



City of Cortland
Scott Steve
Mayor

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August 3, 2022

Maureen A. Coleman, Esq., President and CEO
New York State Environmental Facilities Corporation
625 Broadway
Albany, NY 12207

Dear Ms. Coleman,

I am writing in support of McNeil Development Co.'s consolidated funding application through the New York State Environmental Facilities Corporation Green Innovation Grant Program. McNeil Development has been a strong advocate for the downtown Cortland area for years and has proposed a critical project to the sustainability of the city.

This project will incorporate the green infrastructure design practices of pervious pavement and stormwater planters in the rehabilitation of their 1.5 acre parking lot. These sustainable stormwater management practices will eliminate over 2.6 million gallons of the property's stormwater runoff from entering the City of Cortland's storm sewer system by absorbing, evaporating, evapotranspiring and infiltrating stormwater onsite, preventing it from carrying potential pollutants into the Tioughnioga River.

The environmental and community benefits of this project will be significant. I want to emphasize the City of Cortland's support and request your full and positive consideration of this project.

Sincerely,

Scott Steve, Mayor

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding entered into by and between the City of Cortland Police Department and the SUNY Cortland University Police Department sets out the respective duties and obligations with regard to the coordination of law enforcement efforts between the University and the City.

The parties to this Memorandum of Understanding hereby agree as follows:

1. The State University of New York has primary law enforcement jurisdiction on all property owned, leased, or under the control of the University. It will provide police services on said property, except as otherwise specified in the Memorandum of Understanding.
2. The University Police Department, when appropriate and reasonable, will notify the Cortland Police Department of any incident or situation on any property owned, leased, or under the control of the State University that may affect the safety of the residents of the city.
3. The Cortland Police Department, when appropriate and reasonable, will notify the University Police Department of any incident or situation on any property within the jurisdiction of the City that may affect the safety of the staff and residents on any property owned, leased, or under the control of the University.
4. When the Cortland Police Department executes an arrest or search warrant on any property owned, leased, or under the control of the University, the Cortland Police Department will contact the University Police Department and request a University Police officer to accompany the Cortland Police Department officer. When such a request would interfere with an investigation, such action will be communicated as soon as possible. Efforts will be taken to refrain from interrupting a class to affect an arrest or execute a search warrant. In the event of continuous close pursuit beginning in the jurisdiction of the City, the Cortland Police Department, through the County 911 Center, will notify the University Police Department as soon as possible, and the University Police Department will assist as necessary.
5. When the University Police Department executes a warrant within the City, excluding any property owned, leased, or under the control of the University, the University Police Department will contact the Cortland Police Department and request a Cortland Police Department officer to accompany the University Police Department officer. When such a request interferes with an investigation, such action will be communicated as soon as possible. In the event of continuous pursuit, the University Police Department communications unit will inform the County 911 Center as quickly as possible, and the University Police Department officer will proceed as necessary.

6. The University Police Department will transfer requests for police services originating on any property within the jurisdiction of the City to the County 911 Center. In like manner, the County 911 Center will transfer requests for police services originating on any property owned, leased, or under the control of the University, to the University Police Department communications center.
7. For **emergencies**, including requests for backup within the Cortland Police Department's jurisdiction, the Cortland Police Department supervisor, officer-in-charge, or County 911 Center may request the assistance of the University Police Department. The University Police supervisor or officer-in-charge must grant permission before such assistance is rendered. In like manner, for emergencies and requests for backup within the jurisdiction of the University, the University Police supervisor or officer-in-charge may request assistance through the County 911 Center.
8. If an agency needs to pursue an investigation or conduct an interview within the other's community, that investigative agency will notify the other department. When such notification would interfere with an investigation, notice of such action will take place as soon as possible.
9. For major non-emergency events affecting both jurisdictions, the command staff or designees from the Cortland Police Department and University Police Departments will meet promptly to review various operations issues.
10. Under Chapter 22 of the 1999 Campus Safety Act, "Suzanne's Law," the University Police Department and the Cortland Police Department shall address violent felony offenses and missing college students as follows:

Missing Student- When a missing student report is received by the University Police Department or the Cortland City Police Department, the receiving department will conduct a preliminary investigation to verify the complaint and determine the circumstances relating to the reported missing student. The incident will be reported and shared between departments. Both departments will continue the investigation to locate the missing student. If, after further investigation, the missing student is not located, both departments will determine the most efficient manner of continuing the investigation. In any event, information relating to any report of a missing student shall be shared by both parties no later than twelve (12) hours from the time of the initial report. If the missing student is located or returns to the University at any time after the matter has been reported, each party shall notify the other immediately.

Violent Felony Offenses- When the University Police Department receives any report of an on-campus violent felony offense or the Cortland Police Department reports a violent offense involving a college student; the recipient shall notify the other police department as soon as possible. The police departments will carry out appropriate investigative

procedures, determine the most efficient manner of continuing the investigation, and provide mutual assistance when requested.

Definitions:

"Missing Student" means any student of the University subject to the provisions of Section 355(17) of the New York State Education Law who resides in a facility owned or operated by the University and who is reported to the University as missing from their residence.

"Violent Felony Offense" means a violent felony offense as defined in Section 70.02(1) of the Penal Law of the State of New York.

11. The Chief of the University Police Department and the Chief Cortland Police Department may enter into more specific and detailed operational procedures and guidelines, provided that such additional items are consistent with the above provisions.
12. Either party may terminate this agreement by a 30-day notification in writing to the other party.

IN WITNESS THEREOF TO THIS MEMORANDUM OF UNDERSTANDING
has been executed on the ____ day of _____, 2022

**STATE UNIVERSITY OF NEW YORK
COLLEGE AT CORTLAND**

CITY OF CORTLAND

Erik J. Bitterbaum, President

Scott Steve, Mayor

Mark T. DePaull, Chief of Police

Paul Sandy, Chief of Police

City Manager Job Description, Job Duties, Salary, Resume

The City Council appoints a City manager who will possess the powers and perform the duties provided in and by said Optional City Government Law, other general laws of the state and the ordinances of City Council. They shall hold office at the pleasure of the City Council and receive compensation fixed by the Council. The City Manager's responsibilities include, but are not limited to: advising City Council on policy matters; overseeing daily operations; conducting all collective bargaining negotiations, labor relations, insurance and risk management; budgeting; managing all financial affairs and analysis, grant management, inter- municipal relations; and managing media relations for the administration. The City Manager will be responsible for carrying out the decisions of government policies made by the Council.

City Manager Qualification Requirements

City Manager qualifications include prior municipal managerial experience, including experience as a public administrator,

The City Manager's educational qualifications may include criminology, public safety, business administration, finance, or accounting.

City Manager Qualifications and Skills

- Managerial skills (i.e. planning, designing, optimizing and implementing technologies that will help team members improve productivity and performance)
- Solid financial skills
- Problem solving issues related to the city's limited resources
- Strategic and visionary skills
- Must possess good character and integrity
- Strong planning skills
- Experience in community development
- Able to manage a diverse team of subordinates and department heads
- Strong oral and written communication skills

• **City Manager Job Duties and Responsibilities**

- The City Manager will be involved in the Council's decision-makings as they are their chief advisor, but possess no voting power on laws legislated by the group. And as a public administrator, will be implementing these laws and policies.
- The City Manager will supervise the daily operations of the government departments, its heads and staff members. The task may include, but not be limited to hiring, suspending, enforcing necessary disciplinary actions, firing of the staff member(s), and optimizing the performance and day-to-day operations of staff members.
- Perform administrative tasks including budgeting, recommendations, attending council meetings, among other duties and responsibilities that the council may assign.