



# OFFICE OF THE CITY CLERK ▪ CITY OF BINGHAMTON

*Giovanni Scaringi, Ph.D., City Council President*  
*Leighton Rogers, City Clerk*

---

## BOARD OF ESTIMATE & APPORTIONMENT

### AGENDA

**Binghamton City Hall – City Council Chambers**

**Wednesday, April 26, 2023**

**Approval of Minutes:** Request to approve the minutes from the Board of Estimate & Apportionment meeting held on April 11, 2023

### NEW BUSINESS

**Budget Amendment:** RL23-89 Amend the Finance budget to defund a staff accountant and fund a junior accountant

**Budget Amendment:** RL23-91 Waive outdoor café fees for 2023



# Legislative Branch

RL Number: 23-89
Date Submitted: 4/3/23

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 possible consideration at City Council Work Sessions. RLs generated by City Departments must be signed by the Mayor, Comptroller, and Corporation Counsel prior to submission. Incomplete/incorrect RLs will be returned to applicant for revisions.

### Applicant Presenting RL at Work Session

CHUCK SHAGER / *Ken+Drew-Deese* COMPTROLLER / *PERSONAL* 607-772-7011  
 (Print Name) (Title) (Phone number)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### To Be Completed By Applicant

**Proposed Title:** AMEND FINANCE BUDGET TO DEFUND A STAFF ACCOUNTANT POSITION AND FUND A JUNIOR ACCOUNTANT POSITION AT A SALARY OF \$42,000

**Executive Summary** (Explain why legislation is necessary): AMEND FINANCE BUDGET TO DEFUND A STAFF ACCOUNTANT POSITION AND FUND A JUNIOR ACCOUNTANT POSITION AT A SALARY OF \$42,000, SEE ATTACHED FOR BUDGET TRANSFERS

Effective Date: (if applicable) 04/29/2023

**Budget transfer or amendment:** RL Budget Transfer Worksheet **must** be attached w/ Dep. Head signature.

**RL related to a grant:** RL Grant Worksheet **must** be attached. Deadline for Council to act by: \_\_\_\_\_

**RL related to previously adopted legislation:** Perm. number \_\_\_\_\_, adoption date \_\_\_\_\_

**Contract:** Person/Company \_\_\_\_\_ Start/End Date \_\_\_\_\_

Total Cost \_\_\_\_\_ Funds available in Budget Line \_\_\_\_\_ Title \_\_\_\_\_

**Public Hearing required?** Yes  No  **SEQRA required?** Yes  No

**Additional information related to this RL attached?** Yes  No

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



# CITY OF BINGHAMTON

## Request for Transfer of Funds

Transfer requests of \$2,500 or less must be approved by the Comptroller.  
 Transfer requests over \$2,500 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.

This worksheet must be attached to any RL submitted to the Clerk's Office that includes a budget funding transfer or amendment. For additional instructions, see 'RL Instructions' document.  
 Incomplete/incorrect RLs to be returned to applicant for revisions. Additional transfer lines in the same format may be attached.

Adopted Budget Year Amended: 2023

Department: FINANCE

Department Head Signature:

Transfers			
Transfer From (Decrease)		Transfer To (Increase)	
Amount	Budget Line Title	Amount	Budget Line Title
\$ 39,735.00	A1310.51000 PERSONAL SERVICES (Staff Accountant)	\$ 27,462.00	A1310.51000 PERSONAL SERVICES (Jr. Accountant)
		\$ 12,273.00	A1990.55000 CONTINGENCY ACCT
\$ 39,735.00		\$ 39,735.00	

Revenue & Fund Balance Amendments	
Amount	Budget Line Title

Office Use Only for Transfers Under \$10,000

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

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 \_\_\_\_\_



# Legislative Branch

RL Number: 23-91  
Date Submitted: 4/5/23

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 possible consideration at City Council Work Sessions. RLs generated by City Departments must be signed by the Mayor, Comptroller, and Corporation Counsel prior to submission. Incomplete/incorrect RLs will be returned to applicant for revisions.

### Applicant Presenting RL at Work Session

Juliet Berling

Director PHCD

(607) 772-7028

(Print Name)

(Title)

(Phone number)

Signature:

Date: 04/05/2023

### To Be Completed By Applicant

**Proposed Title:** Request to waive all Outdoor Cafe fees and costs for 2023 season.

**Executive Summary** (Explain why legislation is necessary): To provide an incentive for outdoor cafe development, to aid in the creation of place-making venues, and to assist with the post-COVID economic recovery of local businesses.

Effective Date: (if applicable) \_\_\_\_\_

**Budget transfer or amendment:** RL Budget Transfer Worksheet **must** be attached w/ Dep. Head signature.

**RL related to a grant:** RL Grant Worksheet **must** be attached. Deadline for Council to act by: \_\_\_\_\_

**RL related to previously adopted legislation:** Perm. number \_\_\_\_\_, adoption date \_\_\_\_\_

**Contract:** Person/Company \_\_\_\_\_ Start/End Date \_\_\_\_\_

Total Cost \_\_\_\_\_ Funds available in Budget Line \_\_\_\_\_ Title \_\_\_\_\_

Public Hearing required? Yes  No

SEQRA required? Yes  No

Additional information related to this RL attached? Yes  No

#### OFFICE USE ONLY

Mayor:

Comptroller:

Corp. Counsel:

Finance  Planning  MPA  PW/Parks  Employees  Rules/Special Studies

City of Binghamton  
2023 Adopted Budget

2023 Adopted City of Binghamton Fee Schedule

Department	Type	Description	Adopted Fee (2022)	unit	Adopted Fee (2023)	unit	Incr./(Decr.) Amount
City Clerk	Permit	Alarm User Permit (one time)	10.00		10.00		
City Clerk	Permit	Auction (excludes foreclosures)	100.00		100.00		
City Clerk	Permit	Auctioneer (excludes foreclosures)	50.00		50.00		
City Clerk	Permit	Ball Jar License	25.00		25.00		
City Clerk	Permit	Banner	75.00	per week, depending on location	75.00	per week, depending on location	
City Clerk	Permit	Banner Late Fee	20.00		15.00		(5.00)
City Clerk	Permit	Bingo License	18.75		18.75		
City Clerk	Permit	Block Party Permit - application fee	25.00		25.00		
City Clerk	Permit	Block Party Permit - security deposit	100.00		100.00		
City Clerk	Permit	Block Party Permit - late fee	20.00		15.00		(5.00)
City Clerk	Permit	License to operate Bowling Alley (Annual)	50.00		50.00		
City Clerk	Permit	Casino Night	25.00		25.00		
City Clerk	Permit	Charitable Solicitor License			Remove		
City Clerk		Commissioner of Deeds	10.00		10.00		
City Clerk		Councilperson Map	5.00		Remove		
City Clerk		Dog Original/Renewal (altered)	15.00		15.00		
City Clerk		Dog Original/Renewal (Unaltered)	25.00		25.00		
City Clerk		Dog Late Renewal Fee	15.00		15.00		
City Clerk		Dog Replacement Tag Fee	5.00		5.00		
City Clerk		Dog Shelter Fee (if need to license dog to get it out of the shelter - NEW)	n/a		50.00		
City Clerk	License	Electrician, Journeyman	25.00		25.00		
City Clerk	License	Electrician, Journeyman Class B	50.00		50.00		
City Clerk	License	Electrician Late Fee	30.00	one time with 3 day grace	15.00	one time with 3 day grace	(15.00)
City Clerk	License	Electrician, Master A	125.00		125.00		
City Clerk	License	Electrician, Master B	100.00		100.00		
City Clerk	License	Electrician, Master C	200.00		200.00		
City Clerk	Permit	Event Permit			30.00		
City Clerk		Application (1 day)	30.00		30.00		
City Clerk		Additional days	15.00	per day	15.00	per day	
City Clerk		City Electricity	30.00	per day	30.00	per day	
City Clerk		Water Service	25.00	per day	25.00	per day	
City Clerk		Overtime					
City Clerk		Late Fee	20.00	per day	15.00	per day	(5.00)
City Clerk	Permit	Fireworks Filing Fee	10.00		10.00		
City Clerk	Permit	Indoor Fireworks Permit	150.00	per occasion/show/performance	Remove		
City Clerk	Permit	Indoor Fire Apparatus Fee	285.00	per occasion/show/performance	285.00	per occasion/show/performance	
City Clerk	Permit	Outdoor Fire Apparatus Fee	285.00	per hour (1 hr min)	285.00	per hour (1 hr min)	
City Clerk		FOLI CD	1.00		3.00		2.00
City Clerk		FOLI DVD	1.00		Remove		
City Clerk		Handicapped Replacement Tags			Remove		
City Clerk		Handicapped Replacement Tags	10.00		Remove		
City Clerk		Junk Dealer	50.00		50.00		
City Clerk		Late Fee for all other than those listed	5.00		Remove		
City Clerk		Marriage Ceremony Fee	50.00		50.00		
City Clerk		Marriage Transcript (Genealogy)	22.00		22.00		
City Clerk		Marriage Transcript (Certified)	10.00		10.00		
City Clerk		Marriage License & Certificate Fee	40.00		40.00		
City Clerk		Miscellaneous Permit	10.00		Remove		
City Clerk	Permit	Noise Permit	30.00		30.00		
City Clerk	Permit	Additional Days	5.00		5.00		
City Clerk	Permit	Outdoor Café Permit	1.00	per sq ft	1.00	per sq ft	
City Clerk		Outdoor Café Site Plan Review	50.00		50.00		
City Clerk		Pawbroker Permit	100.00		100.00		
City Clerk		Peddler's Permit	300.00		300.00		