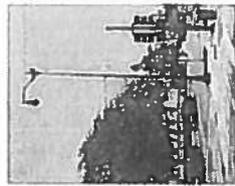
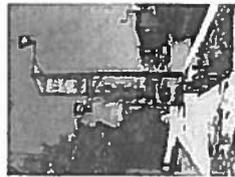


Northeast Gateway and Clinton Avenue  
Corridor Enhancement Initiative

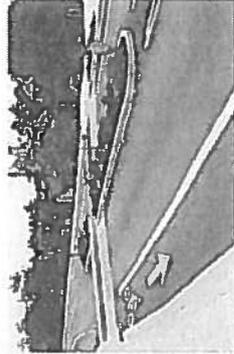
Vision/Elements



GATEWAY  
ELEMENTS



STREETSCAPE  
ELEMENTS



CIRCULATION  
IMPROVEMENTS

# 4

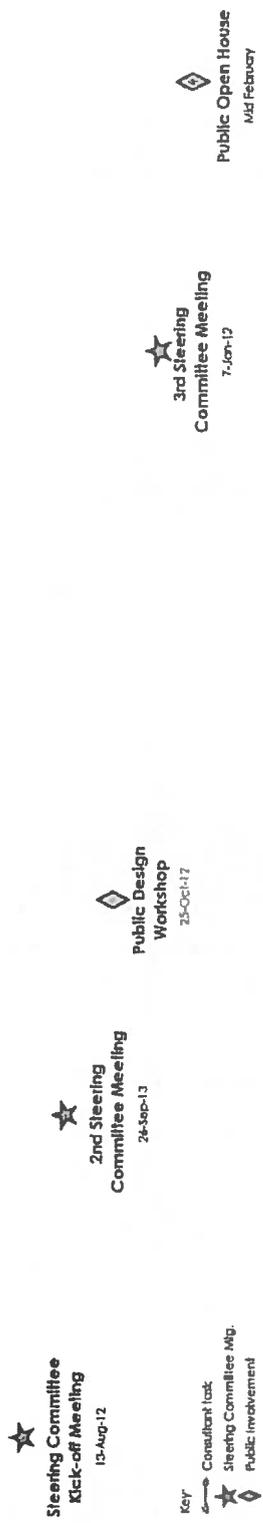
Northeast Gateway and Clinton Avenue  
Corridor Enhancement Initiative

# Process



August      September      October      November      December      January      February

Gather Data / Existing Conditions Inventory      Develop Preliminary Conceptual Plan      Prepare Final Report



Key  
 → Consultant task  
 ★ Steering Committee Mtg.  
 ◆ Public Involvement

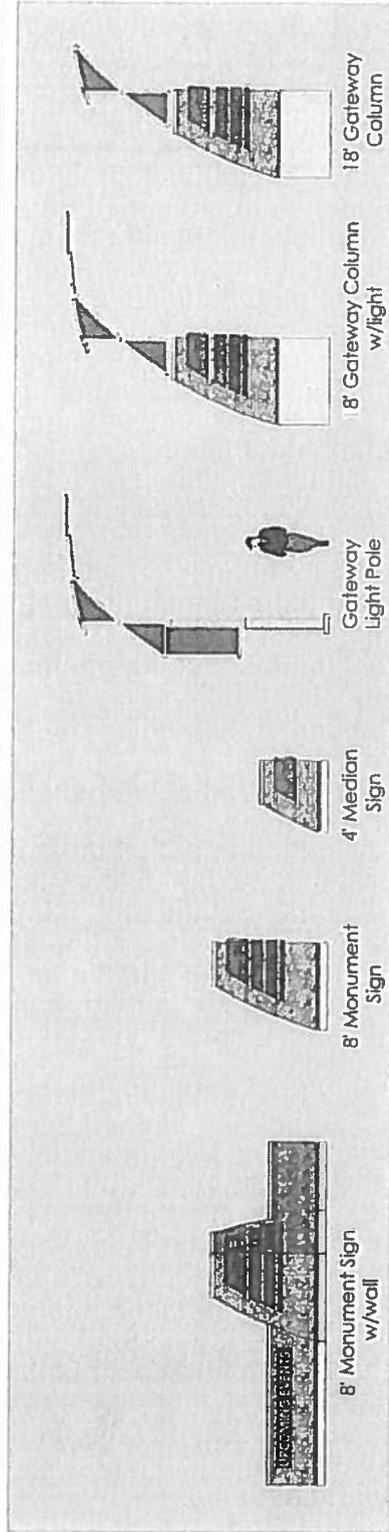




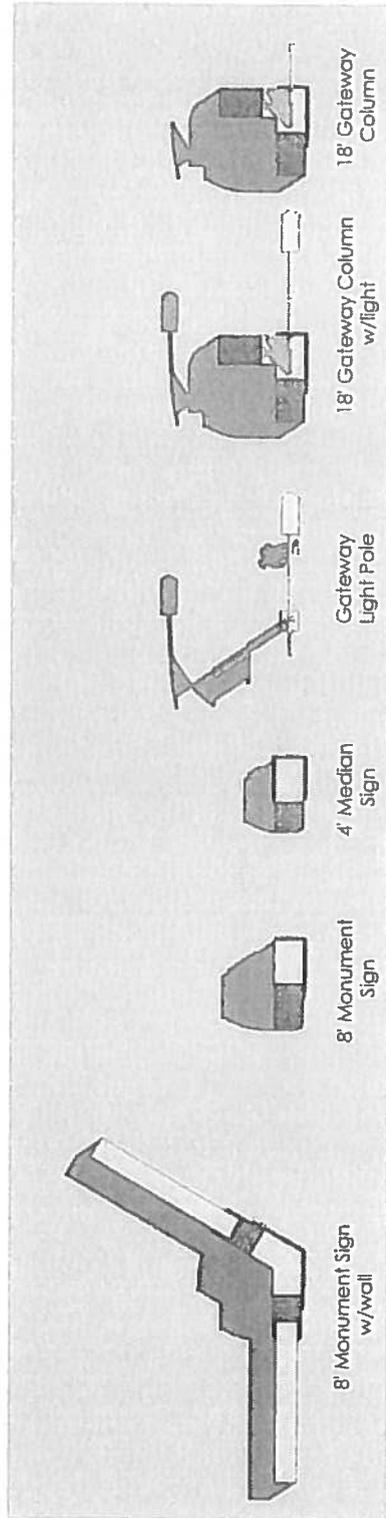
# 8

Northeast Gateway and Clinton Avenue  
Corridor Enhancement Initiative

## Gateway Elements



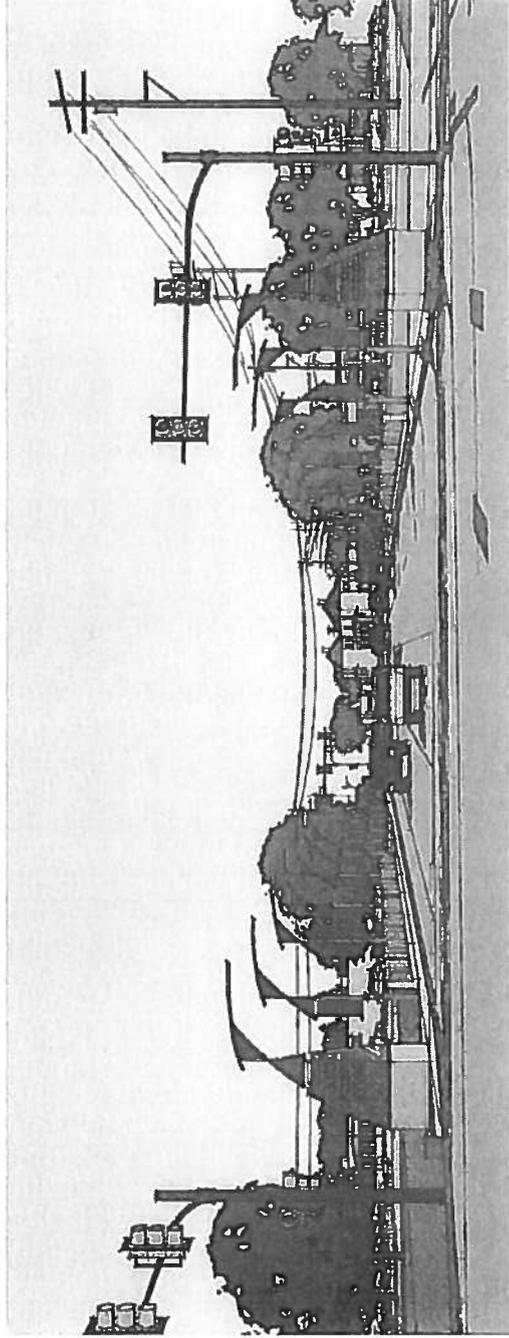
Front Elevation View



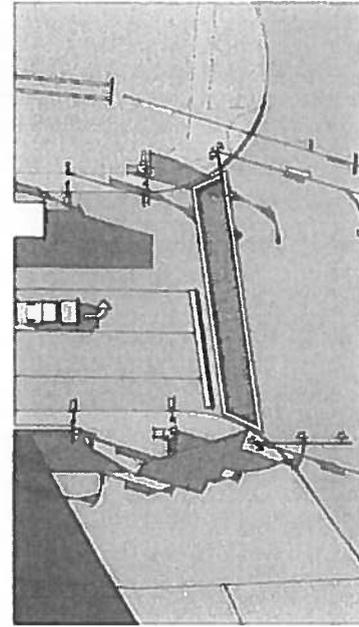
Plan View

Northeast Gateway and Clinton Avenue  
Corridor Enhancement Initiative

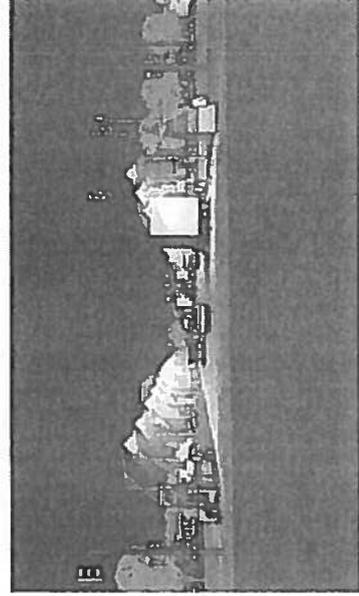
Bridge Concept



Bridge Approach | Street



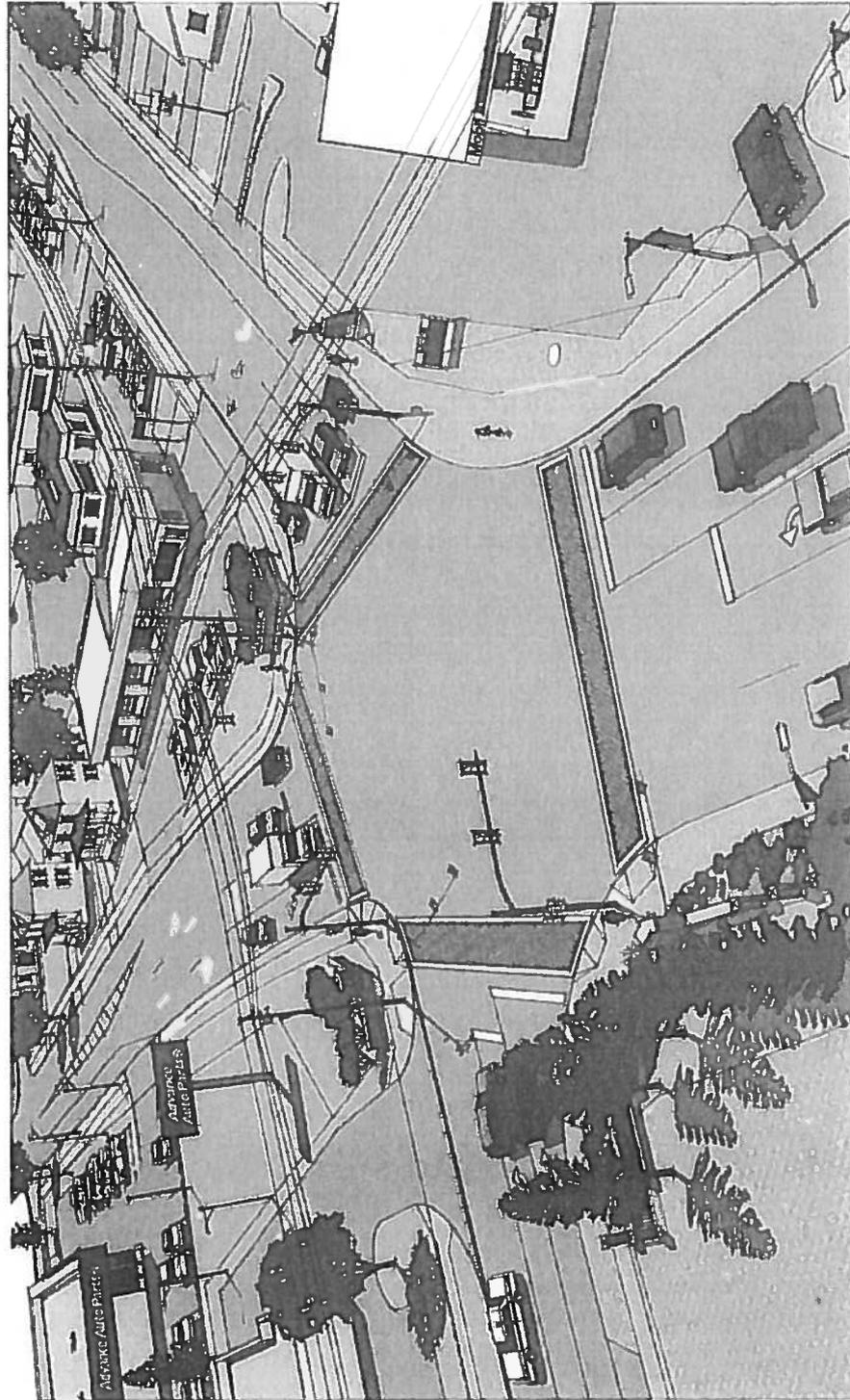
Bridge Approach | Plan



Bridge Approach | Night

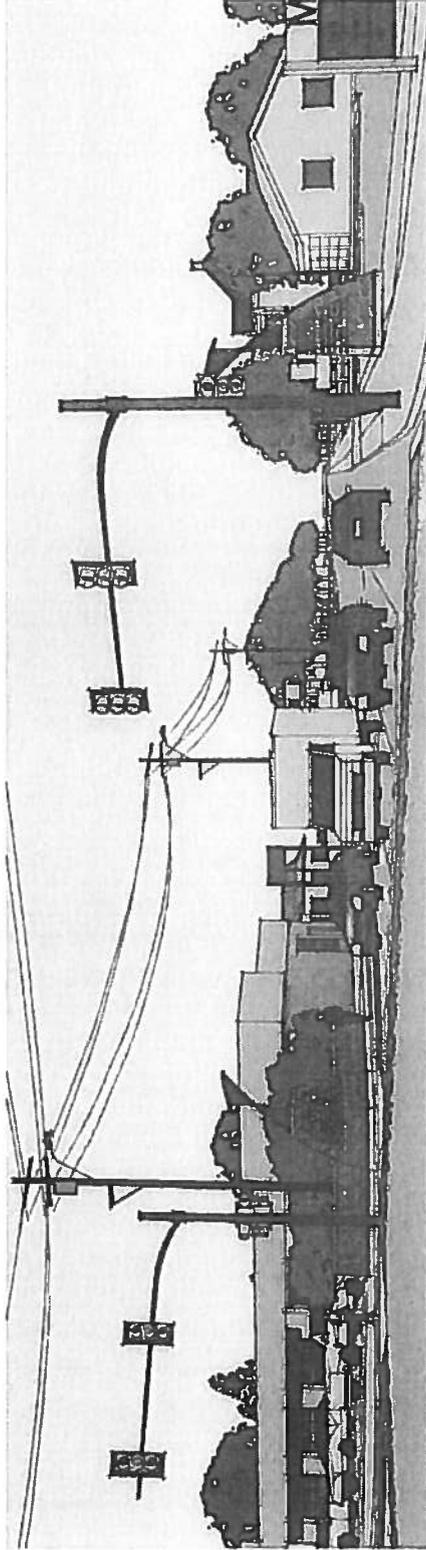
Northeast Gateway and Clinton Avenue  
Corridor Enhancement Initiative

## Intersection Concept

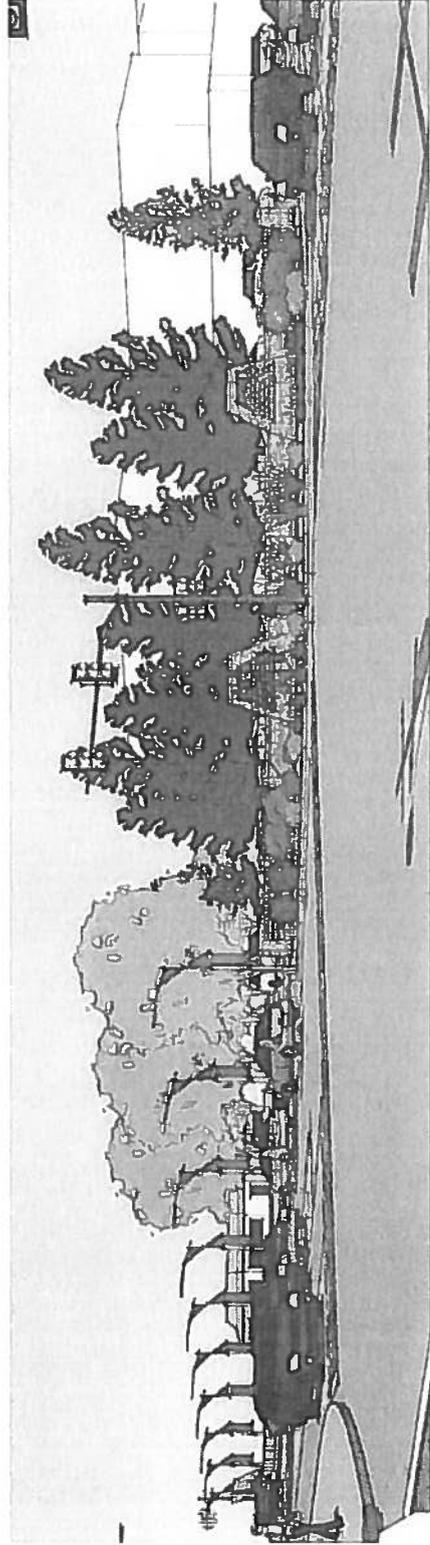


Clinton/Pomeroy/River Intersection | Birds-eye View, from

## Intersection Concept

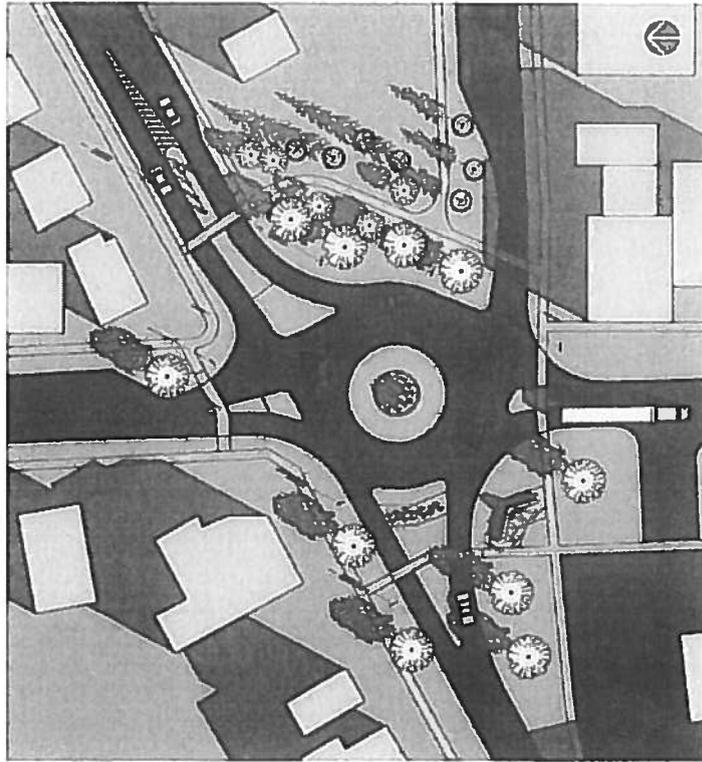


Clinton/Pomeroy/River Intersection | Street View from East

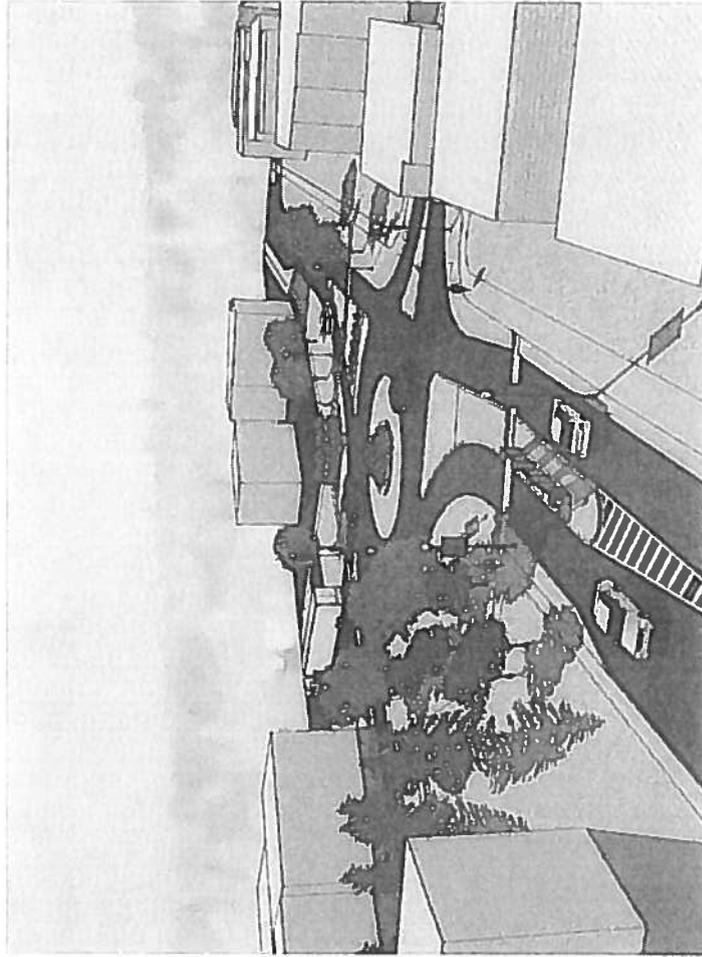


Clinton/Pomeroy/River Intersection | Street View from West

## Roundabout Concept



Clinton/Church/Elm Intersection | Plan View | Scale: 1"



Clinton/Church/Elm Intersection | Birds-eye View from



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## Memo

**To:** Attendees, Steering Committee Members

**From:** Mike Gridley, Senior Landscape Architect

**Date:** August 17, 2012

**Re:** Northeast Gateway and Clinton Avenue Corridor Enhancement Initiative  
Kickoff Meeting Summary

**File:** 131.016.001

---

The kickoff meeting for the Northeast Gateway and Clinton Avenue Corridor Enhancement Initiative was held at 3:00 pm on Monday, August 13, 2012 at the Beard Building, 9 Main Street in Cortland. A list of attendees is provided at the end of this summary.

The purpose of the meeting was to introduce the project and solicit feedback from steering committee members. A copy of the presentation is enclosed. The meeting agenda included:

1. Introduction of the consultant team and project stakeholders
2. Project description
  - a. Purpose
  - b. Scope
  - c. Approach
  - d. Schedule
3. Public Involvement Strategy
4. Review of Existing Conditions
5. Vision Discussion
6. Issues/Needs/Opportunities
7. Recap and next steps

The following is a brief summary of the discussions that took place at the meeting.

## **GENERAL DISCUSSION:**

### Project introduction

The focus of this project will be to develop planning and design concepts that will improve aesthetics, wayfinding, safety and accessibility for both residents of the City and visitors of the Northeast Gateway and Clinton Avenue Corridor. The study will include outreach to the community and clarification of the vision for the study area and goals with regards to its function as a gateway to the City. The development and evaluation of alternatives will address the form and function of the intersection and corridor as a gateway, as well as infrastructure needs and potential funding streams.

### Existing Conditions

Mike Gridley provided an overview of the existing conditions in the corridor, include roadway configuration, right of way and land uses. Presentation maps are attached.

Mack Cook provided an update on the status of the former Gulf station on the corner of Rt. 13 and River St. A related article from the Cortland Standard is attached.

### Public Involvement Strategy

The public involvement strategy will consist of a series of two public meetings, the first of which will be a “Public Design Workshop”, where residents will be able to give their feedback and share their ideas regarding a variety of potential design approaches for the gateway and corridor. This will be followed up by a “Design Open House”, where conceptual designs will be presented and the public will be able to comment and ask questions. From the feedback received in these meetings, as well as from the Steering Committee, a final conceptual plan will be developed.

### Vision Discussion

- Goal: Increase traffic to the downtown business district, spur economic development
- The gateway provides a “first impression” of the city.
- There needs to be a transition area between the highway interchange and the historic downtown area to allow travelers to slow down mentally as well as physically.
- Goal: Improved access to destinations within the corridor
- Education/Wayfinding – Letting people know what is going on in the city and where is important. There is signage to this effect on Main Street, but nothing in the Gateway area or on I-81. Festivals and events need to be promoted, possibly by changeable message boards, or electronic signage.
- Goal: Capture thru traffic heading to the College, Ithaca; Encourage use of downtown services and businesses
- Goal: Improve multi-modal transportation options
  - Consider bike lanes
  - Improve Pedestrian Crossings
  - Improve pedestrian links to services (Riverside Plaza)

- The approach to this project should be aspirational, looking forward to Cortland's future, particularly:
  - SUNY Cortland
  - Arts/Music
  - Athletics
- The project should also acknowledge Cortland's history and the Historic Downtown District.
- Health, wellness and well-being are important concepts to promote in this project, potentially by increasing bicycle and pedestrian activity.
- Some potential themes/symbols of the City:
  - The Red Dragons
  - The Crown City
- Goal: Engaging the local arts community to participate in the transformation of the project area. This could be achieved through targeted Public Art Competitions to develop specific features and elements, similar to the approach taken by the ArtWalk in Rochester.
- This project can be a catalyst to improve the self image of the City and inspire an enhanced confidence that improvements like this are achievable.
- Various archway configurations were discussed (see attached slides)
- Beyond improving the image of the City, and spurring economic development from outsiders, it will be important to engage residents of the project area. The corridor is an active area that is home to a variety of uses, residential, commercial, governmental, industrial, that are not related to travelers.
- It will be important to consider the entire Clinton Avenue streetscape not just the Gateway.
- Clinton Avenue has sufficient width (44'+) to allow consideration of a variety of cross-sections, including bike lanes, wider landscape islands, and the elimination of some parking.
- Road Diet strategies may be considered.
- A strong focus of the project should be on aesthetics.

#### Issue/Needs/Opportunities

- The City has applied for BOA grant for the area from Cooper Tools to Noss Industrial Park. The objective is to put the vacant parcel back into active use.
- The City plans to review sign ordinance & develop design guidelines for commercial signage.
- The City has completed the East End Strategic Plan which covers this area and should be considered as concepts for the area are developed.
- There is a perceived pedestrian safety issue at the cross walk across Route 13 at the Wendy's restaurant. It is difficult to see pedestrians and vehicles may turn into the crosswalk even when pedestrians have the crossing signal.
- The perception of the project area is that it is not a destination. The image most visitors get is of temporary food and lodging related establishments.

- There is a significant amount of through traffic to Ithaca.
- Residents need access to services. P&C in Riverside Plaza is the only supermarket in the City.
- Cortland is increasingly becoming a commuter community
- The existing I-81 overpass could be a gateway opportunity

#### Next Steps

- Next Steering Committee meeting: Week of Sept 17th or Sept 24th
- Planning for Public Design Workshop: October

Enclosed for your review and comments are:

- Copy of maps from this presentation
- Article from Cortland Standard

Please provide edits or additions to this meeting summary or comments on the enclosures to Mike Gridley at [mgridley@cscos.com](mailto:mgridley@cscos.com).

Meeting Addendees (Steering Committee):

Brian Tobin, Mayor, City of Cortland

Mack Cook, Director of Finance and Administration, City of Cortland

Jim Dempsey, Director, Cortland County Tourism and Visitors Bureau

David Funk, Schickel Architecture

Scott Hopko, Hopko Designs

Linda Kline, Chair, City Historic Commission

Adam Megivern, Executive Director, Cortland Downtown Partnership

Keith VanGorder, NYS DOT (maintenance) and Cortland County Planning Board

Jamie Yaman, Yaman Real Estate

Christella Yonta, Seven Valley Health Coalition

Nasrin Parvizi, SUNY Cortland, Facilities

Other Attendees

Mike Gridley, C&S Companies

Aileen Maguire Meyer, C&S Companies

Rich Cunningham, Thoma Development Consultants

Annalena Davis, Thoma Development Consultants

Ann Hotchkin, Thoma Development Consultants















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## Memo

**To:** Attendees, Steering Committee Members

**From:** Mike Gridley, Senior Landscape Architect

**Date:** October 23, 2012

**Re:** Northeast Gateway and Clinton Avenue Corridor Enhancement Initiative  
Steering Committee Meeting #2

**File:** 131.016.001

---

The second Steering Committee meeting for the Northeast Gateway and Clinton Avenue Corridor Enhancement Initiative was held at 3:00 pm on Wednesday, September 26, 2012 at the Beard Building, 9 Main Street in Cortland. A list of attendees is provided at the end of this summary.

The purpose of the meeting was to discuss design concepts and solicit feedback from steering committee members. The concepts are preliminary and will be evaluated for feasibility prior to the presentation at the public meeting. The meeting agenda included:

1. Review of Previous Meeting Summary
2. Update on new developments
3. Discussion of Design Concepts
  - a. Gateway Arch concepts
  - b. Linear Gateway elements
  - c. Streetscape and Site Elements
  - d. Circulation elements
4. Public Design Workshop Planning
  - a. Format
  - b. Location
  - c. Date
  - d. Methods of Promotion/Outreach
5. Next steps and Action Items

The following is a brief summary of the discussions that took place at the meeting.

---



## GENERAL DISCUSSION:

### Previous Meeting Summary

There were no comments on, or additions to the summary of the previous meeting.

### New Developments

Mack Cook announced that thanks to the generosity of the Yaman family, the NE corner of the Clinton Avenue Intersection will be planted with new landscaping within the next two weeks. Also a new Denny's franchisee is taking over the old Bob Evans restaurant and will be providing extensive new landscaping. A question was raised about whether the existing mature landscaping would remain; the answer was that the plan was to open, clear and/or trim back the existing trees to make room for the new landscaping.

### Design Precedents and Design Concepts Presentations

Mike Gridley presented a wide variety of examples of traditional and contemporary gateway arches, sculptural elements, lighting, monument signage, circulation concepts and bridge treatments from around the world.

Next, Mike presented conceptual ideas for gateway treatments at, and approaching, the study intersection in traditional and contemporary styles. He also presented preliminary streetscape concepts for Clinton Avenue.

Discussions following the presentation included the following feedback from participants, organized by topic:

- Gateway Location
  - The question was posed: What is the goal of the gateway? Entrance to the City? Entrance to Main Street? This impacts where the gateway feature(s) should go.
  - Located north of the bridge, it would clearly be an entrance to Cortland, but this is a very commercial area – maybe a less desirable location.
  - Interest in the concept of repeating elements on east & west sides of approach to the intersection.
  - Interest in pulling the area north of 81 (existing park) into the project.
  - Architecturally speaking, the two northernmost arches act as a gateway to Cortland; the third arch is an entrance to downtown.
  - Located at Clinton Ave., an arch would clearly be an entrance to downtown. It would probably be an effective way to get traffic to turn right at the intersection!
  - Here is a strong interest in emphasizing the downtown area.
  - There is also concern about alienating business-owners who are not on Clinton Ave.
  - What if all 4 corners received a treatment?
- Gateway Design
  - Interest in traditional style gateways with lighting added to create a bold feature.

- Interest in changing out banners to announce special events such as Pumpkin Fest. Would changeable banners be costly?
  - Interest in a digital sign to announce events – perhaps at Kost Tire (SW corner).
- Roundabout (RAB)
  - Strong interest in the RAB concept; the intersection is very confusing as it is.
  - There is significant truck traffic; a RAB may be difficult for truck drivers to navigate.
  - A RAB might be difficult at this location; perhaps it would make more sense at Elm Street.
- Bridge Treatments
  - Interest in capitalizing on the bridge and making a feature out of it.
- Monument Structure
  - Conceptual tower element shown at vacant (NE) corner is too similar to what used to be there.
- Streetscape Design
  - General consensus that parking was not currently utilized at Clinton Ave., and it does not need to be preserved.
  - Interest in bicycle lanes.
  - Interest in center median.
  - Concern that all design options would need to consider snow plowing patterns.
  - Question about whether medians could be designed without curbs. Concern that if they are not curbed, plants will be destroyed by traffic.
  - Concern about bumpouts collecting garbage, causing line of sight issues for vehicles.
  - Discussions about the best placement of bicycle lanes. Through the median? Shared use with pedestrians? Would DOT allow this?
  - Separating bike and vehicular traffic makes it feel safer.
  - Question about the amount of current bike traffic. Perhaps people avoid the areas now because it does not feel safe. Possibility of existing bike trail “resurfacing” along the corridor.
  - Interest in beautifying the corridor with landscape plantings, small trees.

#### Public Design Workshop Planning

- October is a good time for the first public meeting; people will still come out before weather turns too cold.
- Venue: the Ramada has 5 venue spaces. Space is not available the week of October 18<sup>th</sup>.
- Weekend is better for a 4 hour meeting.
- Early evening on a weeknight is appropriate for a 2-3 hour meeting. A 2 hour meeting (maximum) was recommended to keep people engaged.
- Format will likely consist of a short presentation followed by break-out groups to discuss different aspects of the project: 1. gateway design concepts and 2. streetscape/circulation.
- The second public meeting format will be more of an open house.

- Promotion of the meeting can be done through Thoma Development's office.
- Mike asked the group to come up with a list of recommended participants.

#### Next Steps

- Public Design Workshop: October 25, 6:30 pm, former First Baptist Church, 19 Church St.

Please provide edits or additions to this meeting summary or comments on the enclosures to Maggie Edelstein at [medelstein@cscos.com](mailto:medelstein@cscos.com)

Meeting Addendees (Steering Committee):

Brian Tobin, Mayor, City of Cortland

Mack Cook, Director of Finance and Administration, City of Cortland

Jim Dempsey, Director, Cortland County Tourism and Visitors Bureau

David Funk, Schickel Architecture & Zoning Board of Appeals

Linda Kline, Chair, City Historic Commission

Adam Megivern, Executive Director, Cortland Downtown Partnership

Jamie Yaman, Yaman Real Estate

Christella Yonta, Seven Valley Health Coalition

Nasrin Parvizi, SUNY Cortland, Facilities

Machelle Phelps, Cortland Regional Sports Council

Tanya Maggs, Ramada Hotel and Conference Center

Linda Ferguson, 7<sup>th</sup> Ward Alderperson

Other Attendees

Mike Gridley, C&S Companies

Maggie Edelstein, C&S Companies

Rich Cunningham, Thoma Development Consultants

Ann Hotchkin, Thoma Development Consultants

## **Main Identity**

---

**From:** "Mack Cook" <mcook@cortland.org>  
**To:** "Sherrie Massmann" <cityclerk@cortland.org>; "cityclerk3" <cityclerk3@cortland.org>  
**Sent:** Wednesday, May 01, 2013 1:46 PM  
**Subject:** Council Packet Transfer for Road Salt

: Mayor and Members of Common Council

Please include in Councils' Packet the following as support for the Resolution to transfer \$40,000 from Reserves to the Salt budget

From: Mack Cook  
Re: Suggested First Quarter Budget Amendments  
Date: April 12, 2013

Upon review of the financial results for the first quarter ended March 31, 2013 I am suggesting the following amendments to the 2013 General Fund Budget. These amendments are intended to align the assumptions upon which the budget was predicated with actual operational practices and experiences.

Snow removal:

The winter plowing season was longer and more active than assumed. The City had budgeted \$126,653 for salt. As of March 31<sup>st</sup> the City purchased \$124,690 leaving a balance going into the fall plowing season of \$1,962. The DPW estimates that it has enough inventory of salt to cover 4-5 snow events.

In 2012 the City established a fund balance reserve account of \$381,475 to cover yearly shortages caused by longer and/or harder winters than assumed. I suggest moving \$40,000 from this reserve to the salt budget in May of 2013. Moving the funds at this time would allow the DPW time to restock the salt inventory at favorable prices. To restore the Snow Removal Reserve, Council should designate that \$40,000 of the 2012 increase in total fund balance committed to the Snow Removal Reserve.



*Financial Advisory and Marketing Services*  
For the  
***City of Cortland***

Date: April 23, 2013

**CORPORATE HEADQUARTERS**

120 Walton Street, Suite 600

Syracuse, NY 13202

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Fax 315-752-0057

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**Long Island**

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Fax 518-383-4071

**Rochester Region**

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LeRoy, NY 14482

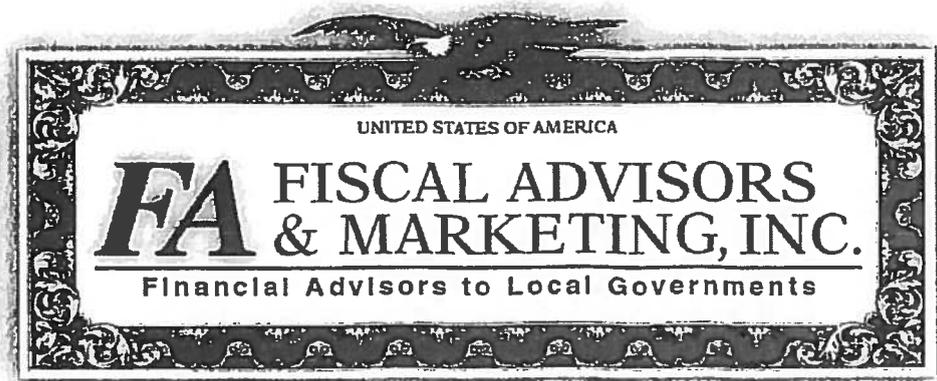
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Firm Member of NAIPFA





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For the  
***City of Cortland***

Date: April 23, 2013

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## INTRODUCTION

Fiscal Advisors & Marketing, Inc. (*FA*) is the largest independent financial service firm in New York State. With offices throughout New York, we bring a team oriented approach offering creativity and experience so that the most effective and innovative solutions are employed to benefit you. Our long-term commitment is to educate and support local governments in all aspects of financial planning. *FA* is an independent advisory firm having no affiliation with financial institutions. This enables *FA* to serve only in the best interest of the municipalities it represents without any conflict of interest. The *FA* professionals are members of the National Association of Independent Public Finance Advisors (NAIPFA), and are recognized as having achieved codified professional requirements and standards of conduct in the public finance industry.

We presently assist over 500 New York State municipalities, school districts and Public Authorities with general obligation and revenue bond financings. Since its incorporation in 1967, Fiscal Advisors has assisted in the issuance of approximately \$45 billion of obligations and is consistently ranked as one of the top ten firms nationally, both in dollar volume and number of issues brought to market.

*FA* maintains five offices across New York State. Our offices are located in the Syracuse metropolitan area (Headquarters Office), in the Capital Region (Clifton Park), in the Rochester metropolitan area (LeRoy), in the Finger Lakes region (Canandaigua), and in the New York City metropolitan area (Bethpage, Long Island). *FA* professionals from the various offices are readily available to attend work sessions, Public Hearings and Board Meetings on an as-needed basis. Our experienced professionals and back-up support team assure your financing will receive the utmost attention.

*FA* has fostered an excellent reputation with all aspects of the market, both as a member of NAIPFA and from the frequency of issues brought to the market. *FA's* experience and dedication to excellence bring a sense of security to the banking and underwriting community. *FA* has earned a high degree of trust in our judgments and opinions from the rating agencies and municipal bond insurers. *FA* also has highly productive working relationships with many bond counsels, who prefer working with *FA* knowing that the process will be streamlined for them.

*FA* lends its expertise and assistance to municipalities and school districts for issuing and marketing obligations for many purposes including:

- BUILDING PROJECTS
- CASH FLOW BORROWINGS (Revenue Anticipation Notes, Tax Anticipation Notes)
- TAX SETTLEMENTS
- ENERGY PERFORMANCE CONTRACTS
- CONTINUING SECONDARY MARKET DISCLOSURE
- ADVANCE REFUNDINGS (and DASNY REFUNDINGS)

**FA** provides additional services related to capital projects including reinvestment of proceeds, bookkeeping, manpower studies and purchasing and cost management consulting.

As reported by The Bond Buyer, per Thomson Financial Securities Data, **FA** ranks in the top 10 Financial Advisors nationally by number of issues as of December 31, 2012:

<b>New York State Financial Advisor Rankings</b>			
<b>Small Issues</b>			
<b>1/1/12 – 12/31/12</b>			
<u>Rank</u>	<u>Financial Advisor</u>	<u>Number of Issues</u>	<u>Par Amount (US\$ mil)</u>
1	FirstSouthwest	368	1,698.6
2	Ehlers & Associates	349	1,165.9
3	Public Financial Management Inc.	314	1,723.5
4	<b>Fiscal Advisors &amp; Marketing, Inc.</b>	<b>171</b>	<b>594.1</b>
5	Piper Jaffray & Co.	155	639.4
6	Southwest Securities	147	721.8
7	Springsted Inc.	145	558.6
8	Speer Financial Inc.	143	520.1
9	RBC Capital Markets	103	500.9
10	Phoenix Advisors LLC	98	600.9
<b>Total</b>			<b>\$ 8,723.8</b>

Source: Ipreo LLC

**SERVICES TO BE PROVIDED**

**FA** is pleased to submit the following agreement in connection with the Wastewater Treatment Plant Improvements Project for the City of Cortland in Cortland County, New York.

**I. BOND ANTICIPATION NOTES THROUGH THE PUBLIC MARKET:**

The following will be completed under this portion of the contract:

- Meet with appropriate officials to formulate and discuss the Financing Plan including the preparation of preliminary maturity schedules with an estimate of the interest cost and impact on tax/sewer rates.
- Provide a chronological calendar of events for all necessary items to be accomplished in conjunction with the financing.
- Provide advice on the implications of the Local Finance Law, Municipal Law and Tax Reform Act of 1986 as it relates to the structure and timing of the financing for capital projects.
- Advise as to the maturity date of the Bond Anticipation Notes and the dollar size of the issue recognizing Federal and State Regulations and market conditions.
- Gather the information necessary to create a Preliminary Official Statement from annual reports and other documents, and by interviewing administrators, all in the compliance with the Official Compilation of Codes, Rules and Regulations of the State of New York, the Local Finance Law and the Securities and Exchange Commission's Rule 15c2-12.
- Prepare the Notice of Sale, in compliance with the Official Compilation of Codes, Rules and Regulations of the State of New York and Local Finance Law and coordinate with Bond Counsel.
- Review overlapping/underlying debt of other units of local government and acquire pertinent information through requests to the governments and the office of the State Comptroller.
- Coordinate activities of the proposed financing with Bond Counsel.
- Advise as to condition of market at such time the bond anticipation notes are ready for sale.
- Update the Preliminary Official Statement on a current basis when the sale is scheduled. Distribute the Preliminary Official Statement and Notice of Sale to an extensive list of potential underwriters throughout New York State and the United States. Assist the printing firm to post the Official Statement of the **FA** website.

- Act as a point of contact in the financial industry to clarify any potential uncertainties on the part of the potential underwriters.
- Recommend the date, time and location of the sale. Conduct the sale and recommend acceptance or rejection of the bids based on compliance with the bidding instructions. Verify net interest cost and provide advice on the award of the bid.
- Arrange all applicable details for the delivery of the issue, including the acquisition of CUSIP (Committee on Uniform Security Identification Procedures) numbers. Coordinate arrangements for delivery of book-entry-only issues with the Depository Trust Company (DTC). Alternate arrangements may be made for physical delivery locally. Coordinate the responsibilities at the time of closing among DTC, the purchasing underwriter(s), the City's bank and Bond Counsel. Provide written wire-transfer directions to the underwriter for depositing the proceeds to the City's local bank account on the day of closing.
- Review all applicable closing documents to support verification that they are properly executed. Confirm the accuracy of the Federal Funds Wire Transfer credit advice and the bank reference number of the wire transfer.
- Prepare the Final Official Statements for the underwriter for distribution in the secondary market as required by Securities and Exchange Commission Rule 15c2-12.
- Assist the printing firm to post the Final Official Statements on the **FA** website.
- Prepare comprehensive debt payment schedules tailored to the fiscal year of the City and distribute to appropriate parties.

**Fee(s)**

**FA** will charge a fee of Four thousand eight hundred dollars (\$4,800), which includes the preparation of an Official Statement as outlined above. **FA** will charge a fee of One thousand two hundred dollars (\$1,200) for a BAN issue that does not include a preparation of an Official Statement (usually the amount borrowed is less than \$1,000,000). Said fee will be payable to **FA** upon receipt by the City of the Note proceeds. **FA** will not charge for out-of-pocket expenses.

**II. INTERNET ACCESS:**

Fiscal Advisors & Marketing, Inc. does place bond and note Notices of Sale on our Web Site for unlimited access by investors in both the primary and secondary markets. It has been proven that the use of the Web Site for such purposes has enhanced the marketability of such issues and therefore has lowered the cost of borrowing to our clients.

**Fee(s)**

The fee for this service is \$145 per issue without an official statement and \$600 per issue with an official statement.

**III. SHORT-TERM & LONG-TERM FINANCING THROUGH THE NEW YORK STATE ENVIRONMENTAL FACILITIES CORPORATION – CLEAN WATER STATE REVOLVING FUND:**

It is our understanding that the City is pursuing Short-Term (ST) & Long-Term (LT) financing through the New York State Environmental Facilities Corporation (NYSEFC) – Clean Water State Revolving Fund (CWSRF). The following items will be completed under this portion of the contract:

- Prepare the ST/LT-CWSRF Application for financing.
- Meet with Local Officials, Agency Representatives, Engineer, Bond Counsel and Local Counsel to coordinate funding and project initiatives.
- Coordinate adoption of Bond Resolution.
- Review project budget, time line and cash flow needs to recommend amount to borrow.
- Prepare proposed repayment schedules.
- Assist with debt service schedules.
- Coordinate and review loan/closing documents (Exhibits).
- Review the Project Financing Agreement (PFA).
- Complete and submit EFC Cost Summary Requests and Supplemental Certificate of Determination monthly or as needed to requisition funds for project costs.
- Track expenses by expense category.
- Complete a monthly financial report for the project to the City.
- Assist with wiring information as required by funding agencies for appropriate and timely transition of funding to the City.
- Attend necessary meetings as requested.
- Lastly, FA shall work with EFC administrative, loan analysis and processing technicians on the appropriate filing of cost documentation, in an effective manner to utilize all appropriate funding sources available to meet the cash flow needs of the City.

**Fee(s)**

For services rendered in connection with the **ST and LT financing through the NYSEFC - CWSRF** as outlined above, **FA** will charge a fee of \$150 per hour, with a not to exceed amount of \$24,900. This not to exceed amount will also cover assistance with the **NYSERDA** grant and any **BAN** borrowings for interim financing. Hourly fees will be billed on a quarterly basis and will be reviewed each year, and may be adjusted. **FA** will not charge for out-of-pocket expenses costs such as mileage, telephone, and postage or courier service.

**IV. MISCELLANEOUS:**

Either Party may terminate this Agreement upon 30 days written notice to the other Party. In such an event, Fiscal Advisors and Marketing, Inc, (**FA**) will be paid for services properly rendered up to the date of termination in accordance with the provisions of this Agreement.

The City and **FA** agree that **FA** is an independent contractor and neither **FA** nor its employees or consultants shall be deemed to be an employee, agent or official of the City.

**AGREEMENT**

Upon acceptance of this proposal, please execute both copies. Retain one for your records and return one to our office.

**FISCAL ADVISORS & MARKETING, INC.**  
Rochester Region  
5 North Avenue  
LeRoy, New York 14482



Kelly J. Lathan  
**FA**, Financial Advisor

Accepted by: \_\_\_\_\_ City's authorized representative

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

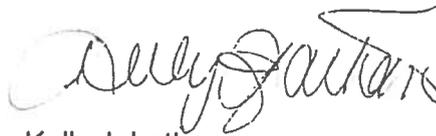
Title: \_\_\_\_\_

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

**AGREEMENT**

Upon acceptance of this proposal, **please execute both copies. Retain one for your records and return one to our office.**

**FISCAL ADVISORS & MARKETING, INC.**  
Rochester Region  
5 North Avenue  
LeRoy, New York 14482



Kelly J. Lathan  
**FA**, Financial Advisor

Accepted by: \_\_\_\_\_ **City's authorized representative**

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

Title: \_\_\_\_\_

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

## LOCATION AGREEMENT

This Agreement is made between Brian Barasch, LeftCoast Pictures ("Producer") and the City of Cortland ("Owner") as of May 7, 2013 in connection with a feature length motion picture currently entitled "The Townies" (the "Picture").

### 1. PERMISSION

Owner hereby irrevocably grants to Producer (and its successors, assigns, licensees, employees, agents, independent contractors and suppliers, all of whom are included in the term "Producer" for purposes of entry upon and use of the Property) permission to enter upon and use the Property (either accurately, simulated, in combination with other sets and/or locations and/or otherwise) for the periods set forth in Paragraph 4 below, and to bring all necessary personnel, equipment and temporary sets onto the Property, for the purpose of making still and motion pictures and sound recordings of, on and/or about the property.

### 2. PROPERTY

Property means that certain real property located at and described as follows:

Various downtown locations within the city of Cortland. See attached Exhibit A.

The Property is to include, without limitation, all interior and exterior areas of the Property, certain personal property (furniture and fixtures, as agreed upon by Producer and Owner) located in, on and/or about the Property, and Owner's name, address, logo, trademark, slogan, or any other identification, as depicted in, on, and/or about the Property. Producer shall have the right visually and/or in dialogue, to attribute fictional events and/or characters to the Property and/or to change and/or fictionalize the name, address and/or identification of the Property as Producer shall determine in its sole discretion.

### 3. SCOPE OF USE

Producer shall have the right to use the electricity, gas, water and other utilities on the Property at Producer's expense. Producer shall have the right during periods set forth in Paragraph 4, below to use any or all of the Property as follows:

Minimum utilities required for filming only - to be determined.

The Producer is entitled to full access to the Property on the below dates, provided that the Owner shall not be prevented from reasonable access to and use of the balance of the Property. The Owner and Producer shall use reasonable efforts to refrain from using the Property in a manner which materially and adversely affects the other's use of the Property in accordance with the terms hereof.

### DATES

The Property shall be available for use by Producer commencing approximately August 1, 2013, 6:00 AM and continuing until approximately August 18, 2013, 11:59 PM inclusive.

The Producer will submit the shooting schedule to the Owner upon completion so to give Owner adequate time to schedule use of the property to include street closures.

If Producer requires use of the Property prior or subsequent to the foregoing dates, then Producer may so use the Property on mutually agreeable dates subject only to the payment of additional fees computed on a pro-rata basis with respect to the sums payable pursuant to Paragraph 5 below.

#### **FEES**

As complete and full payment for all of the rights granted to Producer hereunder, Producer shall pay to Owner the total amount of \$1.00 (inclusive of all sales taxes, if any) payable prior to commencement of work on the Property. No fees shall be payable for any day unless the Property is actually used by the Producer.

#### **FACILITIES**

Producer agrees to remove all equipment and temporary sets after completion of its use of the Property and to leave the Property in as good condition as when entered upon by the Producer, reasonable wear and tear excepted. Signs on the Property may be removed or changed, but if removed or changed such signs shall be replaced. Producer will use reasonable care to prevent damage to Property and will indemnify owner from any damages and/or losses arising out of personal injuries or property damage resulting from any act of negligence by Producer in connection with use of Property by Producer. Producer agrees to maintain liability and property damage insurance covering the use of the Property by Producer in customary and adequate levels.

#### **FORCE MAJEURE**

If because of illness of actors, director or other essential artists and crew, weather conditions, defective film or equipment or any other occurrence beyond Producer's control (including without limitation any Writers Guild of America or Screen Actors Guild strike or lock-out), Producer is unable to start work on the date designated above and/or work in progress is interrupted during use of the Property by Producer, Producer shall have the right to use the Property at a later date to be mutually agreed upon and/or to extend the period set forth in Paragraph 4, without payment of additional fees to Owner.

#### **RIGHTS**

All rights of every kind and nature whatsoever in and to all still and motion pictures and sound recordings made hereunder in connection with use of the Property by Producer shall be and remain the sole and exclusive property of Producer, including, without limitation, the perpetual and irrevocable right and license to use and re-use said photography and/or said sound recordings in connection with any motion pictures, television productions (including, without limitation, the Picture or any other movies-for-television, television mini-series and television series, whether produced for exhibition on network television, free over-the-air syndicated television, pay cable, basic cable, pay-per-view, DBS, internet or otherwise) or any other production (including, without limitation, home video productions) as Producer shall elect in any and all media whether now known or hereafter devised, and in connection with advertising, publicizing, exhibiting and exploiting such motion pictures, television productions or other productions in any manner whatsoever and at any time in any part of the universe. Neither Owner nor any other party now or hereafter claiming an interest in the Property and/or interest through Owner shall have any

right of action against Producer or any other party arising from or based upon any use or exploitation of said photography and/or said sound recordings, whether or not such use is or is claimed to be defamatory, untrue or censorable in nature.

#### **4. USAGE**

Producer is not obligated actually to use the Property or to include any of said photography and/or said sound recordings in any motion picture. Owner may not terminate or rescind the permission granted to Producer hereunder to use and photograph the Property. In the event of any claim by Owner against Producer, whether or not material, Owner shall be limited to Owner's remedy at law for damages, if any, and Owner may not enjoin, restrain or interfere with use of the Property as provided in this Agreement or the production, distribution, exhibition or exploitation of any motion pictures, television productions (including, without limitation, movies-for-television, television mini-series and television series, whether produced for exhibition on network television, free over-the-air syndicated television, pay cable, basic cable, pay-per-view, DBS, internet or otherwise) or any other production (including, without limitation, home video productions) or the exploitation of any of Producer's rights hereunder. Owner acknowledges and agrees that the Property is a primary location for the use by Producer as part of the photography of a motion picture, and that any interference with the use thereof by Producer shall cause Producer substantial monetary and other damage which can not be adequately compensated in an action at law for damages. Accordingly, without limiting any other right or remedy of Producer, Owner agrees that Producer shall be entitled to injunctive and other equitable relief to prevent any interference with use of the Property by Producer hereunder.

#### **5. OWNER'S WARRANTIES**

Owner represents, warrants and agrees that:

- a) Owner is the sole and exclusive legal representative of the Property and has the full right, power and authority to grant Producer the rights granted to Producer hereunder without having to obtain consents from any other person or entity;
- b) Owner will take no action nor allow or permit or authorize any third party to take any action which might interfere with Producer's full use and quiet enjoyment of the Property in accordance with the terms hereof; and
- c) Owner will pay all taxes and timely do all other acts as are required to maintain the Property in useable condition for all uses by Producer contemplated hereunder.

Owner agrees to indemnify and hold Producer harmless from and against any and all claims, demands, liabilities and expenses (including, without limitation, reasonable attorneys fees and costs) arising from or in connection with any breach of any of Owner's representations, warranties or agreements set forth herein. Owner hereby agrees to co-operate with Producer in connection with limiting the access of persons not connected with the film to the Property on those dates specified in Paragraph 4 above.

**6. PROMOTION**

Owner affirms that no one acting for Owner gave or agreed to give anything of value to Producer, to any member of the production staff, to anyone associated with the Picture or the network broadcasting the Picture or to anyone else for mentioning Owner's name or the name of the Property in the Picture.

**7. MISCELLANEOUS**

This agreement is the entire agreement of the parties with respect to the subject matter hereof and cannot be modified or cancelled except by written instrument signed by both parties. This agreement shall be interpreted in accordance with the laws of the State of New York. Owner acknowledges that it has not entered into this Agreement in reliance upon any representation (written or oral, express or implied) of Producer not contained herein. Owner agrees that Producer may assign this Agreement and its rights hereunder to any third party. This Agreement shall inure to the benefit of and be binding upon the parties respective successors, licensees and assigns. Paragraph headings are for convenience only and are of no legal force or effect whatsoever.

**IN WITNESS WHEREOF**, the parties have signed this Agreement as of the date set forth above.

\_\_\_\_\_  
Brian Barasch, LeftCoast Pictures  
(Producer)

\_\_\_\_\_  
Brian Tobin, Mayor, City of Cortland  
(Owner)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

April 10, 2013

Dear Common Council of the City of Cortland,

My name is Brianna Timmons and I reside at a single family home at 126 Madison Street in Cortland. I am writing to respectfully request a permit to have a few (2-3) chickens, all female and of course no roosters, for the purpose of having fresh eggs. My husband and I have two young children, Wyatt (3.5 years) and Jasper (15 months), that we feel would greatly benefit from the responsibility and pride one can take in growing and maintaining a source of food and seeing exactly how the process works from start to finish. As stated earlier, we are not requesting a permit to own any roosters as this would cause a neighborhood disturbance, but rather just a few hens that would be quiet and of a moderately small size.

Our backyard is of ample space to fulfill the requirements that a fully enclosed coop be situated 50 feet from any neighboring homes' doors and windows, but also three feet from adjacent property lines. To meet the requirements set forth, I am proposing that the coop be placed in the rear right-hand corner of our yard. Beside it, a locking composter will be available for the purpose of sanitary manure disposal. The coop itself will be 4x4 feet with a small fenced area surrounding it, in addition to our already fenced yard. The chickens would not be allowed to attempt taking flight or roam in a disorderly fashion and would be able to be entirely closed into the coop each night. The coop itself would not be an eyesore and would look like a child's playhouse constructed of pine with a shingled roof. We have purchased the coop already and it can be seen at CConly.com. It is model CC-18-R1.

The dimensions of our lot at 126 Madison Street are 10, 250 square feet, with our backyard depth being around 60 feet long and 50 feet wide. The accompanying illustration will show you my exact intent, in addition to neighboring property lines with measurements borrowed from our property survey. I ask that you pardon my pathetic attempts at artwork and surveying in advance!

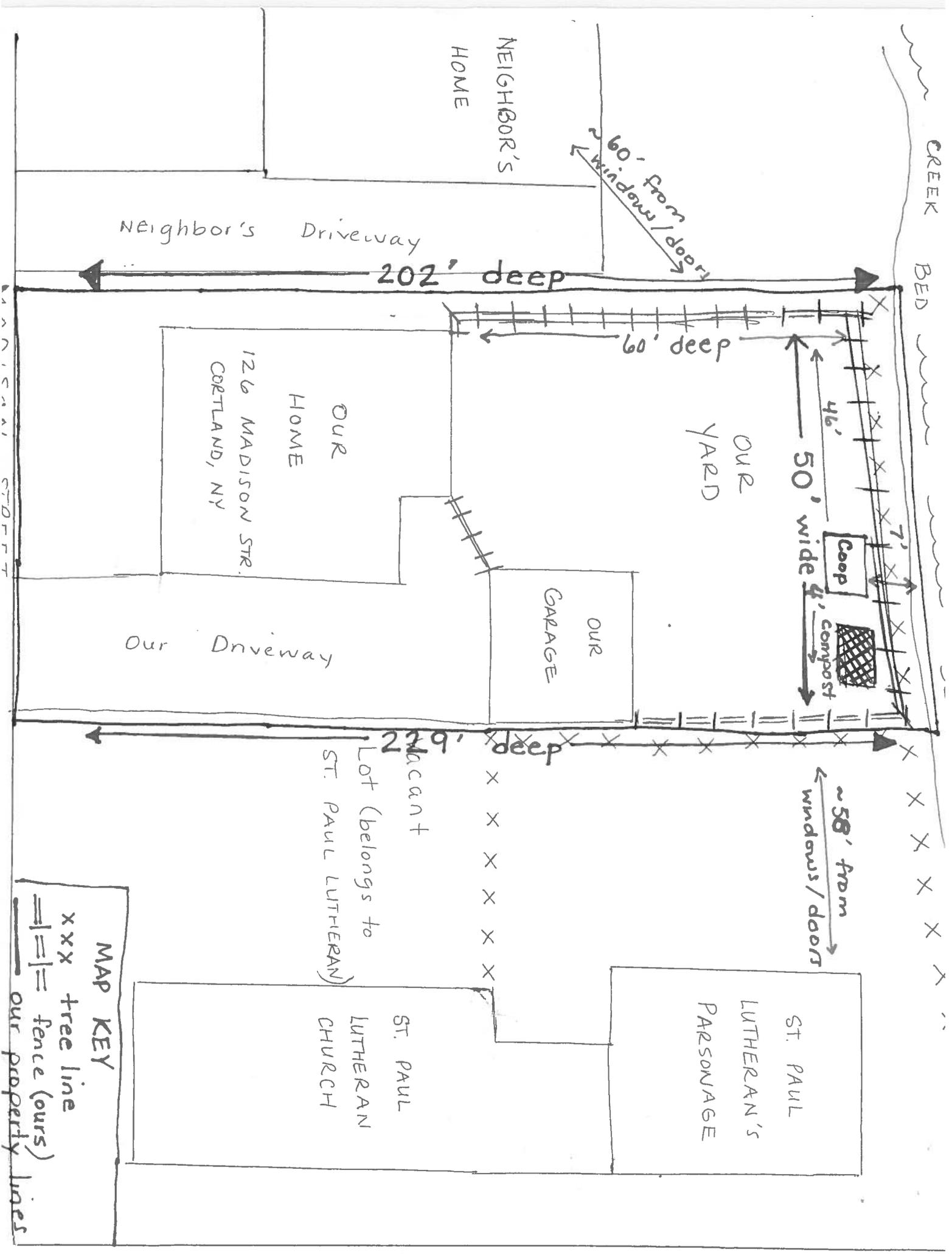
It is with the utmost respect for our neighbors and the overall character of our neighborhood that we seek a permit to allow us this opportunity. My husband and I take a great deal of pride in keeping our home neat and orderly in both appearance and our systems for maintaining our property, inside and out. Should we be given permission to own chickens, you can rest assured that the same pride we take in our home now will only continue. Thank you so much for your consideration.

Respectfully yours,

Brianna K. Timmons and family



591-5699



**MAP KEY**  
 xxx tree line  
 || fence (ours)  
 — our property lines

HAMLIN STREET

**CULTURAL COUNCIL** *of*  
  
**CORTLAND COUNTY**

64 Main St., Suite 207  
 Cortland, NY 13045  
 April 30, 2013

Dear Mayor Tobin and Common Council Members:

The Cultural Council of Cortland County wishes to petition the Common Council for use of the Train Station space on Court Street. We are a nonprofit agency and have our 501(c)(3) designation. We have become increasingly involved in fostering the arts in our community within the last decade. We initiated a new project, Cortland First Fridays, last August. We now have between 15 and 20 venues participating monthly with a sizable and growing following. We've featured folk dance lessons, a poetry slam, an improvisational comedy skit, music ranging from classical guitar to folk groups to jazz, and a wide variety of visual art. It has been met with great enthusiasm, and we received a state grant of \$1,680 to fund advertising through 2013. We also have taken on the responsibility of scheduling exhibits for the Beard Gallery at 9 Main St. and have worked closely with the Corset Factory businesses, assisting where we can.

These developments have led to our initiation of the first stages of a collaborative effort involving the Cortland Downtown Partnership, SUNY Cortland Institute of Civic Engagement, Sustainable Cortland, and others to organize and apply for a National Endowment for the Arts "Our Town" grant, which can range from \$25,000 to \$200,000, to develop a Cortland Arts Corridor between Main Street businesses and the Corset Factory for the fiscal year 2015. The Train Station could provide a vital link in such a corridor and would significantly strengthen our grant application.

Our current office at Marketplace Mall consists of a 10 ft by 10 ft room with no windows; the use of the Train Station would provide us with a much needed space to expand our offerings to the community. If given use of the facility, the Cultural Council will arrange for the following uses:

- Monthly Art Exhibits with receptions to coincide with Cortland First Fridays. The flood of natural light in the space makes it an excellent gallery location with use of portable panels.
- Children's art classes during the day through the summer and on Saturdays during the school year. We have grants pending for subsidizing these classes for children in need and are still searching for a good space.
- A watercolor class Tuesday evenings continuing throughout the year

64 Main St., Suite 207, Cortland, NY 13045  
 Tel: 607-753-1188 • Fax: 607-753-1296 • [www.cortlandarts.com](http://www.cortlandarts.com) • [staff@cortlandarts.com](mailto:staff@cortlandarts.com)

**Board of Directors**

Sheila Cohen, *President* • Ann Finamore, *Vice President* • Barbara Pauldine, *Secretary* • Roger Williams, *Treasurer*  
 Meghan Aagaard, Mary Coffey, Sherry Dans, Lorraine Dougherty, Mary Ann Fadale, Emily Gibbons, Richard Mitchell,  
 Joan Niswender, Michael Sheppard, Sara Watrous, Jamie Yaman  
 Ex Officio: Jim Dempsey, *Dir. Cortland Co. Convention & Visitors Bureau* • Bob Haight, *Exec. Dir. Cortland Chamber of Commerce*  
 Advisors: Gerry Ruggiero, *CPA* • Russ Ruthig, *Esq.*

- Special Cultural Council annual events including an Auction for the Arts and our December Studio Snowfall Festival featuring miniature works
- Painting sessions by the Cortland Art League one weekend per month
- Weekly figure drawing classes in four-week blocks
- A special monthly lecture series
- A monthly series of chamber and acoustic music ensemble concerts

We would anticipate more use of the facility as its availability for arts and culture-related events becomes known. We would also arrange to have the facility open 20 hours per week on a regular schedule and promote the facility through our First Friday flyers, websites, bimonthly e-newsletter, and press releases. We would post all events on the Syracuse, Broome County and Tompkins County arts calendars.

We understand that it may be desirable for us to share the space with the East End Community Center. I feel the two organizations could complement one another well, since both are dedicated to community outreach. If this is your desire, we will work to make it happen.

Thank you for considering our proposal.

Sincerely,

David Beale, Executive Director  
Cultural Council of Cortland County  
64 Main St., Suite 207  
Cortland, NY 13045  
staff@cortlandarts.com  
607-753-1188



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](http://www.cortland.org)

MEMO

TO: Mayor Brian Tobin and Common Council Members

FROM: Ann Hotchkin, Program Manager 

DATE: April 30, 2013

SUBJECT: 2013 City Sidewalk Program

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Attached for your reference and use is a copy of the guidelines and the application for the City of Cortland's 2013 Sidewalk Program. We did make one change this year and that was to increase the subsidy from \$700 to \$800. The subsidy had not been raised in many years. A participant can receive one-half of the cost of sidewalk replacement, or \$800, whichever is less.

Once the Miscellaneous Revenues budget is passed, we will advertise the program in the newspaper. Feel free to give the guidelines to your constituents. They can call our office at 753-1433 and have a copy mailed to them or they can download the guidelines via the City's website.

If anyone has any questions about the program, please call me at the above telephone number or email me at [ann@thomadevelopment.com](mailto:ann@thomadevelopment.com).

Thank you.

Attachment

*"The Crown City"*

# CITY OF CORTLAND

2013  
BEAUTIFICATION PROGRAM  
SIDEWALK PROGRAM GUIDELINES

Sponsored by: City of Cortland  
Brian Tobin, Mayor

Administered by: Office of Community Development

**City of Cortland**  
**2013 BEAUTIFICATION PROGRAM**  
**\*\*SIDEWALK REPLACEMENT\*\***

The 2013 City of Cortland Beautification Program is a City-wide voluntary program, the goal of which is to encourage qualifying City Property Owners to actively participate in improving the aesthetics and/or safety of City properties which will, in turn, impact on the community as a whole. Participants in the program will be selected on a first-come, first-served basis through the City's Office of Community Development. Priority for program consideration will be given to applicants who have returned the attached Application and it is completed satisfactorily.

**The Sidewalk Replacement program is available to all City residential (owner-occupied and renter-occupied) owners.** It is the City's intention to encourage replacement of those sidewalks that pose a blighting influence on the surrounding property and/or contribute to inadequate sidewalk situations. The City has instituted the following guidelines for participation in the program:

1. A sidewalk replacement stipend is available from the City to all residential properties located within the City of Cortland. Concrete sidewalks and concrete aprons must be located in the City's right-of-way. The City will not pay for walkways from the sidewalk to the dwelling/structure nor will it pay for curb replacement.
2. The City will pay 50% of the sidewalk replacement up to \$1,600 (maximum City participation is \$800). This applies to all property owners regardless of income.
3. Potential applicants are instructed to complete the enclosed Application for Sidewalk Replacement in its entirety, which includes getting an estimate from a qualified sidewalk contractor and returning the Application to the City with the contractor's name indicated. Once this application is reviewed for completeness and an estimate is made of the dollars remaining in the Sidewalk Replacement budget by the City, a Notice to Proceed will be issued. Property owners are cautioned not to begin any sidewalk work until this notice is received. In the event that there are more applicants than there are funds available, participants will be selected on a first come, first served basis.
4. Property Owners will engage in the services of a qualified Sidewalk Contractor. The City has enclosed a list of sidewalk contractors who have worked with the program in the past and have submitted updated insurance certificates to the City. If you wish to have your work done by a contractor not on the list, they must submit an insurance certificate before any work begins as indicated in #5

below. For your reference, last year the per sidewalk block cost averaged approximately \$200+ for a 5 foot square block. Sidewalk blocks running through a driveway are thicker and are usually more expensive. The estimates provided to the City will be reviewed to insure that they are reasonable. It is expected that property owners will replace all damaged sidewalk blocks. Applying for a sidewalk subsidy for the same property for more than one year will not be allowed. Property owners may not change the contractor listed on their application unless and until an approval for change is received from the Office of Community Development.

5. The City of Cortland will require that the Contractor (not the Property Owner) obtain a permit from the City of Cortland's Department of Public Works (DPW) before beginning the work. There is no charge for this permit. The Contractor will be required by the DPW to show proof of both accident and protection of work and property insurance protecting City and Contractor for such purpose by securing a policy with limits and coverages as required by the City. The DPW is located on South Franklin Street and the hours of operation are 7 a.m. to 3 p.m., Monday through Friday. The telephone number is 756-6221.
6. At the DPW, the Contractor will be given the grade and line of the sidewalk for the property. The Contractor will be given a copy of the City's sidewalk specifications. It is anticipated that the permit will be issued within a maximum of five (5) working days or less.
7. Property Owners are advised not to let work begin without a permit. Under no circumstances will the City pay for any work that was performed without a permit. The City will make payment to any property owner that is not a known participant in the Beautification Program. No compensation will be given to work done prior to the start of this program.
8. The DPW will inspect the sidewalk forms prior to the pouring of the concrete. The contractor will be responsible for contacting the DPW.
9. Upon completion of the sidewalk replacement services, the Property Owner will telephone the City's Department of Public Works, 756-6221, 7 a.m. to 3 p.m., Monday through Friday. At this time, arrangements will be made for a final inspection of the premises. Upon satisfactory completion of the work in the judgment of the Superintendent of the DPW, the Property Owner will be eligible for a stipend from the City.
10. Property Owners must send or bring the ORIGINAL bill showing the contractor has been paid to:

Thoma Development Consultants  
34 Tompkins Street  
Cortland, NY 13045  
Telephone: 753-1433

11. Property owners are encouraged to retain a copy of the bill for their own records. It is anticipated that payment will be made within two weeks of receipt of the bill. The payment will be in the name of the property owner.
12. Property owners who wish to do the sidewalk replacement on their own property may do so once their application is approved. Those persons are required to obtain a permit from the DPW Superintendent and check with the City's insurance carrier. Payment will be made for one-half of the cost of materials to complete the sidewalk replacement. No payment will be made for the labor. The City will not compensate for any contracting firm that works in conjunction with the property owner on sidewalk replacement including removal of debris. The property owner will be required to submit the ORIGINAL bill for all materials to the Office of Community Development (See Number 10) for payment. Property owners doing their own work will be required to have an inspection of the premises by the DPW (See Numbers 8 and 9 above).
13. Prior to beginning any sidewalk replacement services, the City of Cortland reserves the right to exclude any property that would be physically too difficult to address and/or would not meet the goals of the program.
14. All sidewalk replacement work is to be completed by no later than October 1, 2013, and all bills submitted for payment by no later than November 1, 2013.
15. An income property owner may participate in the sidewalk program for up to three properties in any one given year.
16. All City taxes must be current on the selected property. The person signing the application for sidewalk replacement must be listed as the property owner on City rolls.
17. The City attempts to maintain accurate lists of future street/sidewalk reconstruction projects. Available funding and priorities cause this list to fluctuate from year to year. The City will not be responsible for reimbursing any property owner for sidewalk work funded through the Beautification Program that may eventually be replaced in conjunction with a future City project.

**APPLICATION FOR SIDEWALK REPLACEMENT**

To be placed on the City's list for Sidewalk Replacement, please complete this form and return it to Thoma Development Consultants, 34 Tompkins Street, Cortland, New York 13045. (Please copy for additional properties). **PLEASE ATTACH A COPY OF YOUR CONTRACTOR'S QUOTE.** Questions may be addressed to Ann Hotchkin, Program Manager, at 753-1433 or by email at ann@thomadevelopment.com.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property location (if different from above): \_\_\_\_\_

Day Time Telephone Number (required): \_\_\_\_\_

\*\*The Name of my contractor is: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

\*\*The cost to replace \_\_\_\_\_ sidewalk blocks (or \_\_\_\_\_ linear feet) on my property is \$\_\_\_\_\_ (This must be completed).

**\*\*Note: After you submit the application, you must inform the City of any changes.**

By signing below I make known my understanding of the Sidewalk Replacement rules and guidelines that were provided to me by the City of Cortland and I make known my intention to participate in this program. I will not have my contractor start this program until I receive a Notice to Proceed from the City and until my contractor shows me proof of a City permit.

Signed: \_\_\_\_\_

\*\*\*\*\* DO NOT WRITE BELOW THIS LINE \*\*\*\*\*

DPW Approval Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Remarks: \_\_\_\_\_

Additional sidewalk work on premises: \_\_\_ Yes \_\_\_ No

**2013 SIDEWALK CONTRACTORS LIST  
CITY OF CORTLAND BEAUTIFICATION PROGRAM**

NOTE: This is not a recommendation, just a listing of Contractors that have worked with the program in the past. Contractors listed have/will have current insurance certificates on file with the City. This list can be updated at any time.

Kash and Sons Joseph A. Kash, Jr. 20 Grove Street Homer, NY 13077 749-6064; Cell: 423-8260	Empire Construction of CNY, LLC Glenn Anderson 2495 Route 215 Cortland, NY 13045 Cell: 221-4932
Irving "Jay" Reynolds 3690 Page Green Road Cortland, NY 13045 756-6851; Cell: 283-1491	First Choice Asphalt Daryl Andersen 2197 Greenwood Road Cortland, NY 13045 Cell: 345-7248
Drew Phelps Construction Drew Phelps 1 Yates Place Cortland, NY 13045 Cell: 345-4444	Upstream Construction David McMasters 4216 McCloy Road Cortland, NY 13045 Cell: 343-9870

# Memo

**To:** Mayor Tobin, Common Council, Mack Cook

**From:** Lori Crompton

**CC:**

**Date:** 5/1/2013

**Re:** Miscellaneous Revenue Budget

---

Attached is a copy of the tentative 2013 Miscellaneous Revenue Budget. The appropriations are the same as 2012. There is a request for an encumbrance for the Sidewalk Program. As I think most of you are aware, there is not much money left to fund the budget. As of 4/25/12, there is a balance of \$123,115. The account is replenished from MR Loan repayments, which will give the City the option to continue funding some of the projects/entities.

In response to the dwindling funds, a couple of the items were placed in the General Fund Budget in 2011: \$10,000 for the Website and \$9,000 for landscaping. The Tree & Stump money, which is handled by Public Safety, is also being paid from the General Fund.

The \$9,000.00 NYSUCF Grant awarded to the Landscape & Design Commission last year to reimburse the City for the purchase of trees has not been received yet. DPW workers planted the trees as the City's match to the Grant.

Money appropriated for the Downtown Music Series and the Jets Downtown was new to the budget in 2010. Although it was budgeted for 2011, it was not spent due to the cancellation of the Jets Training Camp that year. It was also budgeted for 2012. We did not receive any request for funds from either entity, so again it was unspent.

Earlier this year, the Council agreed to encumber \$214.86 in unspent funds from the 2012 MR Budget for Ads and Postage, which has been spent in 2013.

**COMMUNITY DEVELOPMENT  
MISCELLANEOUS REVENUE OPERATING BUDGET  
2013**

	<u>2010</u>	<u>2010</u>	<u>2010</u>	<u>2011</u>	<u>2011</u>	<u>2011</u>	<u>2012</u>	<u>2012</u>	<u>2013</u>
	<u>Adopted</u>	<u>Modified</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Tentative</u>
Encumbrances (sidewalks):	\$0.00	\$0.00	\$0.00	\$700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$375.00
Encumbrances (Tree ads):									\$214.86
Appropriations from Reserve	\$102,200.00	\$102,200.00	\$102,200.00	\$55,400.00	\$46,960.83	\$46,250.00	\$46,250.00	\$46,250.00	\$55,250.00
National Grid Tree Planting Program	\$0.00	\$6,060.00	\$6,060.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Urban & Community Forestry Grant						\$9,000.00			
<b>Total Funding</b>	<b>\$102,200.00</b>	<b>\$108,260.00</b>	<b>\$108,260.00</b>	<b>\$56,100.00</b>	<b>\$46,960.83</b>	<b>\$55,250.00</b>	<b>\$46,250.00</b>	<b>\$46,250.00</b>	<b>\$55,839.86</b>
<u>Appropriations and Encumbrances</u>									
Thomas Development Consultants	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00
Encumbrances from prior year (sidewalks)	\$0.00	\$0.00	\$0.00	\$700.00	\$700.00	\$0.00	\$0.00	\$0.00	\$375.00
Encumbrances from prior year (Tree ads)									\$214.86
<b>Beautification Program</b>									
Tree Planting	\$12,000.00	\$18,060.00	\$18,025.00	\$12,000.00	\$11,794.40	\$11,600.00	\$8,367.91	\$11,600.00	\$11,600.00
Sidewalk Repairs/Dexter Park Sidewalk	\$11,000.00	\$11,000.00	\$10,210.00	\$11,000.00	\$11,000.00	\$11,000.00	\$10,500.00	\$11,000.00	\$11,000.00
Tree & Stump Removal	\$22,000.00	\$22,000.00	\$21,960.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Landscaping	\$9,000.00	\$9,000.00	\$8,263.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beauregard Park Landscaping	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$59,000.00</b>	<b>\$65,060.00</b>	<b>\$58,458.40</b>	<b>\$23,000.00</b>	<b>\$22,794.40</b>	<b>\$22,600.00</b>	<b>\$18,867.91</b>	<b>\$22,600.00</b>	<b>\$22,600.00</b>
<u>Miscellaneous Expenses</u>									
Cortland Regional Sports Council	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00
Downtown Music Series	\$5,500.00	\$5,500.00	\$5,500.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00
JETS Downtown	\$4,300.00	\$4,300.00	\$4,300.00	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00
Web Site Maintenance	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ads & Postage	\$500.00	\$500.00	\$494.32	\$500.00	\$500.00	\$750.00	\$535.14	\$750.00	\$750.00
Downtown Partnerships Dues	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$7,975.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00
Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$91.43	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$40,800.00</b>	<b>\$40,800.00</b>	<b>\$40,794.32</b>	<b>\$30,000.00</b>	<b>\$21,066.43</b>	<b>\$30,250.00</b>	<b>\$21,035.14</b>	<b>\$30,250.00</b>	<b>\$30,250.00</b>
<b>Total appropriations and Encumbrances</b>	<b>\$102,200.00</b>	<b>\$108,260.00</b>	<b>\$101,652.72</b>	<b>\$56,100.00</b>	<b>\$46,960.83</b>	<b>\$55,250.00</b>	<b>\$42,303.05</b>	<b>\$55,839.86</b>	<b>\$55,839.86</b>