

COMMON COUNCIL MEETING

June 19, 2012

7:00 P.M. Call Meeting to Order
Salute to the Flag of the United States
Public Comments
Minutes of May 15, 2012
Bills
Ward Reports & Discussion regarding un-mowed lawns (Alderman Michales)
Mayor's Report
Report – Gators May 26, 2012 Outdoor Event
Report – Wishing Wellness Center June 6, 2012 Film Event in the Park
PINK SHEET Sign off

AGENDA:

1. Consideration of a Resolution to approve the 2013 – 2017 Cortland County Sales Tax Agreement and authorize Mayor Tobin to sign the agreement subject to review by Corporation Counsel. (Director of Admn. & Finance Cook)
2. Consideration of a Resolution authorizing the City of Cortland to impose taxes on sales and uses of tangible personal property and on certain services and on hotel room occupancy, admission charges and club dues, pursuant to Article 29 of the Tax Law of the State of New York. (Director of Admn. & Finance Cook)
3. Presentation by C & S Engineering re: City Gateway Project.
4. Consideration of a Resolution authorizing Mayor Tobin to enter into a contract with C & S Engineering for design services based upon the lowest and best quote received for the City Gateway Project subject to review by Corporation Counsel. (Director of Admn. & Finance Cook)
5. Consideration of a Resolution to authorize and direct Mayor Tobin to file an application for funds from the New York State Office of Community Renewal through its New York Main Street Program 2012, and upon approval of said request to enter into and execute a project agreement with the State for such financial assistance to the City of Cortland for the Cortland Downtown Revitalization Program. (Thoma Development)
6. Consideration of a Resolution to approve and endorse the Cortlandville, New York application to the NYS DEC for a project grant under the Round 11 Urban and Community Forestry Program for the project known as the Testa Park Tree Planting Project on Starr Road in the Town of Cortlandville. (Thoma Development)
7. Consideration of a Resolution to increase the asset limit for qualifying for the City's Emergency Repair Program from \$10,000 to \$20,000. (Alderman Ferguson)

8. Consideration of a Resolution to accept the Main Street Proposal for lights on Main Street and authorize Mayor Tobin to sign the agreement subject to review by Corporation Counsel. (Adam Megivern)
9. Consideration of a Resolution to approve the Cortland Downtown Partnership's request to have the Marketplace Mall parking lot remain closed and barricaded after the Main Street Music Series concert on Friday, July 13, 2012, from 10:30 P.M. until Saturday, July 14, 2012 at 6:30 P.M. for the set up and operation of the Taste of Downtown Festival events to be held there. (Adam Megivern)
10. Consideration of a Resolution to recognize and approve a budget modification to appropriate auction proceeds from the sale of two (2) retired police vehicles. (Deputy Chief Sandy)

A3120.206.00 Operational Equipment \$8,280.00

11. Consideration of a Resolution to recognize and approve a budget modification to appropriate grant proceeds from a DCJS DNA Burglary Initiative Grant. (Deputy Chief Sandy)

A3120.405-01 Evidence Supplies \$1,987.00

12. Consideration of a Resolution to recognize five (5) donations and to approve a budget modification to appropriate funds into the Cortland Youth Bureau operating budget as follows: (Director of Admn. & Finance Cook)

Cortland Rotary Club	\$2,500	A7110.206
Borg Warner	\$ 300	A7550.405
CFCU	\$ 280	A7140.405.01
Todd & Michelle Funk	\$ 500	A7330.400
Lehman Family	\$ 25	A7310.405

13. Consideration of a Resolution to recognize and approve a budget modification to appropriate \$5,650.00 in CPR Grant funds received by the Cortland Fire Department as follows: (Chief Glover)

Personal Services	\$3,810.83	A3410.101
Tools & Equipment	\$1,839.17	A3410.405.01

14. Consideration of a Resolution to amend the City Code of Ordinances Section 11-41 and approve the Public Safety Commission's recommendation to place a Stop Sign at the corner of Kinney Lane and Delaware Avenue. (Alderman Bennett)

15. Consideration of a Resolution to amend the City Code of Ordinances Section 11-63 (a)(1) and approve the Public Safety Commission's recommendation to place No Parking signs on the south side of Stockton Place +/- 85 feet east of the east curb line of Homer Avenue. (Alderman Ferrer)
16. Consideration of a Resolution to lift the hiring freeze to hire a part-time paralegal for the Law Department. (Corporation Counsel Colasurdo)
17. Consideration of a Resolution to lift the hiring freeze and fill the vacant Maintenance Mechanic position for the Wastewater Treatment Department. (Bruce Adams)
18. Consideration of a Resolution to lift the hiring freeze and fill the vacant laborer position for the Wastewater Treatment Department. (Bruce Adams)
19. Consideration of a Resolution to define and allow the hiring of seasonal employees (under the hiring freeze). (Mayor Tobin)
20. Consideration of a Resolution to adopt City Finance Policies. (Director of Admn. & Finance Cook)
21. Consideration of a Resolution to authorize the purchase of an accounting and finance software package and authorize the Mayor to sign the agreement subject to review by Corporation Counsel. (Director of Admn. & Finance Cook)
22. Discussion regarding an amendment to the Rental Housing Permit Program Law (Local Law #1 of 2009), proposed Local Law No. 1 of 2012, and to schedule a Public Hearing for 6:30 PM on July 3, 2012. (Director of Admn. & Finance Cook)



City Council Minutes
The City of Cortland
May 15, 2012

Council Meeting #10
May 15, 2012
Public Hearing, Workshop and Regular Session
City Hall
6:30 PM

Present: Mayor Tobin, Aldermen Bird, Silliman, Dye, Bennett, Quail, Ferrer,
Ferguson and Michales

Staff Present: Corporation Counsel Kelly Colasurdo and City Clerk Judith
Chamberlin

Public Hearing

Mayor Tobin opened the Public Hearing on the City of Cortland's Comprehensive Plan at 6:30 PM.

The Common Council acknowledged their gratitude for the great amount of effort that was put forth by all to complete this process.

No one was present to speak, therefore Mayor Tobin closed the Public Hearing.

Work Session

County/Municipal Sales Tax Agreement

Regular Session

Mayor Tobin called the tenth Common Council meeting of the year to order at 8:00 P.M.

PLEDGE OF ALLEGIANCE

Public Comment

Karina Murphy spoke as an advocate for a two way Main Street. She has written a letter to the Council and Mayor and collected signatures of support for this proposal. She stated that downtown businesses are not able to share in the revenues from this summer's anticipated Jets Training Camp attendees because of the one way Main Street. She cited percentages that reflected that downtown received a much smaller share of revenues in the past. She stated that the State DOT indicated that the intersection of Main Street and Pt. Watson/Tompkins Street was the busiest intersection in Cortland. She noted that traffic is unable to make a right hand turn onto Main Street and the traffic is funneled along that

route on to WalMart. She respectfully requested that the Council consider temporarily changing Main Street to two way during the Training Camp this year and then to review the economic impact numbers following that time to see if they would like to make the change permanent.

Alderman Dye noted that this was proposed a few years ago and he felt that Main Street was not made for two way traffic, citing traffic signal light problems and parking issues. He also noted that to change the lights would be a big expense and he also stated that parking spaces are not set up for two way traffic.

Karina Murphy asked that the Council reopen the discussion and consider a two way Main Street once again. She would like to find out the actual cost for the change and she didn't feel that the current parking configuration was an issue.

Alderman Quail noted that when this was originally discussed the cost cited was over one hundred thousand dollars (\$100,000) to do a temporary change. He noted that curb cuts would have to be removed and that Main Street would have to be repaved and sixteen (16) parking spots would have to be removed and that was a big issue. He noted it sounded simple, but it isn't. He agreed that the Council should look at it again.

Karina Murphy noted that for visitors coming in along the Pt. Watson/Tompkins St. route, there wasn't an easy way to access Main Street. She felt that a two way Main Street should be looked at and she cited the support of downtown business owners.

Mayor Tobin noted that there were over forty (40) signatures on her petition which were obtained over just a few hours and most were business owners on Main Street.

Ward Reports

Ward 7 – Alderman Ferguson

Alderman Ferguson noted that after the work session she would like to applaud Mayor Tobin and two (2) Council members who served on that sales tax committee. She cited that the entire Council was kept well informed every step of the way and she appreciated that.

Ward 2 – Alderman Silliman

Alderman Silliman announced that there would be a Ward 2 meeting tomorrow night, May 16, at the Beard Building, 9 Main Street at 7:00 PM. She stated that representatives from Thoma Development would be present.

RESOLUTION #93 OF 2012 – Minutes of May 1, 2012

By: Alderman Ferrer
Seconded: Alderman Bennett

Approved: Ayes- 8

Nays – 0

Bills were reviewed.

PINK SHEET Sign Off

AGENDA:

RESOLUTION #94 OF 2012 – Resolution to adopt the City of Cortland's Comprehensive Plan. (Thoma Development)

Alderman Quail noted that he was glad that this had finally reached the Council.

Mayor Tobin noted that Rich Cunningham of Thoma Development, had done an excellent job of guiding the City through this process and in making the City responsive to the needs and concerns of constituents.

Alderman Silliman noted that she had contacted Mr. Cunningham for assurance that the Comprehensive Plan is a blueprint and that changes can be made to it. She noted that those changes should be within the spirit of the plan and reminded everyone that it is not set in stone. She informed everyone that it's posted on the City's website.

Alderman Quail noted that it gives the City guidance and acknowledged that many groups spent time and effort to develop this plan and he felt that there was good information in the document.

By: Alderman Quail
Seconded: Alderman Bird

Approved: Ayes – 8
Nays – 0

RESOLUTION #95 OF 2010 – Resolution to award the tree and stump removal contract for June 1, 2012 – March 31, 2013 to Stub's Tree Service, McGraw, NY and authorizing the Mayor to enter into and sign the contract subject to review by Corporation Counsel. (Tom Tobin)

Alderman Ferrer asked if this was the same company that was contracted with last year.

Tom Tobin noted that Stub's had been contracted with for about the past twenty (20) years and he indicated that the bid numbers were the same as the previous year's quote. He explained that a second bid had been received which had lower stump prices, but their tree prices were quite a bit higher. Mayor Tobin noted that this was put out to bid.

Alderman Silliman asked if someone was interested in bidding on these projects, where could they obtain the information. Tom Tobin stated that legal notices are placed in the newspaper and he mails out bid information to interested companies who have asked to be part of the bid process. Alderman Silliman noted that this is an annual occurrence and

if someone is hearing about this for the first time tonight and is interested in bidding, they should contact Public Safety and get on next year's list.

By: Alderman Ferrer
Seconded: Alderman Silliman

Approved: Ayes – 8
Nays – 0

RESOLUTION #96 OF 2012 – Resolution to approve the Mayor's appointment to fill a vacancy on the City Boards and Commissions for the term ending indicated. (Mayor Tobin)

Chris Ryan Planning Commission 01/31/14

By: Alderman Ferrer
Seconded: Alderman Silliman

Approved: Ayes – 8
Nays – 0

RESOLUTION #97 OF 2012 – Resolution to approve three (3) noise permit requests for Gators, LLC, 83 Owego Street for June 9, July 28, and August 11 at \$250 for each live band outdoor event held and restricted to the hours of 3:00 PM until 8:30 PM pending evaluation and recommendation (following the May 26, 2012 event) by Police Chief Catalano.

Alderman Quail appreciated the Police review because he thought that he might hear from some neighbors in back of Gators. Alderman Ferrer noted that the applicant was supposed to contact the neighbors regarding these events.

By: Alderman Quail
Seconded: Alderman Ferrer

Approved: Ayes – 8
Nays – 0

RESOLUTION #98 of 2012 – Resolution to authorize the City Code Office to demolish one (1) vacant building at 26 Fox Hollow Road and one (1) vacant garage building at 117 Pendleton Street and authorize the expenditure of \$19,100 from Contingency. (Asst. Chief Knickerbocker)

Mayor Tobin noted that these properties were discussed in a work session at the last Council meeting and Code Department representatives were present to answer questions.

Alderman Quail noted that he had been asked who owned the property where these buildings were being demolished. Asst. Chief Knickerbocker explained that the bank was not in total control of 26 Fox Hollow and the property is two (2) years behind in taxes and

the City will take control after the third (3rd) year, assuming the taxes are not paid. Capt. Tenkate stated that in all likelihood they would not be paid and that in the case of 117 Pendleton Street the City is in the process of foreclosing on that property and will likely own that property within the next month.

Alderman Silliman noted that money would be lost on 26 Fox Hollow, but if the City was able to sell 117 Pendleton St., then they would not lose money. Capt. Tenkate stated that 117 Pendleton is currently in foreclosure and the City will make money on that property, but not on 26 Fox Hollow. He noted the hope was that the City would at least break even or make a little money with the sale of the Pendleton Street property.

Alderman Bennett noted that will also happen eventually when someone purchases the parcel at 26 Fox Hollow and builds on it. Asst. Chief Knickerbocker stated that it would be back on the tax rolls then, but he thought that would be down the road.

Alderman Bennett asked how soon work would be scheduled. Capt. Tenkate noted that demolition work would begin after Council approval and 117 Pendleton would be scheduled as soon as the contractor, Mr. Bergeron, was available and with 26 Fox Hollow, they are still waiting for the results of the asbestos survey. He noted that as soon as that is received they would obtain three (3) written quotes and when that process is completed they'll move forward.

Alderman Michales asked if the Code Office would be reaching out to the neighbors around 26 Fox Hollow to let them know when work will take place. Capt. Tenkate noted that the neighbor to the south has been in contact with the Code Office on a regular basis and he assured Alderman Michales that he will contact the other neighbors, as well.

By: Alderman Ferrer
Seconded: Alderman Silliman

Approved: Ayes – 8
Nays – 0

RESOLUTION #99 OF 2012 – Resolution to approve the request of the Wishing Wellness Center proposal to use Courthouse Park on Wednesday nights to show a series of outdoor family movies from June 6, 2012 to August 29, 2012 from 7:00 PM until 11:00 PM, which includes approving their first two (2) sound device permit requests (upon submission) and also, pending evaluation and recommendation following the June 6 and June 13, 2012 events from Alderman Michales and Chief Catalano; approving the list of following future 2012 events and their sound permits as requested. (Jessica Hazel)

Alderman Michales asked what evenings the park was reserved for band performances. It was noted that performances were on Thursday nights. Jessica Hazel made her request and provided information on the program.

Mayor Tobin asked if it would be dark enough at 7:00 PM to show movies. Andrew Pierce, owner of the movie screen company, explained that the set up would begin at 7:00 PM and

the movies will start at 8:30 PM and end around 10:00 PM and breakdown would occur at the conclusion of the film showing. He explained that the screen was inflatable.

Alderman Ferrer asked about the sound. Andrew Pierce was unsure of the decibel level, but compared it to the concert in the park noting that the speakers are directed to the audience and they would be out of the park by 10:30 PM. He noted that the speakers didn't project very far from the sides and neighbors living a house away on Huntington wouldn't even hear the sound.

Chief Catalano asked if amplified sound needed to be addressed and he asked if food vending would take place at the event. Andrew Pierce stated that the only vendor that he was aware of was Mr. Trevits, the City permitted hot dog vendor for the City park. Mr. Pierce has already spoken with him. Alderman Ferguson asked if these events would be advertised. Jessica Hazel indicated that these events would be advertised, but due to restrictions, they are not allowed to advertise the name of the movie, but they can promote in other ways.

Alderman Bird expressed concern for the impact on neighbors who have to go to work the next day. It was noted that this has been done before. Alderman Michales suggested that they start this on a trial basis for a couple of weeks and see if any feedback is received. He noted that he was reluctant to commit to the entire summer at this point. Alderman Dye asked if they would be using the park area closest to City Hall and if that was the case, the only close residents were at the church rectory. Alderman Dye noted that the Youth Bureau has done this before down by Wickwire Pool on a Thursday night. Alderman Michales noted that the last time amplified sound was done in the park; it projected all the way over to Huntington Street.

Alderman Dye noted that this was a movie and the speakers for this event might be different than music speakers. He supported a trial basis. Alderman Ferrer noted that there would be two (2) movie dates prior to the Council's June meeting. It was noted that since the applicant can't advertise, perhaps there were alternatives the Council could use to promote attendance. Jessica Hazel was hesitant.

Alderman Bennett noted that most movies were ninety (90) minutes long. Alderman Bird thought it was a good idea, but still expressed concerns regarding Wednesday dates and inconveniencing park neighbors mid-week. Alderman Ferrer asked for more information regarding discussions with the Youth Bureau and the Police Department. Chief Catalano asked if they had contacted anyone with regards to conflicting events. Andrew Pierce stated that they had contacted John McNerney of the Youth Bureau and he had recommended they approach the Council first. He noted that they are also working with John with regards to rain nights and the use of the County Office Building gym.

Alderman Ferrer asked if any additional permits were required. Chief Catalano noted that sound permits were probably required. Alderman Dye noted that they were funded by a not for profit and a County agency so there would be no charge. Mayor Tobin noted that the next Council meeting was on June 19 and the resolution could be modified pending submission of the sound device permit and if the Council is agreeable, it should be okay. Corporation Counsel Colasurdo indicated it would be okay. It was noted that the Council

should approve this and an evaluation should be done after the first two events and that Alderman Michales will provide the Council with feedback.

By: Alderman Bird
Seconded: Alderman Silliman

Approved: Ayes - 8
Nays - 0

EXECUTIVE SESSION

Discussion of Potential Settlement Agreement

Motion to go into:

By: Alderman Bird
Seconded: Alderman Ferrer

Approved: Ayes - 8
Nays - 0

Motion to come out of:

By: Alderman Bird
Seconded: Alderman Ferrer

Approved: Ayes - 8
Nays - 0

RESOLUTION #100 OF 2012 – Resolution to authorize the Mayor to enter into an agreement on behalf of the City with the Environmental Protection Agency and the Town of Cortlandville regarding the Buckbee Mears Co. site.

Alderman Quail noted it was good for the City to move forward on this. Others agreed. Alderman Michales hoped that this is a milestone and he hoped it would be a quick process.

By: Alderman Bennett
Seconded: Alderman Silliman

Approved: Ayes - 8
Nays - 0

Adjournment

By: Alderman Ferrer
Seconded: Alderman Bennett

Approved:

Ayes – 8

Nays – 0

I, JUDITH CHAMBERLIN, CITY CLERK OF THE CITY OF CORTLAND, NEW YORK DO HEREBY CERTIFY THAT SAID RESOLUTIONS WERE ADOPTED BY THE COMMON COUNCIL AT A REGULAR MEETING OF THE COMMON COUNCIL OF THE CITY OF CORTLAND, HELD ON THE 15th DAY OF MAY 2012. I FURTHER CERTIFY THE FOREGOING RESOLUTIONS WERE PRESENTED TO THE MAYOR IN THE TIME REQUIRED FOR HIS CONCURRENCE IN ADOPTION OR REJECTION BY VETO POWER.



JUDITH CHAMBERLIN, CITY CLERK

MAYOR TOBIN

ABSTRACT OF AUDITED VOUCHERS, TO BE PAID JULY 01, 2012

<u>CLAIMANT</u>	<u>DESCRIPTION</u>	<u>CODE NUMBER</u>	<u>VENDOR #</u>	<u>AMOUNT</u>	<u>TOTAL</u>
MAYOR					
CORTLAND STANDARD	P/T PARALEGAL	A-1210-403-00	15400	\$118.50	\$118.50
FINANCE					
CDW-G	OFFICE SUPPLIES	A-1325-403-00	10631	\$60.00	
CDW-G	OFFICE SUPPLIES	A-1325-403-00	10631	\$180.15	\$240.15
ASSESSMENT					
DAVID BRIGGS	CONTRACT - JUNE	A-1355-415-00	6830	\$1,600.00	\$1,600.00
CITY CLERK					
EASTERN COPY PRODUCTS	COLOR COPIES	A-1410-403-00	19375	\$3.90	
CORTLAND STANDARD	LEGAL ADS	A-1410-405-00	15400	\$42.21	\$46.11
BUILDING AND GROUNDS					
CORTLAND CO HIGHWAY DEPT.	FUEL - MAY	A-1620-402-00	13300	\$248.92	
AMES LINEN	LAUNDRY SERVICE	A-1620-405-02	2500	\$124.00	
AMES LINEN	MAT SERVICE	A-1620-405-00	2500	\$131.29	
CORTLAND CO HIGHWAY DEPT.	AMNESTY WEEK TIPPING FEES	A-1620-405-00	13450	\$80.00	
MELDRIM'S PAINT CENTER	COURTHOUSE FOUNTAIN	A-1620-405-00	900	\$768.21	
TIMS CONSULTING & TROUBLESHOOTING	REPAIR LIGHTS	A-1620-415-00	63003	\$70.00	\$1,422.42
CENTRAL SERVICE					
EASTERN COPY PRODUCTS	COPIES - MAYORS	A-1670-415-00	19375	\$4.66	
EASTERN COPY PRODUCTS	COPIES - FINANCE	A-1670-415-00	19375	\$96.43	
COMDOC INC.	COPIER LEASE - MAYOR	A-1670-415-00	11452	\$90.00	
COMDOC INC.	COPIER LEASE - FINANCE	A-1670-415-00	11452	\$159.00	\$350.09
DATA PROCESSING					
STAPLES	ROUTER,DUAL BAND	A-1680-405-00	58475	\$47.73	
THE CORTLAND CONNECTION	FINISH RE-DESIGN	A-1680-415-00	60055	\$150.00	
THE CORTLAND CONNECTION	MONTHLY SERVICE	A-1680-415-00	60055	\$600.00	\$797.73
ANIMAL CONTROL					
CORTLAND COUNTY SPCA	CONTRACT - JULY	A-3510-415-00	13400	\$6,708.33	\$6,708.33
DPW					
CASELLA WASTESYSTEMS INC.	FRONT LOADING	A-8160-415-00	52201	\$665.00	\$665.00
TOTAL					\$11,948.33

City Clerk

From: "ward8" <ward8@cortland.org>
To: "Chief F. Michael Catalano" <fcatalano@cortland.org>; "Sherrie Massmann" <cityclerk@cortland.org>; "John McNerney" <mcnerney@cortland.org>
Sent: Sunday, June 10, 2012 2:05 PM
Subject: RE: Film in the Park

All,

The chief is correct, the Mayor, myself and Mack popped over there for awhile and I have received no complaints so far? Wizard of Oz was that nights movie.

Tom

From: Chief F. Michael Catalano
Sent: Thursday, June 07, 2012 10:01 AM
To: Sherrie Massmann; John McNerney; ward8
Subject: RE: Film in the Park

According to our shift sergeant the movie took place last night outside with an inflatable screen. Only about 10 people participated and there were no problems. The volume of the speakers was only loud enough for the movie goers to enjoy. No noise complaints came in.

Andrew Pierce expects larger crowds up to about 75-100 people as the summer progresses and the weather lightens up.

FMC

From: City Clerk [mailto:cityclerk@cortland.org]
Sent: Thursday, June 07, 2012 8:47 AM
To: Chief F. Michael Catalano; John McNerney; ward8
Subject: Film in the Park

Good Morning, everyone.

Did the Film in the Park event for the Wishing Wellness Center take place in the park or did they move inside to the County Building? Just looking for feedback to put with the Council agenda packet. Thank you. Sherrie Massmann

City Clerk

From: "Chief F. Michael Catalano" <fcatalano@cortland.org>
To: "ward5" <ward5@cortland.org>
Cc: "Sherrie Massmann" <cityclerk@cortland.org>
Sent: Wednesday, June 06, 2012 10:04 AM
Subject: Gators Music
Dan,

We received no complaints from Gators outdoor music on May 26th so I am advising Sherry in the clerk's office via cc to go ahead with the other sound permit approvals for Gators. I assumed I would have heard something from you by now if you received any complaints, so I'm hoping you have not.

FMC

*F. Michael Catalano,
Chief of Police
City of Cortland Police Department
25 Court Street
Cortland, New York 13045
(607)758-8302*

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6/6/2012

City Clerk

From: "Chief F. Michael Catalano" <fcatalano@cutland.org>
To: "Sherrie Massmann" <cityclerk@cutland.org>; "John McNerney" <mcnerney@cutland.org>; "ward8" <ward8@cutland.org>
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Wednesday dates for movies in the Courtyard Park:

June

6th and 13th – trial base
20th, 27th

July

4th, 11th, 18th, 25th

August

1st, 8th, 15th, 22nd, 29th

Movies in the Park

Jessica Hazel

Recovery Support Specialist/Activities Coordinator

Wishing Wellness Center

37 Central Ave, Cortland 13045

607-423-7472

cortlandrecoverycenter@gmail.com

AGREEMENT

THIS AGREEMENT made the ___ day of _____, 201_, by and between the **COUNTY OF CORTLAND**, a municipal corporation, having its principal place of business located at 60 Central Avenue, County Office Building, Cortland, New York, hereinafter referred to as the “County”, and the **CITY OF CORTLAND**, a municipal corporation, having its principal place of business at the City Hall, 25 Court Street, Cortland, New York, hereinafter referred to as the “City”.

WITNESSETH

WHEREAS, the County of Cortland currently imposes a sales tax on retail sales and other similar transactions and compensatory use taxes in Cortland County, all as authorized by §1202 of the Tax Law of the State of New York, and

WHEREAS, it is the desire of the County of Cortland and the City of Cortland to set aside specific percentages of all sales tax revenues for county purposes and distribute the remaining sales tax revenue with the City of Cortland and the various other municipalities of the County of Cortland, and

WHEREAS, it is the decision of the County of Cortland to continue to impose all of the sales tax as described in Articles 28 and 29 of the Tax Law of the State of New York and pursuant to the provisions of §1210(a) of said law and shall not set aside any part thereof for County purposes or educational purposes except as herein provided,

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties mutually agree as follows:

1. The County shall continue to impose all of the sales tax described in Article 28 and 29 of the Tax Law of the State of New York and pursuant to the provisions of §1210(a) of said law at the rate of 4% and shall not set aside any part thereof for County purposes or educational purposes except as herein provided.
2. The net proceeds of the sales and use tax revenues collected by the County aforesaid shall be allocated and disposed of as follows:
 - A. The County shall deduct from the net proceeds that amount necessary to fund the actual debt service payment(s) on the Interoperable Communication Radio System Equipment Lease Purchase Agreement between the County and Motorola Solutions Credit Company, LLC dated January 12, 2012 (lease number 23174) and not otherwise funded by grants currently obtained or to be obtained to offset the acquisition cost of the radio system and applied toward repayment of the Lease.
 - B. The County shall also deduct from the net proceeds that amount necessary to fund the actual debt service payment(s) on any bond(s) whose proceeds have been or will be used specifically to fund the construction and/or operational implementation of the Interoperable Communication Radio System.

The net proceeds of the sales and use tax revenue collected by the County after the deductions for necessary debt service on the lease and bond in accordance with paragraphs 2A and 2B directly above, shall be allocated and disposed as follows:

Beginning January 1, 2013, for a period of one (1) year:

FOR COUNTY PURPOSES: 52.0000% shall be allocated to the County;

FOR CITY PURPOSES: 18.2400% of such monies shall be allocated and paid to the City of Cortland;

FOR TOWNS AND VILLAGES PURPOSES: 29.7600% of such monies shall be allocated and paid to the Towns and Villages;

Beginning January 1, 2014, for a period of on (1) year:

FOR COUNTY PURPOSES: 52.3750% shall be allocated to the County;

FOR CITY PURPOSES: 18.1150% of such monies shall be allocated and paid to the City of Cortland;

FOR TOWNS AND VILLAGES PURPOSES: 29.5100% of such monies shall be allocated and paid to the Towns and Villages;

Beginning January 1, 2015, for a period of one (1) year:

FOR COUNTY PURPOSES: 52.6250% shall be allocated to the County;

FOR CITY PURPOSES: 17.9900% of such monies shall be allocated and paid to the City of Cortland;

FOR TOWNS AND VILLAGES PURPOSES: 29.3850% of such monies shall be allocated and paid to the Towns and Villages;

Beginning January 1, 2016, for a period of one (1) year:

FOR COUNTY PURPOSES: 53.0000% shall be allocated to the County;

FOR CITY PURPOSES: 17.8650% of such monies shall be allocated and paid to the City of Cortland;

FOR TOWNS AND VILLAGES PURPOSES: 29.1350% of such monies shall be allocated and paid to the Towns and Villages;

Beginning January 1, 2017, for a period of one (1) year:

FOR COUNTY PURPOSES: 53.5000% shall be allocated to the County;

FOR CITY PURPOSES: 17.6150% of such monies shall be allocated and paid to the City of Cortland;

FOR TOWNS AND VILLAGES PURPOSES: 28.8850% of such monies shall be allocated and paid to the Towns and Villages;

3. The term "net proceeds" shall mean all sums received from the New York State Tax Commission pursuant to §1201 of the Tax Law, including interest and penalties, if any, collected thereon.
4. This Agreement shall take effect January 1, 2013, and shall continue in effect for a period of five (5) years.
5. All sales and use tax monies, together with any accrued interest thereon, received by the County Treasurer during the period shall be distributed in accordance with the allocations specified in paragraph numbered "2" above.
6. This Agreement is subject to the approval of the Comptroller of the State of New York.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by its duly authorized officers and its corporate seals affixed the day and year first above written.

DATED: 6/7/12

THE COUNTY OF CORTLAND

By: Michael Park
Michael Park, Chairman
Cortland County Legislature

DATED: _____

By: _____
Brian Tobin, Mayor
City of Cortland

APPROVED
TO FORM
[Signature]
COUNTY ATTORNEY

SALES TAX AGREEMENT / CITY OF CORTLAND

WHEREAS, the County of Cortland currently imposes a sales tax on retail sales and other similar transactional compensatory use taxes in Cortland County, all as authorized by §1202 or the Tax law of the State of New York, AND

WHEREAS it is the desire of the County of Cortland and the City of Cortland to set aside specific percentages of all sales tax revenues for county purposes and the funding of the radio communications project, and distribute the remaining sales tax revenue with the City of Cortland and the various other municipalities of the County of Cortland, NOW, THEREFORE, BE IT

RESOLVED, that the County of Cortland shall continue to impose all the sales tax as described in Articles 28 and 29 of the Tax law of the State of new York and pursuant to the provisions of § 1210(a) of said law and shall not set aside any part thereof for County purposes or educational purposes except as herein provided, AND BE IT FURTHER

RESOLVED, that all of the net proceeds of the sales and use tax revenues collected by the County of Cortland aforesaid shall be allocated and disposed of in accordance with the attached contract, AND BE IT FURTHER

RESOLVED, that the term "net proceeds" shall mean all sums received from the New York State Tax Commission pursuant to §1201 of the Tax law, including interest and penalties, if any, collected thereof, AND BE IT FURTHER

RESOLVED, that all of the net proceeds of the sales and use tax revenues collected by the County of Cortland aforesaid shall be allocated and disposed of as follows:

The County shall deduct from the net proceeds that amount necessary to fund the actual debt service payment(s) on the Interoperable Communication Radio System Equipment Lease Purchase Agreement between the County and Motorola Solutions Credit Company, LLC dated January 12, 2012 (lease number 23174) and not otherwise funded by grants currently obtained or to be obtained to offset the acquisition cost of the radio system and applied toward repayment of the Lease.

The County shall also deduct from the net proceeds that amount necessary to fund the actual debt service payment(s) on any bond(s) whose proceeds have been or will be used specifically to fund the construction and/or operational implementation of the Interoperable Communication Radio System.

The net proceeds of the sales and use tax revenue collected by the County after the deductions for necessary debt service on the lease and bond in accordance with the paragraphs directly above, shall be allocated and disposed as follows:

Beginning January 1, 2013, for a period of one (1) year:

FOR COUNTY PURPOSES: 52.0000% shall be allocated to the County;

FOR CITY PURPOSES: 18.2400% of such monies shall be allocated and paid to the City of Cortland;

FOR TOWNS AND VILLAGES PURPOSES: 29.7600% of such monies shall be allocated and paid to the Towns and Villages;
Beginning January 1, 2014, for a period of on (1) year:
FOR COUNTY PURPOSES: 52.3750% shall be allocated to the County;
FOR CITY PURPOSES: 18.1150% of such monies shall be allocated and paid to the City of Cortland;
FOR TOWNS AND VILLAGES PURPOSES: 29.5100% of such monies shall be allocated and paid to the Towns and Villages;
Beginning January 1, 2015, for a period of one (1) year:
FOR COUNTY PURPOSES: 52.6250% shall be allocated to the County;
FOR CITY PURPOSES: 17.9900% of such monies shall be allocated and paid to the City of Cortland;
FOR TOWNS AND VILLAGES PURPOSES: 29.3850% of such monies shall be allocated and paid to the Towns and Villages;
Beginning January 1, 2016, for a period of one (1) year:
FOR COUNTY PURPOSES: 53.0000% shall be allocated to the County;
FOR CITY PURPOSES: 17.8650% of such monies shall be allocated and paid to the City of Cortland;
FOR TOWNS AND VILLAGES PURPOSES: 29.1350% of such monies shall be allocated and paid to the Towns and Villages;
Beginning January 1, 2017, for a period of one (1) year:
FOR COUNTY PURPOSES: 53.5000% shall be allocated to the County;
FOR CITY PURPOSES: 17.6150% of such monies shall be allocated and paid to the City of Cortland;
FOR TOWNS AND VILLAGES PURPOSES: 28.8850% of such monies shall be allocated and paid to the Towns and Villages;

The term "net proceeds" shall mean all sums received from the New York State Tax Commission pursuant to §1201 of the Tax Law, including interest and penalties, if any, collected thereon.

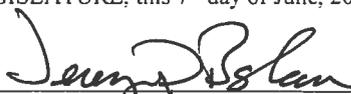
This Agreement shall take effect January 1, 2013, and shall continue in effect for a period of five (5) years, AND BE IT FURTHER

RESOLVED, that the Chairman of the Legislature be and hereby is authorized to enter into an agreement with the City of Cortland, upon approval of the County Attorney, and is subject to the approval of the Comptroller of the State of New York.

STATE OF NEW YORK) SS:
COUNTY OF CORTLAND)

This is to certify that I, the undersigned, Clerk of the Cortland County Legislature, have compared the foregoing copy with the original now on file in this office, and that the above actions were passed by the Cortland County Legislature on the 6th day of June, 2012 and that the same is a correct and true transcript of such actions taken.

IN WITNESS WHEREOF I have hereunto set my hand and the official seal of the CORTLAND COUNTY LEGISLATURE, this 7th day of June, 2012.



Jeremy D. Boylan, Clerk of the Legislature
Cortland County

New York Main Street 2012

The City of Cortland is looking to apply for funding under the New York Main Street Program. The due date for the application is July 16, 2012. The City can apply for up to \$250,000 for commercial and residential renovation costs in downtown buildings. Individual properties are eligible for up to \$50,000 in funding with an additional \$10,000 for each residential unit for a maximum \$100,000 in assistance. Up to \$15,000 of the total grant can be used for streetscape improvements and up to \$18,750 for program administration.



MEMO

TO: Mayor Brian Tobin and Common Council Members

FROM: Ann Hotchkin *Ann*

DATE: May 21, 2012

SUBJECT: UCF Tree Grant – Town of Cortlandville

The Town of Cortlandville is resubmitting its grant application for tree planting under the DEC's Urban and Community Forestry (UCF) Program. Cortlandville was turned down last year for a grant that would have allowed their Department of Public Works crew to plant 52 trees in Ted Testa Park on Starr Road. The grant request was \$10,400 for a \$20,800 project. A 50/50 match is required.

One of the priorities for grant funding is municipalities that cooperate on a project. At a recent tree planting workshop, I had the chance to talk to one of our contacts at the DEC. I explained the relationship between the City and the Town with respect to this park. I wondered if the City could technically be a partner on the grant without having a financial obligation. She said yes.

I have spoken to the Town Supervisor, Mayor, Town Highway Superintendent, and Director of the Cortland Youth Bureau. They are all supportive of the City partnering on the grant. The Youth Bureau has agreed that it can provide an opportunity for young athletes who use the park to learn about tree planting. Again, the City is not financially obligated but it must pass a resolution of support which I have attached.

The application due date is June 21. Since there is only one more Council meeting before the application due date, we are asking you to pass the resolution at your June 19 Council meeting. In the meantime, if you have any questions ahead of time, you can contact me at 753-1433 or via email at ann@thomadevelopment.com.

Attachment

cc: Richard Tupper, Supervisor, Town of Cortlandville

RESOLUTION

WHEREAS, the Town of Cortlandville is applying to the New York State Department of Environmental Conservation for a project grant under the Urban and Community Forestry Program to be located in Ted Testa Park on Starr Road in the Town of Cortlandville; and

WHEREAS, the City of Cortland manages the programs in the park through an intermunicipal agreement; and

WHEREAS, the City of Cortland recognizes that a lack of trees in the park contributes to a lack of shade, aesthetics, and soil stabilization and produces heat island effect in paved areas; and

WHEREAS, the City of Cortland is supportive of this grant request and wishes to be a partner in this endeavor;

NOW, THEREFORE, be it resolved that the Common Council of the City of Cortland hereby does approve and endorse the application under the Round 11 Urban and Community Forestry Program for a project known as the Testa Park Tree Planting Project.

Signed: _____

(SEAL)

Letter of Support - FYI



CORTLAND YOUTH BUREAU

35 Port Watson Street • Cortland, NY 13045 • (607) 753-3021 • Fax: (607) 753-3023 • www.cortland.org

May 17, 2012

Mr. Richard C. Tupper, Supervisor
Town of Cortlandville
3577 Terrace Road
Cortland, New York 13045

Dear Supervisor Tupper:

It is my understanding the Town of Cortlandville is resubmitting an application for funding under the NYS DEC's Urban and Community Forestry Program. The Town is requesting DEC funds for ornamental and shade trees for Ted Testa Park.

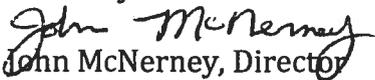
As you are aware, the Town of Cortlandville and the City of Cortland have been long-time partners in the management and delivery of recreational offerings in the Town. This is a tremendous cost savings for Cortlandville since they do not have to fund a recreation staff of their own. This partnership continues to function very well. The addition of Ted Testa Park has been mutually beneficial in that it eases the demand for playing fields for both the City and the Cortland School District, while providing a large community park for the Town.

Testa Park is now been institutionalized as part of our Town/City organized sports facilities. In addition to providing sanctioned Little League fields, the multipurpose fields have been used for local and regional lacrosse, Old Timers softball, and soccer. SUNY Cortland has utilized the field for such events as the NYS Senior Games.

I was part of the original steering committee that met over 10 years ago to discuss the highest and best use of Testa Park. I believe that this collaboration has resulted in a park that meets both communities' needs. After overseeing its management now for five years, it is evident that we have to move forward and finish its final design. There is virtually no shade in the park which is difficult for both players and spectators. Shade trees are sorely needed.

In closing, I look forward to continuing a long and fruitful relationship with the Town of Cortlandville. I wish you much success with your application. If you need any further assistance from me, do not hesitate to ask.

Sincerely,


John McNerney, Director





CITY OF CORTLAND
OFFICE OF COMMUNITY DEVELOPMENT
THOMA DEVELOPMENT CONSULTANTS

25 Court Street, Cortland, New York 13045 Ph. 607.753.1433 Fx. 607.753.6818
www.cortland.org

MEMORANDUM

TO: Mayor Tobin and Members of the Common Council
FROM: Thoma Development Consultants
RE: City's Emergency Repair Program/Increase in asset limit
DATE: June 6, 2012

Our office developed an Emergency Repair Program to assist lower income individuals with emergency repairs if they were not in targeted CDBG areas or did not otherwise qualify for CDBG assistance. The amount the City can provide is limited to \$4,000 and is provided from "Program Income". The repair issue must be such that it is a true emergency after review by our Rehabilitation Specialist. Items we have assisted with are those that render the house unlivable or are code violations such as dangerous electrical problems, leaking roofs, and sewer laterals.

The guidelines currently say that if you have more than \$10,000 in assets you are not eligible for assistance. The limit was established in 2004 when we first developed the program for the City. It has not been changed since. We recently came upon a situation where an individual had a true emergency, but his assets were over the \$10,000 limit. Linda Ferguson asked us to take a look at the limit to see if it should be increased.

While we do not want to make changes to programs for one individual, we agreed that the limit has never been increased and \$10,000 is no longer a great deal of money if a low income person relies on those funds for retirement, etc. The participants in the Program have to provide funds for the cost of the repairs in excess of \$4,000, so often some of the \$10,000 if used up quickly.

We were able to assist Councilperson Ferguson's constituent in another way, but agreed it is time to consider an increase in the limit. The increase will require Council approval. The guidelines for the Program are attached for your review.

Since this is a straightforward issue and one that I believe will have widespread approval, we do not plan to attend the meeting. If you have any questions, please call Linda Armstrong before the meeting at 753-1433.

Attachment

"The Crown City"

City of Cortland

Emergency Home Repair Program Guidelines

Property/Owner Eligibility:

1. Property must be located in the City of Cortland.
2. Only owner-occupied, **single family or two unit** (if owner-occupied) properties eligible for assistance.
3. All City payments, fees, and/or taxes must be current.
4. There can be no outstanding code issues other than those to be addressed by the repairs.
5. Owners must be low-to-moderate in income based on household size in accordance with the U.S. Department of Housing and Urban Development's definition of "low-to-moderate". Maximum household incomes allowable are provided below.
6. Owners' assets will be taken into consideration when determining eligibility. If owners have more than \$10,000 in available assets, they will not be eligible for assistance. Owners must disclose all assets they have, including property, which may preclude their participation. The final determination of eligibility will be made by the City's Community Development Consultants, Thoma Development Consultants.
7. Owners must have title to the property documented by a deed. Properties under land contract will not be eligible for assistance.
8. A property must require repairs of emergency or immediate nature and must be required in order to make the structure safe and habitable. Thoma Development will determine if repairs qualify. Qualifying repairs may include, but will not be limited to sewer lateral replacement or repair, furnace replacement or repair, water lateral replacement or repair.

Terms and Conditions:

1. Assistance will be in the form of a non-amortizing, no-interest loan that will become permanent liens on the property. The loans will be repaid upon sale or conveyance of the property, or when the property is no longer the permanent residence of the original program applicant. Conveyances or changes of title to the property in which no cash is exchanged (such as an inheritance) will require repayment of the loan.
2. Maximum assistance per property shall be \$4,000.

3. Owners are eligible for assistance on a one-time only basis.
4. The owner agrees to maintain the property in good repair and pay all City, County and school taxes in a timely manner.
5. The owner agrees to comply with Title VIII of the Civil Rights Act of 1968 and the Fair Housing Amendments Act of 1988, which directly prohibits discrimination in the sale or rental of housing on the basis of race, color, religion, national origin, sex, familial status, or handicap.
6. All of the above will be included in a Note and Mortgage to be signed by the program applicant.
7. The loan will be secured by a Mortgage in favor of the City the subordination of which will be subject to the City's existing subordination policy.

Process:

1. Owners should contact the City's Consultants, Thoma Development Consultants to discuss a potential repair. If the repair seems to be of an emergency nature and the owner appears to be income eligible based on the preliminary discussions, a program package, including guidelines, contractor requirements, and an application will be sent to the owner.
2. Owners must complete an application and provide all required documentation to determine income eligibility. Applications and income information must be sent to Thoma Development Consultants, 34 Tompkins Street, Cortland, NY 13045, telephone (607) 753-1433. Owners must also provide a deed documenting ownership.
3. Owners must also provide an estimate for the work to be completed with the application and income information. Contractors to undertake work to be paid for under the Emergency Home Repair Program must be selected from the City's approved contractors list (included herein) or be insured to the same limits as those contractors working under the City's Community Development Housing Rehabilitation Program that is, \$500,000 property damage/bodily injury and workers' compensation, if the contractor has any employees. Proof of insurance must be provided to Thoma Development Consultants prior to Notice to Proceed.
4. If estimate for work exceeds \$4,000 program maximum, owner must provide proof on how additional cost is to be paid. City cannot participate if project cannot be completed.
5. Property will be inspected by Thoma Development Consultants to make a final determination if the repairs are truly emergency in nature. A final recommendation will be made by Thoma Development Consultants based on a review of the income documentation and an on-site inspection of the home.

6. If approval is given, the owner will sign a Note and Mortgage for the amount of funds to be provided. The Note and Mortgage will be recorded with the County Clerk. The cost of recording can be paid for from grant funds.
7. Owners and the approved contractor will execute a contract for the amount of the estimate.
8. Owner must provide documentation of hazard insurance with the City listed as mortgagee.
9. Once Note and Mortgage and contract have been executed, and insurance certificate/binder provided, City will issue a Notice to Proceed to contractor. No work can begin until the contractor receives a Notice to Proceed.
10. After work is completed, Thoma Development will inspect the work and, if satisfactory to both the owner and the City, a check(s) will be issued in the name of both the owner and contractor. Checks are issued twice a month, on the 15th and 30th of each month. Bills for payment must be received at least 10 days prior to payment.
11. If the owner is permitted to do any of his/her own work, compensation will be made for the cost of materials. The owner cannot be paid for his/her labor.

Income Chart: (As of 7/11)

FAMILY SIZE (PERSONS)

MAXIMUM	1	2	3	4	5	6	7	8
GROSS INCOME	\$33,050	37,800	42,500	47,200	51,000	53,650	58,550	62,350

Section 504 Grievance Procedure: Section 504 of the Rehabilitation Act of 1973 (the "Act") as amended, prohibits discrimination on the basis of disability in programs and activities conducted by the U.S. Department of Housing and Urban Development (HUD) or that receive financial assistance from HUD. The Act provides that no qualified individual shall, solely by reason of his or her handicap, be excluded from program participation, including employment, be denied program benefits, or be subjected to discrimination. The Programs covered by Section 504 include the New York State Community Development Block Grant Program (CDBG) and the HOME Program. The assistance provided by the program for which you are applying has been either directly or indirectly provided by HUD and is, therefore, subject to the requirements of Section 504.

It is the policy of the City not to discriminate on the basis of disability. Towards that end, the City has adopted by resolution an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of

Health and Human Services regulations implementing the Act. The subject law and implementing regulations may be examined in the office of the Director of Administration and Finance for the City. The Director of Administration and Finance for the City has been designated to coordinate the efforts of the City with respect to Section 504 compliance. This information can also be accessed on the World-wide Web at the following address: <http://www.ada.gov/taman2.html#II-8.2000>. The Director of Administration and Finance' office is located in City Hall, 25 Court Street, Cortland, New York. The Section 504 Coordinator can be reached at 607-756-7312.

Any person who believes he or she has been subjected to discrimination on the basis of disability may file a grievance under the procedure adopted by the City by contacting the City's Grievance Coordinator at the number above.

Adopted by City Common Council: 01/28/04

City Clerk

From: "Mack Cook" <mcook@cortland.org>
To: "Brian Tobin" <btobin@cortland.org>; "ward1" <ward1@cortland.org>; "ward2" <ward2@cortland.org>; "ward3" <ward3@cortland.org>; "ward4" <ward4@cortland.org>; "ward5" <ward5@cortland.org>; "ward6" <ward6@cortland.org>; "ward7" <ward7@cortland.org>; "ward8" <ward8@cortland.org>
Cc: <adam@cortlanddowntown.com>; "Rob Avery" <ravery@cortland.org>; "Sherrie Massmann" <cityclerk@cortland.org>
Sent: Sunday, June 10, 2012 12:33 PM
Attach: Cortland NY_2 12.doc
Subject: June 19th agenda- Downtown Decorative Lighting Mayor and Members of Common Council,

cc. Adam Megivern, Rob Avery

On the June 19th agenda will include a resolution to authorized the purchase of decorative lighting for downtown. The Downtown Partnership, National Grid and the City have been examining options to reinstall decorative lighting downtown. The current lighting was installed in December 2008 and is inoperable. The lights were placed in the tree branches where experience now shows they were adversely impacted by rain, wind and snow.

In April, as a test, lights were wrapped around a tree trunk. (Across the Hairy Tony's). From feedback received by the Partnership this lighting arrangement has been well received by the downtown stakeholders. Wrapping the lights around the trunk also resulted in easier installation as a bucket truck was not required. (a bucket truck will be required to remove the lights remaining in the branches)

Attached is proposal from Rileighs Outdoor Décor for \$5,751.95 for the acquisition of lights sufficient to wrap the trees on Main and South Main with the light lighting as used without problems since April. The fund for this can be taken from the Building and Grounds budget which thru May 31st is running at a surplus.

The goal is to acquire the lights and install them in in a joint City/Partnership effort in time for the Jets' Training camp

Respectfully,

Mack

6/11/2012



PO BOX 4365
 Bethlehem, PA 18018
 610-871-7171 FAX – 610-432-0242
 Toll free 1-877-444-8888
 ricksnyder@rileighsdecor.com

PRICE QUOTATION

Customer: Cortland Downtown Partnership

DATE: June 1, 2012

Cortland Downtown Partnership
 9 Main Street
 Cortland, NY 13045
 Attn: Mr. Adam Megivern, Executive Director

Phone: 607/753-4928
 Quoted By: Rick Snyder
 Job Name: Cortland, NY
 Contact: Adam Megivern

Price quotation for the following items:

360 - sets of cool white LED wide angle (5mm) mini lights, 70 light, 5 ½" spacing (32' long overall), green wire, with sealed lamps (not removable)	\$ 13.95/set.....	\$ 5022.00
42 - 7" diameter light spheres, each having 100 mini lights (incandescent) per sphere (available in clear, red, blue and green, must order in quantities of 3 per individual colors)	\$ 11.49/each.....	\$ 482.58
10 - Green outdoor extension cords, 16/3 wire 18 foot long with single outlet.....	\$ 9.79/each.....	\$ 97.90
10 – 15 amp outdoor timers, green, with dual outlet, GE brand (very closely matches existing timers) • May be set for 2/4/6/8 hour times or dawn to dusk	\$ 14.95/each.....	\$ 149.50
		TOTAL \$ 5751.98

(plus Fed Ex shipping)

 Authorized Signature
 Date:

Richard Snyder
 Rileighs Outdoor Décor
 Date: June 1, 2012

To City of Cortland Common Council

The Cortland Downtown Partnership (CDP) requests that the City of Cortland close the Marketplace Mall parking lot from Friday (July 13th) evening after the Main Street Music Series, until 6:30 p.m. Saturday, July 14th for the A Taste of Downtown festival's games, tabling, and entertainment stations. The CDP requests that the parking lot be posted and barricaded at entrances of the parking lot to ensure cars are not parked in the lot during the event's set up or during the event.



CORTLAND POLICE DEPARTMENT

2012 Police Vehicle Auction Proceeds



April 30, 2012

TO: Mack Cook, Director of administration & Finance
FROM: Deputy Chief Paul A. Sandy
RE: Request for Proceeds from Police Vehicle Auction

POLICE VEHICLES:(A3120.206.00 account – Operational Equipment > \$5,000.00)

We are requesting the Common Council appropriate proceeds from the auction of two (2) retired police vehicles from the City of Cortland Police, which have been replaced with 2012 vehicles. These vehicles included a 2006 Ford Taurus, which had been an unmarked police vehicle and a 2009 Chevrolet Impala, which had been a marked patrol vehicle. The Taurus sold for \$4,000.00 and after all necessary fees, netted \$3,740.00. The Impala sold for \$4,800.00 and after all necessary fees, netted \$4,540.00. We are requesting the total \$8,280.00 be appropriated to the above noted account, which if appropriated will be directly applied toward the purchase of new police vehicles in 2013.

\$8,280.00

PAUL HILTBRAND LTD.
R.D. 1
ELBRIDGE, NY 13060

29-7/213
EZShield™ PLUS Check Fraud
Protection & ID Restoration

27528

DATE 4/12/12

PAY TO THE
ORDER OF

City of Cortland

\$ 3740⁰⁰

Thirty Seven Hundred Forty and

00
DOLLARS

Security Features
Included.
Details on Back.

KEY BANK NATIONAL ASSOCIATION
2801 JAMES STREET
SYRACUSE, NY 13206
EASTWOOD OFFICE

Paul

MEMO _____

⑆021300077⑆

224009429⑈ 7528

9:54 AM 4/12/2012

Untitled

CITY OF CORTLAND

06 FORD TAURUS	152799	3800.00
LESS: FEE		60.00

TOTAL		3740.00

PAUL HILTBRAND LTD

Sale Date April 11, 2012

Check No. 251105836

Lot # D175 2006 FORD TAURUS

VIN 1FAFP53U56A152799

2006 FORD TAURUS	1FAFP53U56A152799	Vehicle Sale	4,000.00
		Seller Fee	-200.00
		Net Check Amount	\$3,800.00

*Buyer of
CORTLAND*

REMITTANCE ADVICE ADESA Syracuse 5930 State Route 31 Cicero, NY 13039 (315) 699-2792

BY ENDORSEMENT, THIS CHECK IS ACCEPTED IN FULL PAYMENT OF THE ABOVE ACCOUNT, IF INCORRECT, PLEASE RETURN.
THIS DOCUMENT CONTAINS SECURITY FEATURES - SEE BACK FOR DETAILS



ADESA Syracuse
5930 State Route 31
Cicero, NY 13039

JPMorgan Chase Bank, N.A.
Columbus, OH

50-17/223

Date: 04/11/2012

No. 251105836

THIS CHECK MUST CLEAR THROUGH
CONSIGNOR'S BANK ACCOUNT

Void After 120 Days

Three Thousand Eight Hundred and 00/100 Dollars

\$3,800.00

Lot # D175 2006 FORD TAURUS
VIN 1FAFP53U56A152799

Pay To:
PAUL HILTBRAND LTD
1316 ROUTE 5
HOLD FOR PICKUP
ELBRIDGE, NY 13060

⑈ 251105836 ⑆ ⑆ 044115443 ⑆ 633725223 ⑆

27546

PAUL HILTBRAND LTD.
R.D. 1
ELBRIDGE, NY 13060



29-7/213

DATE 4/19/12

02

PAY TO THE ORDER OF City of Coertmans
Fort Five Hundred Forty w/

\$ 4540

00 DOLLARS



Security Features
Detailed on Back

KEY BANK NATIONAL ASSOCIATION
2801 JAMES STREET
SYRACUSE, NY 13206
EASTWOOD OFFICE

MP

MEMO

⑆02130007⑆ 224009429⑆ 7546

9:31 AM 4/19/2012

Untitled

CITY OF CORTLAND

09 CHEV IMPALA	287188	4600.00
LESS: FEE		60.00

TOTAL		4540.00

PAUL HILTBRAND LTD

Sale Date April 18, 2012

Check No. 251106402

Lot # D221 2009 CHEVROLET IMPALA

VIN 2G1WS57M191287188

2009 CHEVROLET IMPALA	2G1WS57M191287188	Vehicle Sale	4,800.00
		Seller Fee	-200.00
		Net Check Amount	\$4,600.00

CORTLAND
City

REMITTANCE ADVICE ADESA Syracuse 5930 State Route 31 Cicero, NY 13039 (315) 699-2792

BY ENDORSEMENT, THIS CHECK IS ACCEPTED IN FULL PAYMENT OF THE ABOVE ACCOUNT, IF INCORRECT, PLEASE RETURN.

THIS DOCUMENT CONTAINS SECURITY FEATURES — SEE BACK FOR DETAILS



ADESA Syracuse
5930 State Route 31
Cicero, NY 13039

JPMorgan Chase Bank, N.A.
Columbus, OH

50-17/223

Date: 04/18/2012

No. 251106402

Void After 120 Days

THIS CHECK MUST CLEAR THROUGH
CONSIGNOR'S BANK ACCOUNT

Four Thousand Six Hundred and 00/100 Dollars

\$4,600.00

Lot # D221 2009 CHEVROLET IMPALA
VIN 2G1WS57M191287188

Pay To:
PAUL HILTBRAND LTD
1316 ROUTE 5
HOLD FOR PICKUP
ELBRIDGE, NY 13060



CORTLAND POLICE DEPARTMENT

2012 DNA Grant Funds



April 27, 2012

TO: Mack Cook, Director of administration & Finance
FROM: Deputy Chief Paul A. Sandy
RE: Request for DNA Grant Funds

Evidence Supplies:(A3120.405.01 account – Functional Operational

We are requesting the Common Council appropriate proceeds just received as reimbursement for evidence supplies purchased in conjunction with a DCJS DNA Burglary Initiative Grant, which provided funding to this agency for the purchase of specific evidence collection and packaging materials, as well as overtime compensation for burglary investigations. These funds were spent during 2011 and should have been reimbursed during that time; however, issues arose over Mayoral signatory requirements for a modification to the grant. These issues were not addressed until 2012 and as such, the funds were withheld until these issues were clarified.

\$1,987.00



CORTLAND YOUTH BUREAU

35 Port Watson Street • Cortland, NY 13045 • (607) 753-3021 • Fax: (607) 753-3023 • www.cortland.org

TO: Mayor Brian Tobin
Members of the City Council
Mack Cook, Director of Administration and Finance
Lori Crompton, Finance Department

FROM: John McNerney, Youth Bureau Director

RE: April donations

DATE: June 1st, 2012

I would like to ask the common council to pass the following resolution on June 19, 2012.

Consideration of a resolution to approve five donations and deposit funds into the Cortland Youth Bureau operating budget. Donated funds will be added to the following budget lines:

<i>Donation</i>	<i>Amount</i>	<i>Budget Line</i>
<i>Cortland Rotary Club</i>	<i>\$2,500.00</i>	<i>7110.206</i>
<i>Borg Warner</i>	<i>\$ 300.00</i>	<i>7550.405</i>
<i>CFCU</i>	<i>\$ 280.00</i>	<i>7140.405.01</i>
<i>Todd & Michelle Funk</i>	<i>\$ 500.00</i>	<i>7330.400</i>
<i>Lehman Family</i>	<i>\$ 25.00</i>	<i>7310.405</i>

See the attached copies of checks and notes relating to the donations. Feel free to contact me with any questions at 753-3021 ext.23.



Rotary Shelter
Painting & New Roof
gm

2262



CORTLAND ROTARY CLUB
P. O. BOX 5248
CORTLAND, NY 13045



50-351-213

PAY
TO THE
ORDER
OF

City of Cortland Youth Bureau

DATE 5.16.12 AMOUNT \$2,500.00

Two thousand five hundred and no/100 Dollars

D. W. Lehigh
AUTHORIZED SIGNATURE

For Rotary Shelter Repairs

Verify features. Details on back.

BorgWarner
Engine Group

Morse
TEC

800
Warren
Road

Ithaca
New York
14850

Telephone
607 237 6700
Fax
607 XXX XXXX



**BorgWarner
Morse TEC**

May 8, 2012

Cortland Youth Bureau
35 Port Watson Street
Cortland, NY 13045
Attn: Andrea Piedigrossi

Dear Friends:

Enclosed please find a check for \$300 to support the Summer Arts in the Parks.

BorgWarner is pleased to provide financial support.

Regards,

Cathy
Cathy Barron and
The Philanthropy Committee
BorgWarner Morse TEC

KeyBank National Association Cleveland, OH
56-704 04/19/12
412

Check No. **239654**
239654

BorgWarner
Morse TEC

800
Warren
Road

Ithaca
New York
14850

BorgWarner

THREE HUNDRED AND 00/100 *****
\$*****300.00

PAY
TO THE
ORDER
OF
CORTLAND YOUTH BUREAU

[Signature]
BorgWarner Morse TEC



Babe Ruth base ball
Team Sponsor
Jm

THIS CHECK IS VOID WITHOUT A MICR LINE. SHEET IS RECYCLED AND MAY HAVE WATERMARK ON THE BACK. HOLD AT ANGLE TO VIEW.

CFCU
Community
Credit Union
4213
1030 Craft Road
Ithaca, New York
14850-1016
607/257-8500

OFFICIAL CHECK
5-709 No. 30015820
110

DATE	AMOUNT
01MAY12	\$ **280.00

PAY TWO HUNDRED EIGHTY AND 00/100 DOLLARS

TO THE ORDER OF CORTLAND YOUTH BUREAU***

Remitter: CFCU COMMUNITY CU
THE BANK OF NEW YORK MELLON EVERETT, MA

[Handwritten Signature]
SIGNATURE LINE

SECOND SIGNATURE REQUIRED IF CHECK IS OVER \$10,000.00
SIGNATURE HAS A COLORED BACK GROUND. BORDER CONTAINS MICROPRINTING

Todd and Michelle Funk
6910 Valley Brook Drive
Falls Church, VA 22042
703-536-2724

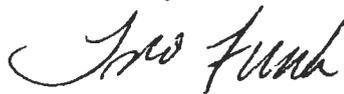
April 23, 2012

Ms. Erica Danega
Youth Services Supervisor
Cortland Youth Bureau
35 Port Watson Street
Cortland, NY 13045

Dear Ms. Danega:

Please find enclosed a donation for the Cortland Youth Bureau in the amount of \$500 in support of your Youth Center programs.

Sincerely,



Todd Funk

Enclosure

TODD M. FUNK
MICHELLE L. FUNK
6910 VALLEY BROOK DRIVE
FALLS CHURCH, VA 22042

15-743A/2540

1622

DATE

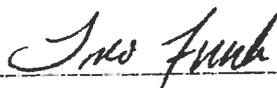
4/23/12

PAY TO THE ORDER OF CORTLAND YOUTH BUREAU \$ 500.00
FIVE HUNDRED + ~~XX~~ 100 DOLLARS

CONGRESSIONAL FEDERAL 703.834.8300 800.491.2328

FOR

YOUTH SERVICES PROGRAMS



May 7th, 2012

John,

Attached is a \$25.00 donation from the Lehman family who recently received a dress from our Cortland Prom Closet. I'm requesting that this donation be deposited into 7310.405 for use towards our Cortland Prom Closet program. Please let me know if you have any questions.

Thank you,

Erica Danega
Erica Danega

J. F. LEHMAN 06/98
B. R. LEHMAN
4590 DUTCH HILL RD. SPUR PH. 607-863-3394
CINCINNATUS, NY 13040

5247
29-7/213
03

Date *April 23 2012*

Pay to the Order of *Cortland Youth Bureau* \$ *25.00*

Twenty-five and 00/100 Dollars

 KeyBank National Association
Syracuse, New York 13208
1-800-KEY2YOU® Key.com®

For *Thank you!*

[Signature]

MP

[Redacted]

**City of Cortland
Fire Department**



Charles S. Glover
Fire Chief

21 Court Street
Cortland, New York 13045

Phone: 607.756.5613

Fax: 607.758.8585

Email: cglover@cortland.org

TO: Lori Crompton
FROM: Chief Glover
DATE: June 5, 2012
RE: Community CPR Grant Funds

The Department has sent in a payment request for funds spent on the CPR Grant. The total amount we will be receiving shortly is \$5,650.00. In order to reimburse the budget lines we initially paid the invoices/firefighters from please note the following:

A3410.101 Personal Services should be reimbursed:	\$ 3,810.83
A3410.405.01 Tools and Equipment should be reimbursed:	<u>\$ 1,839.17</u>
	\$ 5,650.00

Thank you for your assistance with keeping these funds appropriated correctly.

City Clerk

From: "Brian Tobin" <btobin@cortland.org>
To: "ward4" <ward4@cortland.org>; "Sherrie Massmann" <cityclerk@cortland.org>; "ward1" <ward1@cortland.org>
Sent: Tuesday, May 22, 2012 9:09 PM
Subject: Re: Junes council meeting

John,

I am ccing sherrie so this will be put on the next agenda....unless we need to act on this before june 19th.

Sent from my Verizon Wireless 4G LTE DROID

ward4 <ward4@cortland.org> wrote:

Brian,

Know we got a lot on plate with tonight's meeting at county and everything else and also know we've got a month till next meeting but can we add to our next meeting approval for stop signs.

Public Safety Commission approved the stop sign I requested for Kinney and Delaware and also approved the signs Julie asked for in her ward. If I am correct we need council approval to follow thru on getting them placed.

John

east curbline of Homer Ave and be added to Section 11-63 of the City Code.

(Vote was 3-0)

AGENDA ITEM #3 Discussion how to improve safety at intersection of Elm and Greenbush St. (Alderman Michales and Ferguson)

MOTION BY O'Mara SECONDED BY Teeter

RESOLVED THAT the intersections of Greenbush St./Elm St. and Greenbush St./Central Ave. be changed to 4 way stop, and add Stop signs to each approach and have the signals changed to flashing Red only in all approaches, and have said locations be removed from section 11-11 of the City Code (Traffic Control Signals) and be added into section 11-12 of the City Code (Flashing Signals). Additionally, have crosswalk pavement markings installed when the weather permits. (Vote was 3-0)

AGENDA ITEM #4 Discuss adding Stop sign on Kinney Lane at Delaware Ave. (Alderman Bennett)

MOTION BY Withers SECONDED BY Teeter

RESOLVED THAT a Stop sign be installed on Kinney Lane at the intersection of Delaware Ave, and have this location added to section 11-41 of the City Code.

Motion by

Seconded by

Meeting adjourned

O'Mara

Teeter

4:35PM

City Clerk

From: "Thomas Tobin" <publicsaf@cortland.org>
To: "ward1" <ward1@cortland.org>
Cc: "Sherrie Massmann" <cityclerk@cortland.org>; "ward6" <ward6@cortland.org>
Sent: Tuesday, May 29, 2012 10:32 AM
Attach: Psc Minutes jan 2012.doc
Subject: Stockton Place No Parking signs

Good morning Julie,

I have been contacted regarding a proposed parking restriction for Stockton Place. The signs are to prevent the overcrowding of the narrow street due to parking for the diner on the corner. The Public Safety Commission approved the proposal that was brought by Alderman Ferrer at its' January 2012 meeting.. It was requested back in December 2011. I believe the Mayor has ok'd the adding of the stop sign for Kinney Lane to the agenda of the June 19th meeting for Alderman Bennett. The Public Safety Commission at the same meeting in January also approved the Stockton Place signs, and if you could contact the Mayor and request that these signs be added to the agenda also, I can get them installed by early summer (given Council approval). I will cc the City Clerk and Alderman Ferrer and I'm also attaching a copy of the minutes from that PSC meeting for you.

Thank you for your assistance.

Tom

Thomas Tobin
City of Cortland
Public Safety Department
17 South Franklin St
Cortland , NY 13045
(607)753-1957
publicsaf@cortland.org

5/31/2012

City Clerk

From: "Mack Cook" <mcook@cortland.org>
To: "Brian Tobin" <btobin@cortland.org>; "ward1" <ward1@cortland.org>; "ward2" <ward2@cortland.org>; "ward3" <ward3@cortland.org>; "ward4" <ward4@cortland.org>; "ward5" <ward5@cortland.org>; "ward6" <ward6@cortland.org>; "ward7" <ward7@cortland.org>; "ward8" <ward8@cortland.org>; "Bruce Adams" <badams@cortlandwastewater.org>
Cc: "Lori Crompton" <lcrompton@cortland.org>; "Sherrie Massmann" <cityclerk@cortland.org>
Sent: Monday, June 11, 2012 10:30 AM
Subject: June 19th agenda items- Staff level and promotions at Waste Water Fund.
To: Mayor and Members of Common Council
From: Mack Cook & Bruce Adams
Re: Council Agenda Items for June 19th
Date: June 11, 2012

On Council's agenda for June 19th the following three items will be presented for consideration regarding staffing level and promotions at the Waste Water Treatment Plant.

1. Consideration of a Resolution to lift the hiring freeze to fill the now vacant Maintenance Mechanic position for the Wastewater Treatment Department.

Background:

One of the two people hired last year for these positions and accepted another job. The operator who has been working in this position on an "out-of-title" provisional basis which not be reachable on the eligible list and thus we cannot promote him to permanently fill this position. This is a budgeted position in the 2012 Budget

2. Consideration of a Resolution to lift the hiring freeze and fill the now vacant laborer position for the Wastewater Treatment Department.

Background:

The Wastewater plant has been holding this position open at the request of the Maintenance Mechanics who asked to be considered for the position should they fail to be reachable on the eligible list. That will not be an issue. A laborer is important to the department as the position is designed to cover the unskilled and semi-skilled works that needs to be done while leaving the higher-skilled operators free to perform their specialized job duties. This is a budgeted but unfilled position in the 2012 Budget

3. Consideration of a Resolution to adjust the pay rates of two employees of the Wastewater Treatment Department

Background:

In June 2011 Ed Pool and Brian McCall has their promotions and pay raises voided. Their promotions were then reinstated but their pay rates were left at their pre-promotion levels. It is the opinion of the Operator that these employees are committed to the success of the plant. The operator has requested an increase of \$1.95/hr. for Mr. Poole and \$1.90/hr. for Mr. McCall. These exceed the 1% pay increase budgeted for 2012 but Council is requested to view this situation as being associated with promotions.

As the chart below illustrates the Waste Water is operating below budget for year-to-date through June 11th

	Desired percentage thru June 11			46.2%	
	Budget	Year to date thru June 11			Status
Salaries					
Administration	\$ 101,552	\$ 43,823	43.2%		Under Budget
Treatment	\$ 384,788	\$ 156,409	40.6%		Under Budget
Total Budget					
Administration	\$ 404,752	\$ 88,498	21.9%		Under Budget
Treatment	\$ 1,285,288	\$ 457,082	35.6%		Under Budget

The Waste Water Advisory Committee has been advised of the all three resolutions above. The Plant Operator has no objections to date to the above but with notified Council should there be any prior to June 19th.

Respectfully submitted for consideration,

Mack

City Clerk

From: "Mack Cook" <mcook@cortland.org>
To: "Brian Tobin" <btobin@cortland.org>; "ward1" <ward1@cortland.org>; "ward2" <ward2@cortland.org>; "ward3" <ward3@cortland.org>; "ward4" <ward4@cortland.org>; "ward5" <ward5@cortland.org>; "ward6" <ward6@cortland.org>; "ward7" <ward7@cortland.org>; "ward8" <ward8@cortland.org>
Cc: "lawdept" <lawdept@cortland.org>; "Lori Crompton" <lcrompton@cortland.org>; <FSlavitsky@osc.state.ny.us>; "Sherrie Massmann" <cityclerk@cortland.org>
Sent: Friday, June 08, 2012 10:24 PM
Attach: Draft Financial statements 12 31 2011.pdf; CITY OF CORTLAND OPERATING BUDGET POLICIES.pdf
Subject: Council Agenda-- Financial Policies
 Mayor and Members of Common Council,

On Council's agenda for June 19th is a *Discussion of a Resolution for Adoption of Financial and Budgetary Policies*. Attached as a PDF are the policies under consideration. These policies were distributed to the Financial Adversary Committee, review and discussed with no changes being suggestion.

The purpose of the attached financial policies is to provide guidelines for Common Council and City staff to use in making financial decisions that ensure core services are maintained and the Council's vision for the community is achieved.

In addition, financial policies provide a level of security for the community by ensuring residents' tax dollars are being used openly, efficiently and effectively and in a manner that provides insulation from fiscal crisis and economic disruption.

The financial and budgetary policies presented for Council's consideration are provides that the City will maintain the fiscal integrity of its general and capital funds in order to provide services and maintain certain public facilities, streets and utilities.

These policies provide the financial management structure that enables the City to accomplish the following:

- Ensure the City maintain a financial base to sustain a consistent level of municipal services
- Ensure the City is able to withstand local and regional economic variations
- Direct attention to the total financial picture of the City rather than single-issue areas
- Adjust to changes in the service requirements of the community
- Maintain a good credit rating in the financial community, which ensure taxpayers that City government is well managed financially and is in sound fiscal condition.

Due to Cortland's limited revenue base and the limited potential for future growth, the City must prioritize its services in order to maintain the most important services as revenue becomes increasingly constrained. In the financial policies attached hereto the following services are considered priorities in the following order:

- Public Life, Health and Safety
 - Police, fire, building inspections and traffic control
 - Water, sewer, and storm drainage service and infrastructure maintenance
- Legal Mandates: Accounting/auditing/financial reporting; land-use planning
- City Facilities and Property: maintenance of park land, buildings, street, right of way, and equipment
- Recreational, athletic, aquatic and youth programs
- Pursue Council and Community goals

To ensure that community's dollars are being used efficiently and effectively, these financial policies provide that the City will practice the following:

- Include all potential stakeholders in evaluating proposed alternative services
- Form alliances with other local governments for the provision of services to achieve economies of scale.

- Explore the privatization of services during the preparation of the annual budget
- Citizen involvement will be encourage in the budget decision-making process to receive input from the Cortland Community on the level of service desired

Attached are two statements from the draft of the December 31, 2011 Audited Statements

- Balance Sheet as of December 31, 2011
- Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds for the Year Ended December 31, 2011

The General Fund Balance increased during 2011 by \$882,768 to \$2,669,926 as December 31, 2011. The Fund Balance Policy contained as part of the Financial policies under consideration will distribute the December 31st fund balance as follows:

A descriptive narrative of the purpose and restrictions of each reserve can be found beginning on page 8 of the attached policies.

Respectfully
Mack

CITY OF CORTLAND
DISTRIBUTION TO RESERVE ACCOUNTS
EXAMPLE
STATEMENT OF EXPENDITURES AND CHANGES IN FUND BALANCES-GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2011

2011

Projected December 31, 2012 Unreserved Fund Balance **\$ 2,669,926**

COMMITTED FUND RESERVES:**STABLIZATION RESERVE**

GENERAL FUND 2012 BUDGETED REVENUES	\$ 17,182,600	
TRANSFER TO STABLIZATION RESERVE	1.50%	\$ 257,739

BALANCE \$ 2,412,187

NATURAL DISASTERS AND EMERGENCIES

2012 TAXABLE ASSESSED VALUE	\$ 523,112,831	
VALUE OF 1 MILL		\$ 79,722

BALANCE \$ 2,332,465

COMMITTED BUDGETED OPERATING RESERVE

2012 GENERAL FUND BUDGETED EXPENDITURES	\$ 17,182,600	
PERCENTAGE -3 YEAR TRANSITION TO 17%	6.5%	\$ 1,124,864

BALANCE \$ 1,207,601

ASSIGNED FUND RESERVES:**ASSIGNED EQUIPMENT REPLACEMENT RESERVE**

CURRENT YEAR DEPRECIATION	\$ 596,301	
LESS: CURRENT YEAR NON-DEBT SOURCE EXPENDITURES	\$ -	\$ 596,301

BALANCE \$ 611,300

ASSIGNED PARK RENOVATION RESERVE

ANNUAL CONTRIBUTION	\$ 100,000	
LESS: ANNUAL DEBT SERVICE ON PARK DEBT	\$ -	\$ 100,000

BALANCE \$ 511,300

ASSIGNED SNOW REMOVAL RESERVE

2007-2010 AVERAGE	381,475	
PERCENTAGE -12 YEAR TRANSITION TO 100%	100%	\$ 381,475

BALANCE \$ 129,825

ASSIGNED REDEVELOPMENT RESERVE

ANNUAL CONTRIBUTION-20% OF REMAINING FUNDS	\$ 25,965	
--	-----------	--

BALANCE \$ 103,860

6/11/2012

CITY OF CORTLAND, NY
FINANCIAL AND BUDGETARY POLICIES ¹

The City of Cortland has developed a comprehensive set of financial policies that are consistent with the City's goals and objectives. Specific attention has been given to make sure that these policies are both consistent and relationally sound. Financial policies are an integral part of the development of service, capital, and financial plans and the budget. They provide the basis for decision-making and continue Cortland's tradition of financial stability. Policies are grouped in the following categories:

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• CAPITAL BUDGETING AND CAPITAL IMPROVEMENT PLAN	
• APPENDIX A-GUIDELINES FOR SUBMISSION OF CAPITAL PROJECT	

POLICY OVERVIEW

1. Purpose.

The purpose of this policy is to assign responsibility and define the procedures for planning and administration of the City of Cortland's Operating and Capital Budgets, as well as debt, investment and grant management, responsibility for which has been assigned to the Finance Department.

2. Operating Budget.

The annual operating budget is the vehicle through which Common Council authorizes City government to fund operations during a specific fiscal year for specific purposes and which establishes the economic resources that are required to support these activities. The budget is a fiscal, planning, and policy document, reflecting the allocation of limited revenues among diverse uses.

3. Capital Budget.

The capital budget includes major capital requirements, culminating in the adoption of a five-year Capital Improvement Program (CIP). These types of capital investments usually focus on the construction, development, and acquisition of major facilities and may rely on long-term debt instruments for financing. General Fund revenue, user fees, and other streams of revenue are typical sources of revenue allocated to the retirement of long-term debt.

4. Concurrent Preparation of the Annual Operating and Capital Budgets

The annual Operating and Capital budgets shall be prepared as two separate documents, but both shall be prepared, presented and reviewed concurrently.

5. Responsiveness to Council's Areas of Focus.

Projects, programs, and services included within the operating and capital budgets must be responsive to the areas of focus identified by the Common Council.

OVERVIEW OF THE OPERATING BUDGET

1. Joint Effort

Budgeting for the Operations of the City of Cortland is a joint effort between the people and groups affected by the budget, Common Council, and City staff responsible for providing the services. Citizens, civic organizations and interested parties are afforded the opportunity to become involved in the Budget development process so as to promote programs of interest and concern. City staff estimates projected revenues and proposes allocations of resources for services. Common Council reviews the proposed budgets making such recommendations and modifications as needed, and approves the final Budgets and subsequent amendments as may be required. It is the express policy of the City that the City's Budget process shall be fiscally responsible, transparent and community responsive.

2. Legal Authority

The City's annual operating budget, as adopted by Common Council, constitutes the legal authority for expenditures. The City's budget is adopted at the fund level. Therefore, expenditures may not legally exceed appropriations at that level of detail. Appropriated budgets are adopted for the General Fund, Sewer Fund and the Water Fund. These appropriations lapse at the end of the fiscal year.

COMPREHENSIVENESS

1. The Mayor, prior to October 15th of each year, shall submit to the Common Council the annual operating budget covering the next fiscal year. The budget shall contain the following information:
 - a.) A letter from the Mayor discussing the proposed financial plan for the next fiscal year, a review of the previous year's activities and the current financial condition of the City.
 - b.) Proposed capital, operations and maintenance, and debt service expenditures by Budgeted Fund, by Department, by Program, and by type of expenditure for the budget year, along with comparisons to estimated expenditures and actual expenditures for the three prior years.
 - c.) Proposed receipts, by source, for the budget year, along with comparisons to estimated receipts for the current year and actual receipts for the three prior years.

- d.) Debts service policies and a comparison of actual ratios to target ratios.
- e.) A table of organization with proposed staffing levels by Departments, by Program, along with comparisons to staffing levels for the current year.
- f.) A summary of designated balances for operations, capital acquisitions and replacement and debt service.

FUND STRUCTURE

1. The City's accounting, financial and reporting system is based upon three types of Funds: Governmental, Proprietary and Fiduciary. The type of Accounting and Budgetary basis used by the City is dependent upon the type of fund. Each fund is considered a separate accounting entity.
2. Governmental funds are generally used to account for tax-supported activities and are divided into five types:
 - a.) The General Fund is the City's primary fund. It accounts for all financial resources except those required to be accounted for in other funds and is generally considered to represent the ordinary operations of the City. It derives the majority of its revenues from Property Taxes, Sales Tax and Fees
 - b.) Special Revenues Funds account for proceeds of specific revenue sources that are restricted or committed for purposes other than debt service of capital projects. Other restricted resources are accounted for in debt service, trust, and capital project funds. The Sewer and Water funds are Special Revenue funds with an annual budget.
 - c.) Debt Service Funds are used to account for the accumulation of resources for the payment of general obligation bond principal and interest from governmental resources. These funds are also used to account for the accumulation of resources for and payments of special assessment bond principal and interest from special assessment levies when the City is obligated in some manner for the payment.
 - d.) Capital Projects Funds are used to account for the acquisition or construction of major capital facilities other than those financed by Proprietary and Trust funds. Capital Project Funds are not included in the City's Operating Budget, but are budgeted separately with construction fund ordinances which appropriate a budget for the duration of the project. A recap of the Capital Improvement Plan

(CIP) is included in the Capital Improvement Projects section of this document. Details of the CIP are contained in a separate document.

- e.) Permanent Funds are used to account for the public-purpose trusts for which the earnings are expendable for a specific purpose, but the principal amount is not expendable. An annual budget is not prepared for this fund.
3. Proprietary Funds account for the business-like activities of the City. These types of funds focus on the determination of operating income, changes in net assets or cost recovery, financial position, and cash flows. There are two types of proprietary funds: enterprise funds and internal service funds.
- a.) Enterprise fund accounts for business-like activities which are self supported by user charges.
 - b.) Internal Service Funds are established to finance and account for services and commodities furnished by a designated department or agency to other departments and agencies within a single government or to other governments.
4. Funds used to report assets held in a trustee or agency capacity for others and therefore, cannot be used to support the government’s own program. The Fiduciary fund category includes pension trust funds, investment trust funds, private-purpose trust funds, and agency funds.
- a.) Agency Funds consist of resources received and held by the City as an agency for others

FUND TYPES BUDGETED BY THE CITY

	Funds with Annual Appropriations <i>(Budget lapses at end of year)</i>	Funds without Annual Appropriations <i>(Budget does not lapse at end of year)</i>	Funds with no Annual Appropriations or Not Required
General Fund	ALL		
Special Revenue Funds			
Sewer	PW		
Water	PW		
Special Grant	ALL		
CDBG Grants		CP&D	
Capital Projects Fund	ADM		
Debt Service Fund	ADM		
Enterprise Fund:			
Agency Fund			
Public Safety Fund			FIRE, POLICE
Admin=Administrative Services and General Government CP&D=Community Planning & Development Fire= Fire Department PK=Park Department Police=Police Department PW=Public Works			

BUDGET BASIS

1. The Governmental Fund types (General Fund and Special Revenues Funds) are budgeted on a modified accrual basis and can be directly compared to the statement of activities in the City annual Comprehensive Audited Financial Statement.
2. The modified accrual basis means that revenues are recognized when they are collectible within the current period or soon enough thereafter to pay liabilities in the current period. For this purpose, the City of Cortland considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred. However, debt service expenditures, as well as expenditures related compensated absences and claims and judgment are recorded only when payment is due.

ACCOUNTING BASIS

1. Accounting Basis refers to when revenues and expenditures or expenses are recorded in the accounts and reported in the financial statements. The Comprehensive Annual Financial Report (CAFR) shows only the status of the City's finances on the basis of Generally Accepted Accounting Principles (GAAP). The accrual basis of account is used for all funds, except the governmental fund types and expendable trust and agency funds, which use the modified accrual basis of accounting.
2. The modified accrual basis differs from the accrual basis in the following ways:
 - a.) Purchases of capital assets are considered expenditures.
 - b.) Redemptions of long-term debt are considered expenditures when due.
 - c.) Revenues are recorded only when they become both measurable and available to finance expenditures of the current period.
 - d.) Inventories and prepaid items are reported as expenditures when purchased.
 - e.) Interest on long-term debt is recorded as an expenditures when due.
 - f.) Accumulated unpaid vacation, sick pay, and other employee benefits are considered expenditures when paid.
 - g.) Depreciation is recorded on an accrual basis only and is not budgeted.

BALANCED BUDGET DEFINITION AND REQUIREMENT

1. For all funds that the City prepares budgets, such budgets shall be in balance.
2. A budget is deemed to be in balance when operating revenues are equal to, or exceed, operating expenditures or expenses. Any increase in expenditures or expenses, decrease in revenues, or combination of the two that would result in a budget imbalance will require budget revision, rather than spending unappropriated surpluses or designated reserves to support ongoing operations. Any year-end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and the balance shall be added to the fund's Unassigned Fund Balance.

PERFORMANCE MEASURE INTEGRATION

1. Where possible, the City will integrate performance measurement service level and productivity indicators in the City's published budget document. Each city department will integrate operating efficiency, operating effectiveness, resident satisfaction, and human resource efficiency performance measures into its department's budget. Departments will be required to link service levels in terms of both quantity and quality to funding levels.
2. Citizen Surveys
 - a.) The City is cognizant that citizens view City government holistically while those within City government may at times see the City as a series of separate entities, each with its own programs and activities competing for resources and public approval. Performance measures developed by departments often tend to reflect their own informational needs, particularly the inputs and outputs used to create the measurement matrix. But performance measures designed by and for City management may not have much meaning for citizens, whose assessment of the City's performance is based on their experiences with local government and those of others, including the media.
 - b.) In order to establish performance objectives that are meaningful to Citizens the City shall conduct a biannual citizen survey to measure residents' satisfaction levels with City services and gather opinions on specific policy questions. From quality of life and neighborhood safety to this website and city services, we want to know what residents are thinking.
 - c.) The City shall contract with an independent, external firm to create the survey and to promote scientific validity. The questions are designed to collect trend data on how City residents rate the quality of City services and the community as a whole,

their awareness of the City's communication mediums, and to ask for their opinions on certain policies or proposed policy changes.

- d.) The survey results, in conjunction with the City's performance measurement outcomes, shall be used by Common Council and City staff to analyze the effectiveness, responsiveness and value of City services

GENERAL FUND FUND BALANCE POLICY

PURPOSE

- 1. The purpose of the City's General Fund fund balance policy is to ensure that there will be adequate liquid resources to serve as a financial cushion against the potential shock of unanticipated circumstances and events. The City's policy reaches beyond those reserves governed by externally enforceable restrictions such as Debt Restrictions, Grantor, Other Governments, or limitations imposed by law. The policy also does not address reserves consisting of non-spendable resources such as Reserves for Inventory. Instead the City's Fund Policy focuses on Unrestricted Fund Balance in the General Fund which can be defined as:

Total fund balance
 Less: Non-spendable fund balance
 Less: Restricted fund balance
Unrestricted Fund Balance

FOCUS OF CITY'S FUND BALANCE POLICY

Component of Fund Balance	Relevant to Fund Balance Policy
Non-spendable	No
Restricted	No
Committed	Yes
Assigned	Yes
Unassigned	Yes

(Tinted area is unrestricted fund balance)

COMMITTED FUND BALANCE

- 1. Committed Fund Balance represents resources whose use is constrained by limitations that the City imposes upon itself by Ordinance and that remains binding unless removed in the same manner.

ASSIGNED FUND BALANCE

1. The Assigned Fund Balance is that portion of the Unrestricted Fund Balance that reflects the City's intended use of resources. Such intent is reflected in a Council Resolution and remains such unless removed in the same manner.

UNASSIGNED FUND BALANCE

1. The Unassigned Fund Balance is the residual classification for the general fund. This classification represents the fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.

GENERAL FUND RESERVES

1. Committed Stabilization Reserve:
 - a.) The City of Cortland seeks to maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unpredictable one-time expenditures. This Reserve is established by Ordinance and its use, modification, or dissolution is governed by Ordinance for express purposes set forth below.
 - b.) The Stabilization Reserve should be used judiciously and responsibly to sustain critical state services and programs in the face of changing economic conditions and fluctuating tax revenues. It is in the long-term financial interest of the City to preserve and build a healthy Stabilization Reserve balance in years of strong revenue growth to assist the City in weathering future economic storms.

The City's revenue process projects the underlying revenues that support approximately 2/3 of the budget. The accuracy of the revenue estimate upon which the budget is based is a key factor influencing whether there will be a contribution to the balance of the Stabilization Reserve or a need to draw on the Reserve. Although the estimate is based on economic models that follow sound budgetary practices, projected revenues are analyzed 6 to 12 months before the related fiscal year and, consequently have inherent risks.

The primary purpose of the Stabilization Reserve is to preserve the fiscal stability of the City. In the context of less than certain revenue estimates, the City's believes that the use of the Stabilization Reserve as a resource to support the budget can be justified as a means of providing overall budgetary stability.

However, the amount of any such budgeted transfer from the Stabilization Reserve is to be based upon specific shortfalls in key revenue components.

- c.) The City shall transfer annually to the Committed Stabilization Reserve from the General Fund's Net Change in Fund Balance before Other Financing Sources (Uses) an amount equal to one and one-half percent (1.50%) of the budgeted General Fund revenues for that year.
 - d.) Council may assess the use of the Stabilization Reserve to maintain General Fund current service level programs if the following condition exists:
 - o At the end of the City's tenth fiscal month, October 31st, basic revenue collections for the fiscal year have fallen to below six percent (6%) of the budgeted basic revenues for the year. Basic Revenue is defined as the sum of General Fund property taxes, sales taxes, and fees,
 - e.) Council should begin to restore Stabilization funds used with 24 months after their first use.
2. Committed Reserves for Natural Disasters and Emergencies:
- a.) The City of Cortland seeks to maintain a prudent level of financial resources readily available to counter the effects of natural disasters and emergencies. This reserve is established by Ordinance, and its use, modification, or dissolution is governed by Ordinance for expressed purposes set forth below.
 - b.) Council may assess the use of the Emergency Reserve only after natural disasters and emergencies as so declared by the Governor of New York and /or the President of the United States. The Emergency Reserve should be used to protect the health, safety, welfare and property of the residents during and immediately after such natural disasters and emergencies. The Reserves must be expended in such manner as to ensure that vital City services remain functional and at service levels necessary to meet requirements of residents, businesses, visitors and organizations.
 - c.) The City shall transfer annually to the Emergency Reserve from General Fund's Net Change in Fund Balance before Other Financing Sources (Uses) after the transfer to the Committed Stabilization Reserve an amount equal to one mil of the total assessed value of property located within the City.

3. Committed Budgeted Operating Expenditures Reserve:

- a.) The City of Cortland shall maintain a Budgeted Operating Expenditure Reserve equal to seventeen percent (17%) of the total General Fund's Budgeted Operating Expenditures for the succeeding fiscal year for the purpose of providing the City with a source of last resort for working capital in the face of epic natural catastrophes and unprecedented economic upheaval beyond the capacity of either the Stabilization Reserve or the Reserves for Natural Disasters and Emergencies, whether alone or in unison, to address. This reserve is established by Ordinance and its use, modification, or dissolution is governed by Ordinance for expressed purposes set forth above.
- b.) The City shall annually transfer to the Budget Operating Expenditure Reserve from the General Fund's Net Change in Fund Balance before Other Financing Sources (Uses) after transfers to the:
 - Committed Stabilization Reserve
 - Committed Reserves for Natural Disasters and Emergencies,such funds as necessary so that the total balance of the reserve equals seventeen percent (17%) of the total General Fund's Budgeted Operating Expenditures for the succeeding fiscal year.
- c.) Should the balance of the Budget Operating Expenditure Reserve before any transfer be greater than seventeen percent (17%) of the total General Fund's Budgeted Operating Expenditures for the succeeding fiscal year, the excess shall be transferred to the Assigned Equipment Replacement Reserve.

4. Assigned Equipment Replacement Reserve:

- a.) The City shall maintain an Equipment Replacement Reserve for the purpose of replacing and/or acquiring capital equipment directly used in rendering City services. This reserve is established by Council Resolution and its use, modification, or dissolution is governed by Resolution.
- b.) The City shall transfer annually to the Equipment Replacement Reserve the General Fund's Net Change in Fund Balance before Other Financing Sources (Uses) after the transfer to the:
 - Committed Stabilization Reserve
 - Committed Reserves for Natural Disasters and Emergencies Reserve
 - Committed Budgeted Operating Expenditures Reserve,

an amount equal to the current's year depreciation expense attributable to machinery, equipment and vehicles less expenditures for the acquisition of such capital assets excluding capital leases entered into during the current fiscal year.

5. Assigned Park Renovation Reserve:

a.) The City shall maintain a Park Reserve for the purpose of financing, in whole or in part, future construction, rehabilitation, additions or improvement to City Parks. This reserve is established by Council Resolution and its use, modification, or dissolution is governed by Resolution.

b.) The City shall transfer annually to the Park Reserve the sum of \$50,000, less the debt service paid during the current fiscal year on any debt in which the proceeds were used to for the construction, rehabilitation, additions or improvement to City Parks from the General Fund's Net Change in Fund Balance before Other Financing Sources (Uses) after the transfer to the

- Committed Stabilization Reserve,
- Committed Reserves for Natural Disasters and Emergencies Reserve
- Committed Budgeted Operating Expenditures Reserve
- Assigned Equipment Replacement Reserve.

Should debt service exceed \$50,000 in any fiscal year, no transfer shall occur.

6. Assigned Snow Removal Reserve

a.) The City shall maintain a Snow Removal Reserve for the purpose of providing supplemental funding in those years where above average snowfall results in funding requirements in excess of that budgeted.

b.) The City shall transfer annually to the Snow Removal Reserve an Snow Removal Reserve that amount necessary to equal the average expenditures for snow and ice removal for the five previous calendar years after the transfers to the

- Committed Stabilization Reserve,
- Committed Reserves for Natural Disasters and Emergencies Reserve
- Committed Budgeted Operating Expenditures Reserve
- Assigned Equipment Replacement Reserve
- Assigned Park Renovation Reserve

- c.) In event that the average expenditures for snow and ice removal for the five previous years is less than the balance of the Snow Remove Reserve no additional funds will be transferred into this reserve.

7. Assigned Redevelopment Reserve:

- a.) The City shall maintain a Redevelopment Reserve for the purpose of funding the implementation of programs which will diversify both the City's workforce and its economic base so as to promote viable and sustainable growth. This reserve is established by Council Resolution and its use, modification, or dissolution is governed by Resolution.
- b.) The City shall transfer annually to the Redevelopment Commission Reserve and amount equal to 20% of any funds remaining from the General Fund's Net Change in Fund Balance before Other Financing Sources (Uses) after distributions to the:
- Committed Stabilization Reserve
 - Committed Reserves for Natural Disasters and Emergencies Reserve
 - Committed Budgeted Operating Expenditures Reserve
 - Assigned Equipment Replacement Reserve
 - Assigned Park Renovation Reserve
 - Assigned Snow Removal Reserve

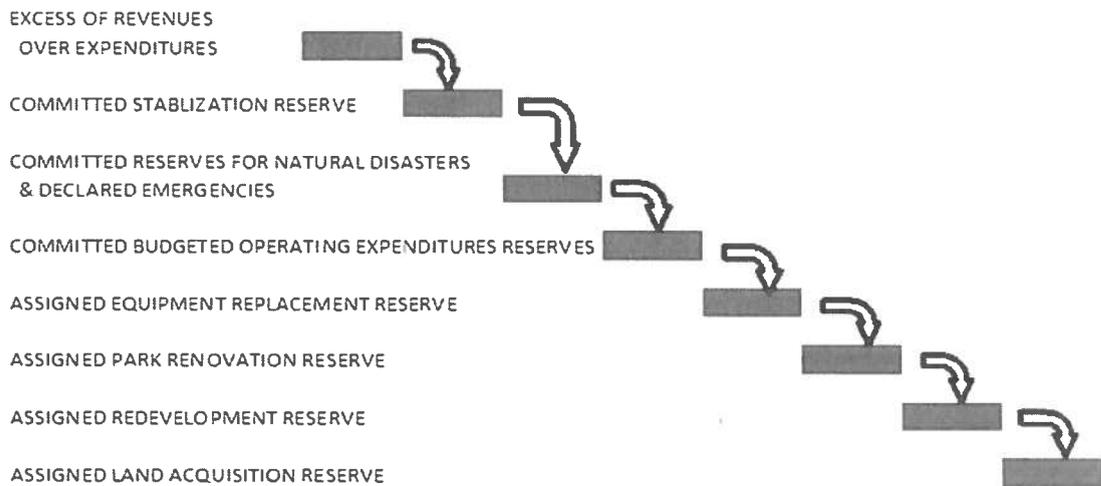
7. Assigned Land Acquisition Reserve:

- a.) The City shall maintain a Land Acquisition Reserve for the purpose of acquiring or participating in the acquisition of land that safeguards quality of life, provides recreational and educational opportunities, enables public access to water, increases mobility, protects natural resources, mitigates pollution, and enhances or preserves the beauty of the City.
- b.) The City shall transfer annually to the Land Acquisition Reserve and amount equal to 20% of any funds remaining from the General Fund's Net Change in Fund Balance before Other Financing Sources (Uses) after distributions to the:
- Committed Stabilization Reserve
 - Committed Reserves for Natural Disasters and Emergencies Reserve
 - Committed Budgeted Operating Expenditures Reserve

- Assigned Equipment Replacement Reserve
- Assigned Park Renovation Reserve
- Assigned Snow Removal Reserve
- Assigned Redevelopment Commission Reserve

GENERAL FUND RESERVES

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE



8. Annual Report on Status and Use of Fund Balances

- a.) Within sixty days of the close of a given fiscal year, the Director shall produce a report for the Common Council displaying the status of the budgetary fund balances of the City's operating funds, by fiscal year. Said report will include a graphical display of reserve fund balances, in nominal dollars, and a separate graphical display expressing these balances as a percentage of the annual revenue collected by the operating fund group each respective year, as compared to the desired level indicated in the City's adopted budgetary policy. Said graphical displays shall be published in the local newspaper, along with a summary explanation of any significant factors which resulted in negative variances from corresponding fund balance ratios for the preceding fiscal year.

GENERAL FUND REVENUE POLICIES

1 Purpose

To design, maintain and administer a revenue system that will assure a reliable, equitable, diversified and sufficient revenue stream to support desired City services.

2 Balance and Diversification in Revenue Sources

The City shall strive to maintain a balanced and diversified revenue system to protect the City from fluctuations in any one source due to changes in local economic conditions which adversely impact that source.

a.) For any proposed additional revenue source, the City shall consider the following criteria:

- Community acceptability
- Competitiveness-the revenue or tax burden of the City of Cortland relative to neighboring communities
- Diversity-the balance of revenue sources that can withstand changes in the business cycle
- Efficiency-the cost of administering a tax or fee should bear a reasonable relationship to revenues collected, and any new tax or fee should have a minimal effect on private economic decisions
- Fairness-the distribution of the City's revenue burden as measured by ability to pay, the benefits received, or the community's definition of the resident's fair share of the revenue burden.

3. User Fees

For services that benefit specific users, the City shall establish and collect fees to recover the costs of those services. The Common Council shall determine the appropriate cost recovery level and establish the fees. Where feasible and desirable, the City shall seek to recover full direct and indirect costs. User fees shall be reviewed on a regular basis to calculate their full cost recovery levels, to compare them to the current fee structure, and to recommend adjustments where necessary.

4. Property Tax Revenues/Tax Burden

The City shall endeavor to reduce its reliance on property tax revenues by revenue diversification, implementation of user fees, and economic development. The City shall also strive to minimize the property tax burden on City of Cortland citizens.

5. Administrative Service Charges

The City shall establish a method to determine annually the administrative service charges due the General Fund from enterprise funds for overhead and staff support. Where appropriate, the enterprise funds shall pay the General Fund for direct services rendered.

6. Revenue Estimates for Budgeting

In order to maintain a stable level of services, the City shall use a conservative, objective, and analytical approach when preparing revenue estimates. The process shall include analysis of probable economic changes and their impacts on revenues, historical collection rates, and trends in revenues. This approach should reduce the likelihood of actual revenues falling short of budget estimates during the year and should avoid mid-year service reductions.

7. Revenue Collection and Administration

The City shall maintain high collection rates for all revenues by keeping the revenue system as simple as possible in order to facilitate payment. In addition, since revenue should exceed the cost of producing it, the City shall strive to control and reduce administrative costs. The City shall pursue to the full extent allowed by state law all delinquent taxpayers and others overdue in payments to the City.

8. One Time Revenues

The City of Cortland will use one-time or special purpose revenue for capital expenditures or for expenditures required by the revenue; and not to subsidize recurring personnel, operation and maintenance costs.

GENERAL FUND EXPENDITURE POLICY

1. Current Funding Basis

The City shall operate on a current funding basis. Expenditures shall be budgeted and controlled so as not to exceed current revenues plus the permitted use of accumulated fund reserves.

2. Avoidance of Operating Deficits

The City shall take immediate corrective actions if at any time during the fiscal year expenditure and revenue re-estimates are such that an operating deficit (i.e., projected expenditures in excess of projected revenues) is projected at year-end. Corrective actions can include a hiring freeze, expenditure reductions, fee increases, or use of fund reserves within the permitted uses set forth above. Expenditure deferrals into the following fiscal year, short-term loans, or use of one-time revenue sources shall be avoided to balance the budget.

3. Maintenance of Capital Assets

Within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at a sufficient level to protect the City's investment, to minimize future replacement and maintenance costs, and to continue service levels.

4. Periodic Program Reviews

The Director shall undertake periodic staff and third-party reviews of City programs for both efficiency and effectiveness.

5. Privatization

The City will encourage delivery of services by other public and private organizations whenever and wherever greater efficiency and effectiveness can be expected as well as develop and internally use technology and productivity advancements that will help reduce or avoid increasing personnel costs. The intent is to control personnel costs as a proportion of the total budget, to more productively and creatively use available resources, and to avoid duplication of effort and resources.

6. Risk Management

The City will develop and implement an effective risk management program to minimize losses and reduce costs. The Common Council will ensure that adequate insurance programs are in place. This shall include unemployment and Worker's compensation costs.

7. Reporting Requirements

- a.) The City recognizes the important roles that Civic Organizations, Commissions, Foundations, Museums, Trade and Tourism Groups, Business and Cultural Organizations have in the economic sustainability and development of the City, preservation of its historic characteristics, and the quality of life of its residents. It

is the policy of the City to financially support such entities wherever it facilitates fulfilling the City's goals and objectives.

b.) The City also recognizes that it is a custodian of public funds and as such must conduct itself in all matters in accordance with fiduciary standards. It is the duty of the City to ensure that funds distributed to Agencies, Organizations and Associations are expended in accordance with the goals of the City and in the best interest of the Residents. Accordingly, recipients of funds from the City in non-exchange transactions, as so defined by GASBS 33², must adhere to the following reporting requirements:

1.) Recipients of \$250,000 dollars or more in one fiscal year must:

- Within 90 days of its financial year end file with the City an entity-wide Audited Financial Statements prepared in accordance with generally accepted accounting principles and audited in accordance with generally accepted government auditing standards. Said report shall include a report on the entity's internal control tested as part of the financial statements audit, a listing of any reportable conditions that came to light as a result of internal control testing and description of those reported conditions that are deemed to be material weaknesses.
- For each program that recipient has received funding from the City to facilitate the program's accomplishment the recipient shall file with the City within 90 days of its financial year end a report detailing expenditures per program and an assessment of the objectives achieved.

2.) Recipients of between \$50,000 and \$250,000 dollars in one fiscal year:

- Within 90 days of its financial year end file with the City an entity-wide Audited Financial Statements prepared in accordance with generally accepted accounting principles and audited in accordance with generally accepted auditing standards.
- For each program that recipient has received funding from the City to facilitate the program's accomplishment, the recipient shall file with the City within 90 days of its financial year end a report detailing expenditures per program and an assessment of the objectives achieved.

- 3.) Recipients of between \$25,000 and \$49,000 dollars in one fiscal year:
 - Within 90 days of its financial year end file with the City an entity-wide Reviewed Financial Statements prepared in accordance with generally accepted accounting principles.
 - For each program that recipient has received funding from the City to facilitate the program's accomplishment, the recipient shall file with the City within 90 days of its financial year end a report detailing expenditures per program and an assessment of the objectives achieved.
- 4.) Recipients of between \$5,000 and \$24,999 dollars in one fiscal year:
 - For each program that recipient has received funding from the City to facilitate the program's accomplishment the recipient shall file with the City within 90 days of its financial year end a report detailing expenditures per program and an assessment of the objectives achieved.

INVESTMENT POLICY

1. Policy Statement

- a.) The investment goal of the City of Cortland is to maintain adequate cash to meet current obligations and to invest in those legal securities that maximize earnings and protect principal. Monies that are not required on a short-term basis are invested in compliance with the guidelines of the New York Law.
- b.) Since tax status is not a direct factor, the City seeks safe securities that provide the greatest pretax return with maturities that coincide with the need for funds. Short term needs can be satisfied with Treasury bills, carefully handled repurchase agreements, and certificates of deposit. Treasury notes, Treasury bonds, and U.S. Agency securities can be used for intermediate near term requirements. Some City funds may be invested in longer term Treasury and agency securities in accordance with State law. Since it is difficult to gauge long-term interest rates, the City generally does not invest in long-term securities.
- c.) The Director is charged with minimizing the risk of default on all investments. Investments shall be made with judgment and care, under circumstances then prevailing, with persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

- d.) The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. The Director acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

2. Scope

This investment policy applies to activities of the City with regard to investing the financial assets of all funds, including the following:

- General Fund
- Special Revenue Funds
- Capital Projects Funds
- Enterprise Funds
- Debt Service Funds
- Special Assessment Funds
- Bond Funds
- Component Units

These funds are accounted for in the City's Comprehensive Annual Financial Report

3. Overall Risk Profile

- a.) The City's available funds are invested in accordance with all applicable state statutes and this investment policy, in short-term and intermediate-term fixed income instruments. Except for cash in certain restricted and special funds, the City will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles. The objectives of these investments shall be:

- 1.) Safety: Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
- 2.) Credit Risk: The City will minimize credit risk, the risk of loss due to the failure of the security issuer or backer by:
 - Limiting investments to the safest types of securities
 - Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the City will do business

- Diversifying the investment portfolio so that potential losses on individual securities will be minimized.
- 3.) Interest Rate Risk: The City will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates by:
- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity
 - Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools.
- 4.) Liquidity: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. A portion of the portfolio also may be placed in local government investment pools which offer same-day liquidity for short-term funds. All investments must meet the requirements of the New York Law.
- 5.) Yield: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk, constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to Relatively low risk options in anticipation of earning a fair return relative to the risk being assumed. Investments shall not be sold prior to maturity with the following exceptions:
- An investment with declining credit may be sold early to minimize loss of principal.
 - An investment swap would improve the quality, yield, or target duration in the portfolio.
 - Liquidity needs of the portfolio require that the security be sold.

This policy specifically prohibits trading securities for the sole purpose of speculating on the future direction of interest rates. Specifically, load open-end or dosed-end portfolio restructuring transactions are prohibited

4. Delegation of Authority

- a.) The City of Cortland's investment official is the Director. Authority to manage the investment program is granted to the Director and derived from the City's Code of Ordinances. Responsibility for the operation of the investment program is hereby delegated to the Director or his designee, who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy.
- b.) Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Director. The Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.
- c.) The Director's responsibilities include the authority to open accounts with banks, brokers and dealers, to arrange for the custody of securities, and to execute such documents as may be necessary to carry out this responsibility. The Director may further delegate investment responsibilities to Finance Department staff members.
- d.) The Director or designee will 1) furnish timely instructions to depositories concerning settlement of investment transactions, 2) verify the accuracy of completed transactions, and 3) employ internal controls designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees and officers of the City of Cortland. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Director. The Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

5. Ethics and Conflict of Interest

- a.) Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City.

6. Safekeeping and Custody

a.) Authorized Financial Dealers and Institutions

1.) A list will be maintained of financial institutions authorized to provide investment services. In addition, a list also will be maintained of approved security broker/dealers selected by creditworthiness (e.g., a minimum capital requirement of \$10,000,000 and at least five years of operation). These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule). All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements
- Proof of National Association of Securities Dealers (NASD) certification
- Proof of state registration
- Completed broker/dealer questionnaire
- Certification of having read and understood and agreeing to comply with the City's investment policy.

b.) An annual review of the financial condition and registration of qualified financial institutions and broker/dealers will be conducted by the Director.

c.) Internal Controls

1.) The Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

2.) Accordingly, the Director shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting and recordkeeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members