shelter improvements. The contract amount shall not $37,000.

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** ☐

RL Number: 16-1666

Date Submitted: _____

Legislative Branch

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.

COPY

Applicant Information

Request submitted by: Stephen Carson

Title/Department: Grants Admin/PHCD

Contact Information: stcarson@cityofbinghamton.com

RL Information

Proposed Title: A resolution authorizing the mayor to enter into a contract with Fairview Recovery Services to fund an HMIS coordinator using unspent older ESG funds in an amount not to exceed $40,000.

Suggested Content: Due to reclamation requirements of older unspent ESG funds, the Mayor, after receiving recommendations from the local Homeless Coalition, will enter into a new contract between the City and Fairview Recovery Services for an amount not to exceed $40,000 that will run from November 1, 2016 to October 31, 2017.

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** ☐

RL Number: 16-167

Date Submitted:

Legislative Branch

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

COPY

Request submitted by: Stephen Carson

Title/Department: Grants Admin/PHCD

Contact Information: stcarson@cityofbinghamton.com

RL Information

Proposed Title: A resolution authorizing the mayor to amend the current ESG contract with Catholic Charities of Broome County for the Teen Transitional Living Program using unspent older ESG funds to increase the contract by an amount not to exceed $5,431.

Suggested Content: Due to reclamation requirements of older unspent ESG funds, the Mayor, after receiving recommendations from the local Homeless Coalition, will expand the existing contract between the City and Catholic Charities of Broome County for the Teen Transitional Living Program to a new amount not to exceed $42,931. All other provisions of the contract will remain the same.

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): R16-15

OFFICE USE ONLY

Mayor: _____

Comptroller: _____

Corporation Counsel: _____

Finance ☐ **Planning** ☐ **MPA** ☐ **PW/Parks** ☐ **Employees** ☐ **Rules/Special Studies** ☐

RL Number: 16-168

Date Submitted:

Legislative Branch

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.

COPY

Applicant Information

Request submitted by: Stephen Carson

Title/Department: Grants Admin/PHCD

Contact Information: stcarson@cityofbinghamton.com

RL Information

Proposed Title: A resolution authorizing the mayor to amend the current ESG contract with Volunteers of America for the rapid re-housing program using unspent older ESG funds to increase the contract by an amount not to exceed $6,999.

Suggested Content: Due to reclamation requirements of older unspent ESG funds, the Mayor, after receiving recommendations from the local Homeless Coalition, will expand the existing contract between the City and Volunteers of America for the rapid re-housing program to a new amount not to exceed $28,056. All other provisions of the contract will remain the same.

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): R16-14

OFFICE USE ONLY

Mayor: _____

Comptroller: _____

Corporation Counsel: _____

Finance ☐ **Planning** ☐ **MPA** ☐ **PW/Parks** ☐ **Employees** ☐ **Rules/Special Studies** ☐

RL Number: 16-169

Date Submitted:

Legislative Branch

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

COPY

Request submitted by: Stephen Carson

Title/Department: Grants Admin/PHCD

Contact Information: stcarson@cityofbinghamton.com

RL Information

Proposed Title: A resolution authorizing the mayor to amend the current ESG contract with YMCA of Binghamton/Broome County for the emergency shelter program using unspent older ESG funds to increase the contract by an amount not to exceed $9,658.

Suggested Content: Due to reclamation requirements of older unspent ESG funds, the Mayor, after receiving recommendations from the local Homeless Coalition, will expand the existing contract between the City and YWCA of Binghamton/Broome County for the emergency shelter program to a new amount not to exceed $44,000. All other provisions of the contract will remain the same.

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): R16-16

OFFICE USE ONLY

Mayor: _____

Comptroller: _____

Corporation Counsel: _____

Finance ☐ **Planning** ☐ **MPA** ☐ **PW/Parks** ☐ **Employees** ☐ **Rules/Special Studies** ☐

RL Number: 16-170

Date Submitted:

Legislative Branch

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

COPY

Request submitted by: Stephen Carson

Title/Department: Grants Admin/PHCD

Contact Information: stcarson@cityofbinghamton.com

RL Information

Proposed Title: A resolution authorizing the mayor to amend the current ESG contract with First Assembly of God for the street outreach program using unspent older ESG funds to increase the contract by an amount not to exceed $9,751.

Suggested Content: Due to reclamation requirements of older unspent ESG funds, the Mayor, after receiving recommendations from the local Homeless Coalition, will expand the existing contract between the City and First Assembly of God for the emergency shelter program to a new amount not to exceed $24,741. All other provisions of the contract will remain the same.

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): R16-17

OFFICE USE ONLY

Mayor: _____

Comptroller: _____

Corporation Counsel: _____

Finance ☐ **Planning** ☐ **MPA** ☐ **PW/Parks** ☐ **Employees** ☐ **Rules/Special Studies** ☐

Legislative Branch

RL Number: 16-171

Date Submitted:

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.

COPY

Applicant Information

Request submitted by: Stephen Carson

Title/Department: Grants Admin/PHCD

Contact Information: stcarson@cityofbinghamton.com

RL Information

Proposed Title: A resolution authorizing the mayor to amend the current ESG contract with Family Enrichment Network for the rapid re-housing program using unspent older ESG funds to increase the contract by an amount not to exceed $16,350.

Suggested Content: Due to reclamation requirements of older unspent ESG funds, the Mayor, after receiving recommendations from the local Homeless Coalition, will expand the existing contract between the City and Family Enrichment Network for the rapid re-housing program to a new amount not to exceed $35,178. All other provisions of the contract will remain the same.

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): R16-13

OFFICE USE ONLY

Mayor: _____

Comptroller: _____

Corporation Counsel: _____

Finance ☐ **Planning** ☐ **MPA** ☐ **PW/Parks** ☐ **Employees** ☐ **Rules/Special Studies** ☐

RL Number: 16-172

Date Submitted: _____

Legislative Branch

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: Stephen Carson

COPY

Title/Department: Grants Admin/PHCD

Contact Information: stcarson@cityofbinghamton.com

RL Information

Proposed Title: A resolution authorizing the mayor to amend the current ESG contract with Family Enrichment Network for the homeless prevention program using unspent older ESG funds to increase the contract by an amount not to exceed $16,357.53.

Suggested Content: Due to reclamation requirements of older unspent ESG funds, the Mayor, after receiving recommendations from the local Homeless Coalition, will expand the existing contract between the City and Family Enrichment Network for the homeless prevention program to a new amount not to exceed $35,185.53. All other provisions of the contract will remain the same.

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): R16-12

OFFICE USE ONLY

Mayor: _____

Comptroller: _____

Corporation Counsel: _____

Finance ☐ **Planning** ☐ **MPA** ☐ **PW/Parks** ☐ **Employees** ☐ **Rules/Special Studies** ☐

E+A

RL Number: 16-159

Date Submitted: 8/11/16

Legislative Branch

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: Ray Standish

Title/Department: City Engineer

Contact Information: 772-7007

RL Information

Proposed Title: Amend 2016 Budget TO FUND TEMPORARY SERVICES IN THE ~~PARKS~~ ~~DEPT~~ ENGINEERING DEPT.

Suggested Content: Transfer funds per 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): _____

OFFICE USE ONLY

Mayor:

Comptroller:

Corporation Counsel:

Finance ☒ **Planning** ☐ **MPA** ☐ **PW/Parks** ☐ **Employees** ☐ **Rules/Special Studies** ☐

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: 08/08/2016

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

Fund contruction inspection services

From Budget Line (No. and Title)	To Budget Line (No. and Title)	Total Transfer Amount
see attached		

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: _____ Date: _____

OFFICE USE ONLY

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

Signature: _____ Date: 8.9.16

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 _____. Certified by the Secretary of the Board of Estimate and Apportionment.

Signature: _____ Date: _____

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

Signature: _____ Date: _____

Request for Transfer of Funds

Approved	From		Amount		To		Amount
	A7620.51800	Senior Center - Temporary Svcs (Rec Attendant)	2,000.00		A1440.51800	Engineering - Temporary Svcs	2,000.00
	A7620.51000	Senior Center - Personal Svcs (Rec Leader)	2,500.00		A1440.51800	Engineering - Temporary Svcs	2,500.00
	A1440.51800	Engineering - Personal Svcs (Engineering Tech)	5,500.00		A1440.51800	Engineering - Temporary Svcs	5,500.00
			10,000.00				**10,000.00**

Legislative Branch

RL Number: 16-160

Date Submitted: 8/11/16

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: Ray Standish, P.E.

Title/Department: City Engineer - Engineering

Contact Information: 772-7007

RL Information

Proposed Title: Supplemental Agreement No. 3 for Shumaker Engineering on the Front St. Reconstruction at Clinton St. Project, PIN 9752.74 for Additional Construction Inspection Services.

Suggested Content: This Supplemental No. 3 for Shumaker Engineering on the Front St. Reconstruction projects is for additional construction inspection in the amount of $12,364.00. This wil be in line H5120.525023.51809 - Front St. Recon at Clinton St.

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): R14-28

OFFICE USE ONLY

Mayor:

Comptroller:

Corporation Counsel:

Finance ☒ **Planning** ☐ **MPA** ☐ **PW/Parks** ☐ **Employees** ☐ **Rules/Special Studies** ☐

SHUMAKER
Consulting Engineering & Land Surveying, D.P.C.

PO 14001863-00
PIN 9752.74.321
Front Street Reconstruction at Clinton Street
City of Binghamton, Broome County, New York

Progress Report No. 20F

January 10, 2016 – June 24, 2016

1. **WORK ACCOMPLISHED:**
   - Mediation.
   - Coordination with the City of Binghamton, contractor, NYSDOT, and FHWA.
2. **PROJECT SCHEDULE:**
   - Project is complete.
3. **INFORMATION NEEDED FROM THE CITY OF BINGHAMTON:**
   - None.
4. **WORK ANTICIPATED:**
   - None.
5. **PROJECT BUDGET:**
   - SA #1 and SA #2 have been executed.

Detailed Timesheet for the Period Ending 1/22/2016

Friday, January 22, 2016
2:13:31 PM

Shumaker Consulting Engineering

Employee 02638 Bayer, Joseph

			Total Hr	Sat 1/9	Sun 1/10	Mon 1/11	Tue 1/12	Wed 1/13	Thu 1/14	Fri 1/15	Sat 1/16	Sun 1/17	Mon 1/18	Tue 1/19	Wed 1/20	Thu 1/21	Fri 1/22
000010.00	Marketing																
01	Binghamton																
	Sr. Managing Engineer																
		1/19 NYSCHSA Conference 1/20 NYSCHSA Conference															
	T7209	Reg	8.0													8.0	
	Sr. Managing Engineer																
		1/21 Meeting with new Supervisor and Highway Superindendent															
	TM202	Reg	1.0							1.0							
	Sr. Managing Engineer																
P14131.00	D031173 Reg 2 Small Firm CI Term-SCE																
	T6940	Reg	2.0			2.0											
	Sr. Managing Engineer																
		1/11 2016 Season - staffing & budget															
P15379.00	D031362 Construction Inspec Reg 9_Erdman																
	T6303	Reg	2.0							2.0							
	Sr. Managing Engineer																
R14024.00	HLA Carbondale to Simpson Trail																
10	Meetings																
	T1951	Reg	1.0										1.0				
	Sr. Managing Engineer																
		1/18 Mtg with Mike Haas															
R14030.00	City of Binghamton CO Front Str@Clinton																
03	Project Closeout																
	T6950	Reg	4.0				1.0	1.0					1.0				1.0
	Sr. Managing Engineer																
		1/22 PA OFFICE															

Client: New York State Department of Transportation

Client: New York State Department of Transportation

Client: Lackawanna Heritage Valley LHV

Client: City of Binghamton

2 copies

35

Detailed Timesheet for the Period Ending 1/22/2016

Friday, January 22, 2016
4:36:08 PM

Shumaker Consulting Engineering

Employee 00885 **Mrsic, Goran**

Signed Goran Mrsic

Approved

Submitted

Office BG20

				Total Hr	Sat 1/9	Sun 1/10	Mon 1/11	Tue 1/12	Wed 1/13	Thu 1/14	Fri 1/15	Sat 1/16	Sun 1/17	Mon 1/18	Tue 1/19	Wed 1/20	Thu 1/21	Fri 1/22
Sick/Pers	Sick/Pers		Reg	3.0					2.0						1.0			
000001.00 01	General Overhead Binghamton																	
	OG920 Technician		Reg	1.5						1.0								.5
		1/14 staff meeting 1/22 staff meeting																
R14030.00 03	City of Binghamton CO Front Str@Clinton Project Closeout																	
	T1437 Technician		Reg	1.0														1.0
R14076.01 13	WSP NYSTA Assn 1 I-90 Intrchnge 24 to 25 Guide Rail ADP																	
	T1367 Technician		Reg	7.5										7.5				
R14100.01 02	CT Male Palmr Pnd Snow Brdge Eval Report Plans																	
	T4367 Technician		Reg	26.5							1.0				4.0	8.0	6.0	7.5
R14241.01 03	Stantec NYSTA I-95 Reconstruction 6200																	
	T1367		Reg	9.5			6.5		1.0	2.0								

Client: City of Binghamton

Client: New York State Thruway Authority

Client: New York State Department of Environmental Conservation

Client: New York State Thruway Authority

36

Detailed Timesheet for the Period Ending 2/5/2016

Friday, February 05, 2016
4:18:31 PM

Shumaker Consulting Engineering

Employee 00885 Mrsic, Goran

Signed Goran Mrsic

Approved

Submitted

Office BG20

				Total Hr	Sat 1/23	Sun 1/24	Mon 1/25	Tue 1/26	Wed 1/27	Thu 1/28	Fri 1/29	Sat 1/30	Sun 1/31	Mon 2/1	Tue 2/2	Wed 2/3	Thu 2/4	Fri 2/5
Sick/Pers	Sick/Pers																	
			Reg	1.0													1.0	
000001.00	General Overhead																	
01	Binghamton																	
	OG920		Reg	1.0						.5							.5	
	Technician																	
		1/28 staff meeting																
		2/4 staff meeting																
R10006.00	City Binghamton, Chenango River Trails																	
14	ADA Ramp Compliance																	
	T1367		Reg	15.5												1.0	6.5	8.0
	Technician																	
R14030.00	City of Binghamton CO Front Str@Clinton																	
03	Project Closeout																	
	T1437		Reg	4.5											4.5			
	Technician																	
R14076.01	WSP NYSTA Assn 1 I-90 Intrchnge 24 to 25																	
13	Guide Rail ADP																	
	T1367		Reg	47.0			5.0		8.0	7.5	8.0			8.5	3.0	7.0		
	Technician																	
R14100.01	CT Male Palmr Pnd Snow Brdge Eval Report																	
02	Plans																	
	T4367		Reg	2.5				2.5										

Client: City of Binghamton

Client: City of Binghamton

Client: New York State Thruway Authority

Client: New York State Department of Environmental Conservation

37

3+1e-15

Detailed Timesheet for the Period Ending 6/24/2016

Thursday, June 30, 2016
1:31:44 PM

Shumaker Consulting Engineering

Employee 00885 Mrsic, Goran

Signed _____

Approved _____

McIntee, Karen M.

Posted

Office BG20

				Total Hr	Sat 6/11	Sun 6/12	Mon 6/13	Tue 6/14	Wed 6/15	Thu 6/16	Fri 6/17	Sat 6/18	Sun 6/19	Mon 6/20	Tue 6/21	Wed 6/22	Thu 6/23	Fri 6/24
Vacation	Vacation																	
			Reg	4.0														4.0
000001.00	General Overhead																	
01	Binghamton																	
	OG000		Reg	.5												.5		
	Technician																	
		6/22 lunch and learn (BLUESTORM)																
	OG920		Reg	1.0						.5							.5	
	Technician																	
		6/16 staff meeting																
		6/23 staff meeting																
R11179.18	Stanetec SUCF Oneonta Dump Wilber Hall																	
03	Design																	
	C3367		Reg	11.0						2.0						6.5	2.5	
	Technician																	
R14030.00	City of Binghamton CO Front Str@Clinton																	
03	Project Closeout																	
	T1437		Reg	2.5					2.5									
	Technician																	
R14241.02	Stantec NYSTA Assn #2 Rehab Interchng 23																	
14	6200																	
	T1367		Reg	9.0			6.0	3.0										
	Technician																	

Client: New York State University Construction Fund

Client: City of Binghamton

Client: New York State Thruway Authority

Legal Counsel Approval

RL14-063

Introductory No. R14-29

Permanent No. R14-28

THE COUNCIL OF THE CITY OF BINGHAMTON
STATE OF NEW YORK

Date: May 7, 2014

Sponsored by Council Members: Berg, Matzo, Motsavage, Webb, Rennia, Mihalko, Papastrat

Introduced by Committee: Finance

RESOLUTION
entitled
A RESOLUTION AUTHORIZING AN AGREEMENT WITH SHUMAKER ENGINEERS TO PROVIDE CONSTRUCTION INSPECTION SERVICES FOR THE FRONT STREET RECONSTRUCTION AT CLINTON STREET PROJECT, PIN 9752.74

WHEREAS, the City wishes to retain Shumaker Engineers to provide construction inspection services for the Front Street Reconstruction at Clinton Street Project (PIN 9752.74) at a cost of $221,766.36; and

WHEREAS, funds for such an agreement are available from budget line H5120.525023.51809 (Norfolk Southern), of which 100% is federally reimbursable, in accordance with the attached budget.

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

RESOLVE that the Mayor, or his designee, is authorized to enter into an agreement, approved as to form and content by the Office Corporation Counsel, with Shumaker Engineers, to provide construction inspection services for the Front Street Reconstruction at Clinton Street Project, PIN 9752.74, at a cost of $221,766.36, and be it further

RESOLVED that funding for such contract be deducted from budget line H5120.525023.51809 (Norfolk Southern), of which 100% is federally reimbursable, in accordance with the attached budget.

I hereby certify the above to be a true copy of the legislation adopted by the Council of the City of Binghamton at a meeting held on 5/7/14. Approved by the Mayor on 5/9/14.

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

Charles Pearsall, Comptroller

Introductory No. R14-29

Permanent No. R14-28

Sponsored by City Council Members:
Berg, Matzo, Motsavage, Webb, Rennia, Mihalko, Papastrat

A RESOLUTION AUTHORIZING AN AGREEMENT WITH SHUMAKER ENGINEERS TO PROVIDE CONSTRUCTION INSPECTION SERVICES FOR THE FRONT STREET RECONSTRUCTION AT CLINTON STREET PROJECT

The within Resolution was adopted by the Council of the City of Binghamton.

MAY 7, 2014
Date

City Clerk

MAY 8, 2014
Date Presented to Mayor

5/9/14
Date Approved

Mayor

	Ayes	Nays	Abstain	Absent
Motsavage	✓			
Mihalko	✓			
Rennia				✓
Webb	✓			
Papastrat	✓			
Matzo				✓
Berg	✓			
Total	5	0	0	2

☐ Code of the City of Binghamton

☑ Adopted ☐ Defeated

5 Ayes 0 Nays 0 Abstain 2 Absent

40

EAP

RL Number: 16-161

Date Submitted: 8/11/16

Legislative Branch

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: Ray L. Standish, P.E.

Title/Department: City Engineer - Engineering Department

Contact Information: 607-772-7007

RL Information

Proposed Title: Resolution for Agreement with GHD for the Design of the Sludge Extraction System at the Binghamton Water Treatment Plant.

Suggested Content: Resolution for agreement with GHD for the design of the sludge extraction system at the Binghamton Water Treatment Plant. This agreement is for design services in the amount of $375,000.00. Funding is available in H8340.54410 (Water-Capital, Professional Services).

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** ☐

41

GHD

Rec'd 7/19/16
CHUCK SHAGER

Engineering work for the Sludge Extraction System

375,000.00	this may be slightly high
(152,800.00)	H8340.525136.40914 (Design Sludge Extraction System) this is the amount that remains in the orignal bond
(150,000.00)	H8340.59018 (Building Repairs) 161619.44 remains used 0 in 2016, 1257 in 2015, amd 8233 in 2014 leaves 11k in this account and 133k in a separate bond account
(25,101.85)	H8340.59002 Rivercrossing 25101.85 in the account This account has not beed used since 2009 maybe longer
(15,598.79)	H8340.590025 (Water Quality Review) 15,598.79 remains this account has not been used since 2009
(16,791.36)	H8340.590031 (Emergency Repairs) 16791.36 remains set up in 2015 for thr freeze, has not been used since
(14,708.00)	H8340.590021 (Equipment) 51885 remains nothing used in this account since 2014 leaves a balance of 37177

Kellogg, Terry

From: Shager, Chuck
Sent: Tuesday, July 19, 2016 4:49 PM
To: Kellogg, Terry
Cc: Frank, Kenneth
Subject: Sludge Extraction

Terry the line we need to move the money into is H8340.54410 (Water-Capital, Prof Services).

Ken, we are doing a RL for the next council meeting to complete the engineering on the sludge extraction system. There is no professional service lines in capital except for the joint sewer plant rehab and one for IT. Therefore I think we need to create the line above. I am using capital because all of the transfers are coming from capital lines. So my question to you (memory getting bad), can we create a line and fund it in one resolution or do we need two separate RL's?

Thanks

Chuck

BC&S request to award Design of Sludge Extraction System to GHD for $375,000.00 To BE PAID FROM

42

FOR WATER TREATMENT

Legal Counsel Approval

RL 16-152

Introductory No. O16-62

Permanent No. O110-62

THE COUNCIL OF THE CITY OF BINGHAMTON
STATE OF NEW YORK

Date: August 3, 2016

Sponsored by Council Members: Mihalko, Matzo, Papastrat, Scaringi, Cronce, MacGregor, Taylor

Introduced by Committee: Finance

ORDINANCE
entitled
AN ORDINANCE MODIFYING THE 2016 BUDGET AND CREATE A NEW BUDGET LINE TO COVER THE ENGINEERING COSTS ON THE SLUDGE EXTRACTION SYSTEM

WHEREAS, the Commissioner of Public Works and Comptroller of the City of Binghamton find it proper and necessary to amend the 2016 budget to create a new budget line H8340.54410 (Water-Capital, Professional Service) to complete the engineering on the sludge extraction system; and

WHEREAS, the new budget line and such budget amendment was approved by the Board of Estimate and Apportionment on July 27, 2016.

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

Section 1. That the Comptroller and Commissioner of Public Works of the City of Binghamton find it proper and necessary to amend the 2016 budget to create a new budget line H8340.54410 (Water-Capital, Professional Service) to complete the engineering on the sludge extraction system.

Section 2. That the new budget line will be funded as follows:

Transfer From:	Transfer To:
$150,000 H8340.590018 (Building Repairs)	$222,200 H8340.54410 (Water-Capital, Professional Service)
25,101.85 H8340.590022 (River Crossing)	
15,598.79 H8340.590025 (Water Quality Review)	
16,791.36 H8340.590031 (Emergency Repairs)	
14,708 H8340.590021 (Equipment)	
$222,200	$222,200

Section 3. That this Ordinance shall take effect immediately.

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

Chuck Shager, Comptroller

Introductory No. O16-62

Permanent No. O16-62

Sponsored by City Council Members:
Mihalko, Matzo, Papastrat, Scaringi, Cronce, MacGregor
Taylor

AN ORDINANCE MODIFYING THE 2016 BUDGET AND CREATE A NEW BUDGET LINE TO COVER THE ENGINEERING COSTS ON THE SLUDGE EXTRACTION SYSTEM

The within Resolution was adopted by the Council of the City of Binghamton.

August 3, 2016
Date

(Deputy)
City Clerk

August 4, 2016
Date Presented to Mayor

8/4/16
Date Approved

Mayor

	Ayes	Nays	Abstain	Absent
Councilman Scaringi	✓			
Councilman Mihalko	✓			
Councilwoman Cronce	✓			
Councilman Taylor	✓			
Councilman Matzo	✓			
Councilman MacGregor	✓			
Councilman Papastrat	✓			
Total	7	0	0	0

☐ Code of the City of Binghamton

☒ Adopted ☐ Defeated

7 Ayes 0 Nays 0 Abstain 0 Absent

I hereby certify the above to be a true copy of the legislation adopted by the Council of the City of Binghamton at a meeting held on 8/3/16. Approved by the Mayor on 8/4/16.

114

EXP. E+A

Legislative Branch

RL Number: 16-158

Date Submitted: 8/11/16

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: Chuck Shager

Title/Department: Finance

Contact Information: 772-7011

RL Information

Proposed Title: ~~Amend 2016 Budget~~ AMEND VARIOUS CDBG BUDGET YEARS TO SEPARATE FUNDS AS RECOMMENDED BY HUD.

Suggested Content: Create separate Fund for Emergency Solutions Grant (CG), create appropriate revenue & expense lines in new fund and transfer balances from Emergency Solutions Grant lines in the Community Development Fund (CD) to the new lines in Emergency Solutions Grant Fund (CG)

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 X **Planning** ☐ **MPA** ☐ **PW/Parks** ☐ **Employees** ☐ **Rules/Special Studies** ☐

From						To				
ORG	OBJ	PROJECT	ACCOUNT DESCRIPTION	Total Amt		ORG	OBJ	PROJECT	ACCOUNT DESCRIPTION	Amount
CD6142	533550	CDY32	ESG - PROGRAM FUNDS	712.83		CG6142	533999	CGY41	ESG - Sunset Y41	70,934.24
CD6142	533551	CDY32	ESG - ADMIN FUNDS	5,275.05		CG6142				
CD6142	533551	CDY35	ESG - ADMIN FUNDS	4,032.61		CG6142				
CD6142	51000	CDY37	PERSONAL SERVICES	1,720.00		CG6142				
CD6142	533550	CDY37	ESG - PROGRAM FUNDS	9,151.38		CG6142				
CD6142	533550	CDY38	ESG - PROGRAM FUNDS	28,393.84		CG6142				
CD6142	51000	CDY39	PERSONAL SERVICES	8,447.90		CG6142				
CD6142	533550	CDY39	ESG - PROGRAM FUNDS	7,682.26		CG6142				
CD6142	533550	CDY40	ESG - PROGRAM FUNDS	5,518.37		CG6142				
CD6142	533528	CDY41	ADMIN SERVICES	5,543.50		CG6142	533528	CGY41	ADMIN SERVICES	5,543.50
CD6142	533550	CDY41	ESG - PROGRAM FUNDS	112,616.57		CG6142	533550	CGY41	ESG - PROGRAM FUNDS	112,616.57
				189,094.31						189,094.31

CD	44910		FED AID - COMM DEV ACT	189,094.31		CG	44910		FED AID - COMM DEV ACT	189,094.31
				189,094.31						189,094.31

9h

Legislative Branch

RL Number: 16-162

Date Submitted: 8/11/16

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: Chuck Shager -Comptroller /

Title/Department: Comptroller

Contact Information: 607-772-7011 -ceshager@cityofbinghamton.com

RL Information

Proposed Title: Modify 2016 Budget AN ORDINANCE TO AMEND THE 2016 CODE BUDGET TO CLOSE THE HPRP PROGRAM

Suggested Content: In November 2013 the HPRP Program was closed out, the accounts were not removed from MUNIS. This resolution is reducing the revenue and expense lines related to the project to zero.

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** ☐

Revenues			
Decrease	CD44910	Federal Aid-Com Dev	77,779.47
Expenses			
Decrease	CD6140.51000.CDY35	Salaries HPRP	12,120.59
Decrease	CD6140.534551.CDY35	DSS	62,569.92
Decrease	CD6140.534552.CDY35	City of Binghamton	963.25
Decrease	CD6140.534553.CDY35	Fairview	2,125.71

Homelessness Prevention and Rapid Re Housing (HPRP) Program
Grantee Closeout Certification

Grantee Name: **Binghamton, New York**

Grant Number: **S-09-MY-36-0002**

The Grantee hereby certifies that: (1) the grant as described in the approved substantial amendment has been performed in accordance with the terms and conditions of the executed HPRP Grant Agreement; and (2) the amounts below are accurate and can be supported by the grantee's HUD-approved reports and other HPRP-related documents.

1. Grant amount authorized: $955,655.00
2. Total grant funds expended: $885,416.39
3. Balance of grant funds to be recaptured $ 70,238.61
   (These funds will be recaptured by HUD in order for the funds to be returned to the U.S. Treasury.)

Grantee Authorized Representative's Signature and Date NOV 13 2013

CPD Director Signature and Date 4/07/13

Matthew Ryan
Typed Name of Signatory

William T. O'Connell
Typed Name of Signatory

Mayor, City of Binghamton
Title

Director
Community Planning and Development Division
Title

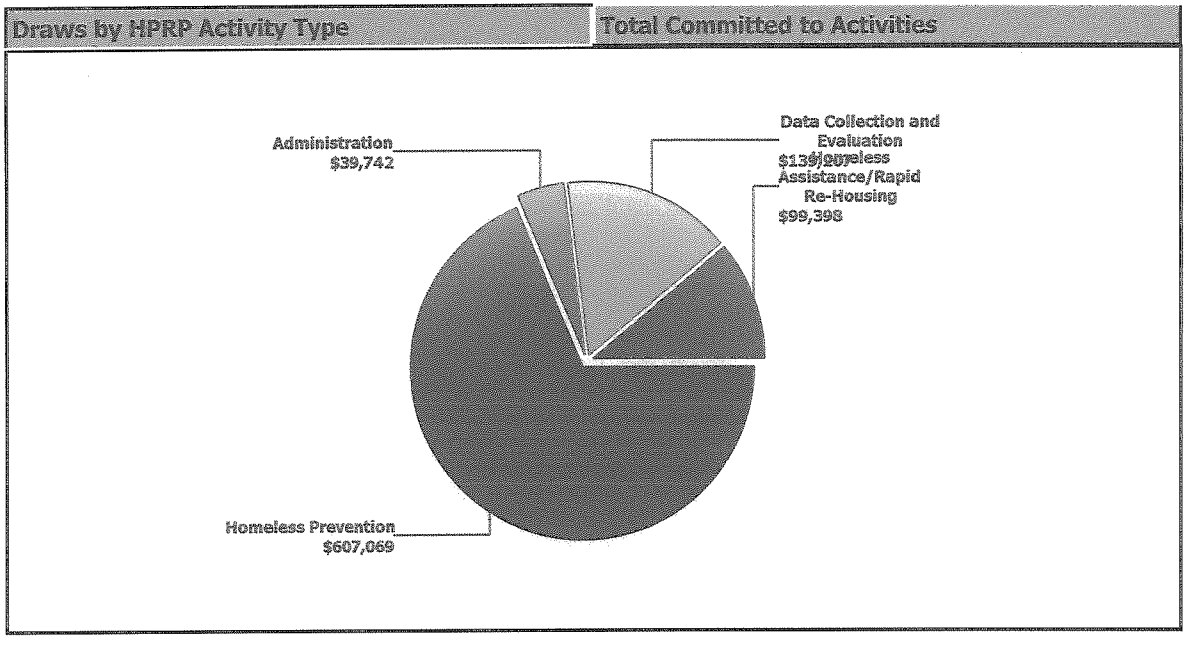
The above signature by the HUD official acknowledges receipt of this form.

FOR 2016 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
CD COMMUNITY DEVELOPMENT							
CD6140 HPRP							
CD6140 51000 CDY35 SALARIES - HPRP	49,579	-29,412.00	20,167.00	8,046.41	.00	12,120.59	39.9%
CD6140 534551 CDY35 DSS	698,555	104,433.00	802,988.00	740,418.08	.00	62,569.92	92.2%
CD6140 534552 CDY35 CITY OF BINGHAM	127,100	-124,600.00	2,500.00	1,536.75	.00	963.25	61.5%
CD6140 534553 CDY35 FAIRVIEW	130,000	.00	130,000.00	127,874.29	.00	2,125.71	98.4%
TOTAL HPRP	1,005,234	-49,579.00	955,655.00	877,875.53	.00	77,779.47	91.9%
CD6142 EMERGENCY SHELTER GRANT							
CD6142 51000 CDY36 PERSONAL SERVICE	5,108	-212.77	4,895.23	4,895.23	.00	.00	100.0%
CD6142 51000 CDY37 PERSONAL SERVICE	5,106	1,327.16	6,432.80	4,712.80	.00	1,720.00	73.3%
CD6142 51000 CDY38 PERSONAL SERVICE	13,713	.00	13,713.00	14,327.30	.00	-614.30	104.5%*
CD6142 51000 CDY39 PERSONAL SERVICE	9,154	.00	9,153.60	705.70	.00	8,447.90	7.7%
CD6142 533528 CDY40 ADMIN SERVICES	11,087	.00	11,087.00	11,087.00	.00	.00	100.0%
CD6142 533528 CDY41 ADMIN SERVICES	11,087	.00	11,087.00	5,543.50	5,543.50	.00	100.0%
CD6142 533550 CDY32 ESG - PROGRAM F	1,299,290	.00	1,299,290.36	1,298,577.53	.00	712.83	99.9%
CD6142 533550 CDY33 ESG - PROGRAM F	98,284	.00	98,284.00	98,284.00	.00	.00	100.0%
CD6142 533550 CDY34 ESG - PROGRAM F	97,992	.00	97,992.00	97,992.00	.00	.00	100.0%
CD6142 533550 CDY35 ESG - PROGRAM F	0	97,328.00	97,328.00	97,328.00	.00	.00	100.0%
CD6142 533550 CDY36 ESG - PROGRAM F	97,045	32,748.61	129,793.61	129,793.61	.00	.00	100.0%
CD6142 533550 CDY37 ESG - PROGRAM F	97,114	50,632.00	147,746.36	138,594.98	.00	9,151.38	93.8%
CD6142 533550 CDY38 ESG - PROGRAM F	170,842	.00	170,842.00	141,833.86	.00	29,008.14	83.0%
CD6142 533550 CDY39 ESG - PROGRAM F	116,928	.00	116,928.40	109,246.14	.00	7,682.26	93.4%
CD6142 533550 CDY40 ESG - PROGRAM F	136,744	.00	136,744.00	131,225.63	5,518.17	.20	100.0%
CD6142 533550 CDY41 ESG - PROGRAM F	147,265	.00	147,265.00	31,735.57	77,873.43	37,656.00	74.4%
CD6142 533551 CDY32 ESG - ADMIN FUN	25,909	-17,558.80	8,350.20	3,075.15	.00	5,275.05	36.8%
CD6142 533551 CDY33 ESG - ADMIN FUN	5,173	-4,910.81	262.19	262.19	.00	.00	100.0%
CD6142 533551 CDY34 ESG - ADMIN FUN	5,157	-5,157.00	.00	.00	.00	.00	.0%
CD6142 533551 CDY35 ESG - ADMIN FUN	0	4,032.61	4,032.61	.00	.00	4,032.61	.0%
CD6142 533551 CDY36 ESG - ADMIN FUN	0	.00	.00	.00	.00	.00	.0%
CD6142 533551 CDY37 ESG - ADMIN FUN	0	.00	.00	.00	.00	.00	.0%
CD6142 58009 CDY36 SALARY ADJUSTMEN	0	.00	.00	.00	.00	.00	.0%
CD6142 58009 CDY37 SALARY ADJUSTMEN	0	.00	.00	.00	.00	.00	.0%
TOTAL EMERGENCY SHELTER GRANT	2,352,998	158,229.00	2,511,227.36	2,319,220.19	88,935.10	103,072.07	95.9%
CD6292 JOB TRAINING & SERVICES							

↓ CD 44910 77,779.47

Grantee Name: Binghamton,NY
Grant Number: S09MY360002
Grant Amount: $885,416.39



Activity Type	Total Committed to Activities	% of Grant Committed	Drawn Amount	% of Grant Drawn	Available to Commit
Homeless Prevention	$607,068.95	68.56	$607,068.95	68.56	
Administration	$39,741.96	4.49	$39,741.96	4.49	
Data Collection and Evaluation	$139,207.29	15.72	$139,207.29	15.72	
Homeless Assistance/Rapid Re-Housing	$99,398.19	11.23	$99,398.19	11.23	
Grant Totals:	$885,416.39	100.00	$885,416.39	100.00	0.00

* - Denotes more than 5% of grant has been committed for Administration activities.
** - Denotes more than 5% of grant has been drawn for Administration activities.

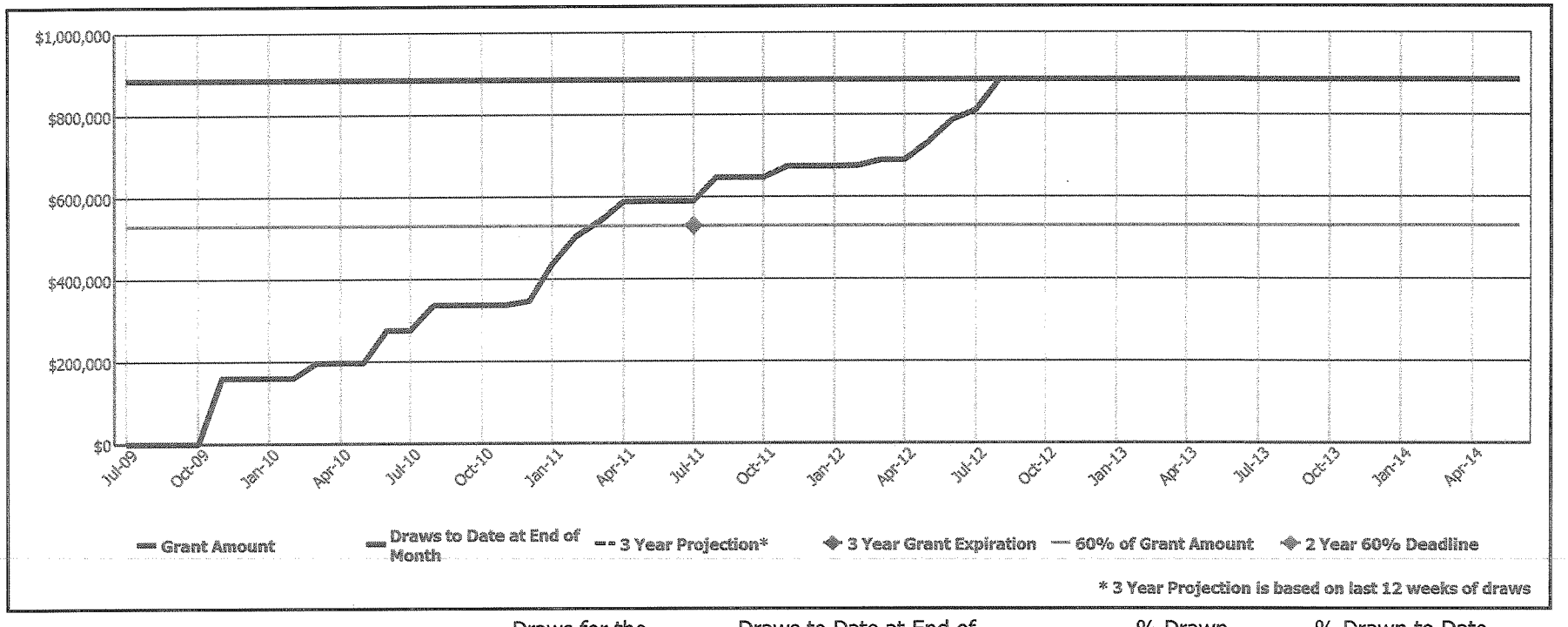
Note: This report does not include vouchers not yet submitted to LOCCS. Draw amounts include returns.

Grantee Name: Binghamton,NY
Grant Number: S09MY360002

Grant Amount: $885,416.39
60% of Grant Amount $531,249.83

2 Year Deadline: 07-22-2011
3 Year Deadline: 07-22-2012

Draws to Date at End of Month



Quarter End Date	Draws for the Quarter	Draws to Date at End of Quarter	% Drawn for the Quarter	% Drawn to Date at End of Quarter
09/30/2009	$0	$0	0.00	0.00
12/31/2009	$160,826	$160,826	18.16	18.16
03/31/2010	$37,009	$197,835	4.18	22.34
06/30/2010	$78,613	$276,448	8.88	31.22
09/30/2010	$61,110	$337,557	6.90	38.12
12/31/2010	$9,581	$347,139	1.08	39.21
03/31/2011	$194,483	$541,622	21.97	61.17
06/30/2011	$48,690	$590,312	5.50	66.67
09/30/2011	$57,656	$647,968	6.51	73.18
12/31/2011	$27,244	$675,212	3.08	76.26
03/31/2012	$14,151	$689,363	1.60	77.86

Note: This report does not include vouchers not yet submitted to LOCCS. Draw amounts include returns.

Quarter End Date	Draws for the Quarter	Draws to Date at End of Quarter	% Drawn for the Quarter	% Drawn to Date at End of Quarter
06/30/2012	$98,026	$787,389	11.07	88.93
09/30/2012	$98,027	$885,416	11.07	100.00
12/31/2012	$0	$885,416	0.00	100.00
03/31/2013	$0	$885,416	0.00	0.00
06/30/2013	$0	$885,416	0.00	0.00
09/30/2013	$0	$885,416	0.00	0.00
12/31/2013	$0	$885,416	0.00	100.00
03/31/2014	$0	$885,416	0.00	0.00
06/30/2014	$0	$885,416	0.00	0.00
09/30/2014	$0	$885,416	0.00	0.00
12/31/2014	$0	$885,416	0.00	0.00
03/31/2015	$0	$885,416	0.00	0.00
06/30/2015	$0	$885,416	0.00	0.00
09/30/2015	$0	$885,416	0.00	0.00
12/31/2015	$0	$885,416	0.00	0.00
03/31/2016	$0	$885,416	0.00	0.00

Note: This report does not include vouchers not yet submitted to LOCCS. Draw amounts include returns.

RL Number: 16-167

Date Submitted: 8/10/16

Legislative Branch

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: Kenneth Frank

Title/Department: Corp. Counsel

Contact Information: 772-7013

RL Information

Proposed Title: AN ORDINANCE TO RECIND PERMANENT ORDINANCE NO. 98-144 TO RETURN A PORTION OF NORTH GRISWOLD STREET AS A PUBLIC STREET

Suggested Content: TO BE DRAFTED BY 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): 98-144

OFFICE USE ONLY

Mayor:

Comptroller:

Corporation Counsel:

Finance ☐ **Planning** ☐ **MPA** ☒ **PW/Parks** ☐ **Employees** ☐ **Rules/Special Studies** ☐

R.L. 98-7

Intro. No. 98-77

Perm. No. 98-144

IN
THE COUNCIL OF THE CITY OF BINGHAMTON
STATE OF NEW YORK

Dated: FEBRUARY 17, 1998

Sponsored by Council Member(s): WACKETT, BROWN, PALLESCHI, SANIFILIPPO, FIALA

Introduced by Committee(s) on: MUNICIPAL AND PUBLIC AFFAIRS

ORDINANCE

entitled

AN ORDINANCE AUTHORIZING THE DISCONTINUANCE OF NORTH GRISWOLD STREET IN THE CITY OF BINGHAMTON.

WHEREAS, pursuant to Section 101 of the Second Class Cities Law of the State of New York, the City Council of the City of Binghamton has caused a notice of intention to discontinue North Griswold Street in said City, to be published in the official newspapers of said City for a period of 10 days beginning February __ 1998, stating therein that all persons interested might be heard in reference thereto on the 2nd day of March, 1998;

WHEREAS, on said March 2, 1998, the City Council duly held a public hearing for the purpose of allowing all persons interested in the discontinuance of North Griswold Street be heard in reference thereto, and all such persons having been heard;

NOW, THEREFORE, the Council of the City of Binghamton, duly convened in regular session, at least three-fourths of the members voting in the affirmative, does hereby ordain as follows:

Section 1. North Griswold Street, as more particularly described on the attached Schedule A, is hereby discontinued.

Section 2. This ordinance shall take effect immediately.

I HEREBY CERTIFY the above to be a true copy of an ordinance adopted by the Council of the City of Binghamton at a regular meeting, November 16, 1998; approved by the Mayor, November 25, 1998.

12/1/98 _____ City Clerk

FEB 12 11 51 AM '98

K:\DEFRANT\WPDOCS\BBMW\February 16, 1998 1.doc
February 12, 1998

55

CC-3

SCHEDULE A

ALL THAT TRACT OR PARCEL OF LAND SITUATE, lying and being in the City of Binghamton, County of Broome, State of New York, bounded and described as follows, to wit:

BEGINNING at a rail monument in the southerly line of Bevier Street, said monument being distant westerly approximately one hundred forty (140) feet measured at right angles from a point in the center line of the main track of the railroad of the Delaware and Hudson Railroad Corporation, and being also in the division line between land of the Delaware and Hudson Railroad Corporation and land to be conveyed by the Delaware and Hudson Railroad Corporation to BMC Manufacturing Corp.; thence easterly along said southerly line of Bevier Street fifty-one (51) feet, or thereabouts, to a corner distant westerly approximately ninety (90) feet measured at right angles from said center line; thence southwesterly, parallel with said center line and distant northwesterly approximately ninety (90) feet measured at right angles therefrom, approximately one thousand four hundred fifteen (1,415) feet or thereabouts, to a rail monument in the division line between land of the Delaware and Hudson Railroad Corporation and land, now or formerly, of Binghamton Construction Co., Inc., thence northwesterly along said last mentioned division line approximately fifty-seven and five-tenths (57.5) feet to a rail monument in said last mentioned division line, being also in the division line between land of the Delaware and Hudson Railroad Corporation and land to be conveyed by the Delaware and Hudson Railroad Corporation to B.M.C. Manufacturing Corp. and thence northeasterly along said last mentioned division line, parallel with said center line and

distant northwesterly approximately one hundred forty (140) feet measured at right angles therefrom, one thousand four hundred nine and eight-tenths (1,409.8) feet, or thereabouts, to the place of beginning, containing one and sixty-two one-hundredths (1.62) acres of land, be the same, more or less.

Being a strip of land approximately fifty (50) feet in width extending along the easterly line of land to be conveyed by the Delaware and Hudson Railroad Corporation to B.M.C. Manufacturing Corp. from the southerly line of Bevier Street to the northerly line of land, now or formerly of Binghamton Construction Co., Inc.

Being the same premises authorized by Ordinance No. 249 of the Binghamton City Council at its regularly scheduled meeting of October 1, 1951.

Being the same premises conveyed from The Delaware and Hudson Railroad Corporation to the City of Binghamton by Warranty Deed dated September 13, 1951 and recorded October 10, 1951 in the Broome County Clerk's Office in Book 784 of Deeds at page 77.

EXP. E+A.

Legislative Branch

RL Number: 16-163
Date Submitted: 8/11/16

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: Jared M. Kraham

Title/Department: Office of the Mayor

Contact Information: x7001

RL Information

Proposed Title: A Resolution to accept the donation of 96 Liberty St. from M&T Bank.

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): R16-46

OFFICE USE ONLY

Mayor:

Comptroller:

Corporation Counsel:

Finance ☐ **Planning** ☒ **MPA** ☐ **PW/Parks** ☐ **Employees** ☐ **Rules/Special Studies** ☐

58

Liberty St
Liberty St

Broome County Parcel Mapper

DISCLAIMER: Broome County does not guarantee the accuracy of the data presented. Information should be used for illustrative purposes only.

RL Number: 16-157

Date Submitted: 8/10/16

Legislative Branch

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: Conrad Taylor

Title/Department: Councilman

Contact Information: cstaylor@cityofbinghamton.com

RL Information

Proposed Title: Resolution calling on New York State Assembly to put level one sex offenders back on the Sex Offender Registry & place reasonable restrictions on where sex offenders are permitted to live.

Suggested Content: As of January 2016 many level one sex offenders have been and will continue to come off the sex offender registry because of the expiration of the Sex Offender Registration Act Assembly Bill A.8503, extending the amount of time level one sex offenders need to register to 30 yrs & allowing governments to place reasonable restrictions on where a sex offender is permitted to live.

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** ☐

Col

DRAFT: RESOLUTION IN SUPPORT OF NEW YORK STATE LEGISLATION WITH REGARD TO SEX OFFENDER REGISTRATION

WHEREAS, on January 1996 New York State adopted the Sex Offender Registration Act (SORA), and

WHEREAS, SORA was enacted to protect the citizens of New York State from dangerous sex offenders by requiring sex offenders to register as sex offenders in the area where they reside, and

WHEREAS, SORA has designated sex offenders in three classifications, and

WHEREAS, the 20 year registration has expired, allowing hundreds of Level 1 sex offenders to be released and free to move and roam anywhere they want to go without a way of monitoring their movements, and

WHEREAS, there were 279 Level 1 sex offenders in Broome County in January, but 26 have already come off the registry since then, and

WHEREAS, members of the Binghamton City Council deem this a very dangerous practice for the residents of New York State to release Level 1 sex offenders from the registration, and

WHEREAS, there is pending legislation currently under consideration in the New York State Assembly with regard to sex offender registration: ·
• Assembly Bill A.9532, which requires level one sex offenders to register for life, with a right to petition for relief after 30 years; and
• Assembly Bill A.8503, which would which extend the requirement of level one sex offenders to register as a sex offender from twenty years to thirty years and would also allow local governments to place reasonable restrictions on where a sex offender is permitted to live;

now, therefore, be it

RESOLVED, that this council commends the New York State Assembly for the introduction of A.9532 and A.8503, and urges the New York State Assembly to pass said legislation, and be it

FURTHER RESOLVED, that the City Clerk shall forward a certified copy of the resolution to Governor Andrew M. Cuomo, Assembly Speaker Carl E. Heastie, Senator Frederick J, Akshar II, and Assemblywoman Donna A. Lupardo.