



LEGISLATIVE BRANCH ▪ CITY OF BINGHAMTON

Sophia Resciniti, City Council President

Leighton Rogers, City Clerk

CITY COUNCIL WORK SESSION AGENDA City Hall 2nd Floor Atrium, 38 Hawley St, Binghamton 6pm Monday, March 1, 2021

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

Time	Committee	Chair	RL/Topic	Pages	Presenter
6:00pm	-----	----	Presentation: State of the County	---	Jason Garnar
6:30pm	Finance	Strawn	*RL21-44: Authorizing the Binghamton Fire Department to apply for a FEMA Staffing for Adequate Fire and Emergency Response (SAFER) Grant	1	Dan Eggleston
6:35pm	Planning	Strawn	RL21-45: Authorizing the sale of 3 & 7 Matis St to St. Michael's Orthodox Church for \$375 *RL21-46: Amending the project scope in the agreement between the CoB and Salvation Temple Church for the use of FY45 CDBG funds to include potential plumbing upgrades and the purchase and installation of a gas range and dishwasher	2-4	Megan Brockett
6:40pm	Employees	Scaringi	RL21-47: Adoption of the Operational Plan for Communicable Diseases	5-19	Leana Testani
6:45pm	Finance	Strawn	RL21-48: Authorizing the Mayor to enter into Supplemental Agreement No. 2 with Barton and Loguidice, DPC for the construction inspection services for the State Street Pedestrian/Streetscape improvements and State Street Signal Upgrade, PIN 9754.08	20-24	Ray Standish
6:50pm	Finance	Strawn	*RL21-49: Authorizing the Mayor to enter into an agreement with Witham Planning and Design, PLLC for development of the Stadium District Master Plan (SDMP) in an amount not to exceed \$90,000 RL21-50: Authorizing the Mayor to enter into an agreement with Woodfern Florist, for distribution of COVID CARES ACT funds in an amount not to exceed \$7,500 RL21-51: Accepting a grant for \$50,000 from NYS Division of Criminal Justice	25-37	Jared Kraham
6:55pm	-----	----	Appointment: CDAC At Large	----	-----



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7:00pm	-----	-----	<p>Pending Legislation: <i>*Found on the website calendar with the prior Work Session documents.</i> RL21-34: Authoring the sale of 40 Medford St. to Jonathan Rigdon for \$850 RL21-37: Amend the 2021 Police Budget for Personal Services to fund the position payout for Administrative Assistant. RL21-39: Amend the BJCSB 2020 Budget Reimburse Village - Local System Costs increase RL21-40: Amend the BJCSB 2020 Budget for expense over-runs RL21-41: Amend the BJCSB 2020 Budget for expense over-runs RL21-42: Amend the 2021 Police Budget, 2021 Fire Budget, 2021 Maintenance of Road Budget, and 2021 Refuse Budget RL21-43: Approving a MOU between the City and Teamsters</p>	---	Grace Doherty
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COMMITTEE REPORTS

**Please Expedite for Next Business Meeting*



Legislative Branch

RL Number:

21-44

Date Submitted:

2/18/2021

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: Daniel Eggleston

Title/Department: Chief/ Fire Department

Contact Information: Fire Chief/Fire Administration

RL Information

Proposed Title: A Resolution Authorizing
Request Permission for the Binghamton Fire Department to apply for a FEMA

Staffing for Adequate Fire and Emergency Response (SAFER) Grant.

Suggested Content: Applying for a FEMA Safer Grant for four (4) firefighters for a period of three (3)

years. The grant will pay 100% of the salary and benefits of the firefighters for the three (3) years with no

cost sharing requirements for the City of Binghamton.

Additional Information

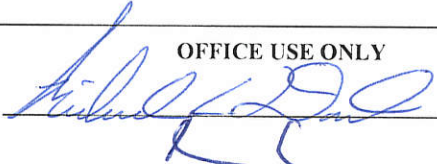
Does this RL concern grant funding? Yes No

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 checked="" type="checkbox"/>	PW/Parks <input type="checkbox"/>	Employees <input type="checkbox"/>	Rules/Special Studies <input type="checkbox"/>	



Legislative Branch

RL Number:

21-45

Date Submitted:

2/24/21

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: Megan Brockett

Title/Department: Mayor's Office

Contact Information: mjbrockett@cityofbinghamton.com

RL Information

Proposed Title: A resolution authorizing the sale of 3 & 7 Matis St. to St. Michael's Orthodox

Church for \$375

Suggested Content: _____

Additional Information

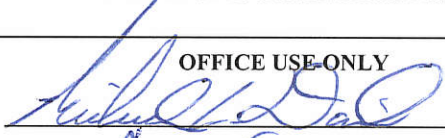

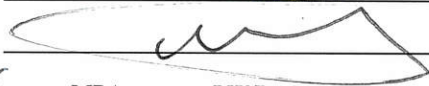
Does this RL concern grant funding? Yes No

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 <input type="checkbox"/>	Planning <input checked="" type="checkbox"/>	MPA <input type="checkbox"/>	PW/Parks <input type="checkbox"/>	Employees <input type="checkbox"/>	Rules/Special Studies <input type="checkbox"/>



OFFICE OF THE MAYOR - CITY OF BINGHAMTON

Richard C. David, Mayor

OFFER TO PURCHASE

Please complete the below application, and submit this document to the Mayor's Office for consideration. Please note that if such sale is approved, the Applicant will be liable for all filing fees associated with the transfer of this property.

PROPERTY INFORMATION

Street Address of Property: 3 and 7 Matos St., Binghamton NY

Tax Parcel Identification Number: _____

Current Use of Property: Residential Commercial Mixed Use Vacant Lot

Offered Purchase Price: \$375

Do you wish to opt-out of the free tree planting service? Yes No

Please describe the intended use of the property. Please include an attached site plan or illustration depicting the intended use of the property, detailing the estimated dimensions and materials of all sheds, garages, fences, driveways, gardens, etc.

LAWN

APPLICANT INFORMATION

Applicant Name: ST. MICHAEL'S ORTHODOX CHURCH
Note: If the applicant is a company or corporation, please list all shareholders or members.

Mailing Address: 296 CLINTON ST., BINGHAMTON NY 13905

Telephone Number(s): 607 729-0261 and 607 621-5113

Email Address: ST.MICHAELS.CHURCHOFFICE@GMAIL.COM

Please list any other properties owned by the Applicant located within Broome County.

296-298 CLINTON ST., BING NY 13905 / 271 CLINTON ST. /

288 CLINTON ST. / 280 CLINTON ST. / 282 CLINTON ST.

CHURCH CEMETERY TOWN OF DICKENSON

I hereby certify that the above information is a true account of my intended purchase and use of City-owned property. I understand that upon approval of any such sale, any deviance from the agreed-upon terms and conditions may result in the termination of such agreement through legal proceedings.

Michael R. Mg (PARISH PRESIDENT)
Signature

1-28-2021
Date

*Please expedite



Legislative Branch

RL Number:
21-46
Date Submitted:
2/25/21

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

REQUEST FOR LEGISLATION

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Applicant Information

Request submitted by: Megan J. Brockett
Title/Department: Office of the Mayor
Contact Information: (607) 772-7001

RL Information

Proposed Title: A Resolution amending the project scope in the agreement between the City and Salvation Temple Church for use of FY45 CDBG funds to include potential plumbing upgrades and the purchase and installation of a gas range and dishwasher
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:	<u>[Signature]</u>
Comptroller:	<u>[Signature]</u>
Corporation Counsel:	<u>[Signature]</u>
Finance <input type="checkbox"/>	Planning <input checked="" 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:
21-47
 Date Submitted:
2/25/21

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

REQUEST FOR LEGISLATION

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Applicant Information

Request submitted by: Leana Testani

Title/Department: Personnel & Civil Service

Contact Information: x7008

RL Information

Proposed Title: Adoption of the Operational Plan for Communicable Diseases

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

SUBJECT:

GENERAL OPERATIONAL PLAN FOR COMMUNICABLE DISEASES

To adequately protect City of Binghamton employees in the event of a national and/or state crisis due to a communicable disease, the City of Binghamton has adopted an Operational Plan for Communicable Diseases. This plan has been developed in accordance with New York State (NYS) legislation S8617B/A10832; amended NYS Labor Law section 27-c and NYS Education Law paragraphs K and I of Subdivision 2 of Section 2801-a.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of our employees under any law, rule, regulation, or collective bargaining agreements. This plan is pertinent to a declared public health emergency in NYS, which may impact our operation and it is in the interest of the safety of our employees, contractors, and members of the public. The plan was developed based on best practices and guidance available largely as a result of the COVID-19 pandemic and is to provide guidance for future public health emergencies and/or any new challenges that arise as a result of the ongoing COVID-19 pandemic. The following will be reviewed periodically and may evolve to ensure the health and safety of City of Binghamton's workforce. This policy is not subject to appeal.

As required by the amended NYS Labor Law, this plan has been presented and discussed with CSEA, Teamsters Blue Collar, Teamsters Supervisors, Binghamton Police Benevolent Association, and Binghamton Firefighters Local 729.

This plan has been approved and adopted by Binghamton City Council on **(enter date)**.

Planning Expectations

- Communication. Internal and external communication will be critical to success.
- Flexibility. Recognize there may not be a one size fits all approach, and flexibility is key. The planning process will be ongoing as the situation evolves and additional information is learned.
- Increased Fiscal Stress. While the magnitude of a future event is unknown, it is assumed all levels of government and the economy will be under significant fiscal stress. As a result, departments must strategize and plan for the reduction of revenue streams and the potential for staff reductions and/or furloughs.
- Members of the Public. Admittance of the public may be discouraged and Departments may need to alter the way they do business.
- Personal Protective Equipment (PPE). While future events are unknown, PPE will be acquired, properly stored/maintained, and distributed for future use.
- Priorities. Priorities may shift as new information is learned.
- Public Health Guidance. We will adhere to information and public health guidance as it is released by the Broome County Department of Health and/or the NYS Department of Health.
- Social Distancing. When applicable, social distancing will be the "new normal" and going forward offices should be structured to accommodate the need.
- Working Remote. We will identify new ways of working, new online services, and use of technology where applicable. Employees may be instructed to work remotely and public meetings will be streamed live on an online platform.

Identification of Essential and Non-essential Employees

The City of Binghamton is committed to ensuring that essential functions of City operations continue and limit disruptions of public services, even under the most challenging circumstances.

Therefore, due to the nature of governmental functions, all COB employees are deemed essential employees except for the following titles:

- Crossing Guards (only if schools are closed)
- Laborer (Seasonal)
- Lifeguard
- Park Ranger
- Part-time Clerk
- Recreation Attendant

The above will be reviewed periodically and may evolve to ensure the health and safety of COB's workforce and is not subject to appeal.

Contractors will be evaluated and deemed essential dependent on the project/worksites they are located at. Determination of essential contractors will be made by employees in manager and public safety positions in consultations with the Mayor's Office and Personnel Department. Contractors will be required to abide by the COB Operational Plan for Communicable Diseases and will be supervised by the Department Head to which the project/worksites is assigned.

Identification of Critical Essential Employees

Critical essential departments are as follows, with exceptions for administrative staff: Police Bureau; Fire Bureau; Public Works; Water & Sewer; Parks & Recreation; Building, Construction, and Code Enforcement. These departments provide critical public services to the residents of the City of Binghamton.

Cleaning/Disinfecting protocol

NYS Department of Health (DOH), Center for Disease Control (CDC) guidelines, and all applicable laws will be followed for the cleaning and disinfection of surfaces/areas. When applicable, the City will bring in a professional cleaning company to disinfect worksites. Employees tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.

Employees are highly encouraged to utilize supplied disinfecting wipes after use of equipment, common areas, shared spaces, etc. Employees are highly encouraged to clean their personal workspace daily.

Reducing Density at Worksites

Under state or federal mandates to reducing staffing/density at worksites, the City will adhere to all applicable mandates and guidelines. If permissible, the Fire and Police Bureaus are exempt from staff reductions.

When applicable, work shifts at the Public Works Garage, Water/Sewer Plant, and Parks Garage will be staggered based on work assignments to avoid congregating in groups. .

Elevators at all Municipal owned buildings (including the parking ramps) will be limited to two per elevator to alleviate crowding. If there are multiple elevators at a location, elevators will be designated as "Employees Only"/"Visitors Only." City Court, located on the 5th floor, will instruct their staff and visitors to abide by the designations.

To reduce inter-department interactions, employees will be encouraged to use teleconferencing software and virtual meetings. Employees who primarily work out of the DPW Garage, Parks Garage, Water/Sewer Plant, and Fire Stations will not be allowed admittance to City Hall. Employees who primarily work at City Hall will not be allowed admittance at the previous stated locations. If an employee must visit a location, they must seek approval from the Personnel Department.

Only essential contractors and visitors will be permitted into City owned buildings with prior permission from the Personnel Department and/or Mayor's Office and must register their name on a visitor's log.

If there is no state or federal mandate to reduce staffing, the decision to alter working schedules and/or reduce staff will be at the discretion of the Mayor.

Protocol for Telecommuting

In order to reduce staffing/density at worksites during the COVID-19 pandemic, the Personnel Department and IT Manager met with Department Heads to review the functions of each office and determine which employees, or positions, could function remotely. In the event of a future crisis, at the discretion of the Mayor, Department Heads will be instructed to adhere to the City's Telecommuting Policy for Communicable Diseases (Addendum A) and the remote plans established by each department (see Addendum B). It will be the Department Head's responsibility to review their respective department's remote plan and submit a report to the Personnel Department no later than January 31st of each year.

It may be necessary to document work hours and locations of employees and contractors to support contact tracing efforts. Identification of locations shall include on-site and off-site locations. For security purposes, the IT Department is authorized to track an employee's ProxCard to identify when and where they accessed a City owned building.

Protocol for Procuring Personal Protective Equipment (PPE)

The use of PPE to reduce the spread of infectious disease is paramount in securing the health and safety of our employees and contractors. PPE is categorized, but not limited too: gloves, face masks/shields, disposable gowns, hand sanitizer, and disinfectant wipes. The Purchasing Agent is responsible for the procurement of PPE in consultation with the Personnel Department, with the exception of the Fire Department. Procurement of PPE for the Fire Department will be the responsibility of the Fire Chief or his/her designee. If the Fire Department is in need of supplies, due to procurement difficulties, they are to contact the Personnel Department.

Binghamton City Court is responsible for procuring PPE for their employees.

The COVID-19 pandemic demonstrated that supply chains were not able to keep up with increased demand for such products early within the pandemic. Therefore the Purchasing Agent will maintain and monitor a supply for all City employees, properly stored to prevent degradation, for future use. To ensure a yearly check is of PPE supplies is conducted and to avoid the use of expired goods, the Purchasing Agent must submit a yearly report to the Personnel Department by June 1st. The report must include the Purchasing Agent's anticipated budget for PPE procurement for the following year. The anticipated budget will also presented during the Purchasing Agent's annual budget hearing.

Protocol for Employee/Contractor Exposure

When determining exposure protocols, the City will look for guidance from the DOH and CDC. In determining protocols, employees will be categorized as “non-essential”, “essential” and “critical essential”. It is the employee’s responsibility to report their Supervisor or Personnel Department if they have been exposed.

If an employee is subject to a DOH isolation/quarantine order, the Personnel Department will adhere to guidelines set forth for such communicable disease for the categorization of such employee. All federal and state paid sick leave mandates will be followed, as was followed under COVID-19 (i.e. Families First Coronavirus Response Act and New York State Quarantine Leave). In the event that there are no Federal or State mandated orders for paid sick leave, the City will defer to the sick leave policies in the employee’s respective bargaining unit contract, ADA or FMLA policies, or City Charter and Code, unless a paid leave policy is otherwise adopted by City Council and the Mayor.

The City, as it did for COVID-19, will seek a partnership with UHS for testing employees that have been directly or potentially exposed to the communicable disease. While seeking a test, non-essential and essential employees are to be sent home immediately after notification, and can return to work with a negative results. Critical essential employees shall remain working, but adhere to the following protocols:

1. Regular self-monitoring: symptoms and temperature.
2. Wear a mask: The employee should wear a face mask at ALL TIMES, for 14 days after last exposure.
3. Social distance: Employee should continue social distancing practices, including maintaining, at least, six feet distance from others.
4. Disinfect and clean work spaces: Continue to clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment routinely.
5. Maintain quarantine: The employee must continue to self-quarantine and self-monitor for temperature and symptoms when not at the workplace for 14 days after last exposure.

However if the Personnel Department deems is necessary due to the length of exposure, critical essential employees may also be sent home.

After the identification of a positive exposure, additional sanitization will be conducted of the employee’s workspace.

Identifying Emergency Housing Sites for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees housed which will help prevent the spread of said communicable disease and reduce potential exposures, thus helping to ensure the health and safety of essential employees and continuity of essential operations.

If such a need arises, the City will designate an employee to coordinate with Broome County Emergency Services and respective bargaining units to help identify and arrange for these housing needs.

Miscellaneous

Public admittance to City Hall will be determined on the future public health emergency. Public notices will be published on the City website, posted on exterior doors, and notification will be sent to the media. If a member of the public sought entrance to a City owned building, they are to record their time in/out and office visited on a visitor’s log sheet. Each Department will maintain the visitor log sheets, unless otherwise directed.

A vehicle log will be kept in each City owned vehicle for employees to complete to track usage and to ensure vehicles are properly disinfected between each use. Employees are to submit completed vehicle log sheets to their Department to maintain.

The timeclock system used at the DPW Garage, Parks Garage, and Water/Sewer Plant, has antimicrobial protection on the hand scanner. However, timeclocks are to be cleaned and sanitized daily and use of hand sanitizer is highly recommended before and after use. Therefore, the use of the timeclock system will not change unless otherwise directed by the Personnel Department.

If permissible by mandates and/or executive orders, Boards/Commission members may be required to be remote.

During COVID-19, the installation of hand sanitizer stations was increased. These stations will not be removed and will be maintained at all times going forward.

For future public health emergencies and/or any new challenges that arise as a result of the ongoing COVID-19 pandemic, the City of Binghamton will adhere to any State or Federal mandates as directed.

The Personnel Department has the ability to modify this policy as it is deemed necessary.

ADDENDUM A

SUBJECT:

TELECOMMUTING AND REMOTE ACCESS FOR COMMUNICABLE DISEASES

This policy establishes guidelines for telecommuting for City of Binghamton employees due to Communicable Diseases. The following guidelines will be reviewed periodically and may evolve to ensure the health and safety of City of Binghamton's workforce. All employee participation is mutually agreeable, except in cases of emergency when employees may be required to work from home. These guidelines apply to all employees. These are temporary and discretionary, subject to operational needs as determined by City of Binghamton management. This policy may be rescinded at any time and is not subject to appeal.

Purpose and Intent

City of Binghamton ("COB") employees are and will remain responsible to provide services that the community expects and is reliant upon. In order to continue operations, the intent is for employees to work at their regular locations, however when that is not possible due to an increase in Communicable Diseases, some employees will be able to work remotely.

Telecommuting is a temporary arrangement that may be rescinded at any time. Telecommuting may be appropriate for some employees and/or jobs but not necessarily for all staff, and this determination will be made exclusively by COB management, specifically the Department of Personnel & Safety, specific Department Manager and the Information Technology Department.

During a State and/or National health crisis (i.e. COVID-19), the COB may require employees to telecommute for a period of time determined by COB management. Department Heads institute their "remote plans" which have been created and kept with the Department of Personnel & Safety. These "remote plans" are subject to change.

Telecommuting is not an entitlement, and it in no way changes the terms and conditions of employment with the City. Employees are to adhere to strict confidentiality and any breach is grounds for discipline or termination. Any telecommuting assignment will be evaluated as frequently as necessary.

This guide outlines key considerations, best practices, and guidance specific to telecommuting, including information on eligibility, assignments, home technology requirements, pay, hours of work etc.

Hours Worked

The total number of hours that employees are expected to work will not change. The employee will maintain the same work schedule as if they were working at City Hall. Employees may be asked to keep a work log if deemed necessary by their Department Head. Employees are to be accessible via telephone and email during working hours. All employees who work when the City is open, either remotely or on-site, shall be paid for hours worked at their regular hourly rate of pay.

Telecommuting Guidelines

Who May Work Remotely

Permitted situations where telecommuting may be authorized due to a National Health Crisis, assuming the employee is able to perform duties:

- Employee is healthy but dependent has symptoms or diagnosis related to Communicable Disease that have been confirmed by the Broome County Health Department (BCDOH);
- Employee is healthy, but placed under Communicable Disease related quarantine by their health care provider or BCDOH;
- Employee is at a higher risk for contracting Communicable Disease as defined by the CDC (higher risk groups include being 60 years or older, having an underlying health condition or being immunocompromised);
- Employee needs to provide care to dependents due to Communicable Disease related school and/or day care closures; or
- Employee has recently travelled to a high-risk area, as defined by the CDC or may have some other exposure to the Communicable Disease.

In addition, telecommuting will be authorized pursuant to remote plans in Addendum B of the General Operational Plan for Communicable Diseases (these plans will be reviewed by the IT Department Annually to insure they continue to be feasible).

Technology

At a minimum, an employee needs a computer, internet, and phone access to work remotely. IT will not provide technical support for personally owned devices and equipment, other than instructions needed to set up remote access. IT has a limited amount of laptops available for telecommuters and will be assigned accordingly. Generally, telecommuters will be encouraged to utilize their own personally owned devices.

Systems that COB provides to the employee are COB property and may be recovered or discontinued at any time and at the sole discretion of IT. Employees that are provided system resources will be required to properly care for the resources received. Employees are required to adhere to all COB IT policies and procedures while using remote access capabilities. Additionally, employees are required to take the necessary steps to keep all systems used for remote access in a safe location and avoid any misuse. No one other than the COB employee is allowed to access COB data and documents or utilize COB systems. The department of the remotely working employee(s) will be responsible to cover the cost of replacement of systems and resources that are lost or damaged.

Computer and Internet

To work remotely an internet connection is required. If the employee will be using their own personal equipment, then personally owned equipment will be required to have all current updates with current anti-virus systems installed. It is imperative that IT security be maintained at all times.

Employees understand and will not download any COB data to a personal device, this is strictly forbidden. Employees understand and will not print any COB data to a personal printer, and this is strictly forbidden. This helps to ensure the integrity and confidentiality of the COB owned data.

IT staff cannot work on personal equipment. If there is a problem with any COB IT supplied equipment, then the employee will be required to schedule an appointment to bring in the equipment for repair or replacement.

Employees are responsible for following all COB practices and policies to maintain security and protect confidentiality. COB will not reimburse for internet or phone expenses incurred, or any damages you may experience to your personal devices.

IT will turn off remote access when the employees' telecommuting assignment is complete. Employees are not to request remote access from IT directly, the Personnel Director will communicate directly with IT regarding remote access under during a National Health Crisis.

Employees are encouraged to contact the IT for any assistance for any COB system access needs.

Phone

To work remotely, employees may also need to forward incoming calls from their work phones to either a home phone or cell phone. Purchasing Agent will provide instructions on how to forward incoming calls.

Office Supplies

Employees are allowed to bring office supplies (i.e. pens, notebooks, paper, etc.) home with them. However before taking such items home, they must be logged, approved by the Department Head, and kept in a Departmental file. Employees are only permitted to take home supplies that are necessary and if they run out, they will be permitted to request more. No City owned equipment is permitted to take home (i.e. desktop printer, stamps, etc.), except that of the employees City issued laptop.

Home Environment

Department Heads and/or Supervisors and employees must consider whether the home environment is conducive to telecommuting. Factors include the demands of other household members, household construction, lighting, seating, and other basic conditions. Expectations should be set with other household members regarding interactions and availability.

To ensure that employee performance will not suffer in remote work arrangements, COB requires employees to:

- Choose a quiet and distraction free working space;
- Dedicate their full attention to their job duties during working hours;
- Adhere to normal break and attendance schedules;
- Be accessible to COB personnel and clients/customers by phone and/or email;
- Maintain strict confidentiality of COB and/or client information;
- Adhere to all COB policies and procedures as if working from their regular office setting;
- Employees shall not hold any in-person business meetings with internal or external clients, customers, or other employees at their residence;
- Employees shall not conduct any unauthorized non-COB work during their telecommuting work schedule.

In the event of a job-related incident, accident, or injury during telecommuting hours, employees shall report the incident to their supervisor as soon as possible within twenty-four hours and follow established procedures to report and investigate workplace incidents, accidents, or injuries.

Pay

All employees who work remotely during their COB work schedule will be paid for hours worked at their regular hourly rate of pay. Overtime and comp time accruals must be approved in advance by the employee's Department Head and/or Supervisor. Vacation and holiday leave time or any time away from work must be approved in advance, just as when working on COB locations. Any sick time must also be recorded as when working on site.

Time sheets will be turned electronically to Department Heads and/or payroll clerks. Telecommuting shall be recorded as "WH" on employee time sheets.

Time & Performance

Department Heads and/or Supervisors must identify and clearly outline to an employee a system of how time and performance will be managed. All systems must include methods of regular communication specific to work priorities, deliverables, timelines, etc.

COB may terminate the authorization for teleworking at its discretion and at any time. When a Department and/or COB management determines to terminate the telecommuting agreement, it will provide a minimum of seventy-two hours' notice or less if mutually agreeable between the COB and the employee. Termination of telecommuting cannot be grieved or arbitrated.

Where there is a question not covered by this policy, the COB Employee Handbook and IT Security Policies will apply.

Addendum B
Remote Plans for Communicable Diseases

Department	Normal Staffing	Remote Staffing	Special Office Instruction
Assessment	Assessor 2 Real Property Tax Aides PT Clerk	Assessor works remotely, unless a need arises to be present in the office. Real Property Tax Aides alternate weeks of teleworking and staffing office.	PT Clerk will be will furloughed.
Building Construction and Code Enforcement	Supervisor Assistant Supervisor 3 Code Enforcement 3 Code Inspectors Building Inspector Plumbing Inspector Electrical Inspector Administrative Assistant	4 Code Enforcement/ Inspectors in office; 2 remote. 2 Building Construction Inspectors in office; 1 remote. 1 Supervisor in office; 1 remote. Administrative Assistant in office Saturday; remote Tuesday through Friday.	Paper work to be delivered daily to Administrative Assistant's home. Remote staff bring vehicle keys home for field work when remote. Cars cannot go home with employees. No working outside of team for that week to limit interaction.
Clerk's Office	City Clerk Deputy City Clerk Sr. Licensing Clerk Licensing Clerk Animal/Dog Control	Team A-City Clerk and Sr. Licensing Clerk Team B-Deputy City Clerk and Licensing Clerk	Animal/Dog Control continues normal hours and limits interaction with rest of staff. Team A and Team B will alternate weeks.
Corporation Counsel	Corporation Counsel 1st Assistant Corporation Counsel 3 Assistant Corporation Counsel Secretary to Corporation Counsel	The need for in person work in the office of Corporation Counsel changes from week to week. The goal will be to set a schedule every Friday afternoon for the following week to minimize possible cross-contamination.	There should be at least one attorney in the office each day.
DPW Administration	Commissioner Deputy Commissioner Streets Superintendent Administrative Assistant Senior Payroll Typist	No change per Department Head and Mayoral approval	

	Stationary Engineer Building Maintenance Mechanic Maintenance Mechanic Helper Laborer		
DPW Garage	Supervisors Mechanics Department Signals Department Streets Department Refuse Department	Employees will have staggered shifts to deter congregating. Mechanics are to stay within their workstations and if leaving workstation, must wear a mask. Employees remain in vehicles, or outside facility, until Supervisor assigns tasks for the day.	All employees are to wear a mask at all times in the presence of others. Exception are street maintainers that are riding the back of the truck.
Economic Development	Director Assistant Economic Director Specialist/Financial Analyst	Everyone will be directed to work remotely.	If a staff member has to come into the office, they are to coordinate with other staff members to ensure not two people are in the office.
Engineering	City Engineer Assistant City Engineer 3 Senior Engineer 2 Assistant Engineer Engineering Technician Administrative Assistant Senior Account Clerk	Everyone will be directed to work remotely. Due to the size of the office, each individual will have an allotted time per week for office work.	All field staff will drive to work, pick up their City vehicle and go directly to the construction site they are in charge of.
Finance	Comptroller Assistant Comptroller Staff Accountant Finance Payroll Specialist Payroll Assistant Accounts Payable Clerk Project Analyst Purchasing Agent Stores Clerk	Comptroller will continue normal hours. Payroll Assistant and Finance Payroll Specialist will alternate remote weeks. Everyone else will be directed to work remotely.	If a staff member needs any documents, they can either schedule a drop off or a time to come into the office after hours.
Fire Bureau	Chief Program Assistant Deputy Chief 4 Assistant Chief Fire Marshall Firefighters	Everyone will maintain normal hours.	All employees are to wear a mask at all times in the presence of others.

	Mechanic		
Information Technology	IT Manager Information Technology Specialist Information Technology Specialist (Public Safety) Hardware/Software Technician Digital Technician	Team A-Information Technology Specialist & Information Technology Specialist (Public Safety) Team B-Hardware/Software Technician & Digital Technician	IT Manager will maintain normal hours. Team A and Team B will alternate weeks.
Parks & Recreation Administration	Commissioner Assistant Director Recreation Supervisor Recreation Supervisor (Sports & Camps) Recreation Supervisor (Sr. Center) Recreation Leader PT Clerk	Director and Assistant Director rotate working remotely on a weekly basis. Recreation Supervisor relocates to Senior Center with Recreation Supervisor (Sr. Center). Recreation Supervisor (Sports & Camps) works remotely full time. Recreation Leader maintains normal hours.	PT Clerk is scheduled on an as needed basis.
Parks & Recreation Garage	Supervisors Parks Maintenance Department Mechanic	Employees will have staggered shifts to deter congregating. Employees remain in vehicles, or outside maintenance garage, until Supervisor assigns tasks for the day.	During a snow event, street and sidewalk plows are assigned with a single operator. Others will be divided into 3 crews of 2 that will share a vehicle. Employees depart in vehicle immediately after receiving assignments. When applicable, employees will be assigned individual vehicles. All employees are to wear a mask at all times in the presence of others.
Planning, Housing, & Community Development	Director Assistant Director Historic Preservationist Planner Zoning Officer HUD Manager	Director is in the office M, remote T/W/Th/Fr. Program Assistant is in the office W/F, remote M/T/Th.	Employees coordinate with employee in the office for printed materials, pick-up of materials, documents

	Vacant Property Housing Coordinator Housing Specialist Housing Safety Specialist Program Assistant	HUD Manager is in the office T/Th, remote M/W/F. Everyone else is remote.	that require signatures, etc.
Personnel & Civil Service	Director Assistant Director Program Assistant	Assistant Director works remotely. Director and Program Assistant maintain normal hours.	
Police Bureau Administration	Police Chief 2 Assistant Chiefs IA Captain 2 Principle Clerks 2 Administrative Assistants Senior Typist Computer Operator Program Assistant Typist (warrants) Senior Crime Analyst Mechanic	Chief, Asst. Chiefs, and IA Captain will maintain normal hours. 1 Principal Clerk will maintain normal hours; 1 Principal Clerk will work remotely. Both Admin. Asst. will work remotely, scheduling times to come into the office when needed. Sr. Crime Analyst will work remotely. Senior Typist, Comp. Operator, Typist, Program Assistant, and Mechanic will maintain normal hours.	All employees are to wear a mask at all times in the presence of others.
Police Bureau	Police Officers Parking Enforcement School Crossing Guards	If school is in session, crossing guards are to report. Police Officers and Parking Enforcement maintain normal hours.	All employees are to wear a mask at all times in the presence of others.
Treasurer's Office	Treasurer Principal Clerk 2 Account Clerk II	Treasurer maintains normal hours. Principal Clerk maintains normal hours, but relocates to IT Training room. Account Clerk's wear masks 24/7.	Principal Clerk is to communicate via email/phone with rest of staff. Must limit all interactions.

Water & Sewer Plant Administration	Superintendent Administrative Assistant Laboratory Director Laboratory Technician	Administrative Assistant works remotely and if need documents from the office, coordinates with Superintendent.	Superintendent, Laboratory Director, and Laboratory Technician will maintain normal hours. When more than one person in a room, masks are to be worn at all times.
Water & Sewer Plant	Supervisors Water Meter Department Sewer Department Water Filtration Department Water Distribution Department Stores Keeper	Stores Keeper will maintain normal hours. Other Departments and Supervisors will be divided into a Team A and Team B. Teams will rotate one week on and one week off.	All employees are to wear a mask at all times.



RL Number:
21-48
Date Submitted:
2/25/21

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
Contact Information: 607-772-7007/rstandish@cityofbinghamton.com

RL Information

Proposed Title: A resolution authorizing the Mayor to enter into Supplemental Agreement No 2 with Barton & Loguidice, DPC for construction inspection services for the State Street Pedestrian/ Streetscape Improvements & State Street Signal Upgrade, PIN 9754.08

Suggested Content: A resolution authorizing the Mayor to enter into Supplemental Agreement No 2 with Barton & Loguidice, DPC for construction inspection services for the State Street Pedestrian/ Streetscape Improvements & State Street Signal Upgrade, PIN 9754.08 the cost of this supplemental is \$13,000.00 and available in Budget Line: H5110-525163-21815 (RECONST OF STATE 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): R18-46

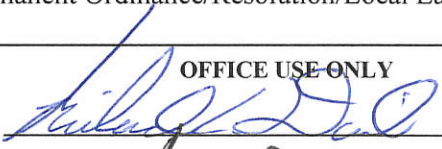
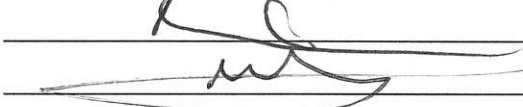
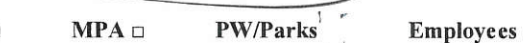
OFFICE USE ONLY					
Mayor:					
Comptroller:					
Corporation Counsel:					
Finance <input checked="" type="checkbox"/>	Planning <input type="checkbox"/>	MPA <input type="checkbox"/>	PW/Parks <input type="checkbox"/>	Employees <input type="checkbox"/>	Rules/Special Studies <input type="checkbox"/>

Exhibit A, Page 1
Barton & Loguidice, D.P.C
Salary Schedule

JOB TITLE	ASCE (A) OR NICET (N) GRADE	AVERAGE HOURLY RATES	MAXIMUM HOURLY RATES
		PRESENT 1/19	2019
Principal	X (A)	\$ 99.00	\$ 99.00
Senior Vice President	IX (A)	\$ 86.10	\$ 90.00
Vice President	IX (A)	\$ 73.00	\$ 78.85
Associate	VIII (A)	\$ 61.81	\$ 65.35
Associate Vice President	VIII (A)	\$ 49.50	\$ 49.50
Senior Environmental Consultant	VII (A)	\$ 57.50	\$ 57.50
Senior Managing Engineer	VII (A)	\$ 56.04	\$ 61.50
Senior Managing Environmental Scientist	VII (A)	\$ 62.00	\$ 62.00
Senior Managing Hydrogeologist	VII (A)	\$ 58.75	\$ 58.75
Senior Project Manager	VII (A)	\$ 59.37	\$ 62.00
Senior Managing Landscape Architect	VII (A)	\$ 51.50	\$ 51.50
Senior Project Landscape Architect	V (A)	\$ 37.00	\$ 37.00
Project Manager	VI (A)	\$ 48.00	\$ 56.00
Managing Engineer	VI (A)	\$ 47.77	\$ 53.00
Managing Landscape Architect	VI (A)	\$ 43.35	\$ 46.00
Managing Hydrogeologist	VI (A)	\$ 45.35	\$ 45.35
Construction Manager	VI (A)	\$ 46.00	\$ 46.00
Senior Water Quality Scientist	V (A)	\$ 44.08	\$ 51.00
Senior Land Use Planner	V (A)	\$ 48.00	\$ 50.00
Senior Project Engineer	V (A)	\$ 40.68	\$ 51.00
Senior Project Hydrogeologist	V (A)	\$ 50.00	\$ 56.00
Managing Environmental Scientist	V (A)	\$ 44.25	\$ 44.25
Managing Industrial Hygienist	V (A)	\$ 43.50	\$ 43.50
Senior Engineer	V (A)	\$ 37.00	\$ 39.05
Senior Project Environmental Scientist	V (A)	\$ 40.00	\$ 40.00
Project Engineer	IV (A)	\$ 34.98	\$ 36.75
Project Environmental Scientist	IV (A)	\$ 34.10	\$ 38.50
Engineer III	III (A)	\$ 31.35	\$ 32.20
Project Landscape Architect	III (A)	\$ 28.80	\$ 28.80
Environmental Scientist III	III (A)	\$ 26.50	\$ 26.50
Land Use Planner III	III (A)	\$ 28.20	\$ 28.20
Industrial Hygienist III	III (A)	\$ 28.25	\$ 28.25
Assistant Landscape Architect II	II (A)	\$ 24.75	\$ 24.75
Engineering Designer I	II (A)	\$ 37.85	\$ 38.50
Intern Architect II	II (A)	\$ 26.80	\$ 26.80
Engineer II	II (A)	\$ 29.51	\$ 30.00
Hydrogeologist II	II (A)	\$ 21.40	\$ 21.40
Engineer I	I (A)	\$ 27.87	\$ 30.50
Environmental Scientist II	I (A)	\$ 21.02	\$ 22.00
Resident Engineer	IV (N)	\$ 43.00	\$ 56.10
Principal Engineering Technician	IV (N)	\$ 35.18	\$ 36.60
Engineering Technician	IV (N)	\$ 31.79	\$ 36.50
Senior Designer	IV (N)	\$ 26.75	\$ 26.75
Senior Inspector	III (N)	\$ 39.00	\$ 41.85
Designer	II (N)	\$ 25.00	\$ 25.00
CAD Technician	II (N)	\$ 22.13	\$ 22.65
Assistant Landscape Architect I	II (N)	\$ 21.40	\$ 21.40
Industrial Hygienist I	II (N)	\$ 18.10	\$ 18.10
Field Technician	I (N)	\$ 17.85	\$ 18.35
Engineering Aide	I (N)	\$ 29.65	\$ 30.00
Project Administrator	N/A	\$ 27.00	\$ 28.00
Senior Group Technical Assistant	N/A	\$ 20.84	\$ 23.40
Group Technical Assistant / Technical Typist	N/A	\$ 17.02	\$ 18.70
Intern	N/A	\$ 13.00	\$ 14.00

OVERTIME POLICY

Category A - No overtime compensation

Category B - Overtime compensated at straight time rate

Category C - Overtime compensated at straight time rate x 1.50

Overtime applies to hours worked in excess of the normal working hours of 40 hours per week.

Exhibit A, Page 3
Staffing Table - Construction Administration and Inspection

State Street Pedestrian/Streetscape Improvements & State-Hawley Signal Upgrades
PIN 9754,08

JOB TITLE	ASCE (A) OR NICET (N) GRADE	9.01 & 9.02												9.03		TOTAL HOURS	PROJ'D HOURLY RATE	DIRECT TECHNICAL LABOR	PROJ'D OTIME HOURS	DIRECT TECHNICAL OTIME PREM.	DIRECT TECHNICAL OTIME													
		Jan '19		Feb '19		March '19		April '19		May '19		June '19		July '19								Aug '19		Sept '19		Oct '19		Nov '19		Dec '19		Total Reg.	OT	
		Reg.	OT	Reg.	OT	Reg.	OT	Reg.	OT	Reg.	OT	Reg.	OT	Reg.	OT							Reg.	OT	Reg.	OT	Reg.	OT	Reg.	OT					
Principal	X																									0	\$99.00	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Senior Vice President	IX																									0	\$86.10	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Vice President	IX																									0	\$73.00	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Associate	VIII																									0	\$61.81	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Senior Managing Engineer	VII																									0	\$56.04	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Managing Engineer	VI																									0	\$47.77	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Construction Manager	VI																									0	\$46.00	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Senior Project Engineer	V																									0	\$40.68	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Project Engineer	IV																									0	\$34.98	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Project Environmental Scientist	IV																									0	\$34.10	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Environmental Scientist III	III																									0	\$26.50	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Engineer III	III																									0	\$31.35	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Engineer II	II																									0	\$29.51	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Engineer I	I																									0	\$27.87	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Resident Engineer	IV																									124	\$43.00	\$5,332.00	0	\$21.50	0	\$0.00	0	\$0.00
Principal Engineering Technician	IV																									0	\$35.18	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Senior Inspector	III																									0	\$38.00	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Engineering Aide	I																									0	\$29.65	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Senior Group Technical Assistant	N/A																									0	\$20.84	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
TOTAL		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	124		\$5,332.00							\$0.00

Exhibit B, Page 1
Estimate of Direct Non-Salary Cost

#REF!
 #REF!

Construction Inspection & Administration

1. Travel, Lodging and Subsistence

Trips to	trips	miles per				
Site/Detour (by EIC)	0	5	miles/trip	0		
Site (by CM)	0	120	miles/trip	0		
		Total Mileage		<u>0</u>	@	\$0.545
						\$0.00

TOTAL TRAVEL, LODGING, & SUBSISTENCE \$0

2. Reproduction, Drawings & Report

	each	sheets/set	sets	
Reports				
Daily Inspection	0.05	200	0	\$0.00
Miscellaneous	0.05	400	0	0.00
Plans/Cross-Sections	0.05	78	0	0.00
As-Built Drawings	0.05	0	0	0.00

TOTAL DRAWING, REPORT, REPRODUCTION \$0

3. Mail, Postage & Shipping \$0

3. Appia License (3 @ \$1800 /each) 0 @ 1800 \$0

4. Plant Inspection - N/A \$0

5. QA/QC Field Compaction/Concrete Testing (subcontracted: Estimated) \$0

TOTAL DIRECT NON - SALARY COST \$0

Exhibit C
Supplemental Scope Summary

State Street Pedestrian/Streetscape Improvements & State-Hawley Signal Upgrades
PIN 9754.08

		9754.08	
		<u>TOTAL</u>	
		.321 Phase	
Item IA, Direct Technical Salaries (estimated) subject to audit		-	office
	\$	5,332.00	field
Item IB, Direct Technical Salaries Premium Portion of overtime subject to audit (estimate)		\$0.00	
Item II, Direct Non-Salary Cost (estimated) subject to audit	\$	-	
Item II Direct Non-Salary Cost (estimated) subject to audit (Sub-Contractor Cost)	\$	-	
Item III, Overhead (estimated) subject to audit			
	office rate 1.75 %	-	office
	field rate 1.22 %	6,505.04	field
Item IV, Fixed Fee (negotiated)	\$	1,200.00	
Item II Direct Non-Salary Cost (estimated) subject to audit (Sub-Consultant Cost)	\$	-	
TOTAL ESTIMATED PROJECT COST	\$	13,037.04	
Maximum Amount Payable	\$	13,000.00	



Legislative Branch

RL Number:

21-49

Date Submitted:

2/26/2021

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: (607) 772-7001

RL Information

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

Whitham Planning & Design, PLLC for development of the Stadium District Master Plan (SDMP) in an amount not to exceed \$90,000.

Suggested Content: Budget line:

H.1210.555555.M0019 Grant ESD Stadium District Project — \$50,000

H.1210.525901 ESD Stadium Expense — \$40,000

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 <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"/>	



February 25, 2021

Attn: Jared Kraham
City of Binghamton City Hall
38 Hawley Street
Binghamton, NY 13901

Dear Mr. Kraham,

It is with pleasure that we submit a proposed Scope of Services for Whitham Planning & Design, PLLC (WPD) to provide the City of Binghamton with Master Plan Development services. We share the City's enthusiasm for the future of this area and look forward to working with the City to envision, inspire, and realize the planning goals that will shape the trajectory of this district for years to come.

Based on our most recent discussion, we expect this Scope to run for approximately 9 months, from March – December 2021, with a not-to-exceed fee of \$90,000. If during the course of this Scope of Services WPD should require the services of a sub-consulting partner, WPD will contract with them directly and will utilize the overall fee as agreed to as part of this Scope for those agreements.

A detailed description of the tasks associated with this Scope of Services is included in the pages to follow.

Should you have any questions, please do not hesitate to let us know.

We are excited to work with you on this!

A handwritten signature in dark ink, appearing to be the name 'Scott Whitham'. The signature is stylized and written in a cursive-like font.

Scott Whitham
RLA, ASLA
Principal, Whitham Planning & Design

Task 1 – Project Management

Whitham Planning & Design (WPD) anticipates preparing for and participating in approximately 18 Project Team Coordination Meetings, as defined by the Project Lead. WPD proposes a not-to-exceed fee of \$11,000 for these tasks.

Tasks associated with this include:

- Managing the overall Project Schedule and Tasks List
 - We anticipate drafting approximately 12 revisions of this document during the course of this Scope, for distribution to the Client and Project Team.
- Preparing for and participation during regular strategic planning meetings with the Project team, as determined by the project schedule.
 - We anticipate participating in approximately 18 team meetings over the course of this scope.
- Preparing for and participation in meetings with municipal staff, as determined by the project schedule.
 - We anticipate participating in approximately 12 team meetings over the course of this scope.

Task 2 – Site Research and Analysis

WPD will prepare, participate during, and follow up after 3 site visits with the Project lead to field verify existing conditions and how they might impact the proposed design. WPD proposes a not-to-exceed fee of \$11,500 for these tasks.

Task 3 – Public Outreach

WPD will lead the coordination and facilitation of public engagement for this Project, in collaboration with the Project team. WPD proposes a not-to-exceed fee of \$7,500 for these tasks.

Tasks associated with this include:

- Coordinating with the Project team and Project stakeholders, including property owners and special interest groups;
 - We anticipate leading the coordination of a total of up to 16 public outreach meetings, including:
 - Up to 11 stakeholder meetings with Property Owners within the project area who are directly affected by the proposed design;
 - Up to 5 stakeholder meetings with other Private Owners and Organizations whose work is affected by the proposed design;
 - A virtual survey to provide input and feedback during the development of the Master Plan; we anticipate releasing 1-2 virtual surveys and/or online documentation for public review and comment;
 - WPD will provide the Project Team with a list of proposed parties to meet with, meeting agendas and notes.
 - WPD anticipates using graphic materials prepared as part of other tasks within this Scope to be used for reference during the meetings.
 - We expect to be aware of all meetings between the Project team and Project stakeholders and neighbors throughout the duration of this Scope.
- WPD will assist the Client in media outreach to provide the public with updates on the design during this Scope, including the preparation of up to 2 press release announcements and associated graphic materials as prepared during this Scope.

Task 4 – Narrative Description of a Master Plan

Developed in collaboration with the Project Team, WPD will provide a written Narrative Description of the Master Plan which will detail the project goals, objectives, process, research and analysis, public outreach, and findings. It will fully outline the Master Plan recommendations and implementation strategies and describe the supporting graphics. This Narrative will form the body of a report expressing the full scope of the completed SDMP. WPD proposes a not-to-exceed fee of \$22,000 for these tasks.

Tasks associated with this include:

- Collaboration with City staff to establish the desired scope of the Master Plan’s written narrative components, including and not limited to:
 - Written executive summary of the SDMP project
 - Written description of the project goals & objectives
 - Written summary of research, analysis, and public outreach, processes
 - Written summary of findings and analysis
 - Written outline of recommendations and implementation strategies, including description of estimate of probable costs and actionable project matrix.
 - Written description of supporting charts & graphics
 - Compilation, review, and editing of the above in coordination with the Project Team, to produce a comprehensive document.
 - We anticipate making 1-2 drafts of these documents.

Task 5 – Graphic Description of a Master Plan

Developed in collaboration with the Project Team, WPD will provide a Graphic Description of a Master Plan which will support the written Narrative Description and illustrate the future implementation of the SDMP recommendations. WPD proposes a not-to-exceed fee of \$18,000 for these tasks.

Tasks associated with this include:

- Collaboration with City staff to establish the desired scope of the Master Plan’s graphic components, including and not limited to:
 - One comprehensive analysis plan illustrating site constraints, opportunities, points of interest, and information resulting from the public outreach process.
 - Up to 3 preliminary schematic drawings illustrating general concepts for review with Project Team
 - One updated schematic drawing showing preferred options as agreed upon by Project Team
 - One refined and finalized Master Plan drawing with notation formatted for large-scale printing. (24x36, or larger as requested by Project Team)

Task 6 – SEQR Review

Developed in collaboration with the Project Team, WPD will develop conduct SEQR Review. WPD proposes a not-to-exceed fee of \$8,000 for these tasks.

Tasks associated with this include:

- Leading the preparation of SEQR Review materials for submissions, meetings, and presentations;
 - We anticipate drafting associated forms and documents as the Applicant, with the participation of the Project team; we expect that these will include a Environmental Assessment Form (EAF);
 - We anticipate making 1 – 2 revisions to the EAF documents;
 - We anticipate collating and preparing approximately 6 – 8 submission documents during the SPR and SEQR review of the project;
 - We anticipate preparing for and participation during approximately 5-6 municipal meetings during the SEQR review of the project, in collaboration with the Project team;

Task 8 – Finalization of a Master Plan

Developed in collaboration with the Project Team, WPD will finalize the Master Plan based on Project goals. WPD proposes a not-to-exceed fee of \$12,000 for these tasks.

Tasks associated with this include:

- Provide the Client team with an estimate of probable cost for planning purposes, which will identify costs associated with the realization of the Master Plan;

- These costs will be developed at a conceptual level and will include a breakdown of project types, phases, and construction and development costs.
- Provide the Client team with an actionable project matrix;
 - This will include grant and funding opportunities, policy recommendations, and potential projects to provide the City with a framework to realize elements of the Master Plan in the immediate and long term.

Schedule and Fees

Whitham Planning & Design, PLLC will complete the services based on a mutually agreed upon schedule, to be developed as early as practicable in the Project. The Project schedule will be dictated by both the schedule for municipal approvals and the complexity of the design phase of the Project. For the purposes of this memo, we are assuming this scope will have a duration of 9 months. WPD proposes a not-to-exceed fee of \$90,000 for this Scope of Services.

Whitham Planning & Design, LLC charges hourly for all services. The rate of the employees in the office are: Scott Whitham, Principal, \$195 an hour; Associate, \$125 an hour; Senior Designer, \$115 an hour; Designer II, \$85 an hour; and Designer I, \$65 an hour. Invoices will be submitted at the first of each month detailing the items worked on and the time spent. They will be due and payable within 30 calendar days of their submission to you. Direct expenses such as application fees, printing, etc. will be added to the invoice without any markup. Automobile travel expenses will be billed as direct expenses based on the latest available national average of automobile travel costs. Any invoice remaining unpaid beyond 30 days will accrue interest at the rate of 1-1/2% compounded monthly on the unpaid balance.

Additional Services Not Included

Any work mutually agreed upon beyond the Scope of Services defined in this proposal would be deemed "Extra Work".

General Conditions

This proposal is valid for 30 days. Any use of Whitham Planning and Design, PLLC graphics for marketing or promotional purposes will be allowed with express permission granted from WPD.



Should this proposal for a Scope of Services be acceptable, please sign the acceptance section below. This will constitute a written agreement between us. Please return a signed copy for our files.

Thank you for the opportunity to submit this Scope of Services to you. Should you have any questions or concerns, please feel free to contact me. We look forward to working with you on this Project.

Sincerely,

A handwritten signature in dark ink, appearing to be the initials 'SW' or a similar stylized representation of the name Scott Whitham.

Scott Whitham

Agreement Acceptance Section

Jared Kraham
City of Binghamton

Accepted By: _____

Title: _____

Date: _____

Scott Whitham
Whitham Planning & Design, PLLC

Accepted By: _____

Title: _____

Date: _____



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

Date: December 23, 2020

Sponsored by Council Members: Scaringi, Resciniti, Riley, Friedman, Burns, Strawn, Scanlon

Introduced by Committee: Finance

ORDINANCE

entitled

**AN ORDINANCE TO CREATE NEW REVENUE
AND EXPENSE LINES FOR THE ESD STADIUM
DISTRICT GRANT AND STADIUM DISTRICT
PROJECT**

WHEREAS, the Comptroller of the City of Binghamton finds it proper and necessary to amend the 2020 General Fund budget to create a new revenue and expense lines for the ESD Stadium District Grant and expenses for the Stadium District Project; and

WHEREAS, the budget amendment and transfers were approved by the Board of Estimate and Apportionment on December 23, 2020.

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 City Treasurer of the City of Binghamton are hereby authorized and directed to amend the the 2020 General Fund budget to create a new revenue budget lines H43097.M0019-ESD (Stadium District Grant), and new expense budget lines H1210.555555.M0019 (Grant ESD Stadium District Project) and H1210.525901 (ESD Stadium Expense) and to fund same as follows:

<u>Transfer From (Decrease):</u>	<u>Transfer To (Increase):</u>
\$40,000 A9015.58000 (Police & Fire Retirement)	\$40,000 A9950.59000 (Transfer to Capital)

Section 2. That the Comptroller and City Treasurer of the City of Binghamton are hereby authorized and directed to amend the the 2020 General Fund budget to account for the Stadium District Grant and expenses for the Stadium District Project as follows:

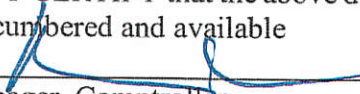
- (i) \$40,000 increase to revenue budget line H.45031 (Interfund Transfer)
- (ii) \$40,000 increase to expense budget line H1210.525901 (ESD Stadium Expense)
- (iii) \$50,000 increase to revenue budget line H.43097.M0019 (ESD Stadium District Grant)
- (iv) \$50,000 increase to expense budget line H1210.555555.M0019 (Grant ESD Stadium District Project)

THE COUNCIL OF THE CITY OF BINGHAMTON
STATE OF NEW YORK

Date: December 23, 2020

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. 020-115

Permanent No. 020-112

Sponsored by City Council Members:
Scaringi, Resciniti, Riley, Friedman, Burns, Strawn,
Scanlon

**AN ORDINANCE TO CREATE NEW REVENUE
AND EXPENSE LINES FOR THE ESD STADIUM
DISTRICT GRANT AND STADIUM DISTRICT
PROJECT**

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

Date 12/23/2020

City Clerk [Signature]

Date Presented to Mayor 12/24/2020

Date Approved 12/24/2020

Mayor [Signature]

	Ayes	Nays	Abstain	Absent
Councilman Scaringi	✓			
Councilwoman Resciniti	✓			
Councilwoman Riley	✓			
Councilwoman Friedman	✓			
Councilman Burns	✓			
Councilman Strawn	✓			
Councilman Scanlon	✓			
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 12/23/2020 Approved
by the Mayor on 12/24/2020.

[Signature]



Legislative Branch

RL Number:
21-50
Date Submitted:
2/26/21

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: (607) 772-7001

RL Information

Proposed Title: A Resolution authorizing the Mayor to enter into an agreement with Woodfern Florist, 501 Chenango St., for distribution of COVID-19 CARES ACT funds in an amount not to exceed \$7,500.
Suggested Content: Budget line: CD8760.535005.CVY45

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 type="checkbox"/>	Planning <input checked="" 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:

21-51

Date Submitted:

2/26/21

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 Kraham

Title/Department: Mayor

Contact Information: 772-7001

RL Information

Proposed Title: Resolution to accept a grant of \$50,000 from NYS Division of Criminal Justice

Suggested Content: accept \$50,000 grant for expenses incurred for equipment procured to

expand the capability of the Sothern Tier Crime Analysis Center . Increase revenue line H.43389

(State Aid-Other Public Safety), and increase line H1680.590004 (Computer HW/SW) both by \$50,000

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 <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:
21-42

Date Submitted:
2/16/2021

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: JARRO KROKER
Title/Department: MAYOR
Contact Information: 772-7011

RL Information


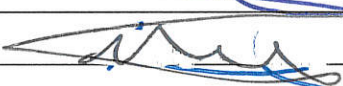
Proposed Title: An Ordinance to Amend the 2021 Police Budget, 2021 Fire Budget, 2021 Maintenance of Roads Budget and 2021 Refuse Budget.

Suggested Content: Please see attached detail showing 8 Police Officers-Prob, 4 Firefighters-Prob, 1 Heavy Motor Equipment Operator and 2 Street Maintainers plus applicable expenses to be transferred from the Contingency-Unfilled Positions applicable expenses. Also included is the transfer of vacant positions to the Director of Economic Development 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:					
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"/>

Transfer From:**A1990.55050 Contingency Unfilled Positions:**

A1990.55050	8 Police Officers-Probationary	284,208.00
A1990.55050	FICA	21,742.00
A1990.55050	Health Insurance	48,472.00
A1990.55050	Workers Comp	5,485.00
A1990.55050	Uniforms	9,400.00
A1990.55050	Holiday Pay	13,120.00
A1990.55050	Academy Training	7,200.00
A1990.55050	Pay for Field Officer Training	16,800.00
A1990.55050	Retirement	43,113.00
		<u>449,540.00</u>

A1990.55050	4 Firefighter Probationary	117,132.00
A1990.55050	FICA	8,961.00
A1990.55050	Health Insurance	16,481.00
A1990.55050	Workers Comp	6,747.00
A1990.55050	Uniforms	4,800.00
A1990.55050	Holiday Pay	7,208.00
A1990.55050	Reduction of OT	(80,000.00)
A1990.55050	Retirement	18,029.00
		<u>99,358.00</u>

A1990.55050	1 Heavy Motor Equipment Operator	49,318.00
A1990.55050	FICA	3,773.00
A1990.55050	Health Insurance	5,137.00
A1990.55050	Workers Comp	10,830.00
A1990.55050	Uniforms	328.00
A1990.55050	Retirement	5,178.00
		<u>74,564.00</u>

A1990.55050	1 Street Maintainer	41,468.00
A1990.55050	FICA	3,172.00
A1990.55050	Health Insurance	5,137.00
A1990.55050	Workers Comp	9,106.00
A1990.55050	Uniforms	283.00
A1990.55050	Retirement	4,354.00
		<u>63,520.00</u>

CL1990.55050	1 Street Maintainer	41,468.00
CL1990.55050	FICA	3,172.00
CL1990.55050	Health Insurance	5,137.00
CL1990.55050	Workers Comp	9,106.00
CL1990.55050	Uniforms	283.00
CL1990.55050	Retirement	4,354.00
		<u>63,520.00</u>

A3410.51000	Firefighter (vacant from 1/1 to 3/31/21)	17,670.00
A1640.51000	Gen Equip Mechanic (eligible for hire 2/20/21)	4,186.00
A1640.51000	Gen Equip Mechanic (eligible for hire 3/20/21)	12,787.00
A7110.51000	Laborer (eligible for hire 4/24/21)	12,492.80
		<u>47,135.80</u>

Transfer To:**A3120 Police Effective 3/15/2021**

A3120.51000	8 Police Officers-Probationary	284,208.00
A9030.58000B	FICA	21,742.00
A9060.58000C	Health Insurance	48,472.00
A9040.58000D	Workers Comp	5,485.00
A3120.54190	Uniforms	9,400.00
A3120.51600	Holiday Pay	13,120.00
A3120.54701	Academy Training	7,200.00
A3120.51678	Pay for Field Officer Training	16,800.00
A9015.58000	Retirement	43,113.00
		<u>449,540.00</u>

A3410 Fire Effective 4/1/2021

A3410.51000	4 Firefighter Probationary	117,132.00
A9030.58000B	FICA	8,961.00
A9060.58000C	Health Insurance	16,481.00
A9040.58000D	Workers Comp	6,747.00
A3410.54190	Uniforms	4,800.00
A3410.51600	Holiday Pay	7,208.00
A3410.51900	Reduction of OT	(80,000.00)
A9010.58000A	Retirement	18,029.00
		<u>99,358.00</u>

A5110 Maintenance of Roads

A5110.51000	1 Heavy Motor Equipment Operator	49,318.00
A9030.58000B	FICA	3,773.00
A9060.58000C	Health Insurance	5,137.00
A9040.58000D	Workers Comp	10,830.00
A5110.54190	Uniforms	328.00
A9010.58000A	Retirement	5,178.00
		<u>74,564.00</u>

A5110 Maintenance of Roads

A5110.51000	1 Street Maintainer	41,468.00
A9030.58000B	FICA	3,172.00
A9060.58000C	Health Insurance	5,137.00
A9040.58000D	Workers Comp	9,106.00
A5110.54190	Uniforms	283.00
A9010.58000A	Retirement	4,354.00
		<u>63,520.00</u>

CL8160 Refuse

CL8160.51000	1 Street Maintainer	41,468.00
CL9030.58000B	FICA	3,172.00
CL9060.58000C	Health Insurance	5,137.00
CL9040.58000D	Workers Comp	9,106.00
CL8160.54190	Uniforms	283.00
CL9010.58000A	Retirement	4,354.00
		<u>63,520.00</u>

A6989 Economic Development

A6989.51000	Director of Economic Development	17,670.00
A6989.51000		4,186.00
A6989.51000		12,787.00
A6989.51000		12,492.00
		<u>47,135.00</u>



Legislative Branch

RL Number:
2F43
Date Submitted:
2/17/21

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: Paul Palmer

Title/Department: Commissioner of Parks

Contact Information: (607) 772-7017

RL Information

Proposed Title: A RESOLUTION APPROVING A MEMORANDUM OF AGREEMENT

BETWEEN THE CITY OF BINGHAMTON AND INTERNATIONAL BROTHERHOOD OF TEAMSTERS

AFL-CIO, LOCAL 317 (BLUE COLLAR UNIT)

Suggested Content: See attached.

Additional Information

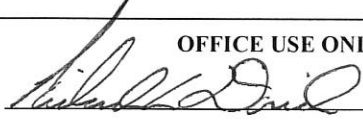
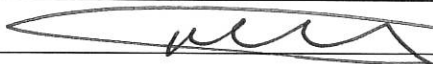
Does this RL concern grant funding? Yes No

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:	<u></u>
Comptroller:	_____
Corporation Counsel:	<u></u>
Finance <input type="checkbox"/>	Planning <input type="checkbox"/> MPA <input type="checkbox"/> PW/Parks <input type="checkbox"/> Employees <input checked="" type="checkbox"/> Rules/Special Studies <input type="checkbox"/>

RESOLUTION

entitled

A RESOLUTION APPROVING A MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF BINGHAMTON AND INTERNATIONAL BROTHERHOOD OF TEAMSTERS AFL-CIO, LOCAL 317 (BLUE COLLAR UNIT)

WHEREAS, pursuant to New York State Civil Service Law Article 14 – Public Employees’ Fair Employment Act, the City and the International Brotherhood of Teamsters AFL-CIO, Local 317 (Blue Collar Unit) have reached a Memorandum of Agreement regarding the hourly pay rate scale for the carpenter position; and

WHEREAS, the agreement is attached hereto.

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

RESOLVE that the attached Memorandum of Agreement between the City of Binghamton and the International Brotherhood of Teamsters AFL-CIO, Local 693 (Blue Collar Unit) is approved; and be it further

RESOLVED that the Memorandum of Agreement will be effective as of the pay period beginning on February 20, 2021.



Department of Personnel and Safety

Mayor, Richard C. David
Sharon Sorkin, Acting Director of Personnel and Safety

February 17, 2021

MEMORANDUM OF UNDERSTANDING

The City of Binghamton and Teamsters Local 317 have negotiated and agreed that "Appendix E" of the Collective Bargaining Agreement is hereby amended to provide that the City and Union may agree to hire or retain employees in the "Carpenter" position at an Hourly Pay Rate one year in advance of actual years worked, e.g., a pay scale at 80% can be increased to 90%, a new hire can begin at 80% rather than 70%.

This understanding was reached with the good faith bargaining between the parties and is final and binding this 17 day of February 2021.



City of Binghamton



Teamsters Local 317