

## COMMON COUNCIL MEETING

September 3, 2013

6:30 P.M. Public Hearing – Pawn Shops and Second-hand Dealers Local Law

7:00 P.M. Call Meeting to Order  
Salute to the Flag of the United States  
Public Comments  
Minutes of August 20, 2013 Meeting  
Ward Reports  
Mayor's Report  
PINK SHEET Sign off

### AGENDA:

**Item #1** – Discussion of the Health Care Insurance Premium Rates (Mack Cook)

**Item #2** – Consideration of a Resolution for an exotic pet permit (2 Ferrets) for Tiphonie French (Tom Michales)

**Item #3** – Consideration of a Resolution for an exotic pet permit (4 Chickens) for Elizabeth Burrichter (Tom Michales)

**Item #4** – Consideration of a Resolution to approve the lifting of the hiring freeze for the Water Department (Chris Bistocchi)

**Item #5** – Consideration of a Resolution to promote an existing employee to fill the vacant Water Maintenance Supervisor in the Water Department (Chris Bistocchi)

**Item #6** – Consideration of a Resolution to appropriate to DPW line A5110.540200 insurance money in the amount of \$2,160.48 to pay for truck repairs resulting from an accident (Chris Bistocchi)

**Item #7** – Consideration of a Resolution to appropriate monies in the amount of \$200.00 from the State of New York Department of Taxation and Finance, Division of Treasury to the following account: #A36205415000 – PROFESSIONAL SERVICES; for completion of the Local Government Records Management Improvement Fund grant (William Knickerbocker)

**Item #8** – Consideration of a Resolution to allow the Mayor to enter into and sign an agreement with the State of New York Department of Transportation for the Safe Routes to School Project (Richard Van Donsel)

**Item #9** – Consideration of a Resolution to approve the sale of a one (1) retired police vehicle from the City of Cortland Police for the amount of \$4,795.00 and appropriate monies into the Operational Equipment account (**A3210.206.00**) (Paul Sandy)

**Item #10** – Discussion of information regarding an Open Meetings Law (Richard Van Donsel)

**Executive Session** – Collective Bargaining Agreements and discussion of a Memorandum of Agreement

## **Chapter 70. Pawnbrokers, Secondhand Dealers & Junk Dealers**

### **§ 70-1. Definitions.**

As used in this chapter, the following terms shall have the meanings indicated:

#### **1. Pawn Broker**

Includes any person, partnership, or corporation:

- A. Collateral loan broker as per General Business Law §41; or
- B. Loaning money on deposit or pledge of personal property, other than securities or printed evidences of indebtedness; or
- C. Dealing in the purchasing of personal property on condition of selling back at a stipulated price; or
- D. Designated or doing business as furniture storage warehousemen, and loaning and advancing money upon goods, wares or merchandise pledged or deposited as collateral security.

#### **2. Junk Dealers.**

No person shall engage in the business of buying or selling old metal, which business is herein designated junk business and which person is herein designated junk dealer, unless or until such junk dealer shall have obtained a license from the City Clerk in accordance with the provisions of § 60 of the General Business Law relative to the licensing of junk dealers. All junk dealers doing business in the City of Cortland shall comply with all the provisions of Article VI of the General Business Law, and for all violations thereof shall be subject to the same penalties, fines or other punishment imposed by § 64 of said Article.

#### **3. Secondhand dealers; licenses and fees.**

No person shall conduct in the City a business generally known as a secondhand business without first having obtained from the City Clerk a license authorizing him to conduct such business. All licenses granted to secondhand dealers hereunder shall expire on the 31<sup>st</sup> day of January next after the granting thereof. The person to whom a license is granted hereunder shall pay to the City of the sum of \$\_\_\_\_\_, which sum is hereby fixed as the license fee to be paid for

### **§ 70-2. Pawnbroker's license required.**

No person shall carry on the business of pawnbroker in the City without first having obtained from the City Clerk a license authorizing such person, to carry on the same in the manner and upon the conditions stated in the succeeding sections of this chapter. All pawnbrokers' licenses shall expire on the 31<sup>st</sup> day of January next after the granting thereof.

all licenses granted hereunder. The City Clerk may revoke or suspend a secondhand dealer's license for cause.

**§ 70-3. Application for license.**

The City Clerk shall issue under the official seal of the City to such persons who shall produce satisfactory evidence of their good character, a license authorizing such person to carry on the business of a pawnbroker, which license shall designate the place in which such person shall carry on said business.

**§ 70-4. Conducting business without license prohibited.**

No person shall carry on the business of a pawnbroker without being duly licensed as aforesaid, nor in any place other than the one designated in such license.

**§ 70-5. License fee.**

Any person receiving such a license shall pay to the City the sum of \$\_\_\_\_\_ which is hereby fixed as the license fee for each of such licenses as may be granted hereunder.

**§ 70-6. Bond required.**

Before any license hereunder shall be issued, the person to whom the same is granted shall file with the Clerk/Treasurer a bond to the City of Cortland to be executed by such licensee and two responsible sureties, or a surety company, in the penal sum \$10,000 and conditioned for the faithful performance of the duties and obligations pertaining to the business so licensed under the laws of New York State and the ordinances of the City. Before the granting of such license, said bond shall be approved by the Corporation Counsel as to form and sufficiency of sureties. The City Clerk shall have full power to revoke for cause any license granted hereunder.

**§ 70-7. Action on bond.**

If any person shall be aggrieved by the misconduct of any such licensed pawnbroker, he may maintain an action in his own name upon the bond of such licensed pawnbroker, upon the conditions and in the manner, provided by § 42 of the General Business Law of the State of New York.

**§ 70-8. Duties of pawnbrokers.**

- A. Every such licensed pawnbroker shall be subject to all the restrictions and shall conduct his pawnbroker business in the same manner as provided by Article V of the General Business Law.

- B. No pawnbroker shall receive or purchase any article unless the person selling the same identifies himself or herself by means of a government-issued picture identification, driver's license, police identification card or other means of identification approved by the Chief of Police.
- C. Pawnbrokers shall report every Wednesday of each week, in writing to the Chief of Police, a description of all articles received by said pawnbroker within the 24 hours immediately preceding the delivery of such report. The report must be typed and include the name, date of birth and address of the person making the pledge. The report shall also include a brief description of the property, the time and day of the sale and a copy of the serial number of the property if applicable. The contents of such report shall not be communicated to any person for the purpose of publication, but shall be used expressly for protecting the public. No person shall make any false entry in such report, and, whenever the Chief of Police shall notify any pawnbroker not to sell or permit to be redeemed any property so received on deposit, such property shall not be sold or be permitted to be redeemed until the Chief shall so direct.
- D. Every pawnbroker shall post his or her pawnbroker's license in a conspicuous location in his or her place of business.

**§ 70-11. Duties of pawnbrokers, junk dealers and secondhand dealers.**

- A. Every pawnbroker, junk dealer and secondhand dealer on purchasing or receiving any article or property capable for use for the purpose originally intended, or bearing any device, name, initial or initials indicating any prior owner other than the manufacturer, or from which article or property it appears that any such device, name, initial or initials have been removed, obliterated or effaced, shall:
  - i. Cause to be subscribed by the person from whom purchased or received a statement as to when, where and from whom he obtained such article or property.
  - ii. His age, residence by City, village or town, and the street and number thereof, if any, and otherwise such description as will reasonably locate the same.
  - iii. His occupation and name of his employer and place of employment or business.
- B. Such statement shall be kept by all such pawnbrokers, junk dealers and secondhand dealers in a suitable book to be provided by them, and such books kept by them respectively shall at all times be open to the inspection of any member of the police force of the City.

- C. Every pawnbroker, junk dealer and secondhand dealer shall append to such statement a further statement showing where and the date and hour when he purchased or received such article or property, and also a brief description of the person from whom he purchased or received the same.
- D. Secondhand dealers shall not be required, however, to keep such record of articles purchased by them at private bona fide auctions sales.
- E. No engine, automobile, articles of jewelry or silverware so purchased or received by any licensed junk dealer or secondhand dealer shall be altered, broken up, taken apart, defaced, sold or otherwise disposed of within five days from the day it was so purchased or received by them, excepting that such articles or property may be disposed of within said period of five days provided such junk dealer or secondhand dealer shall have secured permission to do so from the Chief of Police or other officer in charge at police headquarters.
- F. No pawnbroker shall receive or take any goods in pledge from any person who shall appear to be, or who shall be known to such pawnbroker to be under the age of 18 years or intoxicated or an habitual drunkard; nor shall such pawnbroker employ any clerk or other person under the age of 16 years to take any goods in pledge. No secondhand dealer shall purchase or receive any goods, articles or property from any person who shall appear to be, or shall be known to such secondhand dealer to be under the age of 18 years.
- G. No junk dealer or secondhand dealer, excluding not-for-profit corporations that receive donated items, shall receive or purchase any item unless the person selling the item identifies himself or herself by means of a government-issued picture identification, driver's license or police identification card or other means of identification approved by the Chief of Police.
- H. Every secondhand dealer, excluding not-for-profit corporations that receive donated items, shall make out, every business day, a record containing the details of all purchases of secondhand items during the preceding business day. The dealer shall deliver such record to the Chief of Police or his or her representative, but mail or in person, on the same day in which the record is completed. The details to be reported on each purchase shall include a brief description of the property, the time and day of the sale and a copy of the serial number of the property if applicable.
- I. Every secondhand dealer, excluding not-for-profit corporations that receive donated items, shall post his or her secondhand dealer license in a conspicuous location in his or her place of business.
- j. Every pawn broker or dealer shall record the names and address of any buyer of items sold or transferred from the dealership

**§ 70-12. Penalties for offenses.**

Any person who shall violate any of the provisions of this chapter shall, upon conviction, and in addition to any other penalties or procedures otherwise prescribed by law, be punishable by a fine not exceeding \$\_\_\_\_\_ or imprisonment in the County Jail of Cortland County for not more than 15 days, or both such fine and imprisonment. Each day on which any such violation continues shall constitute a separate offense.



City Council Minutes  
The City of Cortland  
August 20, 2013

Council Meeting #15  
August 20, 2013  
Regular Session  
City Hall  
7:00 PM

Present: Mayor Brian Tobin, Alderman Julie Bird, Ken Dye, John G. Bennett, Jr., Daniel Quail, Linda A. Ferguson, Carlos Ferrer

Absent: Alderman Katy J. Silliman

Staff Present: Director of Administration and Finance Mack Cook, Corporation Counsel Richard Van Donsel, Fire Chief Charles Glover, Police Chief Frank Catalano, Deputy Superintendent of the Department of Public Works Nicholas Dovi, Deputy Fire Chief William Knickerbocker, Wastewater Treatment Facility Director Bruce Adams, City Clerk Judith Chamberlin, Assistant to the City Clerk Alex Goldstein

Mayor Brian Tobin called the 15<sup>th</sup> Common Council meeting of the year to order at 7:04 P.M.

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS**

Tom Gobel

- Wants city to embrace the return of the SUNY Cortland students

Bernie Ellis

- Concerned about the expenses regarding street closures and block parties
- Concerns regarding agenda item #9 – increasing fees associated with code violations
- Concerns regarding sidewalks and curbs throughout the city

Mike Dexter

- Concerns regarding the way Linda Kline was treated by the public during the last Planning Commission meeting
- Expressed support for Linda Kline as Chairman of the Historical and/or Architectural Advisory Board

## MAYOR'S REPORT

- During a department head meeting, we debriefed the flooding event and our response to it. John Bennett and I also met with Soil and Water and Chris Bistocchi and Nick Dovi of the DPW. The berm in the Waterworks functioned exactly as anticipated. There was movement of some rocks, but the intent was to hold back a 15 year flood. This was a 50 year flood. Chris and his crew at the DPW are to be commended for their work, it prevented the flooding from being worse.
- Received a letter from Congressman Hanna that urges people to apply to the Small Business Administration for low-interest disaster loans. The information will be posted on the city website. Information can also be found by contacting the Mayor's Office at (607) 753-0872.
- We have had dumpsters placed at Suggett Park, Waterworks and Beaudry Park to assist in cleanup after the flood. I'd like to thank Legislator Ray Parker, who is bringing the disposal of damaged goods to the County Legislature in hopes of receiving some assistance with the cost of disposal of people's ruined possessions.
- Created a Facebook Page, City of Cortland Flooding Assistance to distribute information to the general public. In the event of potential future flooding, we will be able to distribute information and allow people to ask for help, and volunteer to help those in need. Please look up this page and like it if you may need help or may like to lend assistance.
- The County has a Flooding sub-committee from their Agriculture and Planning Committee that will meet in early September. I have approached Sandy Price and I am asking for a dialogue about the streams and creeks that flow through the city, to work on improving the situation to prevent future flooding. We are concerned not just with the Otter/Dry Creek watershed, but also Perplexity Creek.
- This event was not the first, and it would be foolish to assume that it will be the last flooding event that we will experience. We want to talk about the tributaries that flow through the city, and what can be done to lessen the impact on properties. I am optimistic that we will be able to pull representatives from relevant entities and come up with the necessary actions to improve the current situation.
- There will be a concert on Main Street near The Stone Lounge this Saturday, August 24<sup>th</sup>
- Softball tournament to benefit the Wickwire Pool was last Sunday, with the Fire Department, Police Department, Cortland County Sheriffs Department and TLC. Fire Department went 2-0 and the Police Department went 1-1

## MINUTES TO THE AUGUST 6, 2013 MEETING

**RESOLUTION #194** of 2013 – Resolution to approve the minutes of the August 6, 2013 as amended

Motion By: Alderman Bennett

Seconded By: Alderman Bird

Approved: Ayes – 7

Nays – 0

### Changes to minutes:

- Ward Reports
  - Alderman Bird
    - Change ride to road

**PRESENTATION** – Presentation by the Historical and/or Architectural Board regarding what their board does and what guidelines they have set up for small businesses to follow

Linda Kline, chairman of the Historical and/or Architectural Board, presented to the council what the Historic District is, what the process is for getting approval for work to be done in this area.

Jo Schaffer expressed her appreciation for what the Historic and/or Architectural Board does for the city.

**RESOLUTION #195** of 2013 – Resolution for a street closure William Street from Greenbush Street to Church Street on September 1, 2013 from 12:00PM to 5:00 PM for a Block Party

Motion By: Alderman Michales

Seconded By: Alderman Ferrer

Approved: Ayes – 7

Nays – 0

**RESOLUTION #196** of 2013 – Resolution to accept the following donation for the Wickwire Pool Trust Fund:

<i>Donation</i>	<i>Amount</i>
Hope Mob	\$1,046.00
Cecile Swift Lippitt	\$25.00
<b>Total Donations</b>	<b>\$1,071.00</b>

Motion By: Alderman Bennett

Seconded By: Alderman Bird

Approved: Ayes – 7

Nays – 0

**RESOLUTION #197** of 2013 – Resolution to accept the 2012 Financial Audit

Motion By: Alderman Quail

Seconded By: Alderman Ferrer

Approved: Ayes – 7

Nays – 0

Mack Cook addressed questions from the Council regarding the 2012 Financial Audit.

**RESOLUTION # 198** of 2013 – Resolution to authorize the following actions in support of the 18<sup>th</sup> Annual Great Cortland Pumpkinfest:

- A. Permission to use the City’s portion of Courthouse Park from October 5, through October 6, 2013.

- B. Permission to place promotional signs at or near the City's entrance signs.
- C. Permission to operate the Micro Brew Tasting on October 5, 2013 from 1:00 PM to 5:00PM in the Courthouse Park.

Motion By: Alderman Quail  
 Seconded By: Alderman Bird

Approved: Ayes – 7  
 Nays – 0

**RESOLUTION #199** of 2013 – Resolution for the Mayor to execute the labor agreement between the City of Cortland and the Volunteer Companies of the Cortland Fire Department for the period commencing January 1, 2013 to December 31, 2013

Motion By: Alderman Bird  
 Seconded By: Alderman Bennett

Approved: Ayes – 6  
 Nays – 0  
 Abstention – 1 Alderman Ferrer

**RESOLUTION #200** of 2013 – Resolution to table the request to lift the hiring freeze for the Fire Department until the October 15<sup>th</sup>, 2013 meeting

Motion to Table: Alderman Quail  
 Seconded By: Alderman Bennett

Approved: Ayes – 4  
 Nays – 3 Alderman Bird, Ferguson, Dye

**RESOLUTION #201** of 2013 – Resolution to set a public hearing on increasing the fees associated with code violations for September 17<sup>th</sup>, 2013 at 6:30 PM

Motion By: Alderman Bennett  
 Seconded By: Alderman Quail

Approved: Ayes – 7  
 Nays – 0

**RESOLUTION #202** of 2013 – Resolution to waive the permit fee for hot water heaters and furnaces that were destroyed during the flooding

Motion By: Alderman Bennett  
 Seconded By: Alderman Quail

Approved: Ayes – 7  
 Nays – 0

**RESOLUTION #203** of 2013 – Resolution to approve the appointment of Alex Goldstein to the Board of Assessment Review

Motion By: Alderman Bird  
Seconded By: Alderman Ferguson

Approved: Ayes – 7  
Nays – 0

**PROCLAMATION**

- Red Dragon Pride Day

**EXECUTIVE SESSION** – Union Contract Discussion

Motion to go into:

By: Alderman Bennett  
Seconded By: Alderman Quail

Approved: Ayes – 7  
Nays – 0

Motion to come out of:

By: Alderman Bennett  
Alderman Quail

Approved: Ayes – 7  
Nays – 0

**ADJOURNMENT**

Motion By: Alderman Ferrer  
Seconded By: Alderman Quail

Approved: Ayes – 7  
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 21st DAY OF MAY, 2013. 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.**

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**JUDITH CHAMBERLIN, CITY CLERK**

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**MAYOR BRIAN TOBIN**

## CITY OF CORTLAND 2014 HEATH BENEFITS PREMIUMS

GREATER TOMPKINS COUNTY HEALTH CARE  
CONSORTIUM

- 2014 RECOMMENDED RATE INCREASE
- TRENDS IN EMPLOYER HEATH CARE BENEFITS

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## TIME LINE

- AUGUST 20TH: CONSORTIUM'S FINANCE COMMITTEE VOTED TO RECOMMEND TO THE BOARD OF DIRECTORS AN 8 PERCENT INCREASE IN 2014 PREMIUM
- SEPTEMBER 3<sup>RD</sup>: DISCUSSION WITH COUNCIL
- SEPTEMBER 17<sup>TH</sup>: CONSIDERATION OF RESOLUTION TO ACCEPT OR REJECT RECOMMENDATION OF FINANCE COMMITTEE
- SEPTEMBER 26<sup>TH</sup>: CONSORTIUM'S BOARD OF DIRECTOR WILL VOTE TO ACCEPT OR REJECT FINANCE COMMITTEE RECOMMENDATION OF AN 8 PERCENT RATE INCREASE.

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## 2014 RATES

- 8 PERCENT INCREASE

CITY OF CORTLAND

	2013 PREMIUMS		2014 PREMIUMS		INCREASE			
	SINGLE	FAMILY	SINGLE	FAMILY	SINGLE	%	FAMILY	%
Med	\$ 566.67	\$ 1,228.25	\$ 612.01	\$ 1,326.51	\$ 45.34	8.00%	\$ 98.26	8.00%
Rx	\$ 117.53	\$ 254.75	\$ 126.93	\$ 275.13	\$ 9.40	8.00%	\$ 20.38	8.00%
<b>TOTAL</b>	<b>\$ 684.20</b>	<b>\$ 1,483.00</b>	<b>\$ 738.94</b>	<b>\$ 1,601.64</b>	<b>\$ 54.74</b>	<b>8.00%</b>	<b>\$ 118.64</b>	<b>8.00%</b>

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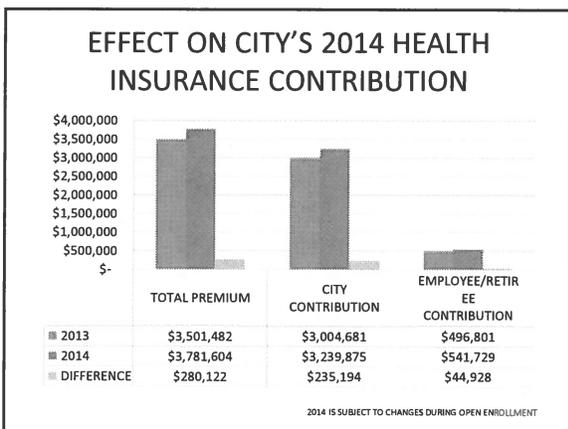
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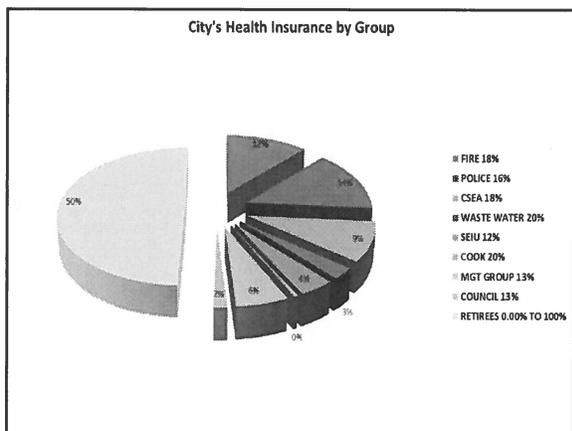
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- ### WHAT IS IN THE 8 PERCENT INCREASE?
- MEDICAL AND PRESCRIPTION CLAIMS 4.1%
  - AFFORDABLE CARE ACT FEE FOR RESEARCH ON COST CONTAINMENT 0.5%
  - AFFORDABLE CARE ACT FEE FOR TEMP RESTATEMENT OF UNINSURED 1.0%
  - INCREASE IN NYS GRADUATE MEDICAL FEE 0.5%
  - INCREASE IN STOP LOSS INSURANCE 1.9%

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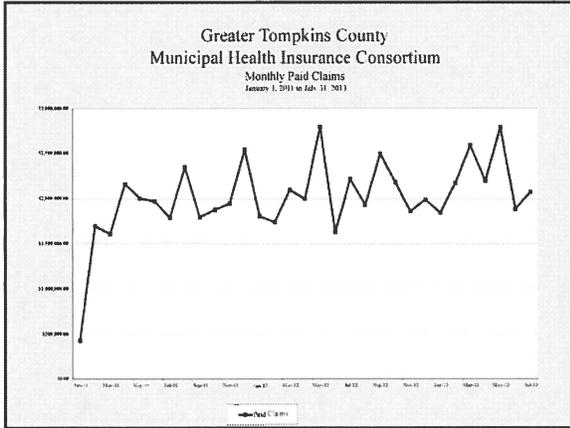
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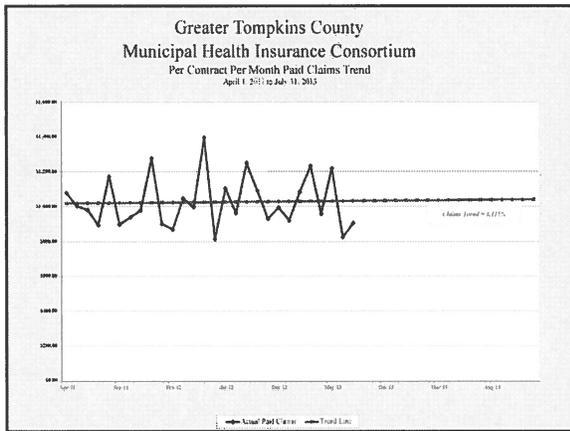
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**2014 BUDGETED EXPENSES PER CONTRACT**

2014 BUDGETED EXPENSES TO PROVIDE SERVICES

	EXPENSE	PER CONTRACT	PER CONTRACT MONTH
MEDICAL CLAIMS	\$ 22,817,790	\$ 9,942	\$ 828.53
Rx CLAIMS	\$ 7,544,687	\$ 3,287	\$ 273.95
MEDICAL ADMIN FEES	\$ 873,298	\$ 381	\$ 31.71
Rx ADMIN FEES	\$ 73,354	\$ 35	\$ 2.88
NYS GRADUATE FEE	\$ 246,178	\$ 107	\$ 8.94
ACA PCORI FEE	\$ 10,260	\$ 4	\$ 0.37
ACA TEMP REINSURANCE FEE	\$ 144,585	\$ 63	\$ 5.25
STOP LOSS INSURANCE	\$ 711,651	\$ 310	\$ 25.84
PRE-PAID CLAIMS	\$ 100,000	\$ 46	\$ 3.83
LEGAL FEES	\$ 20,000	\$ 9	\$ 0.73
CONSULTANT FEES	\$ 65,379	\$ 28	\$ 2.37
AUDIT FEES	\$ 15,000	\$ 7	\$ 0.54
DIRECTORS' INSURANCE	\$ 24,432	\$ 11	\$ 0.89
FINANCIAL SUPPORT	\$ 67,750	\$ 30	\$ 2.46
ADMIN SUPPORT	\$ 14,056	\$ 6	\$ 0.51
OTHER EXPENSES	\$ 5,000	\$ 2	\$ 0.18
	\$ 32,739,420	\$ 14,266	\$ 1,188.80

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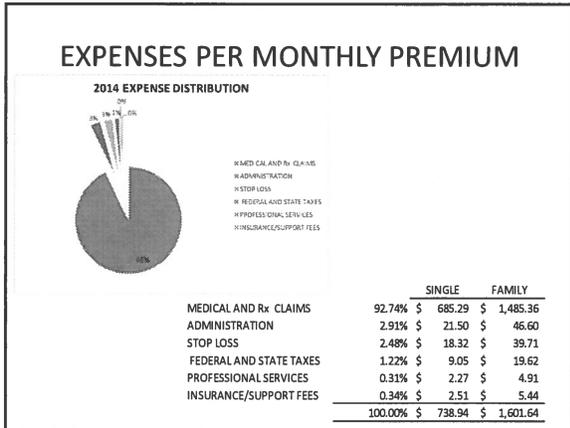
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### COMPARISON OF CITY'S 2013 RATES TO 2013 NORMS

- AVERAGE SINGLE AND FAMILY PREMIUMS FOR ALL PLAN TYPES (HMO, PPO, POS, IND, HDHP/SO) ARE HIGHEST IN THE NORTHEAST
  - 2013 SINGLE RATES; \$6117 PER YEAR OR \$510 PER MONTH (2013 CITY RATE: \$684 PER MONTH)
  - 2013 FAMILY RATES: \$17,411 PER YEAR OR \$1,450 PER MONTH (2013 CITY RATE: \$1,483 PER MONTH)

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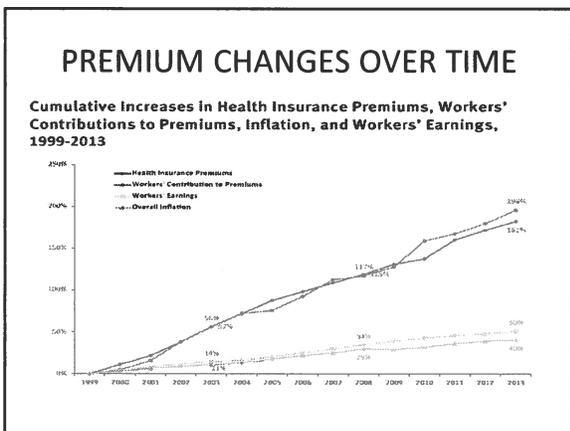
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### EMPLOYER/EMPLOYEE CONTRIBUTIONS TOWARDS PREMIUMS

- IN 2013 EMPLOYEES CONTRIBUTED AN AVERAGE OF 18% FOR SINGLE COVERAGE (\$83 PER MONTH) AND 29% FOR FAMILY COVERAGE (\$380 PER MONTH) (CITY'S 2014 AVERAGE = 14.3%)
- CHANGES OF TIME
  - THE AMOUNT WHICH EMPLOYEES CONTRIBUTE TO SINGLE COVERAGE PREMIUMS HAS INCREASED 97% SINCE 2003 AND 39% SINCE 2008. EMPLOYEES' CONTRIBUTION TOWARDS FAMILY COVERAGE HAVE INCREASE 89% SINCE 2003 AND 36% SINCE 2008.

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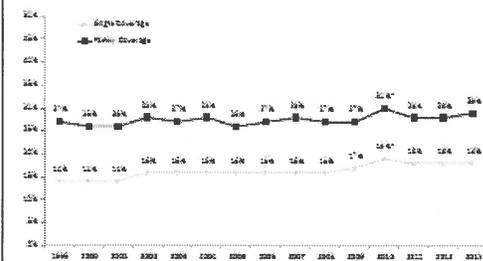
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**Exhibit 6.1**  
Average Percentage of Premium Paid by Covered Workers for Single and Family Coverage, 1999-2013




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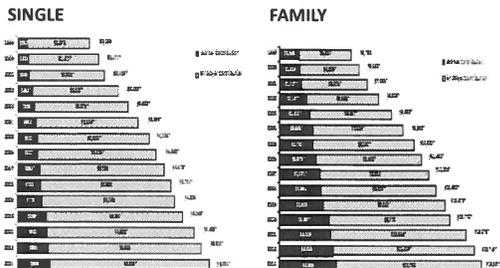
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### AVERAGE EMPLOYER AND EMPLOYEE CONTRIBUTIONS




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### COMPARATIVE OF CITY'S PLAN TO 2013 NORMS

- Rx
  - 98% OF EMPLOYER-SPONSORED PLANS HAVE A PRESCRIPTION DRUG BENEFIT
  - 81% OF Rx PLANS ARE 3 TIERED
  - 9% OF Rx PLANS ARE 4 TIERED
  - 10% OF Rx PLANS ARE 2 OR LESS TIERED
  - FOR PLANS WITH THREE OF MORE TIERS THE AVERAGE COPAY IS:
    - 1<sup>ST</sup> TIER-\$10; 2<sup>ND</sup> TIER-\$29; 3<sup>RD</sup> TIER-\$52; 4<sup>TH</sup> TIER-\$80

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### COMPARATIVE OF CITY'S PLAN TO 2013 NORMS

- COST SHARING
  - DEDUCTIBLES
    - THE AVERAGE ANNUAL DEDUCTIBLE FOR AN IND. PLAN
      - SINGLE \$ 729 (CITY'S PLAN; \$ 50)
      - FAMILY \$1,854 (CITY'S PLAN: \$150)
  - CO-INSURANCE
    - HOSPITAL 18% (CITY'S PLAN 0%)
    - OUTPATIENT 18% (CITY'S PLAN 0%)
    - PHYSICIAN VISIT
      - » PRIMARY CARE 18% (CITY'S PLAN 20%)
      - » SPECIALIST 18% (CITY'S PLAN 20%)

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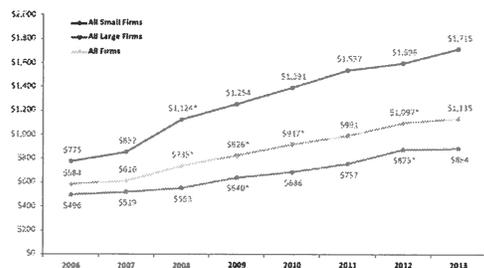
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**Average General Annual Deductible Among Covered Workers Enrolled in a Plan with a Deductible for Single Coverage, by Firm Size, 2006-2013**




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### COMPARATIVE OF CITY'S PLAN TO 2013 NORMS

- COST SHARING (CON'T)
  - OUT OF POCKETS LIMITS FOR PPO PLANS
    - 29% OF PPO PLANS HAVE LESS THAN AN \$2,000 OUT-OF-POCKET LIMIT FOR SINGLE COVERAGE AND 12% HAVE A LIMIT OF \$5,000 OR MORE. (CITY SINGLE OUT OF POCKET LIMIT IS \$450)
    - 29% OF PPO PLANS HAVE LESS THAN AN \$4,000 OUT-OF-POCKET \$ LIMIT FOR FAMILY COVERAGE AND 24% HAVE A LIMIT OF \$8,000 OR MORE. (CITY FAMILY OUT OF POCKET LIMIT IS \$1,350)

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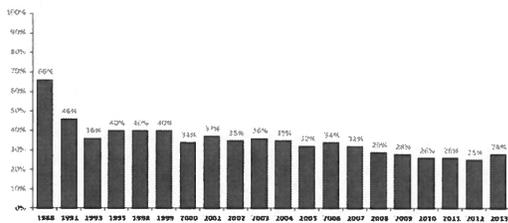
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### RETIREE HEATH BENEFITS

Among All Large Firms (200 or More Workers) Offering Health Benefits to Active Workers, Percentage of Firms Offering Retiree Health Benefits, 1988-2013




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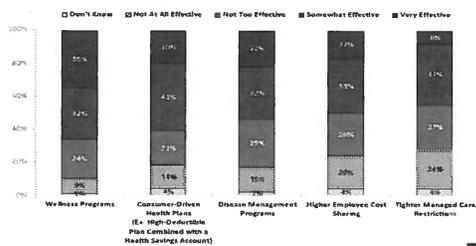
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### COST CONTAINMENT

Among Firms Offering Health Benefits, Distribution of Firms' Opinions on the Effectiveness of the Following Strategies to Contain Health Insurance Costs, 2013




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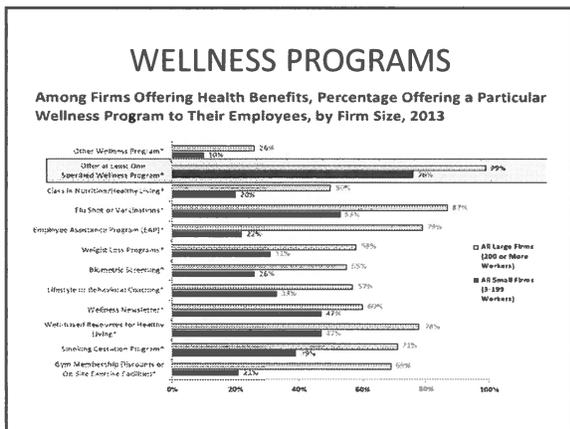
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- ### WELLNESS PROGRAMS
- **WELLNESS BENEFITS**
    - 75% OF EMPLOYERS WITH SPONSORED PLANS OFFER AT LEAST ONE OF THE FOLLOWING WELLNES PROGRAMS
    - WEIGHT LOSS PROGRAMS
    - BIOMETRIC SCREENINGS
    - GYM MEMBERSHIP DISCOUNTS OR ON-SITE FACILITIES
    - LIFESTYLE OR BEHAVIORAL COACHING
    - WEB-BASED RESOURCES FOR HEALTHY LIVING
    - FLU SHOT OR VACCINATIONS
    - EMPLOYEE ASSISTANCE PROGRAMS
    - WELLNESS NEWSLETTER
    - SMOKING CESSATION PROGRAMS

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- ### WELLNESS INCENTIVES
- **8% OF EMPLOYERS OFFERING HEALTH BENEFITS AND AT LEAST ONE OF THE LISTED WELLNESS PROGRAMS PROMOTE PARTICIPATION VIA INCENTIVES:**
    - GIFT CARDS
    - MERCHANDISE
    - CASH
    - PREMIUM DISCOUNTS
    - REDUCTION IN DEDUCTIBLES
    - REDUCTION IN CONTRIBUTION PERCENTAGES

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## DISEASE MANAGEMENT

- 57% OF EMPLOYERS WITH SPONSORED PLANS OFFER ONE OR MORE OF THE FOLLOING DISEASE MANAGEMENT PROGRAMS
  - DIABETES
  - ASTHMA
  - HYPERTENSION
  - HIGH CHOLESTEROL
  - LOWER BACK PAIN
  - DEPRESSION
  - OBESITY

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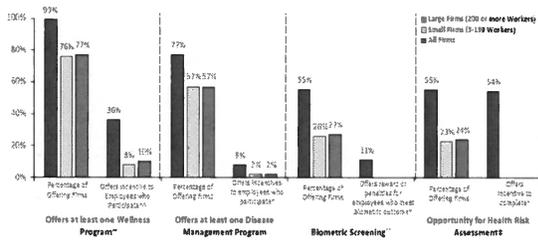
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Among Firms Offering Health Benefits, The Use of Financial Incentives for Participating in Various Health Programs, by Firm Size, 2013




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## QUESTIONS AND DISCUSSIONS

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To: Mayor and Members of Common Council  
From: Mack Cook  
Re: Affordable Care Act  
Date :August 27, 2013

During March 2010, Congress enacted two new laws which overhaul the United States health care system. These two laws are often referred to as Health Care Reform. For employers, the new laws represent the most significant changes to their health benefit plan since the passage of ERISA.

Many provisions of Health Care Reform are already in effect. The purpose of this memorandum is to summarize key changes that become effective in 2013, 2014 and 2015. It is based upon federal regulations and other guidance published as of July 29, 2013.

### **Additional Plan Changes**

Employers will be required to make several additional changes to their health plans to comply with Health Care Reform. The changes include the following:

#### **1. Waiting Period**

For plan years beginning in 2014, health plans may not impose a waiting period of longer than 90 days for newly-eligible full-time employees. Because coverage must be effective no later than the employee's 91<sup>st</sup> day of employment, a plan provision which permits a full-time employee to become a participant in the health plan on the first day of the month after 90 days of employment will not comply.

#### **2. Automatic Enrollment**

Employers with more than 200 full-time employees will be required to automatically enroll newly-eligible individuals and reenroll existing employees. No regulations have been issued regarding this requirement. The requirement will not take effect until after the regulations are issued.

#### **3. Cap on Maximum Out-of-Pocket Limits**

For plan years beginning in 2014, the maximum out-of-pocket limits for all nongrandfathered plans cannot exceed the maximum out-of-pocket limits for high deductible health plans offered in connection with an HSA. These limits during 2014 will be \$6,350 for single coverage and \$12,700 for two-person or family coverage.

#### **4. Nondiscrimination Rules**

Nondiscrimination rules to nongrandfathered, fully-insured plans. These rules were supposed to be effective during 2011, but the IRS has not yet published any regulations regarding the new requirements. So the effective date of the new nondiscrimination rules has been delayed until plan years beginning after the regulations are published.

### **New Participant Notices**

Health Care Reform requires employers to provide additional notices to participants in their health plans. These notices include the following:

#### **1. Summary of Benefits and Coverage**

The purpose of the Summary of Benefits and Coverage (SBC) is to provide information in a prescribed format to participants so they can easily compare the information with other plans for which they are eligible, including coverage available on a state exchange. The SBC was originally required during 2012, but must be updated annually. The most recent SBC must be provided to a new participant upon initial eligibility, to all participants at open enrollment, and to a participant upon request.

#### **2. Notice of Exchange Availability**

By October 1, 2013, employers must provide current employees with a notice regarding the availability of the exchanges. New hires must be provided with the notice within 14 days of their start date. This notice must include information regarding the premium credits and cost sharing subsidies available to low income individuals if they enroll in coverage on the exchange. The DOL published model notices during May 2013.

### **Additional Reporting Requirements**

Employers also have additional reporting requirements to governmental agencies. Guidance is expected to be issued regarding when this reporting is to take effect and the form and substance of the reporting. These requirements include the following:

#### **1. Reporting to Exchanges**

Employers will be required to provide information to exchanges regarding an employee's eligibility for employer group health coverage. This will assist the exchange in administering the potential financial assistance for low income individuals applying for exchange coverage.

#### **2. Reporting to IRS**

Employers with 50 or more full-time employees must report to the IRS whether they offer minimum essential coverage to employees. This information is required for the IRS to administer the play or pay penalty.

### **New Taxes and Fees**

Health Care Reform imposes a series of new taxes and fees on individuals and plans. Here is a summary:

**1. Increased Medicare Taxes**

Beginning in 2013, an employer is required to withhold additional Medicare taxes in the amount of 0.9% of the amounts paid to an employee in excess of \$200,000 during a year. The new withholding obligation is "triggered" when the employee's income from that employer exceeds \$200,000. However, the employer is not required to pay additional Medicare taxes.

**2. PCORI Fee**

For plan years ending on or after October 1, 2012 (and beginning before October 1, 2019), a new fee will be assessed to finance comparative clinical effectiveness research through the Patient-Centered Outcomes Research Institute (PCORI). The amount of the fee is based upon the average number of covered lives (including both employees and dependents) under a health plan during the plan year.

The PCORI fee for the first plan year is \$1 per covered life. This fee increases to \$2 per covered life for the next plan year and will be subsequently increased based upon increases in national health spending. If the employer's plan is fully-insured, the fee is payable by the insurer. If the employer's plan is self-funded, the fee is payable by the employer.

The fee is reported on IRS Form 720 and is paid by July 31 of the calendar year immediately following the last day of the plan year for which the fee is owed. As a result, an employer with a calendar year plan will pay its first PCORI fee by July 31, 2013. On the other hand, if the employer's first plan year ending on or after October 1, 2012 ends on May 31, 2013, the first PCORI fee must be paid by July 31, 2014.

**3. Temporary Reinsurance Program**

A new fee is imposed on group health plans that provide major medical coverage. The purpose of the fee is to fund reinsurance for insurers in the individual market. This fee is imposed during 2014, 2015 and 2016. The goal is to raise \$25 billion.

The fee is front-end loaded. It will raise \$12 billion during 2014, \$8 billion in 2015 and \$5 billion in 2016.

The IRS proposed regulations issued in December 2012 estimate the fee for 2014 to be **\$63 per covered person** (employees and dependents). This fee applies on a calendar year basis even if the plan has a different plan year.

If the employer's plan is fully-insured, the fee is paid by the insurer. If the employer's plan is self-insured, the fee is imposed on the plan. It is likely that the fee payable by a self-insured plan will be sent in by the third party administrator of the plan.

**Health Care Exchanges**

One of the key components of Health Care Reform is the establishment of exchanges to help individuals and groups shop for health coverage in a more efficient and comprehensive manner. It was anticipated that each state would have its own exchange, but most states have declined to

establish an exchange. So the federal government will establish and operate the exchange for these states. The exchanges are expected to be in operation during the Fall of 2013 with coverage available as of January 1, 2014.

Health Care Reform also provides that low income individuals will receive premium credits to reduce their cost of purchasing health insurance on the exchange. For this purpose, a premium credit is available if the individual's household income is between 100% and 400% of the federal poverty level. Not surprisingly, the amount of the premium credit decreases as the household income increases.

Health Care Reform also provides for the expansion of individuals eligible to receive free Medicaid coverage. At the current time, certain individuals with household income of up to 100% of the federal poverty level are eligible. Health Care Reform would have increased this eligibility to all individuals with household income of up to 138% of the federal poverty level. An individual who receives Medicaid coverage does not need to purchase health coverage on an exchange.

But based upon the U.S. Supreme Court case during June 2012, states are not required to expand Medicaid. For states where Medicaid is not expanded, more individuals will be eligible for the premium credit on the exchange. This potentially exposes employers to larger play or pay penalties.

### **Individual Mandate**

A second important component of Health Care Reform is the individual mandate. An individual must obtain health insurance with minimum essential coverage or pay a penalty. The individual mandate and penalty take effect in 2014. This health insurance can be provided through Medicaid, Medicare, other public programs (for example, CHIP or Tricare), the exchange or an employer plan.

The penalty is the greater of a flat dollar amount or a percentage of the household income:

- The flat dollar amount is \$95 for 2014, \$325 for 2015 and \$695 for 2016. For later years, the flat dollar amount will be increased for changes in the cost of living.
- The percentage of household income is 1% for 2014, 2% for 2015 and 2.5% for 2016 and later years.

### **Employer Mandate - Play or Pay**

A third key component of Health Care Reform is the employer mandate. Under this mandate, large employers will be required to offer health care coverage to full-time employees and their dependents or pay a penalty. The employer mandate was also initially set to apply beginning in 2014. However, in July 2013 the IRS announced a one-year delay in the effective date (until 2015).

## 1. Play or Pay Rules Only Apply to Large Employers

Health Care Reform imposes the "play or pay" rules on a "large employer" - an employer that averages at least 50 full-time employees.

- This determination is separately made for each plan year based upon the average number of full-time employees during the prior year.
- For this purpose, full-time means at least 30 hours a week. The number of full-time employees is based upon full-time equivalents (FTEs).
- To convert the number of part-time employees to FTEs, determine the total hours worked during each month of the prior year by the employees who average less than 30 hours per week during the month and divide by 120. After making this calculation, it is necessary to divide by 12 to determine the average FTEs for months during the year.
- In determining the total hours of these part-time employees, the employer cannot count more than 120 hours in a month for any employee.

If companies are under common ownership, they are treated as a single employer for purposes of determining whether there are 50 FTEs. So an employer cannot avoid the rules by dividing its company into multiple companies.

## 2. The Potential Tax Penalties

Health Care Reform has two separate penalties that may apply to a large employer under the play or pay rules:

- **The \$2,000 Penalty** The first penalty is a tax equal to \$2,000 multiplied by the employer's full-time employees (less the first 30 full-time employees). For example, if this penalty applies and the employer has 200 full-time employees, the tax is equal to \$2,000 x 170 employees (200 - 30 = 170), or \$340,000. This tax applies if two requirements are satisfied:
  - The employer fails to offer minimum essential health coverage to substantially all (at least 95%) of the employer's full-time employees, and
  - The employer has at least one full-time employee who enrolls in health insurance coverage through an exchange and receives a premium credit.

This tax is typically thought to be limited to employers who choose to "pay" instead of "play." But, because coverage must be offered to 95% of the employer's full-time employees to avoid the penalty, an employer will need to be very careful to identify all its full-time employees. Otherwise, the employer is at risk for a substantial tax penalty.

Here are some other important rules relating to this tax penalty:

- In addition to the full-time employee, health coverage must also be offered to the employee's dependent children.
- If there is more than one company under common ownership, the tax penalties are determined separately for each company. However, in calculating the \$2,000 tax, the "30 employees" that are subtracted in calculating the tax are allocated among the companies that are commonly owned in proportion to the number of their full-time employees. Each company is not permitted to subtract 30 employees in calculating the tax penalty.
- **The \$3,000 Penalty** The second penalty is a tax equal to \$3,000 multiplied by the number of an employer's full-time employees who enroll in health insurance coverage through an exchange and receive a premium credit. This tax applies if:
  - The employer's health plan doesn't provide minimum value. This occurs if the plan pays less than 60% of the total cost of benefits provided under the plan; or
  - The employer's health plan isn't affordable to the employee. For this purpose, a plan is not affordable if the cost of employee-only coverage is more than 9.5% of the employee's household income.
    - Because an employer doesn't know an employee's household income, the proposed regulations provide a series of safe harbors that can be used to determine whether a plan is affordable. The safe harbor that may be most helpful to employers is based upon the employee's rate of pay at the beginning of the year. The monthly premium is affordable if it does not exceed 9.5% of the employee's hourly rate of pay at the beginning of the year multiplied by 130.
    - There are special rules for wellness incentives. A premium surcharge for tobacco users is disregarded in determining whether coverage is affordable, but premium surcharges for other reasons (for example, cholesterol or blood pressure) are counted.

The \$3,000 penalty also could apply if the full-time employee isn't offered coverage under the employer's plan and instead enrolls in health insurance coverage through an exchange and receives a premium credit. This could occur, for example, if the full-time employee was part of the less than 5% of full-time employees who are not offered coverage.

Although \$3,000 is more than \$2,000, this tax is likely to be smaller because it only applies based upon the number of the employer's full-time employees who purchase health insurance coverage through the exchange and receive a premium credit. It is not based upon the total number of the employer's full-time employees, as is the situation for the \$2,000 tax.

### 3. **Identifying Full-Time Employees**

For purposes of the play or pay rules, an employee is full-time if the employee averages 30 or more hours of service per week. An "hour of service" includes all hours for which an employee is paid (not the actual number of hours worked by the employee). IRS regulations treat 130 hours of service during a month as the equivalent of 30 hours of service per week.

In many situations, an employer can readily determine whether a new employee is full-time. If the employer reasonably expects the new employee to work an average of 30 hours per week, the employee should be treated as full-time. The employer can then avoid any play or pay penalty for the new full-time employee by offering health coverage within 90 days after the employee begins employment.

The determination of whether a newly-hired employee is full-time may be more difficult if the employee works variable hours or is seasonal. If the employer cannot reasonably determine when the employee is hired whether the employee will average 30 hours of service per week, the employer may use a safe harbor approach to determine over a period of time whether the employee is, in fact, a full-time employee under the Health Care Reform standard.

Under this safe harbor, the employer can determine whether the new employee averages at least 30 hours of service per week during a "measurement period" that lasts from 3 to 12 months (as determined by the employer). If the employee averages at least 30 hours of service per week during the measurement period, the employee is then treated as a full-time employee for a subsequent period of time called the "stability period." The stability period must be a period of 6 to 12 months after the initial measurement period. However, the stability period can't be shorter than the measurement period.

Further, the employer is permitted to have an administrative period between the measurement period and stability period. The purpose of the administrative period is to determine whether the employee satisfied the requirements to be a full-time employee and, if so, to offer coverage to the employee that will become effective at the beginning of the stability period.

On the other hand, if the newly-hired part-time or seasonal employee does not average at least 30 hours of service per week during the measurement period, the employer is not required to offer health coverage to the employee during the stability period.

For example, assume an employee is hired on May 15, 2015 and the employer cannot reasonably determine at that time whether the employee is likely to average 30 hours of service per week. The employer could use a measurement period for this new employee from May 15, 2015 through May 14, 2016. If the employee averaged at least 30 hours of service per week during this measurement period, the employee would be eligible for health coverage for the stability period from July 1, 2016 through June 30, 2017. (The period from May 15, 2016 through June 30, 2016 is the administrative period.) However, if the employee did not average at least 30 hours of service per week during the May 15, 2015 through May 14, 2016 measurement period, the employer would not be required to

offer health coverage to the employee during the July 1, 2016 through June 30, 2017 stability period.

This approach can also be used for ongoing employees. For example, if an employer's health plan operates on a calendar year basis, the employer could use the period from October 15 through the following October 14 as a measurement period that can be used to determine whether an employee is full-time. If the employee is full-time during the measurement period, the employee would be offered health insurance coverage during the next plan year. But if the employee did not average 30 hours of service per week during the measurement period, the employee would be ineligible for health coverage during the next plan year.

#### 4. **Considerations Before Discontinuing Health Insurance Coverage for Your Employees**

Some employers may prefer to "pay" instead of trying to comply with the many new requirements of Health Care Reform. However, before an employer makes this decision, the employer should consider the following:

- The tax equal to \$2,000 per full-time employee (less 30 employees) is not tax deductible.
- It still is important for an employer to attract and retain good employees. If an employer discontinues health insurance coverage, will the employer pay additional compensation to assist employees in purchasing health insurance coverage on the exchange? If so, here are some issues for the employer to consider:
  - The cost of coverage on the exchange depends on the insured's age. Will the employer vary the amount based upon the employee's age?
  - Will the employer vary the amount depending on whether the employee has a family?
  - The premium subsidy for purchasing insurance on the exchange depends on the household income and "phases-out" if household income exceeds four times the federal poverty level (the federal poverty level depends on the number of people in the family).
    - The additional compensation paid to the employee to purchase health insurance coverage will reduce the amount of premium credit available to the employee because the employee's household income will be larger.
    - The employer's executives will likely be paying the full cost of coverage on the exchange.
- The cost of other pay-related taxes (such as FICA) and pay related benefits (such as disability insurance and life insurance) will increase.

- Will the employees be happy with the coverage that is available on the exchange?

5. **How to Modify an Employer's Health Plan to Minimize the Risk of Taxes Under the Play or Pay Rules**

An employer may want to take action during 2014 to minimize the risk that the play or pay penalties will apply to the employer beginning in 2015. Here are some actions that should be considered by the employer:

- The employer should make sure that coverage is offered to at least 95% of its full-time employees. If the employer employs variable hour or seasonal employees, the employer may need to establish measurement periods and stability periods to make sure that health coverage is offered to all full-time employees. The employer should also make sure that no individuals who are providing services to the employer as independent contractors are actually employees.
- The employer should make sure that coverage under its health plan is affordable. This is important in avoiding the \$3,000 tax, discussed above. Because affordability is based upon the cost of employee-only coverage, an employer may want to consider adding a low cost employee-only option to its health plan.

**EXOTIC PET PERMIT APPLICATION**

Date of Application: 8.21.13

Owner's Name: Tiphania French

Owner's Address: 22 Court St.  
Apt 6 Cortland NY 13045

Phone Number: (607) 283-6287

Type of Pet: 2 Ferrets

Property Owner (if not self) JE Management

Property Owner (if not self) Address: \_\_\_\_\_

Property Owner (if not self) Phone: 753 3713

- \_\_\_\_\_ Complete Exotic Pet Permit Application & Return it to City Clerk's Office
- \_\_\_\_\_ Contact Animal Committee for premises inspection - Thomas Michales
- \_\_\_\_\_ - 753-8920 & placement on Council agenda upon approval.
- \_\_\_\_\_ Permission to harbor letter from landlord/property owner
- \_\_\_\_\_ Letters from building residents & neighbors indicating knowledge of exotic pet
- \_\_\_\_\_ Clerk's Office will contact Common Councilor from your Ward
- \_\_\_\_\_ Issue a letter of approval from Common Council
- \_\_\_\_\_ All ferrets must have current rabies vaccination certificates on file
- \_\_\_\_\_ Present letter of approval from Common Council and \$5 fee to Cortland City Clerk, 25
- \_\_\_\_\_ Court Street, Cortland, New York 13045.

Once a permit is granted, the annual permits are issued from January through December of a given year. Renewal notices will be sent out each December. Exotic pets must be under the control of their owners at all times and not allowed at public places without prior approval.

**EXOTIC PET PERMIT APPLICATION**

Date of Application: 8/20/2013

Owner's Name: Elizabeth Burrichter

Owner's Address: 1 Piezee St.  
Cortland, NY 13045

Phone Number: (610) 716-0724

Type of Pet: chickens (4)

Property Owner (if not self) Allan Gandelman

Property Owner (if not self) Address: 116 N. West St  
Home NY

Property Owner (if not self) Phone: (607) 749-0086

- \_\_\_\_\_ Complete Exotic Pet Permit Application & Return it to City Clerk's Office
- \_\_\_\_\_ Contact Animal Committee for premises inspection - Thomas Michales
- \_\_\_\_\_ - 753-8920 & placement on Council agenda upon approval.
- \_\_\_\_\_ Permission to harbor letter from landlord/property owner
- \_\_\_\_\_ Letters from building residents & neighbors indicating knowledge of exotic pet
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Once a permit is granted, the annual permits are issued from January through December of a given year. Renewal notices will be sent out each December. Exotic pets must be under the control of their owners at all times and not allowed at public places without prior approval.

City of Cortland  
Fire Department  
Code Enforcement

**Shelley A. Knickerbocker**  
Administrative Aide

25 Court Street  
Cortland, New York 13045

Phone: 607.753.1741  
Fax: 607.753.6051  
Email: sknick@cortland.org

TO: Mack Cook, Director of Finance and Administration  
FROM: Shelley A. Knickerbocker, Administrative Aide  
DATE: August 21, 2013  
RE: 2012-2013 LGRMIF GRANT CHECK

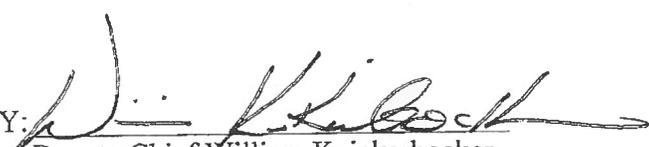


Our office is in receipt of a check (No. 01677739) from the State of New York Department of Taxation and Finance, Division of Treasury, in the amount of \$200.00. This check is for completion of the Local Government Records Management Improvement Fund grant that we received for the years 2012-2013.

Please see the attached Final Expenditure Report.

We are requesting that the monies be appropriated as follows:

ACCOUNT # A3620 5415000 Professional Services

Approved BY:   
Deputy Chief William Knickerbocker  
Director of Code Enforcement

Thank you

CF121  
 ENTRY DATE 08/13/13  
 PROJECT 0580133923  
 SED CODE 110200640032  
 NYC DOC #

GRANTS FINANCE  
 PROJECT STATUS REPORT  
 LOCAL GOV'T RECORDS MANAGEMENT  
 CITY OF CORTLAND

RUN DATE 08/13/13

BUDGET DETAIL INFORMATION

PROF SALARY	15	0.00	BEGIN DATE	07/01/12
NON PROF SALARY	16	2,000.00	END DATE	06/30/13
PURCH SERVICES	40	0.00	AMENDMENT #	
SUPP & MATERIAL	45	0.00	CONTRACT #	
TRAVEL EXPENSE	46	0.00	STOP DATE	
EMP BENEFITS	80	0.00	REFUND CHECK #	
INDIRECT COST	90	0.00	IND COST RATE	0.0
BOCES SERVICES	49	0.00	INT ELIG	N
REMODELING	30	0.00		
EQUIPMENT	20	0.00		

BUDGET SUMMARY INFORMATION

FUNDYEAR	BUDGET SPLITS	PAID TO DATE	OUTSTANDING ENC
058013	0.00	0.00	0.00
058012	2,000.00	2,000.00	0.00
058014	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
TOTAL	2,000.00	2,000.00	0.00

LOG AND CONTRACT DATES

BUDGET	RECEIVED	ENTERED	CONTRACT	APPROVED
INTERIM	12/21/12	12/27/12		
FINAL	08/08/13	08/13/13		

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD DT	STAT
122712	321647F	INIT	000	12/12	01	1,000.00	058012	122112		PAID
030513	326015F	PAY	000	03/13	02	800.00	058012	030413		PAID
081313	338196F	FINAL	000	08/13	03	200.00	058012	080813		ENT

THIS FINAL EXPENDITURE REPORT HAS BEEN PROCESSED BY THE NEW YORK STATE EDUCATION DEPARTMENT. THIS SUMMARY REPLACES THE SIGNED COPY.



Agenda Item #8

STATE OF NEW YORK  
DEPARTMENT OF TRANSPORTATION  
REGION 3  
333 EAST WASHINGTON STREET  
SYRACUSE, NY 13202  
www.dot.ny.gov

CARL F. FORD, P.E.  
REGIONAL DIRECTOR

JOAN MCDONALD  
COMMISSIONER

August 23, 2013

Christopher Bistocchi, Superintendent  
Department of Public Works  
City of Cortland  
19 South Franklin Street  
Cortland, NY 13045

Dear Mr. Bistocchi:

RE: LOCALLY ADMINISTERED FEDERAL AID PROJECT  
PIN 375567  
SAFE ROUTES TO SCHOOL PROJECT  
BARRY ELEMENTARY SCHOOL SIDEWALKS,  
CROSSWALKS AND HANDICAPPED ACCESS  
IMPROVEMENTS, CORTLAND COUNTY

Enclosed are five copies of the Master Agreement for the above mentioned project.

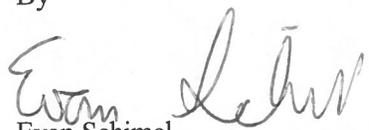
Due to the extensive processing time, **please return five entire copies of the Master Agreement and resolution, each with original signatures**, as soon as possible. Please be aware that Federal Funds **have not** been obligated for this phase of work.

If you have any questions or concerns about the enclosed agreement, please contact Evan Schimel at (315) 428-4729.

Very truly yours,

JOSEPH A. FLINT, P.E.  
Acting Director, Planning & Program Management Group

By

  
Evan Schimel  
Regional Local Project Liaison

Enclosure



# CORTLAND POLICE DEPARTMENT

## 2013 Police Vehicle Auction Proceeds

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August 28, 2013

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

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

We are requesting the Common Council appropriate proceeds from the sale of one (1) retired police vehicle from the City of Cortland Police. This vehicle was a 2009 Chevrolet Impala (Car 15), which had been a marked police vehicle and was having mechanical issues. It has been replaced with a 2013 Chevrolet Impala as part of the agency vehicle rotation/maintenance program. The Impala went to auction on several dates, but only brought bids several hundred dollars below the \$5,000. reserve I had placed on it. Byron's Used Autos, which handles our auction vehicles, located a private buyer for \$4,995.00, which was accepted. Once all necessary fees were deducted the vehicles netted \$4,795.00. We are requesting the total \$4,795.00 be appropriated to the above noted account, which if appropriated will be directly applied toward the purchase of new police vehicles in 2014.

**\$4,795.00**



BYRON'S USED AUTOS

397 Tompkins St.  
CORTLAND, NY 13045  
PH. (607) 756-7677

4804

DATE Aug. 21, 2013

50-264-213

PAY TO THE ORDER OF

City of Cortland Police Dept. \$ 4775.00  
Four thousand seven hundred seventy five and 00/100 DOLLARS

TOMPKINS TRUST COMPANY

FOR 2009 New Impala # 287900.

Wm Jay Beth Byron

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MP

**CITY OF CORTLAND**

Finance Office  
25 Court Street  
CORTLAND, NY 13045  
607-756-7312

**RECEIPT**

NAME <i>CPD</i>		ADDRESS	
SOLD BY <i>[Signature]</i>	DATE <i>8/28/13</i>	PH. NO.	
<i>A2655</i>		ACCT. FORWARD	
<i>2009 Chev Impala</i>		<i>475</i>	<i>-</i>
No. 036612		TOTAL	<i>475 -</i>
<small>ALL CLAIMS &amp; RETURNED GOODS MUST BE ACCOMPANIED BY THIS BILL</small>			