

Ban the Box Audit Report



Submitted to:

Mayor Stephanie A. Miner

and

Hon. Members of the Syracuse Common Council

January 5, 2016

Martin D. Masterpole

City of Syracuse Auditor

Background: On December 4, 2014, the Syracuse Common Council approved the Syracuse Fair Employment and Licensure Ordinance, which addresses the employment and licensure of persons previously convicted of a criminal offense. This legislation is more commonly referred to as the Syracuse “Ban the Box” Ordinance.

Major provisions of this ordinance include:

- Prohibiting the City from directly or indirectly inquiring into the criminal history of a job applicant until after a conditional offer of employment is made
- Prohibiting any contractor supplying the City with goods and services from directly or indirectly inquiring into the criminal history of a job applicant until after a conditional offer of employment is made
- Prohibiting the City from directly or indirectly inquiring into the criminal history of a licensure applicant unless the City is barred by law from granting a specific license to any applicant with a record of certain convictions
- Establishing a procedure for the City’s conducting a criminal history inquiry of a job applicant
- Establishing a procedure for a job applicant to appeal a decision to rescind a conditional offer of employment based on the results of a criminal history inquiry
- Providing for enforcement of violations of this ordinance including:
 - o Annual compliance audits by the City Auditor’s Office
 - o Suspension or termination of vendor contracts
 - o Commencement of civil action against a contractor by an aggrieved party
 - o Monetary fines via an action initiated by the Corporation Council
 - o Article 78 proceedings against the City

This compliance audit reviews the City’s implementation of the Ban the Box ordinance since its effective date of March 25, 2015.

Methodology: To audit the current level of compliance with the Ban the Box law, the Audit Department conducted interviews of key City and County personnel, reviewed relevant City employment and licensure forms, and sampled employment applications of current City vendors:

1. Interviews: We conducted interviews with officials who are responsible for City employment, purchasing and licensure functions to determine what changes, if any, have been made in City procedures since March 25, 2015.

Officials interviewed and their area of responsibility included:

- City First Assistant Corporation Counsel Joseph Barry and Assistant Corporation Counsel Catherine Carnrike (ordinance background, interpretation and enforcement)
 - City Budget Director Mary Vossler (purchasing of commodities through competitive bids and contracting for professional services through RFP's)
 - City Personnel Director Derrek Thomas (hiring practices)
 - City Office and Board Coordinator Denise Bajish (licensure of building trades)
 - City Right of Way Permit Coordinator Sam White (miscellaneous licensures)
- 2 City Forms Review: For all forms used in City purchasing contracts, licensure and employment, we reviewed documents currently being used to determine compliance with the Ban the Box law.
 - 3 Sampling of Vendors Employment Applications: We sampled current City vendors to determine the extent to which whether Ban the Box provisions relative to employment applications were being complied with.

Findings:

The results of our audit can be summarized as follows:

1. City Employment Applications – All City employment applications have been changed to include an explicit reference to the Ban the Box Ordinance. Old forms included the following Yes/No (check one box) question:

“Have you ever been convicted of a criminal offense?” (Attachment 1)

Current forms eliminate that question. In its place, they include the statement:

“Pursuant to the Syracuse Fair Employment and Licensure Ordinance... the City does not conduct criminal history background checks during the application process until after an applicant is deemed qualified for a position and the applicant has been extended a conditional offer of employment...” (Attachment 2)

2. City Vendor Employment Applications – This office selected a random sample of fifty City vendors who supplied goods and services to the City during the period of May 1st through June 30th of 2015. These vendors were requested to submit a copy of their current employment application forms to determine if they were in compliance with the Ban the Box law.

Of the fifty request letters sent out, this office received thirty-three responses. All thirty-three employment applications received were in compliance

The compliance of the remaining seventeen vendors is undetermined at this time.

3. Applicant Appeals Process - There have been no known instances of a job applicant with the City or a vendor having had an offer of employment rescinded based on the results of a subsequent criminal history inquiry. Accordingly, there are no findings relative to the administration of the appeals provisions of the ordinance.
4. City Purchasing of Commodities – The Onondaga County Purchase Department administers the competitive bid process that is used to procure goods and services needed by City Departments. Some of these contracts are bid out on behalf of all jurisdictions in the County including the City. Others are bid out on behalf of the City of Syracuse Departments only.

Once a purchase contract is awarded by the County, ordering of goods by a City Department is accomplished by issuing a purchase order to the successful bidder.

Since March 25, 2015, the process has been changed to incorporate the requirements of the Ban the Box Ordinance for City purchases. Since that date, all City purchase orders now contain the following new provision:

“By accepting this PO and performing services/providing goods vendor agrees to the following Fair Employment and Licensure opportunity. This contract is subject to the Fair Employment and Licensure Opportunity Ordinance #45-2014 of the City of Syracuse. This ordinance requires that all City contractors shall not include a question about a job applicant’s prior criminal history on the job application and shall defer making any criminal history inquiry about a job applicant’s past criminal history until after a conditional offer of employment has been made. The City shall have the authority to suspend and terminate the contract for violations of the Fair Employment and Licensure Opportunity Ordinance.”

An example of the City’s current purchase order form is provided as Attachment 3.

5. City Procurement of Professional Services - Professional services needed by City Departments are procured through a Request for Proposal (“RFP”) process. This process is administered by the City’s Budget Director and is independent of the Onondaga County Purchase Department.

Since the effective date of the Ban the Box Ordinance, all RFP solicitation packages distributed to potential vendors include two references to the Ban the Box Ordinance.

First, the boilerplate contains the following language:

“This contract is subject to the Fair Employment and Licensure Opportunity Ordinance #45-2014 of the City of Syracuse. This ordinance requires that all City contractors shall not include a question about a job applicant’s prior criminal history on the job application and shall defer making any criminal history inquiry about a job applicant’s past criminal history until after a conditional offer of employment has been made. The City shall have the authority to suspend and terminate the contract for violations of the Fair Employment and Licensure Opportunity Ordinance” (Attachment 4)

Secondly, upon award of the contract, the selected vendor must sign a compliance agreement in which he/she certifies compliance with the City of Syracuse General Ordinance 345-2014. (Attachment 5)

6. City Licensure Applications – All licenses issued by the City have been reviewed by the Corporation Counsel’s Office to determine which fall under the jurisdiction of the Ban the Box Ordinance. For those that do, application forms have been revised where necessary to reflect the Ordinance’s requirements.

For example, the old application form for an auctioneer’s license included the question:

“Has the applicant or any member of the applicant (in case or a corporation or partnership) ever been convicted of a felony or misdemeanor? If Yes, please state the facts: ... ” (Attachment 6)

The new application form eliminates this question (Attachment 7).

All current miscellaneous license application forms can be found on the City’s website, www.syracuse.gov/ Documents and Forms/License Applications.

7. Enforcement Actions - None of the officials interviewed are aware of any alleged violations of the Ban the Box ordinance by the City or any of its contractors. Accordingly, there are no findings relative to the administration of the enforcement provisions of the ordinance.

Recommendations:

As a result of our inquiries, this office has the following recommendations to improve the administration of the Ban the Box ordinance:

1. Training for All City Employees Involved in Hiring Process – To date, there has been no formal training of City Department Heads or other employees with regard to their responsibilities under the Ban the Box Ordinance. It is the goal of the Personnel Department to provide such training in the near future as resources allow.

We note that The Ban the Box Ordinance applies to all steps in the hiring process, starting with an applicant inquiring about a possible position. Therefore, we recommend that any future training program include all City employees who may possibly be involved in the hiring process, including, for example, those handling telephone or walk-in inquiries about vacancies.

2. Technical Assistance for City Vendors - City vendors are required to certify compliance with the Ban the Box Ordinance, but are provided minimal guidance as to how to resolve issues that may arise in attempting to comply.

We suggest that the City develop and make available to vendors a FAQ Sheet that anticipates and addresses compliance questions that may reasonably be expected to arise.

3. Additional Certification on License Applications - If the licensee of the City is a corporation or partnership, we suggest that a section be added to the license application requiring that the partnership or corporation certify that is in compliance with the provisions of the Ban the Box Ordinance relative to its employees.

4. Follow-up on Vendor Letters – As noted above, twenty-two current City vendors did not reply to this Office’s request to provide current employment application forms. It is therefore unknown if these vendors are in compliance with the Ban the Box law. We recommend that the City’s Purchase Division contacts these vendors to determine their compliance status and take appropriate enforcement action if necessary.

We wish to thank City Department Heads and staff for their prompt and thorough assistance in compiling the information needed to conduct this audit and look forward to the next annual review of this program.

ATTACHMENT 1
 OLD CITY Employment
 Application

The Affirmative Action Policy of the City of Syracuse is to provide equal employment opportunity to all people without regard to race, color, sex, religion, creed, age (18 and over), marital status, national origin, disability or Veterans' preference. If you are a Veteran, please complete with 31 CFR part 51. If you have a disability for which you wish special accommodation to be made, contact the Department of Personnel at City Hall Commons, 446-8790.

ADDITIONAL INFORMATION

I authorize any physical examinations required by the City as evidence of employability. I further authorize the investigation of any statement made in this application.

Applicant's Signature:

EMPLOYMENT DEPARTMENT USE ONLY

DATE	DISPOSITION	EMPLOYMENT INTERVIEWER

City of Syracuse
 Superintendent: A. Meyer, Mayor

APPLICATION FOR EMPLOYMENT
 Office of Personnel & Labor Relations • City Hall Commons, 201 S. Washington Street, Syracuse, NY 13202-0476
 The City of Syracuse affirmatively recruits, hires, and promotes without regard to sex, marital status, race, age, religion, national origin or handicap and actively employs Vietnam Era Veterans and Handicapped persons.
PERSONAL DATA (Please Print)

Name (Last, First, Middle) _____
 Address (Street) _____
 (City) _____ (State) _____ (Zip) _____
 Telephone: Home () _____ Building () _____
 Is a citizen? No Yes If no, via status _____
 No Yes If not please state age: _____
 Do you have any work limitations? If yes, please explain: Yes No
 * If you do not answer this question it will not jeopardize your employment opportunity.
 Have you ever been convicted of a criminal offense? No Yes
 If yes, please explain: _____
 * An applicant may not be denied employment because of a conviction record, unless there is a direct relationship between the offense and the job or unless being would be an unreasonable risk.
 If an applicant's license is required for the job you have applied for, please indicate:
 Type of Class: _____ Expiration Date: _____ LDP# _____

Are you a resident of the City of Syracuse?
 No Yes
 Social Security Number _____

Telephone: Home () _____ Building () _____
 Is a citizen? No Yes If no, via status _____
 No Yes If not please state age: _____
 Do you have any work limitations? If yes, please explain: Yes No
 * If you do not answer this question it will not jeopardize your employment opportunity.
 Have you ever been convicted of a criminal offense? No Yes
 If yes, please explain: _____
 * An applicant may not be denied employment because of a conviction record, unless there is a direct relationship between the offense and the job or unless being would be an unreasonable risk.
 If an applicant's license is required for the job you have applied for, please indicate:
 Type of Class: _____ Expiration Date: _____ LDP# _____

EMPLOYMENT DATA

Position/Applicant For: _____
 Laborer _____ Administrative _____ Secretarial _____
 Driver _____ Clerical _____ Typing/Spcl _____
 Janitor _____ Technical _____ Street Sweeper _____
 Other _____
 Regular Full Time Summer Part-Time

Attachment #2

City of Syracuse
Stephanie A. Miner, Mayor

Employment Application



**City of Syracuse
APPLICATION FOR EMPLOYMENT**

MAIL OR DELIVER TO:

Office of Personnel & Labor Relations • City Hall • 233 E. Washington Street • Rm 312 • Syracuse, New York 13202-1476

The City of Syracuse affirmatively recruits, hires, and promotes without regard to age, marital status, race, creed, color, sex, religion, citizenship, national origin, disability, genetic predisposition or carrier status, pregnancy or sexual orientation; and actively employs Vietnam Era Veterans and disabled persons.

PERSONAL DATA (Please Print)

Name (Last, First, Middle)		
Address (Street)	(Apt. No.)	Are you a resident of the City of Syracuse? <input type="checkbox"/> Yes <input type="checkbox"/> No
(City)	(State)	(Zip) Social Security Number
Telephone: Home () _____ Business () _____ Cell () _____		
U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, visa status _____	Are you 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No If not please state age: _____
EMPLOYMENT DATA (Please check all that applies)		
Position(s) Applied For: Laborer _____ Driver _____ Janitor _____ Administrative _____ Clerical _____ Technical _____ Secretarial _____ Typing Speed _____ Other (list) _____		Departments(s) Applied For: Assessment _____ Aviation _____ Budget _____ Dept. of Public Works _____ Engineering _____ Finance _____ Fire _____ Information Technology _____ Law _____ Neighborhood & Bus.Dev. _____ Parks & Rec. _____ Personnel _____ Police _____ Purchasing _____ Research _____ Water _____ Other (list) _____ All _____
<input type="checkbox"/> Regular Full Time <input type="checkbox"/> Summer <input type="checkbox"/> Part-Time		
If an operator's license is required for the job you have applied for, please indicate:		
Type of Class _____	Expiration Date _____	I.D. # _____
Have you previously been employed by the City of Syracuse? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, when? _____		Where? _____

U.S. MILITARY SERVICE

Have you ever been a member of the U.S. Military? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please complete:				
Branch	Entry Date	Discharge Date	Type of Discharge	Rank

EDUCATIONAL RECORD *Attach additional sheets if more space is needed.

	Name of School	Location	Graduated yes/no	Degree Received	Major	Degree Date
High School						
College						
Graduate School						
Vocational/Technical						
Other						

Do you have a license, certification, or other authorization to practice a trade or profession? Yes No
 If yes, please explain:

WORK HISTORY (Start with most recent position) *Attach additional sheets if more space is needed.

1	From _____ To _____ Position _____ Rate of Pay _____ Firm _____ Address _____ Hrs. Per Week _____ Supervisor _____ Duties _____ Reason For Leaving _____
2	From _____ To _____ Position _____ Rate of Pay _____ Firm _____ Address _____ Hrs. Per Week _____ Supervisor _____ Duties _____ Reason For Leaving _____
3	From _____ To _____ Position _____ Rate of Pay _____ Firm _____ Address _____ Hrs. Per Week _____ Supervisor _____ Duties _____ Reason For Leaving _____

BACKGROUND INVESTIGATION: Applicants may be required to undergo a criminal history background investigation. Failure to pass a background investigation may result in denial of employment. Pursuant to the Syracuse Fair Employment and Licensure Ordinance ("Ordinance"), the City does not conduct criminal history background checks during the application process until after an applicant is deemed qualified for a position and such applicant has been extended a conditional offer of employment, with the exception of the following: 1.) positions in which the City is barred from hiring an individual with certain convictions; 2.) the Syracuse Police Department or any "police officer" and "peace officer" positions; and 3.) inquiries specifically authorized pursuant to applicable law. Pursuant to the Ordinance and New York State law, an applicant may not be denied employment because of a prior criminal record, unless there is a direct relationship between the offense and the employment sought or unless hiring would constitute an unreasonable risk.

DECLARATION: I declare that, subject to penalties of perjury, any statements made on or in connection with this application (including statements made in accompanying papers) have been examined by me and to the best of my knowledge are true and correct. I understand that any deliberate misrepresentation or omission of facts may be cause for voiding this application or termination of employment, unless otherwise prohibited by law. I also understand that all statements made in connection with this application are subject to verification.

APPLICANT'S SIGNATURE _____ **DATE** _____

DEPARTMENT USE ONLY Interviewer _____ Date _____ Disposition _____ Additional Information _____

Attachment #3

CURRENT City PURCHASE ORDER

CLAIM # _____		Issued By: City of Syracuse Office of Management and Budget Division of Purchase Room 221 City Hall Syracuse, NY 13202		PURCHASE ORDER NUMBER 542537 <small>This number must appear on all correspondence, invoices and shipments relative to this order.</small>		
AUDITED AMOUNT _____		* RUSSEL		* Page 1 of 2		
BUDGET # _____		PO Date 04/10/2015				
1099 SETT CODE AUDIT		INVOICE TO: 601550 CITY OF SYR-FIRE CHIEF OFFICE 511 SOUTH STATE ST-6TH FL SYRACUSE NY 13202				
VENDOR: 114700 JEROME FIRE EQUIP CO INC 8721 CAUGHDENROY RD CLAY NY 13041		SHIP TO: 601550 CITY OF SYR-FIRE TRAINING DIV 312 STATE FAIR BLVD SYRACUSE NY 13204				
DELIVERED BY		F.O.B.		TRUCK#		
04/17/2015		DEST		MSA		
TERMS	COMMODITY	CONFIRM TO	PHONE	EXT		
NET 30	040803	CHIEF CUSSEN	(315) 473-3277	0000		
LINE#	QUANTITY	U/M	DESCRIPTION	UNIT PRICE	TAX	AMOUNT
01	200.00	EA	HYDROBEST. MSA BOTTLE HYDRO TESTING. 01.34100.0 .405	18.50	N	3,700.00
02	0.00		NOTE: BY ACCEPTING THIS PO AND PERFORMING SERVICES/PROVIDING GOODS VENDOR AGREES TO THE FOLLOWING FAIR EMPLOYMENT AND LICENSURE OPPORTUNITY. THIS CONTRACT IS SUBJECT TO THE FAIR EMPLOYMENT AND LICENSURE OPPORTUNITY ORDINANCE #45-2014 OF THE CITY OF SYRACUSE. THIS ORDINANCE REQUIRES THAT ALL CITY CONTRACTORS SHALL NOT INCLUDE ANY QUESTION ABOUT A JOB APPLICANT'S PRIOR CRIMINAL HISTORY ON THE JOB APPLICATION AND SHALL DEFER MAKING ANY CRIMINAL HISTORY INQUIRY ABOUT A JOB APPLICANT'S PAST CRIMINAL CONVICTIONS UNTIL AFTER A CONDITIONAL OFFER OF EMPLOYMENT IS MADE. THE CITY SHALL HAVE THE AUTHORITY TO SUSPEND AND TERMINATE THE CONTRACT FOR VIOLATIONS OF THE FAIR EMPLOYMENT AND LICENSURE OPPORTUNITY ORDINANCE. ORDER FAXED 4/10/15	.00	N	.00
REQUISITION	DATE	DEPT.	QUOTED BY		SUBTOTAL	
99118287	03/27/2015	34100				
CONTRACT#	REFER	DELIVER TO	BID CODE	ORDINANCE	SALES TAX	
			E	.615-14	TOTAL	**CONTINUED**
FOR CITY DEPARTMENT HEAD SIGNATURE ONLY <small>I hereby certify that the merchandise materials or articles enumerated in the above amount were received and the services specified performed, that they were necessary for, and have been, or will be applied to the use of this Department, and I further certify that no part of said account has been paid or satisfied.</small>						
Signed			Title		Date	
			Tierza Judkins			
PAYMENT/CLAIMANT'S VOUCHER						

Attachment #4

ATTACHED
CITY RFP Boilerplate

REFERENCES:

Proposers must submit a list of at least three (3) professional references where similar services have been provided for during the past seven (7) years.

FINANCIAL STABILITY/STATEMENTS:

Proposers shall submit copies of their audited financial statements prepared by an independent Certified Public Accountant for the last three (3) full fiscal years. Proposers should also disclose in some detail, any litigation, pending judgments, etc., which could affect the proposer's ability to enter into a contract with the City of Syracuse.

Comment [OK2]: If this necessary.

LAWS:

Successful proposer will comply with all applicable Federal, State, local laws, ordinances, rules and regulations. Lack of knowledge of such laws, ordinances, rules or regulations shall in no way relieve the proposer/contractor from compliance therewith or responsibility thereto.

PROPOSERS – PLEASE TAKE NOTICE

On March 22, 2015, Ordinance #45-2014 become law. Please be aware of the following paragraph.

FAIR EMPLOYMENT AND LICENSURE OPPORTUNITY

This contract is subject to the Fair Employment and Licensure Opportunity Ordinance #45-2014 of the City of Syracuse. This Ordinance requires that all City Contractors shall not include any question about a job applicant's prior criminal history on the job application and shall defer making any criminal history inquiry about a job applicant's past criminal convictions until after a conditional offer of employment is made. The City shall have the authority to suspend and terminate the contract for violations of the Fair Employment and Licensure Opportunity Ordinance.

CONFIDENTIALITY:

To protect the confidentiality of the information contained in this RFP, you will agree not to disclose any information to any parties inside your organization, other than those with a need to know. You are prohibited from disclosing any information contained in this RFP to any parties outside of your organization without the express, written authorization of the City of Syracuse.

Please retain a copy of this complete document for your records. This is the only copy you will receive. You will be forwarded notice of the award only.

The City of Syracuse reserves the right to waive any formalities and to reject or negotiate any and all proposals without assigning any reason.

Attachment #5

ATTACHMENT 5
CITY RFP SIGNATURE PAGE

MEMORANDUM

Compliance agreement between the City of Syracuse and

VENDOR NAME

We, the above named vendor, certify that we are in compliance with the City of Syracuse General Ordinance #45-2014 which includes the following language:

*** This contract is subject to the Fair Employment and Licensure Opportunity Ordinance of the City of Syracuse. This ordinance requires that all City contractors shall not include any question about a job applicant's prior criminal history on the job application and shall defer making any criminal history inquiry about a job applicant's past criminal convictions until after a conditional offer of employment is made. The City of Syracuse shall have the authority to suspend and terminate the contract for violations of the Fair Employment and Licensure Opportunity Ordinance. ***

PRINT NAME

SIGNATURE

TITLE

DATE

PROPOSER'S NAME AND ADDRESS

Attachment #6

ATTACHED HEREIN
Application Form For
AUCTIONEER'S License (010)

FEE: \$100.00 PER YEAR
PAID:

LICENSE #:
DATE ISSUED:

APPLICATION FOR AUCTIONEER LICENSE

BUSINESS NAME: _____

The undersigned _____, does hereby apply to the License Commissioner of the City of Syracuse, State of New York, to engage in the business of Auctions, Auction sales and Auctioneer pursuant to the General Ordinances of the City of Syracuse.

PLEASE PRINT

Name of Applicant: _____ Date of Birth: _____

Home Address: _____ Home Phone: _____

Business Address: _____ Business Phone: _____

Is the applicant a Corporation? _____

How long at Business address? _____

If yes, list its principal officers with their respective places residence, phone numbers and titles:

_____ Date of Birth _____

_____ Date of Birth _____

Is the applicant a Partnership, Association or Firm? _____

Conducting business under an assumed name? _____

If yes to either question, please list any partners with addresses and date of birth, or any assume names.

Has the applicant or any member of the applicant (in case of a corporation or partnership) ever been convicted of a felony or misdemeanor? Yes No

If yes, please state facts: _____

A BOND IN THE AMOUNT OF \$5,000.00 MUST BE POSTED AND APPROVED

INDEMNIFICATION STATEMENT

The applicant, upon issuance of a license, herein agrees to indemnify and save harmless the City of Syracuse, its agents, officers and employees thereof from all claims, suits or actions of every name or description brought against the City, its officers, employees or agents for or on account of bodily injuries, including death or damages to property, received or sustained, or alleged to be sustained by any person or persons arising out of the license issued herein.

(SIGNATURE OF APPLICANT)

(DATE)

(PLEASE PRINT NAME)

NOTARY

POLICE DEPARTMENT APPROVAL:

Signature

Date

Attachment #7

ATTACHMENT #7
Application Form For
AUCTIONEER'S License (New)

FEE: \$100.00 PER YEAR
PAID:

LICENSE #:
DATE ISSUED:

APPLICATION FOR AUCTIONEER LICENSE

BUSINESS NAME: _____

The undersigned _____, does hereby apply to the License Commissioner of the City of Syracuse, State of New York, to engage in the business of Auctions, Auction sales and Auctioneer pursuant to the General Ordinances of the City of Syracuse.

PLEASE PRINT

Name of Applicant: _____ Date of Birth: _____
Home Address: _____ Home Phone: _____
Business Address: _____ Business Phone: _____

Is the applicant a Corporation? _____
How long at Business address? _____

If yes, list its principal officers with their respective places residence, phone numbers and titles:

Date of Birth _____

Date of Birth _____

Is the applicant a Partnership, Association or Firm? _____

Conducting business under an assumed name? _____

If yes to either question, please list any partners with addresses and date of birth, or any assume names.

A BOND IN THE AMOUNT OF \$5,000.00 MUST BE POSTED AND APPROVED

INDEMNIFICATION STATEMENT

The applicant, upon issuance of a license, herein agrees to indemnify and save harmless the City of Syracuse, its agents, officers and employees thereof from all claims, suits or actions of every name or description brought against the City, its officers, employees or agents for or on account of bodily injuries, including death or damages to property, received or sustained, or alleged to be sustained by any person or persons arising out of the license issued herein.

(SIGNATURE OF APPLICANT)

(DATE)

(PLEASE PRINT NAME)

(NOTARY)