



City of Cortland
City Hall
25 Court Street, Cortland, NY 13045
Mayor Brian Tobin
Telephone – (607) 758-8374 Fax – (607) 756-4644
Mayor@cortland.org www.cortland.org

PROCLAMATION

October 2014 Domestic Violence Awareness Month

- WHEREAS,** 1 in every 4 women will experience domestic violence during her lifetime;
- WHEREAS,** approximately 15.5 million children are exposed to domestic violence every year;
- WHEREAS,** when a family member is abused, it can have long-term damaging effects on the victim that also leave a mark on family, friends, and the community at large;
- WHEREAS,** domestic violence is widespread and is devastating to society as a whole, but particularly women and children;
- WHEREAS,** violence against women and children is a prevalent social ill due to the historical imbalance of power in gender and age;
- WHEREAS,** the problem of domestic violence is not confined to any group or groups of people, but crosses all economic, racial, gender, educational, religious, and societal barriers, and is sustained by societal differences;
- WHEREAS,** the crime of domestic violence violates an individual's privacy, dignity, security, and humanity due to the systemic use of physical, emotional, sexual, psychological, and economic control and/or abuse;
- WHEREAS,** victims should have help to find the compassion, comfort, and healing they need, and domestic abusers should be punished to the full extent of the law;
- WHEREAS,** it is important to recognize the compassion and dedication of the individuals who provide services to victims of domestic violence and work to increase public understanding of this significant problem;

NOW THEREFORE, in recognition of the important work done by domestic violence programs and victims' service providers, I, Brian Tobin, Mayor of the City of Cortland do hereby proclaim the month of October 2014 as Domestic Violence Awareness Month and urge all citizens to actively participate in the scheduled activities and programs sponsored by the YWCA's Aid to Victims of Violence to work towards the elimination of violence against women and girls.

IN WITNESS WHEREOF, I have hereunto set my hand this 7th day of October, in the year of our Lord, two thousand fourteen, and of the Cortland New York.

Brian Tobin, Mayor of Cortland, New York

mayorofc

From: Mack Cook
Sent: Wednesday, October 01, 2014 8:32 AM
To: mayorofc
Subject: Agenda-- Budgets

Consideration of a Resolution to adopt as the City's 2015 Budgets the Proposed Budgets for the General Fund; the Waste Water Fund; and the Water Fund with the following alterations: (Mayor Tobin)

<u>Fund</u>	<u>Account Description</u>	<u>Account Number</u>	<u>Alteration</u>	<u>Amount</u>
GF	DPW Admin; Uniforms	A5010-540800	Decrease	\$10,000
GF	DPW; Trash Collection	A8160-541500	Increase	\$10,000
	Net Affect upon Total Appropriations			<u>\$0</u>

**City of Cortland
Fire Department**



**Charles S. Glover
Fire Chief**

21 Court Street
Cortland, New York 13045

Phone: 607.756.5613
Fax: 607.758.8585
Email: cglover@cortland.org

TO: Brian Tobin, Mayor
Mack Cook, Dir. Admin & Finance
Common Council Members

FROM: Chief Glover

DATE: September 18, 2014

RE: State Archives Grant

I am requesting an agenda item for the October 7, 2014 Common Council Meeting.

We met with a representative from the State Archives today and he advises that we should move forward with the process of implementing the receipt of an award for records management (see email and scope of project herein attached in pdf).

From: Shelley (Codes)
To: Charles Glover;
Subject: FW: Decision Notification to Applicant - Fund - MWBE
Date: Wednesday, August 13, 2014 8:08:30 AM

-----Original Message-----

From: archgrants@mail.nysed.gov [<mailto:archgrants@mail.nysed.gov>]

Sent: Tuesday, August 12, 2014 3:56 PM

To: Shelley (Codes)

Cc: dmeadows@mail.nysed.gov

Subject: Decision Notification to Applicant - Fund - MWBE

Project Number: 0580-15-5541

Dear Shelley Knickerbocker

After reviewing your proposal for a Local Government Records Management Improvement Fund (LGRMIF) grant, the New York State Archives, a unit of the NYS Education Department (SED) is pleased to inform you it has tentatively awarded your organization a grant in the amount of \$63,600 . This was a highly competitive year for grants, with only \$5,870,453 in funding available.

Completion of the grant approval process also requires the review and approval of your proposed participation level for meeting Minority and Women-Owned Business Enterprise (M/WBE) requirements as outlined in the RFP. If you are contacted by NYSED with any questions about you agency's M/WBE plan or documentation, please be sure to respond promptly in order to avoid or minimize delay in finalizing your contract.

All grants, regardless of type or dollar amount, are subject to further review, monitoring, and audit to ensure compliance. SED has the right to recoup funds if the approved activities are not performed and/or the funds are expended inappropriately.

You will receive payment for this grant as follows:

1. 50% of the award, which you should receive in approximately four weeks. Note that the Archives no longer requires the submission of a Grant Acceptance Form to begin this process.
2. Up to 40% of the grant will be released when you submit form FS-25 Request for Funds for a Federal or State Project to SED's Grants Finance Unit. Please note applicants must submit these requests now based on anticipated expenditures for the next month only.
3. The remaining 10% will be released

when the project is completed and the Grant Project Final Expenditure Report (FS-10-F) Long Form has been submitted to the Grants Administration Unit of the New York State Archives and approved by SED's Grants Finance Unit.

4. You must complete all project work and expend all funds no later than June 30, 2015, as extensions are not allowed in this program.

An official notification will be forthcoming from SED's Grants Finance Unit.

A summary of any comments from the review panel can be found by logging into the State Archives eGrants system at:

<https://eservices.nysed.gov/ldgrants>

Please do not hesitate to contact me at (518) 474 - 6926 or dmeadows@mail.nysed.gov If you have any questions.

Sincerely,

Denis P. Meadows
Manager, Grants Administration Unit

New York State Education Department



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Grants Finance, Room 510W, Education Building, Albany, NY 12234
 Tel. (518) 474-4815 Fax (518) 486-4899
 Email: GRANTSWEB@MAIL.NYSED.GOV

1. Grant Award Recipient MAYOR CITY OF CORTLAND 25 COURT ST CORTLAND, NY 13045	2. Project Number 0580155541
4. Funding Source LOCAL GOV'T RECORDS MANAGEMENT	3. Agency Code 110200640032
5. Approved Budget \$63,600	6. Law Ed.L. 57a, 57.35 <hr/> Regulations NA <hr/> Commissioners Regulations 8 NYCRR 185, 188
7. Funding Dates 07/01/14-06/30/15	8. CFDA Index Number
9. First Payment \$31,800	10. Final Report (FS-10-F) Due 07/30/15
11. SED Fiscal Contact MARIA DOS SANTOS (518)474-4815	12. SED Program Contact DENIS MEADOWS 9A81 CEC (518)474-6926
_____ 09/11/14 _____ Date	 _____ Margaret Zollo Supervisor, Grants Finance
<p>This Grant Award constitutes formal approval of the grant application which you submitted to the New York State Education Department. It is the grantee's responsibility to conduct activities in accordance with applicable statutes, regulations, policies, terms, conditions and assurances. All grants are subject to further review, monitoring and audit to ensure compliance. The Department has the right to recoup funds if the approved activities are not performed and/or the funds are expended inappropriately.</p> <p>In accordance with Section 41 of the State Finance Law, the State shall have no liability under this grant to the grantee or to anyone else beyond funds appropriated and available for this grant.</p> <p>The approved budget (FS-10/FS-20) will be sent under separate cover. First payment can be expected within 2-4 weeks after receipt of approved FS-10/FS-20 by grant recipient. Please keep this document with your project records.</p>	

**City of Cortland
2014-2015 Local Government Records Management Improvement Fund
State Archives Grant
Code Office Document Conversion and Access**

Scope of Work:

It should be noted that the reviewer for the City's LGRMIF application last year did not feel the plan of work was sufficiently descriptive. The following is a more detailed description of how the City will proceed with this proposed project.

When State Archives funds are eventually awarded, it is the City's intentions to hire, Continuum to complete the work proposed in this application. They were chosen following a competitive RFQ (attached). The project will include the following tasks:

- 1) Pick up and Preparation – The City will prepare boxes for pick up by the consultant. Files in file cabinets will be transferred to cubic foot storage boxes. This work will be done in-kind by Code Enforcement staff.
- 2) File Preparation – The City has already prepared all records for scanning via its 2012-2013 LGRMIF award. This saves a significant amount of time.
- 3) Document Conversion – The City's consultant will create scanned digital copies of the all records record series detailed herein. This accounts for approximately 123,000 scanned images.
- 4) Indexing - All scanned records will be indexed, and five to eight key words created to search each record series, such as name, date, tax number, or property address. These access points will differ depending on the specific record series.
- 5) Verification –100% of the scanned images will be verified after scanning by Code Enforcement staff, including the following: Correct image file naming convention; correct file format; quality of the image is the same as the original; correct size and resolution; appropriate ppi for each image type; proper reading orientation; image is not skewed; image isn't too light or too dark; curvature of the page doesn't obscure or distort text; appropriate contrast; and no distortion.

Verification of images will be done by the Code Office Manager. In order to streamline the process, the City will work with the consultant to scan documents in phases so that Code Enforcement staff can be verifying scanned images while the consultant is scanning other images.
- 6) Electronic Document Management System – Upon completion of the scanning and indexing, the digitized records will be loaded into the City's new OnBase system. The City will assume responsibility of future years' service contracts, maintenance, and update of its system, as well as the scanning of future records.

7) Grant Administration – The Code Office Manager/RMO will complete all administrative and project management duties to this grant in-kind. This will include, but not necessarily be limited to, execution of grant contracts, completing all grant-related vouchers, any interim or final reports, and general project management and coordination.

Listed below is the City’s proposed timetable for conducting the project**:

Milestone/Start Date /Completion Date

Grant Award/Meet with RAO; Begin: 10/14; End: 10/14

Hire consultant(s); Begin: 11/14; End: 11/14

Scan/digitize records; Begin: 11/14; End: 4/15

Verify records; Begin: 1/15; End: 5/15

Final Report/Grant closeout; Begin: 5/15; End: 6/15

**Note: While specific milestone dates may change, the City will insure that the project will be completed within the timeframe established by State Archives.

mayorofc

From: Charles Glover
Sent: Wednesday, October 01, 2014 11:13 AM
To: Brian Tobin; mayorofc
Cc: Mack Cook; michael.tenkate@cortlandfire.org
Subject: FW: Cortland Technical Rescue Grant
Attachments: City of Cortland Technical Rescue Grnt FY2014 Final.xls; 2014 Tech Rescue Vehicle Narrative Justification.doc; Cortland Appendix B.PDF; Marathon swiftwater flood NIMS typing.xlsx; Cortland swiftwater flood NIMS typing.xlsx; Confined-Space-Team NIMS Typing City of Cortland.xls; Rope-Rescue-Team NIMS typing City of Cortland.xls

As indicated this morning we, we have a high degree of confidence that we are receiving an award as requested. This is not a matching grant, so no additional expenditures will be needed as is done with most AFG grants.

We have not received definitive word on the award but believe it will be coming in the next few days, therefore, I am requesting an agenda item to have the City accept the award when the official notice is received.

Thank you.



Charles Glover
Fire Chief
City of Cortland
21 Court St.
Cortland, NY 13045
607-756-5613
cglover@cortland.org

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From: Mike TenKate [mailto:mike_tenkate@yahoo.com]
Sent: Tuesday, July 29, 2014 1:29 PM
To: Info Grant (DHSES)
Cc: Duane Pierce; Charles Glover; Wayne Friedman; Courtney Metcalf; William Knickerbocker; RICH ROGERS; DEREK REYNOLDS
Subject: Cortland Technical Rescue Grant

Please find attached Cortland's FY2014 Technical Rescue Grant Application. It is in seven attachments:

1. Application Worksheet
2. Vehicle Request Justification Narrative
3. Signature Page - Appendix B
4. Marathon F.D. swiftwater / flood NIMS typing
5. City of Cortland swiftwater / flood NIMS typing
6. City of Cortland Confined Space NIMS typing
7. City of Cortland Rope Rescue NIMS typing.

Please contact me should you have any questions or concerns.

Mike TenKate

City of Cortland Fire Department Grant Manager

Appendix B: Notice of Endorsement

Acknowledgement

My signature below indicates that I understand and agree to the purpose, conditions and rules surrounding the Technical Rescue & USAR Grant Program and that by signing this document, I acknowledge these conditions and pledge to work cooperatively to fulfill the purpose of the grant, if awarded.

Examples of a Jurisdiction Authorized Municipal Official would be; Mayor, Town Supervisor, Chairman of Board of a Fire District or Town Supervisor.

I. Application Type (select only one)

Option 1 - Single Team (For use by an eligible municipality submitting an application on behalf of a single emergency response team providing technical rescue and USAR related services to multiple jurisdictions or region). Complete section II and IV below.

Option 2: Multiple Teams (For use by an eligible municipality submitting an application on behalf of emergency response teams cooperatively providing technical rescue and USAR related services to multiple jurisdictions or region (**regional partnerships**)).
Complete sections II, III and IV below.

II. Submitting Partner

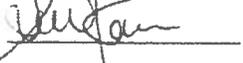
Jurisdiction: City of Cortland

Authorized Municipal Official signature: 

Name and title: Brian Tobin, Mayor

County Fire Coordinator¹ or County/Local Emergency Manager

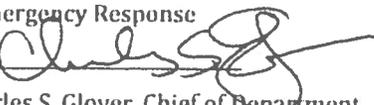
Name: Scott Roman, Fire Coordinator

Signature: 

III. Participating Partner(s) (if Multiple team application)

Jurisdiction: City of Cortland Fire Department

Representative of Emergency Response

Team Signature: 

Name and Title: Charles S. Glover, Chief of Department

Jurisdiction: Marathon Fire Department

Representative of Emergency Response

Team Signature: 

Name and Title: Dustin Contri, Chief of Department

IV: Jurisdictions covered by Submitting Team/Teams

 Cortland County

Attach additional sheets as necessary

¹ Signature by the County Fire Coordinator or County/Local Emergency Manager serves as a verification that this applicant does provide the technical rescue service as defined in this RFA is a component of the region's emergency response system, and awarding of this application will benefit the technical rescue response capabilities of the region.

Fire Department: City of Cortland		Person Completing Report: Captain M. TenKate							
FDID #: 12002		Completion Date: July 9, 2014							
		Type I		Type II		Type III		Type IV	
		Required	On Hand	Required	On Hand	Required	On Hand	Required	On Hand
Personal Protective Equipment									
PPFD -Type V - Swiftwater Rescue Technician Vest		14	14	14	14	5	14	5	14
W/ quick release Harness		14	10	14	10	5	10	5	10
Swiftwater Dry Suit		14	14	14	14	5	14	5	14
Dry Suit Liner - Fleece		14	14	14	14	5	14	5	14
Helmet, swiftwater rescue		14	14	14	14	5	14	5	14
Water Rescue Booties		14	14	14	14	5	14	5	14
Water rescue gloves		14	14	14	14	5	14	5	14
Water PPE Gear bags		14	14	14	14	5	14	5	14
Whistle		14	14	14	14	5	14	5	14
Headlamp, waterproof		14	14	14	14	5	14	5	14
Water rescue knife		14	14	14	14	5	14	5	14
Survival Strobe Light		14	14	14	14	5	14	5	14
Smoke signal device (optional)		14	0	14	0	5	0	5	0
Handheld emergency flare (optional)		14	0	14	0	5	0	5	0
Aerial signal flares (optional)		14	0	14	0	5	0	5	0
Sea Dye Marker (optional)		14	0	14	0	5	0	5	0
Chemical light sticks		14	14	14	14	5	14	5	14
Waders/Hip boots		14	14	14	14	5	14	5	14
Swim Fins, pair		14	14	14	14	5	14	5	14
Dry bag/ gear Bag		14	14	14	14	5	14	5	14
Window Punch, Spring Type		14	14	14	14	5	14	5	14
Helicopter Ops PPE									
Flight Helmet		4	0	0	0	0	0	0	0
Flight Gloves		4	0	0	0	0	0	0	0

Fire Department: City of Cortland		Person Completing Report: Captain M. TenKate							
FDID #: 12002		Completion Date: July 9, 2014							
		Type I		Type II		Type III		Type IV	
		Required	On Hand	Required	On Hand	Required	On Hand	Required	On Hand
Flight Suit		4	0	0	0	0	0	0	0
Helicopter Rescue Harness		4	0	0	0	0	0	0	0
Air Crew Survival vest		4	0	0	0	0	0	0	0
Helicopter Flootation vest, inflatable Type 5		4	0	0	0	0	0	0	0
Medical									
Basic Life Support Medical Kit		0	1	0	1	1	1	1	1
Advanced Life Support Medical Kit		2	0	1	0	0	0	0	0
Spine Board, Floating type		2	2	2	2	1	2	1	2
Stokes Litter W/ Float Kit		2	2	2	2	1	2	0	2
Hypothermia wrap/bag / heavy blankets		1	1	1	1	1	1	1	1
Emergency Blankets		30	30	30	30	10	30	10	30
Communication/ Navigation									
Portable radios-team communications, Waterproof, Marine Band frequency preferred for interoperability		14	14	14	14	5	14	5	14
Portable Radio - Command , programable - 5 watts		2	2	2	2	1	2	1	2
Cell phone		2	2	2	2	1	2	1	2
Radio headset		14	14	14	14	0	14	0	14
Mobil Radios - 25 watts (w/ marine band capability perferred)		2	2	2	2	1	2	1	2
GPS Unit, handheld		4	4	4	4	0	4	0	4
Spare radio battery sets (w/ chargers if needed)		14	14	14	14	5	14	5	14
Aircraft band Radio		6	4	4	4	1	4	1	4

<u>Fire Department: City of Cortland</u>		<u>Person Completing Report: Captain M. TenKate</u>							
<u>FDID #: 12002</u>		<u>Completion Date: July 9, 2014</u>							
		<u>Type I</u>		<u>Type II</u>		<u>Type III</u>		<u>Type IV</u>	
		<u>Required</u>	<u>On Hand</u>	<u>Required</u>	<u>On Hand</u>	<u>Required</u>	<u>On Hand</u>	<u>Required</u>	<u>On Hand</u>
Night vision goggles		2	2	2	2	2	2	0	2

<u>Fire Department: City of Cortland</u>		<u>Person Completing Report: Captain M. TenKate</u>					
<u>FDID #: 12002</u>		<u>Completion Date: July 9, 2014</u>					
	<u>Type I</u>	<u>Type II</u>	<u>Type III</u>	<u>Type IV</u>			
	<u>Required</u>	<u>On Hand</u>	<u>Required</u>	<u>On Hand</u>	<u>Required</u>	<u>On Hand</u>	
<u>Watercraft</u>							
IRB- Inflatable Rescue Boat 12' Min.	2	2	2	2	*1	2	
Whitewater Raft/Cat raft/ RDC - non-motorized	2	2	2	2	1	2	
Motor 25-50 hp outboard (pump jet, jet, or Prop)	2	2	2	2	1	2	
Fuel tank or bladder	4	4	4	4	2	4	
Paddles - whitewater type	16	16	16	16	AR	16	

Fire Department: City of Cortland		Person Completing Report: Captain M. TenKate	
FDID #: 12002		Completion Date: July 9, 2014	
	Type I	Type II	Type III
	Required	On Hand	Required
	On Hand	Required	On Hand
	Type IV	Type III	Type IV
	Required	On Hand	Required
	On Hand	Required	On Hand
Boat Equipment Kit			
Boat Equipment Bag	2	2	2
Prop, Spare (if motor is prop drive)	2	2	2
Motor Repair kit	2	2	2
Motor Flush kit	2	2	2
Boat Repair kit	2	2	2
Extra engine kill switch lanyard	4	4	4
fire extinguisher	2	2	2
Air horn warning device	2	2	2
Search light -portable	2	2	2
Hand/foot pump - air inflation	2	2	2
Handheld emergency signal flares	2	2	2
Airial Flare kit	2	2	2
Smoke Signal Device	2	2	2
Dewatering pump/bailer -handheld	2	2	2
Anchor w/line	2	2	2
Navigation lights	2	2	2
First aid kit	2	2	2
Throw able PFD	2	2	2
Extra mooring lines	2	2	2
Throw bag - 60 ft	4	4	4
Emergency Blankets	8	8	8
Boat Hook - telescoping	2	2	2
Compass	2	2	2

Fire Department: City of Cortland		Person Completing Report: Captain M. TenKate			
FDID #: 12002		Completion Date: July 9, 2014			
	<u>Type I</u>	<u>Type II</u>	<u>Type III</u>	<u>Type IV</u>	
	<u>Required</u>	<u>On Hand</u>	<u>Required</u>	<u>On Hand</u>	
	<u>Required</u>	<u>On Hand</u>	<u>Required</u>	<u>On Hand</u>	
<u>Team SAR Equipment</u>					
Axe & halagon bar set	4	4	2	4	
Pry axe / Beal tool	2	2	1	2	
Chainsaw	4	4	1	4	
Sledge Hammer 8lb	4	4	2	4	
Fuel Containers 5 gal	2	2	1	2	
Dust masks	24	24	12	24	
Shovel, long handle or folding Blade	2	2	2	2	
Parbuckle Net, victim retrieval	2	2	1	2	
Body Bags	4	4	2	4	
200 ft fire hose 2.5"	2	2	1	2	
Inflatable Hose kit	2	2	0	2	
River rescue board	4	4	2	4	
Water Rescue Throw Bags - W/ 70ft floating rope	14	14	5	14	
Dive Mask	4	4	2	4	
Snorkel	4	4	2	4	
40 lb ABC fire Extinguisher	1	1	0	1	
Binoculars	6	6	1	6	
Thermal Imaging Carmea	2	2	0	2	
Flaging tape	14	14	5	14	
Pike pole	2	2	2	2	
Throwable PFD - type IV	2	2	2	2	
Victim PFD's type III - Assort size	4	4	4	4	
Line gun / Line Thrower	2	2	1	2	
SCBA Air Cylinders	2	2	1	2	
Portable PA system	1	1	0	1	

Fire Department: City of Cortland		Person Completing Report: Captain M. TenKate							
FDID #: 12002		Completion Date: July 9, 2014							
		Type I		Type II		Type III		Type IV	
		Required	On Hand	Required	On Hand	Required	On Hand	Required	On Hand
Helo victim lifting sling		2	0	0	0	0	0	0	0
Blower, boat inflation		2	1	2	1	1	1	0	1
boat lift sling		2	1	2	1	1	1	0	1

Fire Department: City of Cortland		Person Completing Report: Captain M. TenKate		
FDID #: 12002		Completion Date: July 9, 2014		
	Type I	Type II	Type III	Type IV
	Required	On Hand	Required	On Hand
	Required	On Hand	Required	On Hand
<u>Rope Rescue Rigging Equipment</u>				
Carabiner steel - locking D	40	40	20	40
Carabiner aluminum - Locking D	20	20	10	20
Fig 8 Descended	4	4	2	4
Brake bar rack	4	4	2	4
Steel Rescue pulley 4"	12	12	12	12
Knot pass Pulley	2	2	2	2
Rigging Plate	2	2	2	2
Prussic slings 60 inch	12	12	12	12
Prussic slings 72 inch	12	12	12	12
Web slings 1" x 5 ft	20	20	10	20
Web slings 1" x 12 ft	20	20	10	20
Web slings 1" x 16 ft	20	20	10	20
Web slings 1" x 20 ft	20	20	10	20
Cordlet 8mm x 32 ft	4	4	2	4
Rope static rescue, 1/2" x 200ft	4	4	2	4
Rope static rescue, 1/2" x 300ft	3	3	1	3
Rope static rescue, 1/2" x 600ft	1	1	1	1
Rope water rescue 8mm x 200ft	4	4	2	4
Rope water rescue 8mm x 300ft	2	2	0	2
Pickets 1" X 5ft	12	12	6	12
edge protectors	4	4	2	4
Class 2 or 3 Rescue harnesses	14	14	2	14
Rope rescue helmets	6	6	0	6
Victim Harness	4	4	2	4

Fire Department: City of Cortland		Person Completing Report: Captain M. TenKate		
FDID #: 12002		Completion Date: July 9, 2014		
	Type I	Type II	Type III	Type IV
	Required	On Hand	Required	On Hand
	Required	On Hand	Required	On Hand
<u>Base Of Operations equipment</u>				
Admin paperwork kit	1	1	1	1
MRE's- Meals ready to Eat	240	240	80	240
MRE Heaters	240	240	80	240
Bottled Water, case 24 each	42	42	15	42
Sleeping bags	14	14	5	14
Sleeping mat/pad/cot	14	14	5	14
Hand sanitizer lotion	30	30	15	30
Water filter	1	1	1	1
water cooler	4	4	1	4
coolers	4	4	2	4
folding chairs (optional)	8	8	0	8
Stove , camp propane (optional)	1	0	0	0
Camp cook set (optional)	2	0	0	0
Quick set shelter (optional)	2	2	0	2
Tents, sleeping 6 person (optional)	4	0	1	0
Insect repellent	14	14	5	14
sunscreen	14	14	5	14
Generator 5000 watt	4	4	2	4
Fuel for generator, Gallons	20	20	20	20
Water Bladder - 500 gallon	1	1	1	1
batteries - AA	510	0	250	0
batteries - C	200	0	100	0
batteries - AA	80	0	100	0
batteries - 9volt	12	0	6	0
hot knife	1	1	1	1
Fan 18 "	2	2	1	2

Fire Department: City of Cortland		Person Completing Report: Captain M. TenKate							
FDID #: 12002		Completion Date: July 9, 2014							
		Type I		Type II		Type III		Type IV	
		Required	On Hand	Required	On Hand	Required	On Hand	Required	On Hand
Chemical light sticks, 12 hr Green		200	200	200	200	100	200	100	200
Chemical light sticks, 12 hr Red		200	200	200	200	100	200	100	200
Chemical light sticks, 12 hr Yellow		200	200	200	200	100	200	100	200
Chemical light sticks, 12 hr Blue		200	200	200	200	100	200	100	200
Dry suit Repair kit		14	14	14	14	5	14	5	14
Electrical Extension cord 50 ft,14 gauge		4	4	4	4	4	4	4	4
Tool kit, mechanics		2	2	2	2	1	2	1	2
Portable Toilet		2	2	2	2	1	2	1	2
Toilet Paper		30	30	30	30	10	30	10	30

Note: This is listed as of the completion of our FY2013 swiftwater grant project currently we have not received the listed equipment We have developed and are currently advertised a bid spec, with bids due August 11th 2014. Items will be purchased shortly after that.

New York State Technical Rescue/USAR Accreditation Program
Rope Rescue Team
 Personnel Requirements

Fire Department: City of Cortland		Person Completing Report: Captain TenKate	
FDID #: 12002		Completion Date: July 29, 2014	
		Level II (Technician)	Level I (Operations)
		Required	Required
		Number of Qualified Personnel	Number of Qualified Personnel
Personnel			
Team Composition (Some team members may be required to fill more than one job title)		16 Member Team	8 Member Team
Technical Rescue Officer		1	1
Squad Officer		2	0
Safety Officer		2	1
Rope Rescuer Level II per NFPA 1006-2013		6	0
Rope Rescuer Level I per NFPA 1006-2013		6	6
Rope Rescue Medic		2	1
		25	25
Training Requirements:			
NYS OFPC Rope Rescue- Operations Level course or equivalent, including mandatory prerequisites contained in NFPA 1006-2013 chapter 6 Level I must be achieved for Operations Level			
NYS OFPC Rope Rescue- Technician Level I and II courses or equivalent, including mandatory prerequisites contained in NFPA 1006-2013 chapter 6 Level II must be achieved for Technician Level			
It is recommended that the Technical Rescue Officer be trained to the Technician Level.			
Departments that do not have Emergency Medical Personnel should have a memorandum of understanding with a local EMS agency to provide EMT-P and EMT-B personnel trained to the Rope Rescue Operations Level			
NOTE: The Equipment Information Sheets shall also be completed			

Fire Department: Marathon Fire Department		Person Completing Report: Chief Dustin Contri			
FDID #: 12006		Completion Date: July 13, 2014			
	Type I	Type II	Type III	Type IV	
	Required	On Hand	Required	On Hand	
	Required	On Hand	Required	On Hand	
Personal Protective Equipment					
PFD -Type V - Swiftwater Rescue Technician Vest	14	5	5	5	
W/ quick release Harness	14	14	5	5	
Swiftwater Dry Suit	14	5	5	5	
Dry Suit Liner - Fleece	14	5	5	5	
Helmet, swiftwater rescue	14	5	5	5	
Water Rescue Booties	14	8	8	8	
Water rescue gloves	14	8	8	8	
Water PPE Gear bags	14	6	6	6	
Whistle	14	5	5	5	
Headlamp, waterproof	14	0	0	0	
Water rescue knife	14	5	5	5	
Survival Strobe Light	14	0	0	0	
Smoke signal device (optional)	14	0	0	0	
Handheld emergency flare (optional)	14	0	0	0	
Aerial signal flares (optional)	14	0	0	0	
Sea Dye Marker (optional)	14	0	0	0	
Chemical light sticks	14	0	0	0	
Waders/Hip boots	14	10	10	10	
Swim Fins, pair	14	0	0	0	
Dry bag/ gear Bag	14	0	0	0	
Window Punch, Spring Type	14	5	5	5	
Helicopter Ops PPE					
Flight Helmet	4	0	0	0	
Flight Gloves	4	0	0	0	
Flight Suit	4	0	0	0	

Fire Department: Marathon Fire Department

Person Completing Report: Chief Dustin Contri

FDID #: 12006

Completion Date: July 13, 2014

	Type I		Type II		Type III		Type IV	
	Required	On Hand						
Helicopter Rescue Harness	4	0	0	0	0	0	0	0
Air Crew Survival vest	4	0	0	0	0	0	0	0
Helicopter Floatation vest, inflatable Type 5	4	0	0	0	0	0	0	0
Medical								
Basic Life Support Medical Kit	0	1	0	1	1	1	0	1
Advanced Life Support Medical Kit	2	1	1	1	0	1	0	1
Spine Board, Floating type	2	1	2	1	1	1	1	1
Stokes Litter W/ Float Kit	2	1	2	1	1	1	0	1
Hypothermia wrap/bag / heavy blankets	1	1	1	1	1	1	1	1
Emergency Blankets	30	10	30	10	10	10	10	10
Communication/ Navigation								
Portable radios-team communications, Waterproof, Marine Band frequency preferred for interoperability	14	5	14	5	5	5	5	5
Portable Radio - Command , programable - 5 watts	2	2	2	2	1	2	1	2
Cell phone	2	1	2	1	1	1	1	1
Radio headset	14	4	14	4	0	4	0	4
Mobil Radios - 25 watts (w/ marine band capability perfered)	2	1	2	1	1	1	1	1
GPS Unit, handheld	4	1	4	1	0	1	0	1
Spare radio battery sets (w/ chargers if needed)	14	5	14	5	5	5	5	5
Aircraft band Radio	6	0	4	0	1	0	1	0
Night vision goggles	2	0	2	0	2	0	0	0

<u>Fire Department: Marathon Fire Department</u>		<u>Person Completing Report: Chief Dustin Contri</u>					
<u>FDID #: 12006</u>		<u>Completion Date: July 13, 2014</u>					
	<u>Type I</u>	<u>Type II</u>	<u>Type III</u>	<u>Type IV</u>	<u>Required</u>	<u>On Hand</u>	
	<u>Required</u>	<u>On Hand</u>	<u>Required</u>	<u>On Hand</u>	<u>Required</u>	<u>On Hand</u>	
<u>Watercraft</u>							
IRB- Inflatable Rescue Boat 12' Min.	2	**1	2	**1	1	**1	
Whitewater Raft/Cat raft/ RDC - non-motorized	2	1	2	1	1	1	
Motor 25-50 hp outboard (pump jet, jet, or Prop)	2	**1	2	**1	1	**1	
Fuel tank or bladder	4	2	4	2	2	2	
Paddles - whitewater type	16	4	16	4	10	4	
** Airboat					4	AR	

Fire Department: Marathon Fire Department		Person Completing Report: Chief Dustin Contri			
FDID #: 12006		Completion Date: July 13, 2014			
	Type I	Type II	Type III	Type IV	
	Required	On Hand	Required	On Hand	Required
	On Hand	Required	On Hand	Required	On Hand
Boat Equipment Kit					
Boat Equipment Bag	2	1	2	1	1
Prop, Spare (if motor is prop drive)	2	N/A	2	N/A	1
Motor Repair kit	2	1	2	1	1
Motor Flush kit	2	1	2	1	1
Boat Repair kit	2	2	2	2	2
Extra engine kill switch lanyard	4	2	4	2	2
fire extinguisher	2	1	2	1	1
Air horn warning device	2	1	2	1	1
Search light -portable	2	1	2	1	1
Hand/foot pump - air inflation	2	1	2	1	0
Handheld emergency signal flares	2	1	2	1	1
Airial Flare kit	2	1	2	1	1
Smoke Signal Device	2	1	2	1	1
Dewatering pump/bailer -handheld	2	1	2	1	1
Anchor w/line	2	1	2	1	1
Navigation lights	2	1	2	1	1
First aid kit	2	1	2	1	1
Throw able PFD	2	1	2	1	1
Extra mooring lines	2	1	2	1	1
Throw bag - 60 ft	4	2	4	2	2
Emergency Blankets	8	0	8	0	0
Boat Hook - telescoping	2	1	2	1	1
Compass	2	1	2	1	1

Fire Department: Marathon Fire Department		Person Completing Report: Chief Dustin Contri								
FDID #: 12006		Completion Date: July 13, 2014								
	Type I	Type II	Type III	Type IV	Required	On Hand	Required	On Hand	Required	On Hand
<u>Team SAR Equipment</u>										
Axe & halagon bar set	4	4	4	2	4	4	2	4	2	4
Pry axe / Beal tool	2	1	2	1	1	1	1	1	1	1
Chainsaw	4	2	4	2	1	2	1	2	1	2
Sledge Hammer 8lb	4	2	4	2	2	2	2	2	2	2
Fuel Containers 5 gal	2	1	2	1	1	1	1	1	1	1
Dust masks	24	12	24	12	12	12	12	12	12	12
Shovel, long handle or folding Blade	2	2	2	2	2	2	2	2	2	2
Parbuckle Net, victim retrieval	2	1	2	1	1	1	1	1	1	1
Body Bags	4	2	4	2	2	2	2	2	2	2
200 ft fire hose 2.5"	2	2	2	2	1	2	1	2	0	2
Inflatable Hose kit	2	0	2	0	0	0	0	0	0	0
River rescue board	4	2	4	2	2	2	2	2	0	2
Water Rescue Throw Bags - W/ 70ft floating rope	14	5	14	5	5	5	5	5	5	5
Dive Mask	4	2	4	2	2	2	2	2	0	2
Snorkel	4	2	4	2	2	2	2	2	0	2
40 lb ABC fire Extinguisher	1	0	0	0	0	0	0	0	0	0
Binoculars	6	2	6	2	1	2	1	2	1	2
Thermal Imaging Carnea	2	1	2	1	0	1	0	1	0	1
Flaging tape	14	0	14	0	5	0	5	0	5	0
Pike pole	2	2	2	2	2	2	2	2	2	2
Throwable PFD - type IV	2	0	2	0	2	0	2	0	2	0
Victim PFD's type III - Assort size	4	6	4	6	4	6	4	6	4	6
Line gun / Line Thrower	2	0	2	0	1	0	1	0	0	0
SCBA Air Cylinders	2	12	2	12	1	12	1	12	1	12
Portable PA system	1	0	1	0	0	0	0	0	0	0

Fire Department: Marathon Fire Department		Person Completing Report: Chief Dustin Contri							
FDID #: 12006		Completion Date: July 13, 2014							
		Type I		Type II		Type III		Type IV	
		Required	On Hand	Required	On Hand	Required	On Hand	Required	On Hand
Helo victim lifting sling		2	0	0	0	0	0	0	0
Blower, boat inflation		2	N/A	2	N/A	1	N/A	0	N/A
boat lift sling		2	1	2	1	1	1	0	1

Fire Department: Marathon Fire Department		Person Completing Report: Chief Dustin Contri							
FDID #: 12006		Completion Date: July 13, 2014							
	Type I		Type II		Type III		Type IV		
	Required	On Hand	Required	On Hand	Required	On Hand	Required	On Hand	
<u>Base Of Operations equipment</u>									
Admin paperwork kit	1	1	1	1	1	1	1	1	
MRE's- Meals ready to Eat	240	0	240	0	80	0	80	0	
MRE Heaters	240	0	240	0	80	0	80	0	
Bottled Water, case 24 each	42	15	42	15	15	15	15	15	
Sleeping bags	14	5	14	5	5	5	5	5	
Sleeping mat/pad/cot	14	5	14	5	5	5	5	5	
Hand sanitizer lotion	30	15	30	15	15	15	15	15	
Water filter	1	0	1	0	1	0	1	0	
water cooler	4	1	4	1	1	1	1	1	
coolers	4	2	4	2	2	2	2	2	
folding chairs (optional)	8	0	8	0	0	0	0	0	
Stove , camp propane (optional)	1	0	1	0	0	0	0	0	
Camp cook set (optional)	2	0	2	0	0	0	0	0	
Quick set shelter (optional)	2	0	2	0	0	0	0	0	
Tents, sleeping 6 person (optional)	4	1	4	1	1	1	1	1	
Insect repellent	14	5	14	5	5	5	5	5	
sunscreen	14	5	14	5	5	5	5	5	
Generator 5000 watt	4	2	4	2	2	2	2	2	
Fuel for generator, Gallons	20	20	20	20	20	20	20	20	
Water Bladder - 500 gallon	1	1	1	1	1	1	1	1	
batteries - AA	510	0	510	0	250	0	250	0	
batteries - C	200	0	200	0	100	0	100	0	
batteries - AA	80	0	80	0	100	0	100	0	
batteries - 9volt	12	0	12	0	6	0	6	0	
hot knife	1	0	1	0	1	0	1	0	
Fan 18 "	2	0	2	0	1	0	1	0	

Fire Department: Marathon Fire Department		Person Completing Report: Chief Dustin Contri							
FDID #: 12006		Completion Date: July 13, 2014							
	Type I		Type II		Type III		Type IV		
	Required	On Hand	Required	On Hand	Required	On Hand	Required	On Hand	
Chemical light sticks, 12 hr Green	200	0	200	0	100	0	100	0	
Chemical light sticks, 12 hr Red	200	0	200	0	100	0	100	0	
Chemical light sticks, 12 hr Yellow	200	0	200	0	100	0	100	0	
Chemical light sticks, 12 hr Blue	200	0	200	0	100	0	100	0	
Dry suit Repair kit	14	0	14	0	5	0	5	0	
Electrical Extension cord 50 ft, 14 gauge	4	4	4	4	4	4	4	4	
Tool kit, mechanics	2	1	2	1	1	1	1	1	
Portable Toilet	2	0	2	0	1	0	1	0	
Toilet Paper	30	0	30	0	10	0	10	0	

New York State Technical Rescue/USAR Accreditation Program
Confined Space Rescue Team
 Personnel Requirements

Fire Department: City of Cortland		Person Completing Report: Captain Michael TenKate	
FDID #: 12002		Completion Date: July 29, 2014	
		Level II (Technician)	Level I (Operations)
		Required	Number of Qualified Personnel
		Required	Number of Qualified Personnel
<u>Personnel</u>			
<u>Team Composition</u>			
(Some team members may be required to fill more than one job title)	16 Member Team	25	10 Member Team
Technical Rescue Officer	1	1	1
Entry Attendant	1	0	1
Communications Attendant	1	0	1
Air Supply Attendant	1	0	1
Space Air Quality Attendant	1	0	1
Safety Officer	1	3	1
Confined Space Rescuer Level II per NFPA 1006-2013	6	2	0
Confined Space Rescuer Level I per NFPA 1006-2013	4	2	4
Training Requirements:			
NYS OFPC Confined Space - Technician Level course or equivalent, including mandatory prerequisites contained in NFPA 1006-2013 chapter 7 Level I must be achieved for Operations Level			
NYS OFPC Confined Space - Technician Level course or equivalent, including mandatory prerequisites contained in NFPA 1006-2013 chapter 7 Level II must be achieved for Technician Level			
It is recommended that the Technical Rescue Officer be trained to the Technician Level.			
Departments that do not have Emergency Medical Personnel should have a memorandum of understanding with a local EMS agency to provide EMT-P and EMT-B personnel trained to the Rope Rescue Operations Level			
NOTE: The Equipment Information Sheets shall also be completed			

CITY OF CORTLAND
 Office of Code Enforcement
 25 Court Street 607-753-1741

Date Received	
Date Paid	
Permit Fee	

Application for a Sign Permit

THIS SECTION TO BE COMPLETED BY CODE ENFORCEMENT OFFICE			
Sign Permit No: _____			
Address of Proposed Work: _____			
Conditions: _____			

Signature of Code Enforcement Official _____			
Zone District:	Flood District:	Historic District:	Ward:
Historic Commission Approval Date:		Separate Application Required for Historic District	
Site Plan Approval Date:		ZBA Approval Date:	
Required Inspections:			
<input type="checkbox"/> Electrical	<input type="checkbox"/> Posts, Excavations, Foundations, Structural	<input type="checkbox"/> Final	

Date: _____

Business Name: _____

Address: _____

Business Owner: _____

Telephone: _____

Property Owner (if different): _____

Address: _____

Sign Contractor: _____

Insurance Certificate Holder: _____

Insurance Company: _____

Cortland Technical Rescue Grant Program
FY 2014
Vehicle Request Written Justification

The Cortland Fire Department currently has a variety of trailer based assets that include Technical Rescue equipment including Swift Water / Flood Rescue (2 trailers), Boats (1 trailer), Hazardous Materials including CBRNE (2 trailers), decon, MCI, light tower (1 trailer) and recently a COW (Communications on wheels) (1 trailer). These assets are currently utilized to protect the City of Cortland, Cortland County and the Tompkins, Cayuga, Cortland consortium (TC2). In total we have Seven Trailers.

Trailer based assets have offered us a cost effective means of storing and transporting our equipment cache without the increased cost of maintaining larger powered vehicles. During state mutual aid deployments and local deployments we have typically utilized the shared Cortland County vehicle and a City vehicle to tow two trailers with the needed assets along with a SUV/s to haul personnel.

Currently we share a Ford 1 ton vehicle with the Cortland County Sheriffs Department that was acquired through a drug impound/seizure. The vehicle was acquired in 2000. In the past year it has been increasingly in use by the Sheriff's department due to a significant increase in its daily use with drug seizures, meth lab activity, and lake patrol. During the last two months this vehicle has been completely unavailable for Fire Department use. This vehicle is a critical element to our ability to deploy necessary assets within a three county region as well as statewide. It was cost effective to share the vehicle in the past but is increasingly becoming less reliable as it is needed on a more daily basis for the County law enforcement agencies.

With this in mind it makes sense to dedicate a new vehicle to a primary mission of supporting moving County Fire/Technical Rescue/Hazmat EMS assets. This will also have an additional benefit of allowing the current shared vehicle to be dedicated, as its primary mission, to supporting County Law Enforcement agencies. An added benefit to this approach is that both vehicles could serve as a backup to each other. In the event of a state fire deployment this would allow use to deploy assets state wide, and still leave our local area protected.

E. Sustainment Plan/Multi-Year Plan

Sustainment Plan

Directions: Applicants must provide a Sustainment Plan that communicates how capabilities (including the maintenance of equipment) will be developed under the FY2014 Technical Rescue/USAR Targeted Grant Program and how these capabilities will be enhanced and/or sustained after the successful completion of the projects proposed in your application. A series of dropdown menus has been designed to assist you. Clarification: The Technical Rescue/USAR Grant Program should not be considered as a future resource in your sustainment plan. The Technical Rescue/USAR grant has been approved for only one funding cycle and while it may be renewed in the future, it should not be included in your sustainment plans under this grant application.

5(A) Please complete the table below

Time Frame	Activity	Responsibility	Action	Enhanced/Sustained Through	Description
September 2014 - August 31, 2015	Planning	Joint Responsibility	Developing	Local Revenues	The majority of the planning is done by the on-duty staff of the City of Cortland Fire Department in conjunction with Marathon Fire Department and The County Department of Emergency Response and Communications.
	Certification/Credentialing	Joint Responsibility	Developing	FY2014 Technical Rescue/USAR Targeted Grant	We are still in the process of credentialing our people. This is being done through our FY2013 Technical Rescue Grant which we hope to continue in FY2014
	Equipping	Joint Responsibility	Developing	FY2014 Technical Rescue/USAR Targeted Grant	We are still in the process of equipping our team, bids are due for our equipment on August 11, 2014. This is being done through our FY2013 Technical Rescue Grant which we hope to continue in FY2014
	Training	Joint Responsibility	Developing	FY2014 Technical Rescue/USAR Targeted Grant	We are still in the process of training our staff. We trained 18 firefighters as swiftwater / flood technicians this spring (2014), and are planning boat operator training this fall (2014). This is being done through our FY2013. We hope to train additional swiftwater flood technicians and boats operators through the FY2014 Technical Rescue Grant in the spring of 2015.
	Exercising	Joint Responsibility	Developing	Local Revenues	Once we have finished our initial training, we plan to begin conducting exercises through local funding
	Planning	Joint Responsibility	Developing	Local Revenues	The majority of the planning is done by the on-duty staff of the City of Cortland Fire Department in conjunction with Marathon Fire Department and the County Department of Emergency Response and Communications
September 1, 2015 - August 31, 2016	Certification/Credentialing	Joint Responsibility	Developing	FY2014 Technical Rescue/USAR Targeted Grant	We are still in the process of credentialing our people. This is being done through our FY2014 Technical Rescue Grant. Our focus will be shifting from developing to maintaining.
	Equipping	Joint Responsibility	Developing	FY2014 Technical Rescue/USAR Targeted Grant	We are still in the process of equipping our team. This is being done through our FY2014 Technical Rescue Grant. Our focus will be shifting from developing to maintaining.
	Training	Joint Responsibility	Sustaining/Maintaining	FY2014 Technical Rescue/USAR Targeted Grant	We are still in the process of training our staff. This is being done through our FY2014 Technical Rescue Grant. Focus will be shifting from developing to maintaining.
	Exercising	Joint Responsibility	Sustaining/Maintaining	Local Revenues	Once we have finished our initial training, we plan to begin conducting exercises through local funding
	Planning	Joint Responsibility	Sustaining/Maintaining	Local Revenues	The majority of the planning is done by the on-duty staff of the City of Cortland Fire Department in conjunction with Marathon Fire Department and the County Department of Emergency Response and Communications
	Certification/Credentialing	Joint Responsibility	Sustaining/Maintaining	Local Revenues	We will have completed initial credentialing and focus on maintaining.
September 1, 2016 - August 31, 2017	Equipping	Joint Responsibility	Sustaining/Maintaining	Local Revenues	We will have completed equipping our team and be focusing on maintaining existing equipment.
	Training	Joint Responsibility	Sustaining/Maintaining	Local Revenues	We will be focusing on refresher training in order to keep skills current.
	Exercising	Joint Responsibility	Sustaining/Maintaining	Local Revenues	In order to keep skills current, we will begin conducting exercises.

COMMERCIAL LEASE AGREEMENT

BETWEEN

THE CITY OF CORTLAND

AND

MADISON CORTLAND ARC

This Commercial Lease Agreement (“Lease”) is hereby entered into and made effective as of _____, 2014, by and between **the City of Cortland, NY**, a New York State municipality having its principal offices at 25 Court Street, Cortland, NY 13045 (“Landlord”) and, the Madison Cortland Chapter, NYSARC, Inc., a New York State Not-For-Profit Corporation, doing business as the **Madison Cortland ARC**, having offices at 701 Lenox Avenue, Oneida, NY 13241 (“Tenant”).

WHEREAS, Landlord is the owner of land and improvements commonly known as the Armory located on Wheeler Avenue, Cortland, New York (the “Premises”);

WHEREAS, Landlord desires to lease and license portions of the Premises as further described below and upon the covenants, conditions and provisions set forth herein; and

WHEREAS, Tenant desires to lease and license from Landlord such portion of the Premises as further described below and upon the covenants, conditions and provisions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises herein contained and other good and valuable consideration, it is agreed:

1. **Leased Premises**

Landlord hereby leases to Tenant and Tenant hereby leases from Landlord a portion of the Premises designed as two Offices located on the left side of the main entrance to the Premises (“Leased Premises”), and Landlord agrees to permit Tenant to have use of a Kitchen and the Classrooms located in the Premises, which use will be secondary to any and all activities of the City (“Licensed Premises”). In connection with the Leased Premises, Landlord agrees that Tenant shall have shared use of adjoining restrooms, parking lots, driveways and footways (“Common Areas”).

2. **Term**

The Term of this Lease shall begin upon _____ and shall terminate upon _____, unless otherwise terminated as provided in this Lease (“Initial Term”). Landlord shall use reasonable efforts to give Tenant possession as early as possible at the beginning of the Initial Term. Tenant shall make no claim against Landlord for any such delay; however, in the event of delay, Tenant’s Rental Payment shall be prorated and rental payments shall be reduced by \$20.00 per day during the month(s) in which the delay occurs. The term of this Lease Agreement may be extended

for an additional one year term (“Renewal Term”) upon Tenant’s written confirmation of Tenant’s intent to renew this Lease Agreement delivered to Landlord at least three months prior to the expiration of the Rental Term or Renewal Term, provided that the amount of the monthly rental payment shall be negotiated and the Landlord shall give its written consent to the Renewal Term at least two months prior to the commencement of each Renewal Term.

3. **Rental**

The Landlord shall rent the Leased Premises and Licensed Premises to Tenant in exchange for Tenant’s payment of rent in the amount of \$600.00 per month, which shall be due and payable by Tenant on the first day of each and every month during the Term of this Lease. The following utilities are included in the rental payment: heat, electricity, water and waste disposal. Tenant shall be responsible for all other utility expenses.

4. **Use**

Tenant shall make use of the Leased Premises and Licensed Premises for its business and training purposes in accordance with all applicable ordinances, laws, rules, and regulations. Tenant shall not make or suffer waste or unlawful use of the Leased Premises, the Licensed Premises, or any of the Common Area thereof.

5. **Subletting and Assignment**

Tenant shall not sublet or assign this Lease without the prior written consent of Landlord, which consent shall be given or withheld for any reason or no reason in the sole discretion of the City.

6. **Repairs and Maintenance; Snow Removal; and Custodial Duties**

(A) Repairs and Maintenance: During the Lease Term, Tenant shall provide, at Tenant’s sole expense, all necessary repairs to and maintenance of the Leased Premises, except as set forth herein. Repairs shall include but not be limited to such items as routine repairs of floors, walls, ceilings, and other parts of the Leased Premises damaged or worn through normal occupancy, along with repairs and maintenance caused by the negligence, neglect, and/or willful misconduct of Tenant and/or Tenant’s employees, agents, clients, or invitees. Landlord shall be responsible for the major mechanical systems and roof repairs and maintenance, except to the extent caused by the negligence, neglect, and/or willful misconduct of Tenant and/or Tenant’s employees, agents, clients, or invitees.

(B) Snow Removal: Landlord shall provide snow plowing of the Premises’ parking area and driveways, and snow and ice removal from all common area footways in accordance with its normal operating activities. Notwithstanding the foregoing, in the event that Tenant shall use the Leased Premises and/or Licensed Premises when the Premises are not open to the public or otherwise maintained according to the Landlord’s customary operating activities, then for the benefit of Tenant and its Invitees only, and at Tenant’s

sole expense, Tenant shall remove snow and ice from the front walkway leading to the main entrance of the Premises. Landlord shall have no greater liability to Tenant or to Tenant's Invitees than to the public for Landlord's failure to remove snow from Landlord's parking lots, driveways and footways.

(C) Custodial Duties: Tenant shall perform and be solely responsible for all custodial duties for the Leased Premises.

7. **Condition of the Leased Premises: Alterations and Improvements**

(A) Prior to occupancy of the Leased Premises, Tenant shall inspect the Leased Premises, the Licensed Premises and interior and exterior Common Areas, and make such alterations and improvements to the Leased Premises, at its sole expense, as Tenant deems necessary for Tenant's use of Leased Premises. Prior to making any such alterations and improvements, Tenant shall submit a written description of the same to Landlord for Landlord's written approval, which shall not be unreasonably withheld. If Tenant does not make any such alterations and improvements, Tenant accepts the Leased Premises "as is".

(B) Tenant shall have the right to place and install personal property, equipment and other temporary installations in and upon the Leased Premises. All personal property, equipment, machinery, trade fixtures and temporary installations, whether acquired by Tenant at the commencement of the Lease Term or placed or installed on the Leased Premises by Tenant thereafter, shall remain Tenant's property free and clear of any claim by Landlord. Tenant shall have the right to remove the same at any time during the Term of the Lease provided that all damage to the Leased Premises caused by such removal shall be immediately repaired by Tenant at Tenant's sole expense.

8. **Insurance**

(A) If the Leased Premises or any other part of the Premises is damaged by fire or other casualty resulting from any act or negligence of Tenant or any of Tenant's agents, employees or invitees, Tenant shall be responsible for the costs of repair not covered by insurance.

(B) Landlord shall maintain fire and extended coverage insurance on the building and the Leased Premises in such amounts as Landlord shall deem appropriate. Tenant shall be responsible, at its expense, for fire and extended coverage insurance on all of its personal property, including removable trade fixtures, located in the Leased Premises.

(C) Tenant and Landlord shall, each at its own expense, maintain a policy or policies of comprehensive general liability insurance with respect to the respective activities of each in the building with the premiums thereon fully paid on or before due date, issued by and binding upon an insurance company approved by Landlord, such insurance to afford minimum protection of not less than \$1,000,000 combined single limit coverage of bodily injury, property damage or combination thereof. Landlord shall be listed as an additional insured on Tenant's policy or policies of comprehensive general liability

insurance, and Tenant shall provide Landlord with current Certificates of Insurance evidencing Tenant's compliance with this Paragraph. Tenant shall obtain the agreement of Tenant's insurers to notify Landlord that a policy is due to expire at least ten (10) days prior to such expiration. Landlord shall not be required to maintain insurance against theft within the Leased Premises, the building, or otherwise upon the Premises.

9. **Signs**

Upon Landlord's prior written consent, Tenant shall have the right to place on the Leased Premises, at locations selected by Tenant and approved by Landlord, any signs which are permitted by applicable zoning ordinances and private restrictions. Landlord may refuse consent to any proposed signage that is in Landlord's sole opinion too large, deceptive, unattractive or otherwise inconsistent with or inappropriate to the Leased Premises or use of any other tenant. Tenant shall be responsible for obtaining any necessary permission and authorization from governmental authorities or adjoining owners and occupants for Tenant to place or construct the foregoing signs. Tenant shall repair all damage to the Leased Premises resulting from the removal of signs installed by Tenant.

10. **Entry**

Landlord shall have the right to enter upon the Leased Premises at reasonable hours to inspect the same, provided Landlord shall not thereby unreasonably interfere with Tenant's business on the Leased Premises.

11. **Parking**

During the Term of this Lease, Tenant shall have the non-exclusive use in common with Landlord, other tenants of the building and the Premises, their guests and invitees, of the non-reserved common automobile parking areas, driveways and footways subject to rules and regulations for the use thereof as prescribed from time to time by Landlord. Landlord reserves the right to designate parking areas within the building or Premises or in reasonable proximity thereto, for Tenant and Tenant's agents employees, Landlord, and/or other tenants of the Premises.

12. **Building Rules**

Tenant shall comply with the rules of the building adopted and altered by Landlord from time to time and shall cause all of its agents, employees, invitees and visitors to do the same. All changes to such rules will be sent by Landlord to Tenant in writing.

13. **Damage and Destruction**

Subject to Section 8(A) above, if the Leased Premises or any part thereof or any appurtenance thereto is so damaged by fire, casualty or structural defects that the same cannot be used for Tenant's purposes, then Tenant shall have the right within ninety (90) days following damage to elect by notice to Landlord to terminate this Lease as of the date of such damage. In the event of minor damage by fire, casualty, or structural defects to any part of the Leased Premises, and if such damage does not render the Leased

Premises unusable for Tenant's purposes, Landlord shall promptly repair such damage at the cost of the Landlord. In making the repairs called for in this Paragraph, Landlord shall not be liable for any delays resulting from strikes, governmental restrictions, inability to obtain necessary materials or labor or other matters which are beyond the reasonable control of Landlord. The provisions of this Paragraph extend not only to the aforesaid matters, but also to any occurrence which is beyond Tenant's reasonable control and which renders the Leased Premises, or any appurtenance thereto, inoperable or unfit for occupancy or use, in whole or in part, for Tenant's purposes. Tenant shall not be obligated to pay rent for any time period that the Leased Premises, Licensed Premises, and Common Areas can not be used for Tenant's purpose due to such damage. In the event that a portion of the Leased Premises, Licensed Premises, and Common Areas are rendered unusable by fire, casualty, or structural defects, the amount of Tenant's rental payment shall be prorated accordingly, based upon the period of time and percentage of the Leased Premises, Licensed Premises, and Common Areas which cannot be used.

14. **Landlord's Covenant: Quiet Possession**

Landlord covenants and warrants only that upon performance by Tenant of all of its obligations hereunder, Landlord will keep and maintain Tenant in exclusive, quiet, peaceful, undisturbed and uninterrupted possession of the Leased Premises during the Term of this Lease.

15. **Indemnity**

Tenant shall indemnify Landlord for all claims, causes of action, liabilities, damages, and cost, including but not limited to reasonable attorneys' fees, arising out of or related to the negligence, neglect, and/or willful misconduct of Tenant and/or Tenant's employees, agents, clients, or invitees.

16. **Termination and Default; Sale of Premises**

(A) Events of Default: Each of the following shall be an event of default:

(1) If the rent due under this Lease, or any part thereof, remains unpaid thirty (30) days after its due date.

(2) If either party breaches this Lease in any other material respect and such breach remains uncured for at least thirty (30) days following written notice thereof from the non-breaching party.

(3) IF an petition in bankruptcy is filed by Tenant; if Tenant is adjudged bankrupt or insolvent by any court of competent jurisdiction; if a receiver or trustee in bankruptcy or receiver of the property of Tenant shall be appointed in any suit or proceeding brought by or against Tenant; or if Tenant makes an assignment for the benefit of creditors.

(B) Termination: In the event of a default, the non-defaulting party may terminate this Lease by giving notice thereof to the defaulting party. Said notice shall state the date

the Lease shall terminate, which shall be at least seven (7) days after the date the notice is sent. Landlord may remove Tenant by summary proceeding or any other action or proceeding available at law or in equity.

(C) Damages and Costs: In the event either party shall be in default under this Lease, the defaulting party shall be liable to the non-defaulting party for all damages available to the non-defaulting party, at law or in equity, and the defaulting party shall pay to the non-defaulting party all costs and expenses (including, without limitation, reasonable attorneys' fees and disbursements, whether or not any action or proceeding is commenced), incurred by the non-defaulting party in enforcing any of the covenants, in recovering possession of the Premises, in collecting any delinquent rent or other charge payable hereunder, or in connection with any litigation commenced by or against the defaulting party to which the non-defaulting party, without fault on its part, shall be made a party. If Landlord or Tenant shall fail to make payment or take any action as provided in this Lease, then the non-defaulting party, at its option may make such payment or take such action on the defaulting party's behalf, and the defaulting party shall repay the non-defaulting party, upon demand, the full amount so paid and/or the costs or expenses so incurred to take such action. If Tenant is the non-defaulting party, Tenant may deduct such sums due from Landlord from the rents and charges due from Tenant to Landlord under this Lease.

(D) Sale of the Premises: Notwithstanding any other provision contained in this Lease, in the event that Landlord sells the Premises, this Lease shall terminate upon the date of such sale without any further obligation or liability hereunder by either Landlord or Tenant. In such event, Landlord shall provide Tenant with notice of such termination as soon as practicable, but at least ninety (90) days prior to the date of the sale.

17. Notice

Any notice required or permitted under this Lease shall be deemed sufficiently given or served if sent by United States certified mail, return receipt requested, addressed as follows:

If to Landlord: The City of Cortland
 Office of Administration and Finance
 25 Court Street
 Cortland, NY 13045
 607-749-0678

If to Tenant Madison Cortland ARC
 701 Lenox Ave.
 Oneida, NY 13421
 315-363-3389

Landlord and Tenant shall each have the right from time to time to change the place notice is to be given under this Paragraph by written notice thereof to the other party.

18. **Headings**

The headings used in this Lease are for convenience of the parties only and shall not be considered in interpreting the meaning of any provision of this Lease.

19. **Successors**

The provisions of this Lease shall extend to and be binding upon Landlord and Tenant and their respective legal representatives, successors and assigns.

20. **Consent**

Except as otherwise set forth in this Lease, Landlord shall not unreasonably withhold or delay its consent with respect to any matter for which Landlord's consent is required or desirable under this Lease.

21. **Compliance With Law**

Tenant shall comply with all laws, orders, ordinances and other public requirements now or hereafter pertaining to Tenant's use of Leased Premises. Landlord shall comply with all laws, orders, ordinances and other public requirements now or hereafter affecting Landlord's ownership of the Leased Premises.

22. **Wavier of Breach and Severability**

No waiver of a breach of any of the covenants of this Lease shall be construed to be a waiver of any succeeding breach of the same or any other covenant. The invalidity of any provision of this Lease as determined by a court of competent jurisdiction shall in no way affect the validity of any other provision hereof.

23. **Final Agreement**

This Agreement terminates and supersedes all prior understandings or agreements, whether oral or in writing, on the subject matter hereof. This Agreement may be modified only by a further writing that is duly executed by both parties.

IN WITNESS WHEREOF, the parties have executed this Lease as of the day and year first above written.

THE CITY OF CORTLAND, NY

By: _____
Brian Tobin, Mayor

MADISON CORTLAND ARC

By: _____
Mary Patricia, President

mayorofc

From: Ray Parker
Sent: Tuesday, September 30, 2014 12:31 PM
To: mayorofc
Subject: Registrar

Hi Shellie,

As previously discussed, please put on the agenda, a request to council for making Ashley a deputy registrar. Thanks

Raymond A. Parker
Clerk, City of Cortland
25 Court Street
Cortland, New York 14045
Telephone: (607) 756-6521
Fax: (607) 756-4644
Email: cityclerk@cortland.org



CORTLAND YOUTH BUREAU

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

TO: Mayor Tobin
Mack Cook, Director of Administration
Lori Crompton, Finance Department

FROM: John McNerney, Youth Bureau Director

DATE: September 29th, 2014

RE: Donations to Jim Partigianoni Scholarship Fund

I would like to ask the Common Council to accept and recognize the following donations which will benefit the Jim Partigianoni Scholarship Fund. Scholarships are available for individuals of all ages, who, for financial reasons, would otherwise be unable to participate in CYB programs. Scholarship request forms must be completed and submitted to the Cortland Youth Bureau.

These funds were collected by having a benefit softball tournament for the fund. The amount deposited into the fund should be \$1,925.00. A special thank you to Laurie Crandell Hogan for planning and organizing the successful event.

Feel free to call me with any questions or concerns. Thank you !!!



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

FROM: John McNerney, Youth Bureau Director

RE: Donation for Greg's Field at Beaudry Park

DATE: September 30th, 2014

The SUNY at Cortland Sports Management Club hosted the 19th Annual Wingate Open golf tournament on Saturday, September 20th. The benefit tournament was held to raise funds for Greg's Field renovation at Beaudry Park. I would like to ask the common council to accept and recognize the following donation of \$2,000.00. Funds should be deposited into the Greg's Field Trust Fund.

Feel free to contact me with any questions at 753-3021 ext.23.

**REQUEST FOR PROPOSALS FOR CONSULTING SERVICES
WICKWIRE POOL RENOVATION PROJECT - CITY OF CORTLAND
October 2014**

CONTENTS:

- 1.0 INTRODUCTION
- 2.0 INVITATION
- 3.0 SITE LOCATION
- 4.0 SCOPE OF WORK
- 5.0 DESIGN TEAM PROPOSAL
- 6.0 PRESUBMISSION MEETING
- 7.0 FEES
- 8.0 SELECTION AND AWARD
- 9.0 QUESTIONS
- 10.0 ADDITIONAL INFORMATION AVAILABLE FOR REVIEW
- 11.0 PROPOSAL SUBMISSION
- 12.0 TENTATIVE SCHEDULE
- 13.0 EXISTING FACILITY PHOTOS, PLAN & SKETCHES, ETC.

1.0 INTRODUCTION

The City of Cortland is soliciting proposals from firms to provide architectural and engineering design and consulting services related to the preparation of design and bid documents and design oversight for the construction of the Wickwire Pool Renovation Project. The Wickwire Pool Renovation Project will entail a full range of significant improvements including the perimeter gutter/recirculation system, upper wall and pool bottom modifications, shell liner system, main drain replacement, full replacement of the pool system filters, disinfection, piping, and valves, new fencing and decking and other related items as more fully described in Section 4.0 (Scope of Work) below. The work will include design development; civil, landscape, and MEP plans; preparation of technical specifications and drawings based on the equipment supplier selected; and final design, bidding and construction related activities.

2.0 INVITATION

Subject to having experience relevant to the noted scope of work, the City of Cortland invites architectural and engineering firms, individually or in collaborative teams, to submit a fee proposal for this work. It is expected that the prime consultant or members of their team have significant experience in institutional projects and design of recreational facilities. It is expected that the individuals overseeing and managing the project are qualified New York State licensed professionals.

3.0 SITE LOCATION

The project is located in Suggett Park in the City of Cortland and is more specifically located at the Wickwire Pool, adjacent to the Homer Avenue entrance to Suggett Park.

4.0 SCOPE OF WORK

This is a Request for Proposal to provide detailed program development and architectural and engineering services for design, construction documents, cost estimates, bidding assistance and construction administration services to assist the City of Cortland in remodeling of the Wickwire Pool site and amenities. The approximate project budget totals \$900,000 - including consultant fees.

The scope of work will be separated into two phases. The first phase will be schematic design and cost estimates. The second phase will include the remaining four basic service phases of the project:

Phase I:

- Schematic Design
- Preliminary Project Phasing
- Preliminary Projected Cost Estimates

Phase II:

- Design Development
- Construction Documents
- Bidding and Negotiation
- Construction Administration & Periodic Inspection

This project involves the following work:

A. Pool Shell, Perimeter, Deck, and Fence

- Remove upper portion of pool wall.
- Modify and construct new perimeter recirculation system.
- Modify deep end to create new "deep end" to have a water depth no greater than 5'.
- Stabilize and remove/patch pool shell walls and pool bottom in preparation for newly lined shell (membrane liner, fiberglass, etc.).
- Abandon existing drains and piping and install new main drains and piping in deep end.
- Replace all existing concrete decking with new concrete decking including proper deck drains, etc.
- Replace existing chain link fence fabric with new, more attractive fencing option.
- Straighten, prep, and paint all existing fence posts.
- Strengthen and stabilize those portions of concrete pool wall that are deficient.

B. Pump House

- Remove and replace all piping, valves, fittings, etc. and replace with new as required.
- Remove and replace entire filtration system.
- Remove and replace entire disinfection and chemical feed system in conjunction with new water treatment monitoring and control system.
- Upgrade existing electrical system as needed.
- Modify backwash and wastewater disposal system so as to comply with present regulations.

C. Alternates To Be Considered

- Modification and expansion of pool footprint and decking to incorporate a zero entry access which includes a wading pool feature.
- Utilization of the existing perimeter piping in conjunction with any new perimeter gutter system.
- Replacement and modification of primary entry into pump house to improve overall access.

The above represents an initial concept outline, subject to modification and validation. It is the intent that this work will be completed in planned phases to minimize disruption to the public and staff; thus the construction work will take place during the period of the pool closure from Labor Day 2015 through May 2016. The completion date of May 2016 is required to allow the Recreation staff access to the pool area for the month of May to begin start-up procedures for the summer 2016 recreation season.

Costs and construction schedule control are to be reviewed by the consultant throughout the process; any deviations from approved cost and schedule must be immediately addressed. The consultant will track all project costs, including soft costs, and other project charges as provided by the City, to ensure that overall budget guidelines are followed.

Meetings and site visits with City of Cortland staff will be required, and meeting minutes throughout the project will be provided by the consultant.

All regulatory requirements of the New York State Department of Health, New York State and City of Cortland Building and Fire Codes, Workplace, Health and Safety, OSHA and other applicable codes/bylaws must be met.

The consultant will be required, in cooperation with the owner, to attend and facilitate preliminary public input meetings and/or forums and consider input from the City staff.

The consultant may be required to represent the owner for technical questions during the design process to the public, City Council, Administration or general informational staff meetings.

The consultant will be required to represent the owner for technical questions during the Pre-bidding conference and a single walk-through with the prospective contractors. Questions from the contractors about the project, after the site visit, will be handled in writing by the consultant as part of an addendum with the owner. The consultant will review and evaluate the returned bid forms and make a recommendation to the owner.

5.0 DESIGN TEAM PROPOSAL

Your design team's proposal should have an introductory letter that includes:

- Primary consultant's name (show complete legal name)
- Contact person
- Number of years in business
- Type of business (sole proprietorship, partnership, corporation, other)
- Size of each firm (if collaborating)

Your design team and related experience must be identified in a statement of relevant experience. Projects should be listed where similar work was completed.

Attach a list with a minimum of three references of projects of similar scale and nature that the proposed project manager from the design team has been the direct lead. Include client contact information. Attach a proposed project schedule.

6.0 PRESUBMISSION MEETING TO TOUR THE SITE

A mandatory pre-submission meeting will be held at 10 a.m. on Wednesday, November 5, 2014. Attending this meeting will be required as part of the proposal submission. This meeting is to allow consultants to view the pool and facility areas unencumbered and with staff present. The meeting will be held on site at Wickwire Pool located in Suggett Park, just off (west) of Homer Avenue 0.15 miles north of Madison Street in the City of Cortland.

7.0 FEES

Within a separate sealed envelope enclose a letter, outlining your expected fees and schedule of work. All billable hours including client meetings and site visits should be included in a not-to-exceed fee for the Phase I and a phase by phase N.T.E. for the work in Phase II. Also provide separate additional fees for both the Phase I and Phase II tasks associated with each Add Alternate element of work noted.

Note: Items such as travel, accommodation and meal costs, for out-of-town consultants are to be covered by the proposed fee.

8.0 SELECTION AND AWARD

Interviews may be conducted as part of the selection process.

The City of Cortland may require clarification from applicants to assist in making its evaluation.

The City of Cortland reserves the right to either select the proposal that, in its view, constitutes the best overall value for the City or to not select any proposal. Firms participating in the consultant selection process will be responsible for all costs incurred to respond to this RFP.

The responses and accompanying documentation submitted by Consultant Firms become the property of the City of Cortland and will not be returned.

The Consulting Firm is obligated to inform the City of Cortland, in a timely manner, of any changes to key personnel, ownership, financial position or any other information related to this project.

The City of Cortland reserves the right to contact owners, owner's representatives and/or consultants on any construction projects that have been carried out by the proponent, as well as the references provided in this Statement.

It is the intent of the City of Cortland to enter into a contract or a signed proposal with the selected team. The City of Cortland reserves the right to conduct negotiations in the areas of scope of work and the identified deliverables, with the selected team. It is not the intent of the City to negotiate lower pricing nor is it the intent of the City to allow for new or significant altered proposals, but rather to ensure that the City has the flexibility it needs to arrive at a mutually agreeable final contract.

9.0 QUESTIONS

All questions arising during this proposal period must be directed as follows:

John McNerney, Director
City of Cortland Youth Bureau
35 Port Watson Street
Cortland, NY 13045
Tel: (607) 753-3021, Ext. 23
Email: mcnerney@cortland.org

- Before 12 a.m. (noon) on Wednesday, November 12, 2014
- All questions and answers will be posted on the City of Cortland Wickwire Pool Renovation Project website at www.cortland.org [click on "Youth Bureau" at the bottom of the left column, and then scroll to "Wickwire Pool Project"], by 5 p.m. on Monday, November 17, 2014.

- It is the responsibility of any company or party submitting a proposal to reference and access the City of Cortland Wickwire Pool Renovation Project website for updated information prior to submittal.

10.0 ADDITIONAL INFORMATION AVAILABLE FOR REVIEW

The City also has additional information related to the pool which can be examined at the Youth Bureau Offices located at 35 Port Watson Street, Cortland, NY 13045. Please call first (607) 753-3021 to confirm office is open. They include:

- Design drawing: Revision of Filter Room, prepared by Paddock Pool Builders (November 1972)
- Design drawing: Balance Line, Pump and Heater Renovation, prepared by William Albern, P.E., Consulting Engineer (April 1979)
- Design drawing: Wickwire Pool Improvement Project, prepared by Resource Associates (August 1986)
- Report: Wickwire Pool Conditions Assessment, prepared by Teter & Teter design consultants (June 30, 2012)

11.0 PROPOSAL SUBMISSION

- Before 5 p.m. on Friday, November 21, 2014
- Deliver 3 copies of the proposal with the original, clearly marked original (for a total of 4)
- Deliver Proposals entitled and addressed to:

“RFP: Wickwire Pool Renovation Project”
 City Clerk’s Office
 City of Cortland
 25 Court Street
 Cortland, NY 13045

12.0 TENTATIVE SCHEDULE

Tentative project schedule is as follows:

- November 5, 2014 Pre-submission meeting on-site at Wickwire Pool, (Sec 6.0)
- November 12, 2014 Last date for questions from prospective firms
- November 17, 2014 Last posting of questions and answers on City RFP website
- November 21, 2014 RFP submission deadline 5:00 p.m.
- Nov 24 – Dec 3, 2014 Staff Review of RFP submittals
- December 10, 2014 Firms for Short List interviews are selected and notified
- December 16-18 Tentative dates for interviews with Short List firms
- January 6, 2015 City Council approval to hire

13.0 EXISTING FACILITY PHOTOS, PLAN & SKETCHES, ETC.

From: Jane Witty <jane@cortlanddowntown.com>
Sent: Wednesday, September 10, 2014 2:19 PM
To: Chief F. Michael Catalano; Charles Glover
Cc: mayor; adam@cortlanddowntown.com
Subject: Halloween Parade logistics

Chief Catalano and Chief Glover,

I'm writing to ask your advice regarding a street closing request I'd like to make for the revival of Cortland's Halloween Parade October 30. A little bit about our plans for the parade to date to help you understand our need:

In response to frequent pleas to bring the Halloween Parade back, CDP's Promotions Committee connected with Cortland Elks Lodge's Exalted Ruler John Pinto. John attained a youth leadership grant to fund the parade by partnering with Cortland High School's Link Crew (Junior and Senior-year mentors) to be co-organizers of this event. While the majority of the planning will be done by our youth colleagues, there are some important points of logistics we need to figure out with the city in order to set the scope and parameters for further planning.

The Halloween Parade is date set for Thursday, October 30, with line up at 6:30 at Elks Lodge on Groton Avenue. The Thursday date/time was selected to coincide with Thursday's extended retail hours, (but outside of heavy commuter traffic time), and we hope to have retail participation for post parade trick-or-treating or other related involvement.

We'd like to have the parade begin to line up at the Elks lodge and at 7:00pm travel south on Main Street, stopping at the post office. Parade participants could then be directed to return back to the Elks Lodge on the sidewalks to visit participating businesses on the way back. There will be a costume judging component to the parade, and the parade will be open to all ages. Pedestrians, wagons, bicycles permitted, but no motorized vehicles.

-To protect participants lining up at the Elks side entrance for the parade, we'd need to request having the Groton Avenue parking lot entrance nearest the Elks lodge to be blocked off that evening between the hours of 6:00pm and 7:30pm (the entrance closest to Hollywood would remain open)

-We would need the length of Main Street closed for the duration of the parade (about 30 minutes)*

*How would we best prevent parked cars from exiting during the parade? We really do not want to interrupt traffic to our downtown businesses for too long by closing down the street hours before the short event, but want to keep our participants safe. Perhaps we could clearly posted that the street will be closed briefly 6:50-7:20 (or whatever time period deemed best to halt traffic for the parade) and have volunteer spotters stationed along the parade route to hold traffic during the parade?

Please share your advice and suggestions on how the parade can be accomplished with both these concerns (safety & minimally interrupted traffic) in mind so that I may incorporate them in the formal request made to City Council for their October 7 agenda.

Many thanks,

Jane Witty
Office Manager and Event Coordinator
Cortland Downtown Partnership
Mobile (best): 607.591.7903
BIC Office: 607.299.4682
CDP Office: 607.753.4928





September 24, 2014

City of Cortland Common Council
City of Cortland Department Heads
City Hall
25 Court Street
Cortland, NY 13045

Dear Mayor, Aldermen, and Department Leaders,

A number of people expressed to us their interest in reviving the downtown Halloween Parade that existed between 1936 and 1998. While the world is a different place than what it was in 1936—or 1998 for that matter, the nostalgia to gather downtown for a safe, family-friendly tradition endures. Our Promotions Committee considered the parade in the past, but it wasn't until the serendipitous connection with Cortland Elks Lodge Exalted Ruler John Pinto did plans come together.

Mr. Pinto secured an Elk's Promise Grant for Cortland High School's Link Crew, led by Health Educator Link Crew Coordinator Amy Johnson. Promise Grants offer Lodges a chance to be a positive influence in their communities by holding an event that builds the character and competence of local youth. The Link Crew students are our parade co-organizers, sharing a portion of their grant to help fund the parade. I believe this is the first time that local youth have been involved at a key level in planning details and execution of the event. Representatives from local businesses and organizations on our Promotions Committee have been significant contributors as well: Magpie Handcrafted Treasures and Curiosities, GERALD Lynn Stitcher's Dream, SUNY Cortland Alumni House, SUNY Cortland Institute for Civic Engagement, Deli Downtown, Cortland Downtown Farmers' Market, The Funk & Jackson Group, Carbon Copies, Chiller Haunted House, Cortland Elks Lodge, NBT Bank. Everyone's perspective, time, and enthusiasm in making the parade a reality this year is greatly appreciated.

The Halloween Parade set for Thursday, October 30, with line up at 6:30pm at the Elks Lodge on Groton Avenue. The parade starts in the alley between the Pawn Shop and Community Restaurant at 7:00pm, travelling south on Main Street, ending at the post office. The Youth Bureau's showmobile will be parked (for costume contest announcements) in front of the post office. All Cortland County children under the age of 18 are invited to participate individually, in a group, or as a family.

The Cortland Downtown Partnership would like to request Council's consideration of the following at the October 7, 2014 meeting:

1. PARADE PERMIT APPLICATION – Police and Fire departments have been consulted regarding this event. The Parade permit application has been submitted for the Police Chief's review and approval. Logistics will be coordinated with Deputy Chief Sandy and Lt. Guerrero. A copy of the parade permit is submitted for Council's reference.

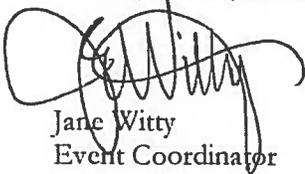
2. PARKING LOT CLOSURE REQUEST – To protect participants lining up at the Elks side entrance for the parade, we request a portion of the Groton Avenue parking lot entrance nearest the Elks Lodge to be blocked off that evening between the hours of 6:00pm and 8:00pm (the entrance closest to Hollywood would remain open). A diagram of the space we intend to use is provided, and we understand the Police Chief and Fire Chief will determine the safest points to block off traffic.

In addition to police blockades, we'd like to use DPW's orange barricading fence to fill in barricade gaps to keep little ones well corralled.

3. STREET CLOSURE REQUEST – We request Main Street to be closed from Groton Avenue to Tompkins Street for the parade. A diagram of the space we intend to use is provided. The Street Closure Application is submitted for Council's review and approval.
4. SOUND PERMIT – No parade is complete without music, and we hope to have live musicians participate in the parade. Additionally, we will use the Youth Bureau's sound system for costume contest announcements. The Sound Device Permit Application is submitted for Council's review and approval.
5. WAIVER OF SHOWMOBILE FEE – We have reserved the Youth Bureau Showmobile for October 30, to be installed in front of the Post Office. The Showmobile Request Form is provided for Council's review and consideration to waive the \$150.00 fee.

I encourage you to contact me with any questions about the event so that I can provide answers to you at the October 7 Common Council meeting.

Thank you for your consideration.



Jane Witty
Event Coordinator

Attachments – 6 pages

Cortland Police Department Parade Permit Application

This application must be filed with the Chief of Police of the City of Cortland, New York, in compliance with Chapter 199, section 199-1 of the Code of Ordinances of the City of Cortland, New York, fifteen (15) days prior to the event.

Jane Witty, Event Coordinator
Name of Applicant/Title

September 24, 2014
Application Date

Address of Applicant

Cortland Downtown Partnership of Cortland Elks Lodge
Name of Organization Sponsoring Parade/Demonstration

607.591.7903 (cell)
Telephone Number

CDP - 9 Main Street; Elks Gorton Avenue
Address of Organization

October 30, 2014
Date of Event

Thursday
Day of Week

6:30 line up
7:00 parade
Start Time

9:30
Finish Time

Parade Route/ Demonstration Location: Parade registration at the Elks Lodge side entrance, using a portion of the Gorton Avenue lot for participants as well as the Elks function room. Parade head to be at Main Street alley between Pawn Boss and Community Restaurant, wrapping around the length of the Community/Elks building. Parade to begin at 7:00pm and end at Youth Bureau Showmobile stationed in front of the

Scheduled stops along the route and reason for stop: post office. (Diagram supplied)
No stops until Post Office when judging/announcements will take place.

Is a police escort required: yes no

Number of people scheduled to participate:

300-500? pre-registration will help with estimate
participants & spectators

Number of vehicles in line of march:

none

Number of horses in line of march:

none

Number of animals (not being transferred):

none

Is any other noise making units scheduled to participate: yes - we plan to use the showmobile's

If yes, explain: sound system and are inviting local marching bands and musicians to participate

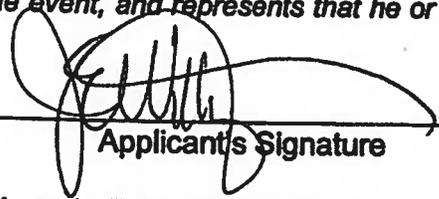
Will guns (explosives) be fired and spent shells ejected: yes no
Will bicycles be allowed in line of march: yes no
Number of persons scheduled for parade/demonstration control: at least 10
Specific organization engaged for control: We plan to have at least
10 Elks Lodge members to volunteer to assist
with parade control.

Indemnity Agreement

By signing below, Applicant agrees that the Sponsoring Organization will indemnify and hold harmless the City of Cortland with respect to any and all claims for personal injury or property damage arising from the activity which is the subject of this application, and represents that the Applicant is duly authorized to bind the Sponsoring Organization in that regard.

By signing below, as a condition of the issuance of this permit, Applicant agrees to furnish the City of Cortland with a copy of the Sponsoring Organization's insurance certificate listing the City as an additional insured in accordance with the City of Cortland's requirements, such insurance certificate to be provided in time for the City's insurance advisor to review and approve it before the permit is issued.

By signing below, Applicant agrees that the Sponsoring Organization will pay the actual cost of restoring any area damaged as a proximate result of the event, which is the subject of this application, to as good a condition as it was before the event, and represents that he or she is duly authorized to make this promise, as well.


Applicant's Signature

The aforementioned application has been reviewed. This application has been

approved

denied

Chief of Police

Date

Remarks: _____

Certificate of Insurance on file: yes no
(Will provide insurance rider)

APPLICATION
For Street Closings
PLEASE PRINT ALL INFORMATION

Today's Date: September 24, 2014
Address of Street Closing: Main Street; Groton Avenue to Tompkins

Describe Event: Halloween Parade

Applicant Witty Jane PH # 607.591.7903
Last First MI (Home) (Work) cell

Address: Portland Downtown Partnership E-mail Address: jane@portlanddowntown.com
Street 9~~th~~ Main Street
Portland NY 13045
City State Zip Code

Date of Street Closing: October 30, 2014 Alternate or Rain Date: none

- event -
Start Time: 6:30 AM or PM Finish Time: 8:30 AM or PM
* (No earlier than 9:00 AM) * (No later than 8:00 PM)

(*Unless altered by Common Council)

Estimated # of persons attending: 300-500+

Will amplified music be provided?: yes
(If yes, refer to requirement #8 for compliance)
City Ordinance Sct. 193-5 requires Common Council permission; SCT. 193-7 requires \$250 fee

Will alcohol be available? no
If so, which address(es) will have alcohol? _____

Alcohol is only allowed on private property. All State and City alcohol laws still apply during Street Closings.

A Street Closing permit does not allow the sale of alcohol or the consumption of alcohol on public property or by persons younger than 21 years of age.



**CITY OF CORTLAND
OFFICE OF CITY CLERK**

25 COURT STREET • CORTLAND, NY 13045
PHONE (607) 756-6521 • FAX (607) 756-4644

JUDITH CHAMBERLIN
CITY CLERK

SOUND DEVICE PERMIT

DATE REQUESTED: October 30, 2014 ISSUANCE DATE: _____
NAME: Jam Witty, Event Coordinator EXPIRATION DATE: _____
Cortland Downtown Partnership
ADDRESS: 9 Main Street TELEPHONE: _____
Cortland NY 13045

TYPE OF SOUND DEVICE: Soundmobile Times: 6:30-8:00 pm
NON-PROFIT: Yes sound system and live instruments

(*Please check if you are a non-profit group therefore no licensing fee applies)

LICENSE FEE: Fixed Location-\$250 Mounting upon Motor Vehicle-\$500

Fixed Location: For the use or operation of any radio, phonograph, microphone or other device by which sounds are magnified and caused to be heard over any public street or public place from any one fixed location and not in, or mounted upon a motor vehicle, the sum of \$250 for any day or part of a day for which the applicant desires permission hereunder. (Code of Ordinances 193-5 Noise Article II Sound Devices [adopted 8-5-1969 as Ch. 12, Art. VI, of the 1969 Code of Ordinances])

Mounting upon motor vehicle: For the use or operation of any radio, phonograph, microphone or other device by which sounds are magnified and caused to be heard over any public street or public place to be used in, or mounted upon, a motor vehicle, the sum of \$500 for any day or part of a day for which the applicant desires permission hereunder. (Code of Ordinances 193-5 Noise Article II Sound Devices [adopted 8-5-1969 as Ch. 12, Art. VI, of the 1969 Code of Ordinances])

RESTRICTIONS, IF ANY:

[Signature]
Signature of Applicant

9/24/14
Date

APPLICATION MUST BE FILED AT LEAST TWO (2) WEEKS BEFORE FUNCTION TO ALLOW TIME FOR PROCESSING.

**SHOWMOBILE REQUEST FORM
CITY OF CORTLAND YOUTH BUREAU
35 PORT WATSON STREET, CORTLAND, NY 13045
(607) 753-3021**

ORGANIZATION REQUESTING UNIT: Downtown Partnership - Halloween Parade

DATE(S) TO BE USED: October 30, 2014

SHOULD BE SET UP FOR USE BY: 5:00 P

SIZE OF UNIT: 32' X 8' _____ 32' X 16' X

SOUND SYSTEM: YES X NO _____

DESCRIPTION OF WHERE UNIT WILL BE LOCATED: in front of Post Office

****ORGANIZATION REQUESTING USE OF SHOWMOBILE MUST PRESENT VALID CERTIFICATE OF INSURANCE NAMING THE CITY OF CORTLAND AS ADDITIONAL INSURED FOR \$1,000,000.00.**

****PLEASE HAVE A 110 VOLT POWER SOURCE WITHIN 80 FEET OF SETUP IF ELECTRICAL EQUIPMENT IS REQUESTED.**

YOU ARE EXCLUSIVELY PERMITTED USE OF ABOVE SHOWMOBILE ON THE DATE(S) SHOWN ABOVE.

****AT LEAST SEVEN (7) DAYS IN ADVANCE ARE NECESSARY TO RESERVE THIS UNIT.**

****THE USE OF THE SHOWMOBILE WILL BE LIMITED TO THE BOUNDARIES OF CORTLAND COUNTY. FEE IS \$150.00**

PERSON IN CHARGE FROM REQUESTING ORGANIZATION:

NAME: Jane Witty PHONE: 591-7903

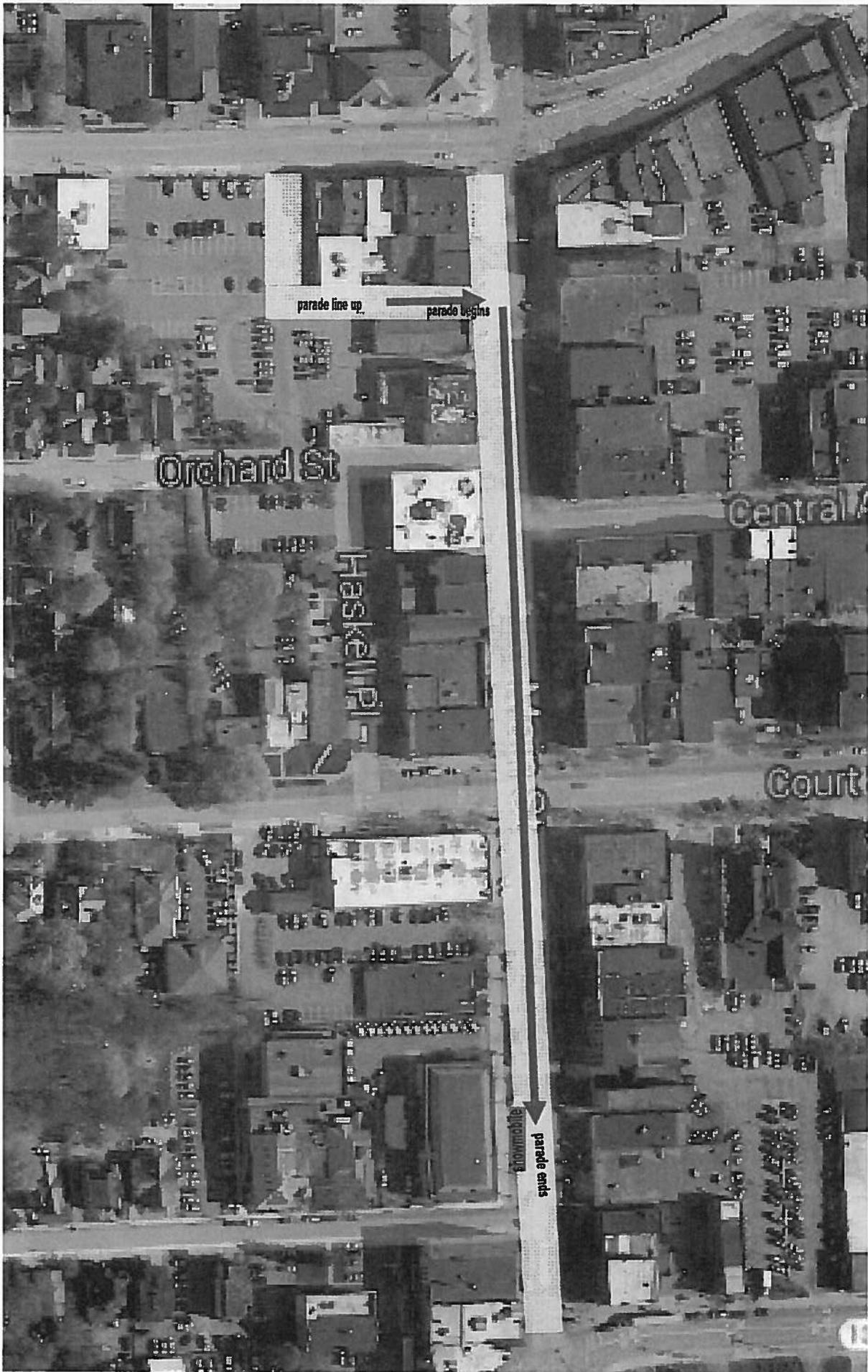
DATE OF REQUEST: 9/19/14

SIGNATURE OF PERSON RESPONSIBLE FOR UNIT: 

Code #145
Amount Paid Waived

Date Paid _____

Initials _____



parade line up

parade begins

Orchard St

HASKELL PL

Central Ave

Court

parade ends

parade ends

mayorofc

From: Jane Witty <jane@cortlanddowntown.com>
Sent: Thursday, October 02, 2014 10:46 AM
To: Paul Sandy; mayorofc; mayor; ward1; ward2; ward3; ward4; ward5; ward6; ward7; ward8; Charles Glover; Mack Cook; Nicholas Dovi; Chief F. Michael Catalano; City Clerk; lawdept; David Guerrero
Cc: adam@cortlanddowntown.com; Michael.Stoll@cortland.edu
Subject: RE: 10/7 Common Council / Halloween Parade requests

Deputy Chief Sandy,

A request to change the end destination of our earlier parade permit request:
After learning about the Halloween Parade revival, Mike Stoll, on behalf of the SUNY Cortland Lynn Parks Alumni House on Tompkins Street, stepped forward to offer the Alumni House back yard (and indoor bathroom facilities) as the landing spot instead of the Post Office. Alumni House would host activities, goodie bags, and provide sound system to announce costume contest winners. I recognize this adds an added bit of logistics to safely cross paraders at Tompkins Street, but Mike has a wide alumni network to garner volunteers to assist.

Jane Witty
Office Manager and Event Coordinator
Cortland Downtown Partnership
Mobile (best): 607.591.7903
BIC Office: 607.299.4682
CDP Office: 607.753.4928



From: Jane Witty [mailto:jane@cortlanddowntown.com]
Sent: Monday, September 29, 2014 12:51 PM
To: 'Paul Sandy'; 'mayorofc'; 'mayor'; 'ward1'; 'ward2'; 'ward3'; 'ward4'; 'ward5'; 'ward6'; 'ward7'; 'ward8'; 'Charles Glover'; 'Mack Cook'; 'Nicholas Dovi'; 'Chief F. Michael Catalano'; 'City Clerk'; 'lawdept'; 'David Guerrero'
Cc: 'adam@cortlanddowntown.com'; 'John Pinto'
Subject: RE: 10/7 Common Council / Halloween Parade requests

I've attached the insurance certificate for the parade.

Jane Witty
Office Manager and Event Coordinator
Cortland Downtown Partnership
Mobile (best): 607.591.7903
BIC Office: 607.299.4682
CDP Office: 607.753.4928



From: Paul Sandy [<mailto:psandy@cutland.org>]

Sent: Thursday, September 25, 2014 1:36 PM

To: Jane Witty; mayorofc; mayor; ward1; ward2; ward3; ward4; ward5; ward6; ward7; ward8; Charles Glover; Mack Cook; Nicholas Dovi; Chief F. Michael Catalano; City Clerk; lawdept; David Guerrero

Cc: adam@cutlanddowntown.com; John Pinto; AJohnson@cutlandschools.org

Subject: RE: 10/7 Common Council / Halloween Parade requests

Jane

Thank you for the parade application for your Halloween Parade, however, I need you to send a Certificate of Insurance. The Insurance must be a minimum of \$1,000,000.00 and name the City of Cortland as a second insured.
Thanks

Paul A. Sandy

Deputy Chief of Police

Cortland Police Department

25 Court Street

Cortland, New York 13045

(607) 758-8300

Immediate Past President

N.Y.S./E. Canada

FBI NAA

From: Jane Witty [<mailto:jane@cutlanddowntown.com>]

Sent: Thursday, September 25, 2014 1:09 PM

To: mayorofc; mayor; ward1; ward2; ward3; ward4; ward5; ward6; ward7; ward8; Charles Glover; Mack Cook; Nicholas Dovi; Chief F. Michael Catalano; City Clerk; lawdept; David Guerrero; Paul Sandy

Cc: adam@cutlanddowntown.com; John Pinto; AJohnson@cutlandschools.org

Subject: 10/7 Common Council / Halloween Parade requests

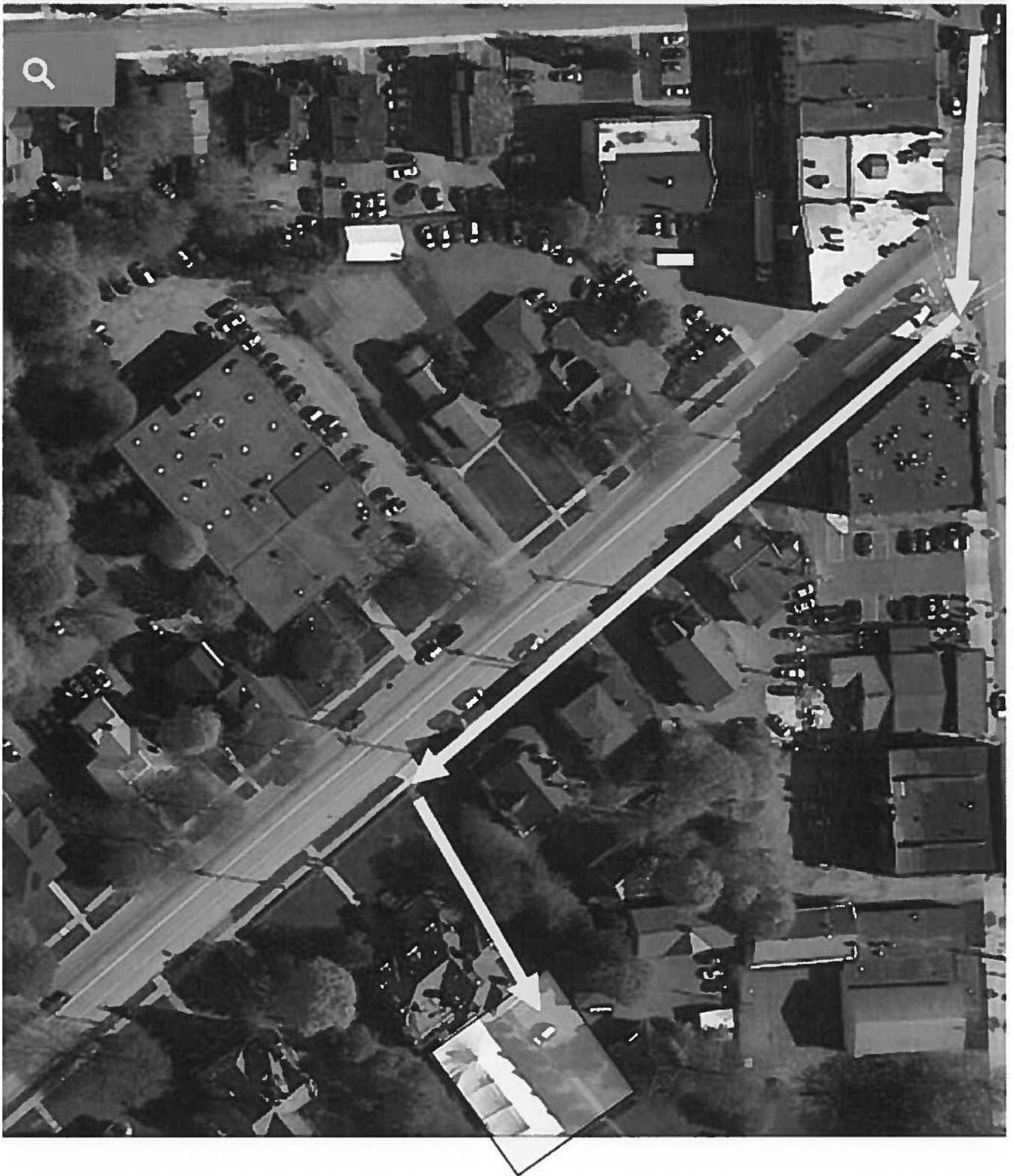
Mayor, Aldermen, City Department leaders,

I'm sending city applications and permits related to the October Halloween Parade for the Council's review and consideration at the October 7 Common Council meeting.

mayorofc

From: Jane Witty <jane@cortlanddowntown.com>
Sent: Thursday, October 02, 2014 12:52 PM
To: Chief F. Michael Catalano; Paul Sandy; mayorofc; mayor; ward1; ward2; ward3; ward4; ward5; ward6; ward7; ward8; Charles Glover; Mack Cook; Nicholas Dovi; City Clerk; lawdept; David Guerrero
Cc: adam@cortlanddowntown.com; Michael.Stoll@cortland.edu
Subject: RE: 10/7 Common Council / Halloween Parade requests

We are requesting that the parade crosses Tompkins Street and that traffic is stopped briefly at the intersection momentarily (as with First Light) and participants follow the sidewalk down to Alumni House. Between SUNY Cortland alumni, and student groups and other residents, we're confident we'd have enough volunteers to line along the sidewalk until paraders reach their destination. If we are granted permission for this route, we would not need the showmobile.



Jane Witty
Office Manager and Event Coordinator
Cortland Downtown Partnership
Mobile (best): 607.591.7903
BIC Office: 607.299.4682

To: File

From: Mack Cook

Re: Tank Removal Log

10/2/2014 2:11:04 PM

Log Entry 1

On the afternoon of Wednesday September 24, 2014, in the course of constructing a parking lot on City owned property immediately to the south and southeast of Fire Station 1, the Department uncovered the fill pipes leading to two Underground Storage Tanks (UST's).

Per protocol the Cortland County Department of Health was immediately notified

Per protocol the NYSDEC was then notified and approval obtained to retain Contento's Demolition (Contento's) to excavate the site and appraise the environmental hazard.

All work performed being performed by Department of Public Works at the site was immediately halted

On the morning of Thursday, September 25, 2014 Representatives from Contento's arrived on site, secured the site and took control of the excavation of the area

Per protocol, Microbac laboratory was retained to perform a field evaluation and soil and substance sampling

Further excavation revealed that both tanks contain a liquid substance

Per protocol Contento's retained the services of a certified and NYSDEC licensed liquid waste removal and Disposal Company

Removal and disposal commenced Thursday afternoon and Friday

On Monday, September 29, 2014 the now empty tanks were removed in accordance with NYSDEC and US EPA regulations and standards. Soil samples were taken by a licensed representative of Contento and transported to Microbac for testing

Further evacuations at the site was halted pending the results of the soil testing.

End at this point: 10/2/2014 2:15:00 PM

Balance of Page is left Intentionally Blank

Resolution No _____

City of Cortland

Common Council

RESOLUTION TO AUTHORIZE THE CITY TO ACCEPT PAYMENT OF FINES, CIVIL PENALTIES, RENTS, RATES, TAXES, FEES, CHARGES, REVENUE, FINANCIAL OBLIGATIONS, OR OTHER AMOUNTS INCLUDING PENALTIES, SPECIAL ASSESSMENTS AND INTEREST BY CREDIT OR DEBIT CARDS.

WHEREAS, NYS General Municipal Law, Section 5 permits the Common Council to authorize the City to enter into agreements with financing agencies or card issuers to provide acceptance of acceptance of credit and debit cards , and

WHEREAS, NYS General Municipal Law, Section 5 defines financing agencies to include bank or trust company, savings and loan association, private banker or investment company, as well as those in the business of purchasing retail installment contract, obligations or credit arrangements, and

WHEREAS, NYS General Municipal Law, Section 5 requires the agreement(s) to set forth the terms and conditions for accepting or declining payment by credit cards, and the manner in which in which the financing agency or card issuer will make payment of credit card charges to the City, and

WHEREAS, NYS General Municipal Law , Section 5 authorizes the payment of fees, including by discount, by the City to the financing agency or card issuer, and

WHEREAS, NYS General Municipal Law , Section 5 authorizes the City to accept payment of fines, civil penalties, rents, rates, taxes, fees, charges, revenue, financial obligations, or other amounts including penalties, special assessments and interest by credit or debit cards, and

WHEREAS, NYS General Municipal Law , Section 5 authorizes the City to charge a service fee to the cardholder limited to the amount of the costs incurred by the City in connection with the credit/debit card charge, and

WHEREAS, NYS General Municipal Law, Section 5 provides that payment by credit/debit card is conditional, and

WHEREAS, NYS General Municipal Law, Section 5 requires that if the City were to accept payment of taxes via internet that the City is to provide or direct its vendor to provide a confirmation pages which, at the least, includes (1) transaction date; (2) amount paid; (3) a unique confirmation number, and (4) notice to printout and return the confirmation page as a receipt.

NOW, THEREFORE, BE IT RESOLVED by Common Council of the City of Cortland that:

1. The Assistant Director of Finance, or his/her designee, is authorized to accept credit or debit cards for payment of fines, civil penalties, rents, rates, taxes, fees, charges, revenue, financial obligations, or other amounts including penalties, special assessments and interest by credit or debit cards.
2. The Assistant Director of Finance, or his/her designee, is authorize to recover credit and debit card processing fees paid by the City from the cardholder or account holder and it is reasonable to do so, the Assistant Director of Finance, or his/her designee, shall either account for, or

deduct costs from, funds received from the card issuer prior to distribution of funds to other governmental agencies or departments involved.

- 3. In accordance with General Municipal Law, Section 5 the Director of Administration and Finance is authorized to include all credit and debit cards agreements as contracts for banking services currently in effect or negotiated in the future.

The foregoing Resolution was adopted this ____ day of _____, 2014, by the following vote;

Ayes

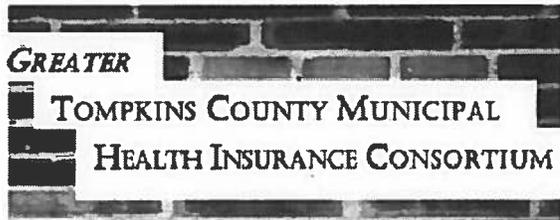
Nays

- Alderman Julie E. Bird
- Alderman Kathryn Silliman
- Alderman Ken Dye
- Alderman John G. Bennett, Jr.
- Alderman Clifton Dutcher
- Alderman Carlos Ferrer
- Alderman Linda A. Ferguson
- Alderman Thomas Michales

Approved: Ayes _____

Nays _____

ATTEST:
Clerk, City of Cortland, NY



Municipalities building a
stable insurance future.

R #12

125 E. Court Street
Ithaca, NY 14850
607-274-5590
INFO: consortium@twcny.rr.com
www.tompkinscountyny.gov/hconsortium

October 1, 2014

TIME SENSITIVE MATERIALS ENCLOSED

**COMING SOON: A REQUEST TO VERIFY YOUR SPOUSE'S
and/or YOUR DEPENDENT'S(S) ELIGIBILITY**

Beginning November 1, 2014, employees who cover spouses and/or dependents in the (municipality's name) health insurance plan that is provided through the Greater Tompkins County Municipal Health Insurance Consortium (Consortium) will be asked to provide documents that validate only legal spouses and/or legal dependents are enrolled. All references to dependents include Domestic Partnerships.

The Consortium is working with each municipality to assist in verifying the eligibility of each spouse and/or dependent enrolled in the Plan. To prepare for the next step in this process, you will want to locate government-issued marriage certificates, government-issued birth certificates, or any other documents that you may need to verify your spouse's and/or your dependent's(s') eligibility. We know this process may be an inconvenience, but all spouses and dependents covered by the Plan must be documented for 2015 or their coverage will be canceled.

You will be notified before any spouse or dependent is removed from coverage and you will be given an opportunity to provide additional information. That being said, your response to the verification request is required. If you do not provide documents that verify your spouse and/or your dependents, their coverage will be canceled.

To Get Started Now

Your employer will soon be asking you for copies of documents that prove your spouse and/or your dependent(s) currently enrolled in the Plan are, in fact, your eligible spouse and/or dependent(s). To start the process now, please gather the required documents to be sent to or shared with your employer.

Attached to this letter is a document which provides a list of eligibility requirements and approved documents by dependent type. Once you have identified your dependent type(s), gather your required documents and submit them or bring them to your employer's health insurance clerk. Once your spouse and/or dependent(s) have been verified by the proper documents, any copies you sent to your employer will be destroyed or maintained in confidential health file. **DO NOT SEND ORIGINAL DOCUMENTS!**

Why is the Consortium verifying dependents?

Providing affordable health care coverage is a challenge for most U.S. employers, and (municipality) is no exception. The Greater Tompkins County Municipal Health Insurance Consortium has a responsibility to all employees to ensure that the Plan covers only eligible spouses and/or dependents. Did you know that the majority of health care costs are for spouses and dependents? Other municipal organizations which have verified dependents in their health plans, have reported between 5% and 15% of spouses and/or dependents were not eligible. The desire to cover a loved one who may not be an eligible dependent is understandable, but unfair to both the taxpayers that cover the bulk of the premium and your teammates also paying a portion of the premium.

Consortium Members:

County of Tompkins ~ City of Ithaca ~ City of Cortland ~ Town of Caroline ~ Town of Danby ~
Town of Dryden ~ Town of Enfield ~ Town of Groton ~ Town of Ithaca ~ Town of Lansing ~
Town of Ulysses ~ Village of Cayuga Heights ~ Village of Dryden ~ Village of Groton ~ Village of Trumansburg



Municipalities building a
stable insurance future.

R #12 (CON'T)

125 E. Court Street
Ithaca, NY 14850
607-274-5590

INFO: consortium@twcny.rr.com
www.tompkinscountyny.gov/hconsortium

Who is considered an eligible dependent?

Generally speaking, eligible spouses and dependents for the purpose of this eligibility audit include, but are not limited to: legal spouse, same-sex spouse, domestic partners child (biological, adopted, step-child, or legal ward) up to age 26, and disabled child (biological, adopted, step-child, or legal ward) age 26 and older.

Can I remove an ineligible dependent from coverage before documentation is requested?

Yes. If you believe you have an ineligible dependent currently enrolled in the Plan, you may remove that person from coverage in the Plan at this time by contacting your employer's health insurance clerk. Provided you complete this task prior to the end of the amnesty period (February 28, 2015) you will not be exposed to any punitive actions.

What happens if I have enrolled an ineligible dependent in the Plan?

If you remove the ineligible dependent before **February 28, 2015**, no questions will be asked and no further actions will be taken. This will be considered an amnesty period during which Excellus BlueCross BlueShield and ProAct will not request repayment of ineligible claims. Spouses and/or Dependents voluntarily removed prior to February 28, 2015 will also be eligible for COBRA.

If you do not remove an ineligible spouse or dependent now or before February 28, 2015, and it is uncovered during this audit process:

- Excellus BlueCross BlueShield and ProAct may require you to repay the total cost of health care claims paid by the Plan for the ineligible spouse and/or dependent(s);
- Further action may be taken by the Plan as deemed necessary; and
- Your spouse and/or dependent(s) deemed ineligible will not be eligible for COBRA coverage.

Safeguarding Your Privacy

Your privacy is very important to us, and we have implemented technology, security features, and strict policy guidelines to safeguard the privacy of your individually identifiable information from unauthorized access or improper use. Physical documents submitted to your employer will be destroyed following verification of your spouse and/or your dependent(s) or maintained in confidential health files.

Contact Information

For further information on the process, please contact the Consortium: Don Barber, Executive Director

For further information from {municipality} contact: _____

We appreciate your cooperation in this effort.

Consortium Members:

County of Tompkins ~ City of Ithaca ~ City of Cortland ~ Town of Caroline ~ Town of Danby ~
Town of Dryden ~ Town of Enfield ~ Town of Groton ~ Town of Ithaca ~ Town of Lansing ~
Town of Ulysses ~ Village of Cayuga Heights ~ Village of Dryden ~ Village of Groton ~ Village of Trumansburg

The Bonadio Group

DEPENDENT ELIGIBILITY AUDIT

DATA SHEET

WHAT IS A DEPENDENT ELIGIBILITY AUDIT?

A dependent eligibility audit is the inspection of an employer's health benefit plan to ensure enrolled dependents are eligible to receive coverage. The key goals are:

- Reduce overall healthcare costs by eliminating claims paid for ineligible dependents
- Comply with laws related to operating a benefit plan as designed, and for the exclusive benefit of plan participants

A dependent audit from Bonadio could identify and remove from 6 to 12 percent of the dependents from your health plan who do not meet eligibility requirements. With annual healthcare costs ranging from an average of **\$3,000 to \$5,000 per dependent**, you'll **save real dollars right away**. Savings can be even greater if the plan is paying substantial medical claims for an ineligible dependent. All of those savings go right to your bottom line.

WHY SHOULD YOU PERFORM A DEPENDENT ELIGIBILITY AUDIT?

The many benefits of a dependent audit include:

- A. Comply with the Law**
Checking for ineligible dependents helps to ensure your organization is meeting its fiduciary responsibility to manage the plan for the exclusive benefit of eligible participants and beneficiaries.
- B. Control Wasteful Spending**
An audit will allow your company to identify and remove ineligible dependents who are covered by your company's health plan, ultimately saving your organization money each year.
- C. Establish Ongoing Eligibility Verification Standards**
For the most substantial reduction in future costs, conduct follow up audits on a regular basis to ensure that ineligible dependents do not migrate back into your plan.
- D. Projected Audit Cost Savings—Case Study Example**
 - Organization with 300 employees and 600 dependents
 - Estimated savings per dependent, per year, of \$3,500

Percent Ineligible	Ineligible Dependents	Savings Per Dependent Per Year	First Year Cost Savings
6%	36	\$ 3,500	\$ 126,000
8%	48	\$ 3,500	\$ 168,000
10%	60	\$ 3,500	\$ 210,000
12%	72	\$ 3,500	\$ 252,000

STOP RELYING ON THE HONOR SYSTEM— IT'S COSTING YOUR PLAN HUNDREDS OF THOUSANDS!

The simple fact is that almost every employer is carrying dependents on its plan who fail to meet its eligibility requirements. For far too long, employers have relied on the honor system to verify dependent eligibility. Even when combined with an employee affidavit, the honor system subjects employers to unnecessary liability. Whether attributed to a lack of understanding of eligibility rules by the employee or outright fraud, the bottom line is that ineligible dependents are enrolled in health plans because proper preventative measures are not being taken.

DID YOU KNOW:
Almost every employer is carrying dependents on the company's plan who fail to meet its eligibility requirements

In addition to the economic incentive, the dependent eligibility verification services help fulfill your fiduciary responsibility to manage the plan for the exclusive benefit of eligible participants and beneficiaries. The systematic verification of dependent eligibility demonstrates your commitment to running the plan in a fiscally responsible manner.

AUDIT PROCESS

Bonadio conducts comprehensive or full audits, meaning employees must submit documentation for each dependent to confirm that they meet eligibility requirements. The following steps provide a high level summary of the dependent eligibility audit process.

- 1** Meet with the organization leadership to design the audit plan and determine the best time period to conduct the audit. We provide an internal communication document to send out to members explaining the audit and its purpose.
- 2** We import all enrollment data into our system, and send out the first mailing to your members requesting documentation to support their dependents. Examples of requested documentation include birth certificates, tax returns and marriage licenses. These items are required to support the claim of dependency in your healthcare plan.
- 3** Whether received by mail or through our secure online web portal, all documentation is reviewed. Toward the end of this stage, we send out a second letter to members who have not yet responded.
- 4** When received, the secondary responses are reviewed, and a final certified mailing is delivered. This informs non-complying members of their status, along with the option to appeal if desired.
- 5** A final report is delivered. The final report identifies the members who were providing health coverage for dependents who did not meet the plan eligibility requirements, as well as members who failed to respond. The choice to remove any member's dependents from the plan is yours and yours alone. We simply provide the results of the audit.

This audit process is completed over a 90-day window, and depending on the size and scope of the audit, may be supported during that entire time by a call-center that members can access for assistance. We will provide weekly updates to you indicating the response rate and any discovered ineligible dependents.



WHO IS INELIGIBLE?

Eligibility rules can be confusing, particularly when it comes to children. Knowingly or not, some employees name individuals who are not eligible for coverage as dependents on your health plan. Even employers who consider themselves diligent record-keepers can find errors in their documentation in this arena.

Over the years, ineligible dependents generally have ranged from ex-spouses and aged-out children, to grandchildren, relatives and even friends who managed to become dependents on the plan.



Just like your employee group, dependent populations are in a constant state of change. Marriage, divorce, childbirth, adoption, and regulatory changes result in dependents being enrolled who no longer meet the eligibility requirements of your health plan.

We guarantee that your employees will be treated professionally at all times, that we will be sensitive to minimizing the impact of the audit on your human resources function, and that we will provide clear and timely communication to your leadership throughout the audit process. Clear and repeated communications are critical to a successful audit, and we can help you navigate through conversations with your leadership team and employees.



Big firm capability. Small firm personality.

THE BONADIO GROUP

CPAs, Consultants & More

CONTACT US:

To learn more about how Bonadio can save your organization money with a dependent eligibility audit, contact us today:

(585) 249- 2717 | blafountain@bonadio.com

City of Cortland

Dependent Eligibility Verification Proposal

September 29, 2014

Submitted to:

Mack Cook
Director of Finance
City of Cortland
25 Court Street
Cortland, New York 13045

Submitted by:

Brian Lafountain, CPA, CFE
Principal
Bonadio & Co., LLP
171 Sully's Trail, Suite 201
Pittsford, New York 14534
Phone: (585) 381-1000
Fax: (585) 381-3131
www.bonadio.com



Mack Cook
Director of Finance
City of Cortland
25 Court Street
Cortland, New York 13045

RE: Dependent Eligibility Verification Proposal

Dear Mr. Cook:

It is a pleasure to submit this proposal to provide dependent eligibility audit services to the City of Cortland (hereinafter referred to as "the City"). We appreciate this opportunity to present our dependent eligibility program as well as our qualifications to provide this service.

We at The Bonadio Group want to assist the City in ensuring that the dependents covered on your employees' health plans are truly eligible for coverage based on your plan criteria. Based on industry statistics, anywhere between 6% and 12% of covered dependents on any given plan do not meet eligibility criteria. Our services will assist the City in identifying and removing these ineligible dependents from your plan.

The Bonadio Group provides:

- **Local Government Experience** – We have a proven track record of implementing successful cost savings programs and initiatives at dozens of organizations throughout New York State. These programs include dependent eligibility audits, occupancy tax reviews, and Medicaid eligibility fraud programs.
- **Proven Results** - Our numerous forensic projects have resulted in significant cost savings for our clients. In every forensic engagement for a municipal client, the financial benefits realized by the client significantly outweigh their investment. Our most recent dependent eligibility audit resulted in a return on investment of \$35 to \$1.

Audits of dependent eligibility truly work to ensure accuracy of dependent eligibility. Not only does the City save money when implementing this service, but the service also ensures full compliance with plan eligibility requirements and will help the City be in compliance with all applicable laws and regulations.

We thank you for the opportunity to present this proposal. We remain poised to support your efforts. If you have any questions regarding the information contained in the proposal or on any other matter, please contact Brian Lafountain, at 585-249-2717. We are available at your convenience, to meet with you or any representatives of the City of Cortland to discuss any questions and further demonstrate our interest in serving you. .

Very truly yours,
BONADIO & CO., LLP



Brian Lafountain, CPA, CFE
Principal

City of Cortland

Dependent Eligibility Verification Proposal

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Executive Summary

Reduce Your Healthcare Costs with a Dependent Eligibility Verification

With rapidly rising health care costs in today's uncertain economy, every dollar counts. It is more important than ever to find new ways to reduce your healthcare costs. So why is your health insurance plan paying for the care of dependents who are not eligible for benefits?

More and more, organizations are turning to Dependent Eligibility Verification (Dependent Verification) as a way to control costs and ensure compliance with federal and state regulations. A Dependent Verification from The Bonadio Group (Bonadio) ensures that the dependents covered on your health insurance plan are truly eligible for coverage based on your plan's eligibility requirements. The process is fairly simple; we identify individuals who are not eligible for coverage, and you realize savings as they are removed from the plan.

What is a Dependent Eligibility Verification?

A Dependent Eligibility Verification is the inspection of an employer's health insurance plan to ensure enrolled dependents are actually eligible to receive coverage. A Dependent Verification's goals are typically related to the following:

- Reducing healthcare costs by eliminating claims and reducing premiums paid for ineligible dependents
- To comply with applicable laws related to operating a benefit plan as designed, and for the exclusive benefit of plan participants

A Dependent Verification from Bonadio could identify and remove between 6 and 12 percent of the dependents from your health plan that do not actually meet eligibility requirements. With annual healthcare costs ranging from an average of \$3,000 to \$4,000 per dependent, you'll save real dollars right away. Savings in your health care costs are realized through improvements in your experience rating with your provider, or a direct reduction in medical claims paid for ineligible dependents. All of those savings go right to your bottom line.

Who is Ineligible?

While each organization determines who is eligible for coverage under its health plan, mistakes happen with regularity. Eligibility rules can be confusing, particularly when it comes to children. Knowingly or not, some employees name individuals who are not eligible for coverage as dependents on your health plan. Even employers who consider themselves diligent record keepers can find errors in their documentation in this arena.

Depending on the requirements of each organization's plan, ineligible dependents usually fall into one of the following categories:

- Ex-spouses with court-ordered health coverage
- Common-law spouses
- Step-children, foster children or married children
- Students not enrolled in an accredited educational institution
- Full-time students older than the maximum age allowed in health plan eligibility requirements
- Friends or other relatives
- Domestic partners (when they are not covered by a health plan)

Just like your employee group, dependent populations are in a constant state of change. Marriage, divorce, childbirth, adoption, and regulatory changes result in dependents being enrolled who no longer meet the eligibility requirements of your health plan.

Executive Summary

Why Should We Perform a Dependent Eligibility Verification?

The benefits of a Dependent Verification are various, but include the following:

A. Comply with the Law

Federal and State laws mandate that Plan sponsors manage plans for the “exclusive benefit” of participants and beneficiaries. Checking for ineligible dependents helps to ensure your organization is meeting its fiduciary obligations.

B. Control Wasteful Spending

Bonadio’s Dependent Verification will allow your company to internally identify ineligible dependents that are being covered by your company’s health plan. In turn, your organization will see immediate cost savings.

C. Reduce your Healthcare Costs without Reducing Benefits

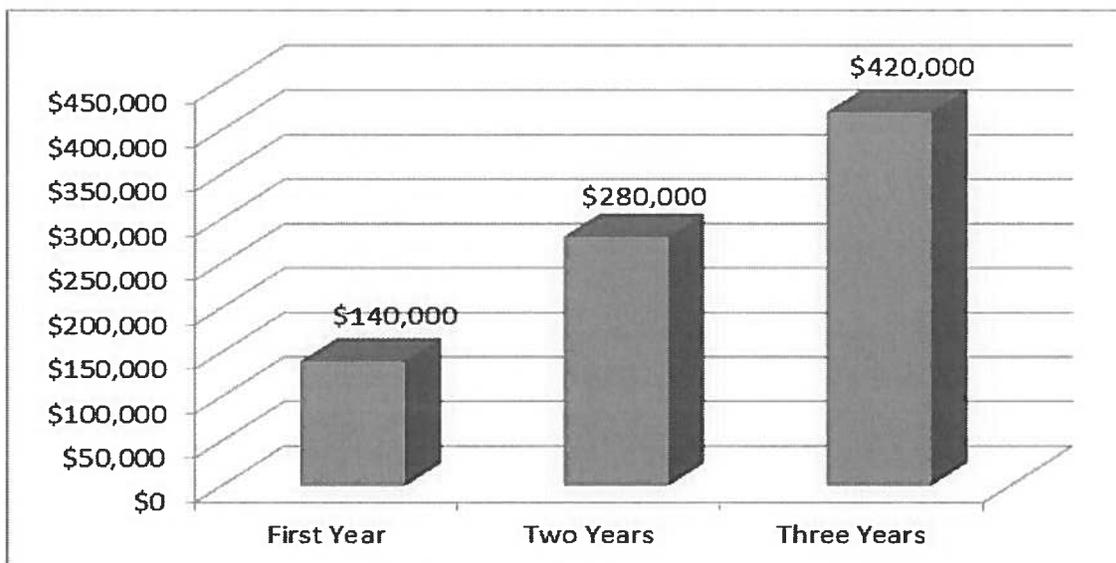
With the ever-increasing cost of offering employee benefits, employers are faced with the challenge of identifying alternative means to control costs and exposure to adverse risks. In contrast to other cost containment measures, eligibility verification does not shift costs to the employees, rather it helps remove costs from the system entirely.

D. Establish On-Going Eligibility Verification Standards

Throughout the course of the Dependent Verification, Bonadio will share industry best practices with you that supports your Human Resources staff every step of the way. For the most substantial savings year after year, conduct follow up audits on an annual basis to ensure that ineligible dependents do not migrate back into your plan.

Projected Audit Cost Savings

When costs are avoided due to a Dependent Eligibility Verification, not only are expenses reduced in the first year, but are reduced well into the future. Generally, individuals covered by health plans as a dependent continue in that coverage for multiple years. The chart below illustrates an organization with 1,000 dependents that realizes a savings of \$140,000 within the first year of a Dependent Verification. These savings continue into the future, and would actually increase based on the average annual rate of inflation.



Executive Summary

Projected Audit Cost Savings (continued)

As referenced earlier, a Dependent Verification typically identifies between 6 and 12 percent of the dependents on your health plan as ineligible. With annual healthcare costs ranging from an average of \$3,000 to \$4,000 per dependent, you'll save real dollars right away by removing those ineligible dependents. Savings can be even greater if the plan is paying substantial medical claims for an ineligible dependent.

Projected Cost Savings – Case Study 1

- Organization with 500 employees and 900 dependents
- Estimated savings per dependent per year of \$3,500

% Ineligible	Ineligible Dependents	Savings per Dependent per Year	First Year Cost Savings
6%	54	\$3,500	\$189,000
8%	72	\$3,500	\$252,000
10%	90	\$3,500	\$315,000
12%	108	\$3,500	\$378,000

Projected Cost Savings – Case Study 2

- Organization with 1,000 employees and 2,000 dependents
- Estimated savings per dependent per year of \$3,500

% Ineligible	Ineligible Dependents	Savings per Dependent per Year	First Year Cost Savings
6%	120	\$3,500	\$420,000
8%	160	\$3,500	\$560,000
10%	200	\$3,500	\$700,000
12%	240	\$3,500	\$840,000

Stop Relying on the Honor System – It's Costing Your Plan Hundreds of Thousands!

The simple fact is that almost every employer is carrying dependents on its plan that fail to meet eligibility requirements. For far too long, employers have relied on the honor system to verify dependent eligibility. Even when combined with an employee affidavit, the honor system subjects employers to unnecessary liability. Whether attributed to a lack of understanding of eligibility rules by the employee or outright fraud, the bottom line is ineligible dependents are enrolled in health plans because proper preventative measures are not being taken.

In addition to the economic incentive, the dependent eligibility verification services help fulfill your fiduciary responsibility to manage the plan for the exclusive benefit of eligible participants and beneficiaries. The systematic verification of dependent eligibility demonstrates your commitment to running the plan in a fiscally responsible manner.

How Does a Dependent Eligibility Verification Work?

Our Dependent Eligibility Verification process consists of four phases designed to educate employees about your plan's eligibility rules, help prevent simple enrollment errors, and deter future fraud and abuse.

Phase 1: Planning

Bonadio conducts comprehensive or full reviews, meaning employees must submit documentation for each dependent to confirm they meet eligibility requirements. For each dependent review we conduct, we develop a customized review program and database system specific to the needs and requests of the client. For the City of Cortland's dependent verification, our program will be structured around the following steps:

- Our first step will be to meet with the City to design the audit plan and determine the best time period for the audit. We will also provide communication templates for your review.
- We will work with the City, or the third party administrator, to ensure a successful and seamless transmission of enrollment data from your systems to our database application.
 - The systems that we have developed are capable of processing data in virtually any format. We will be able to manipulate the client data received to sort or filter in any manner necessary to efficiently format into our database system. Our systems will then allow us to develop mass mailings, communicate audit progress reports to the City, and manage the data and statistics throughout the audit.
- We will then finalize the communication templates in concert with the City, making any changes that your management requests. Using the data received from your health care providers, we will then create the letters that will be sent to your employees, and mail them.

Phase 2: Communication

During this phase, we distribute our customized materials to all employees. These include a letter of introduction and a dependent eligibility verification packet to explain the process and how they need to respond. We track responses and develop follow up letters for those who failed to respond. For those who may have completed forms incorrectly, we follow up to obtain the required information.

- Once letters are sent to the employees/retirees requesting documentation, we will provide them with two options to transmit the requested documentation back to us:
 - A web portal – This is a safe and secure website that each employee can utilize to upload scanned copies of the requested documentation. The uploaded documents will **ONLY** be accessible by our trained engagement staff, and will be processed daily as they are received. Electronic copies of these documents will be stored in our secure database system, and we will have access to the documents throughout the verification process.
 - By mail – Employees will have the ability to submit the requested documentation through the mail. This mail will **ONLY** be received by our trained engagement staff, and will be processed daily as it is received. Scanned copies of the received information will be stored in a secure directory, in which we will be able to access throughout the verification process whenever necessary. The physical documents received will be filed in a secure storage unit located on the premises of our Rochester office until the audit period is complete. At the completion of the audit, the hard copy documentation will be destroyed by a certified document destruction company, and an official Certificate of Destruction will be provided to the City of Cortland.

Process Overview

Phase 3: Verification

Once the first two phases are complete, Bonadio moves into the verification process by tracking all employee responses, fielding questions from participants, and generating result letters. Sending these letters helps plan participants confirm eligibility of their dependents. Verification requirements usually include:

For a Spouse:

- Marriage Certificate/License
- Verification That no Other Coverage is In Force
- Income Tax Return

For Dependent Children

- Birth Certificate
- Adoption Certificate
- Medical Child Support Order
- Proof of Mental/Physical Handicap
- Proof of Legal Guardianship
- Divorce Decree

- As the information is received via web portal or mail, a trained member of our engagement staff will review each individual document. They will follow a formal process developed around the City's medical benefits policy, to determine whether the documentation received qualifies the dependent to continue receiving benefits. This determination will be documented in our custom database system, which is designed to track all responses, determinations and open items. This database system also links the determinations made to the supporting documentation we used to make that decision. This allows us to easily back up or support any determination made should that decision be questioned at a later date.
- Throughout the performance of the verification, we employ numerous procedures to ensure that employees can easily submit the requested information. The easier we make it for the employees to comply with the verification requests, the smoother the project will run. The following are some of the steps we take to simplify the verification process for employees:
 - We utilize a call center staffed by individuals who are trained specifically for this project, and provided with detailed guidelines to answer specific questions and solve basic problems. They will professionally and courteously field all employee questions and assist them with providing the necessary documentation. The call center will accept calls during regular business hours and for a block of time after business hours. We believe it is absolutely important for your employees to have someone answer the phone when they call, and have the ability to speak with a live person to resolve any issues.
 - With all of our communications, we include a Frequently Asked Questions (FAQ) document, which highlights the most typical questions your employees may have during this process. This FAQ document is included in each mailing, as well as posted on the secure web portal. We have found that this document will answer a good percentage of questions that employees have during this process.
 - Toward the end of the verification period, we send out a mailing to the employees who have submitted all required documentation and successfully completed the process. This puts employees' minds at ease as to whether they have fully complied with the request. All other employees will continually receive mailings stating either; A) they have not responded, or B) they have not fully complied with the requirements to that point.

Process Overview

Phase 3: Verification (continued)

- Throughout the verification process, we will update the City's management with progress reports as frequently as you wish. This can be on a per request basis, or on a predetermined basis at the start of the project. Our reports to the City can be as detailed or as summarized as desired, depending on the objectives of the City's management. We are also capable of providing the City with daily reports that convey any dependents that have been determined to be ineligible. This way, the management can have them removed from the plan in a timely manner to enact instant cost savings.
- The City of Cortland will always have the ability to review specific determinations that we have made and documentation that we have received/reviewed to make that determination. The City will also have the ability to request exemption of specific employees from the audit process if so desired.

Phase 4: Executive Summary and Implementation of Eligibility Management Controls

After the verification process is completed and all appeals settled, we provide the City management with a file of all terminated dependents and an Executive Summary of all audit results. We will work with the City management to design a summary package which provides your management with customized reporting to meet your objectives. While Executive Summary packages can vary based on each organization's objectives, most include the following:

- ✓ Detailed reporting and analysis of the City's employee and dependent population
- ✓ Dependent termination statistics
- ✓ Estimated cost savings report
- ✓ Verification requests sent vs. responses received
- ✓ Reasons for involuntary terminations
- ✓ Projected annual cost savings
- ✓ Recommendations on ways to improve eligibility verification and administration process

Miscellaneous Items

Sample Project Timeline

Below we will highlight the stages of our audit program. This is a brief overview to explain the various stages and timeline of the Dependent Verification, and give the City a summarized version of the verification path for the Dependent Verification. The Dependent Verification is a 90 day program from start to finish, although the projected timeline below is our common practice, it can be modified at the City's specific request.

Initial Planning Meeting

We kick off the dependent verification review program with a planning meeting. During this planning meeting, we discuss the ideal timeframe to conduct the audit, we share the communication letter templates and discuss suggested edits, and we discuss other logistical items. It is here that we also discuss the transfer of the employee and dependent data from your insurance provider/3rd Party Administrator.

Sample Project Timeline Cont.

Initial Internal Notification – Day 1 of the Dependent Verification

After our initial planning meeting, we recommend that you send an internal communication to all employees to apprise them of the fact that a Dependent Verification is forthcoming. The communication should be clear and concise, stating the reasons the audit is beneficial to your organization, and what will be required of them in order to comply. This communication may be an email, paycheck stuffer, or some other form of internal communication that will reach all employees. We will provide you with a draft template of the Initial Internal Notification to ensure that it covers all of the key components of an effective initial notification.

Initial Documentation Request Communication – Day 15

Once the initial notification has been sent, Bonadio will send out individual documentation request letters to each employee who has covered dependents. This letter will have been shared with you at the Pre-Planning meeting and tailored in accordance with your requirements. The letter will direct the employee to identify dependents covered on their plan, confirm that each dependent is still eligible, and to provide the appropriate documentation to confirm eligibility of each covered dependent. The letter will be accompanied by a Frequently Asked Questions document, which will assist the employees in completing the request form, and provide the appropriate documentation for our review. This initial request letter will provide employees with an “Amnesty Period” during which they can self-identify any dependents currently covered under their plan that are knowingly no longer eligible for coverage. These dependents can be removed from their plan “no questions asked” during the Amnesty Period.

1st Response Stage – Day 16 thru Day 47

During this stage, the applicable documentation is provided to Bonadio via the US Postal Service or uploaded to our secure on-line web portal. As received, the documentation will be reviewed for compliance with plan requirements by a dedicated member of the audit team. You will be provided with regular updates as to the number of respondents, and any ineligible dependents.

During this stage, we will have an in-house call-center receiving live calls 24 hours a day, seven days a week. This call center will be available to all members during the verification period, and will be staffed by a trained member of the project team, who will assist each member who calls in any questions they have about obtaining and/or sending the documentation requested.

Second/Follow-up Request Letter – Day 48

After the initial documentation request period has come to a close, we will draft and mail “Second/Follow-Up Request Letters” to those employees who have either not responded to the initial document request, or have not returned sufficient documentation to fully comply with the request.

In addition, all members who have successfully complied by this time will receive a letter confirming our receipt of the documentation and their completion of the verification requirements.

2nd Response Stage – Day 49 thru Day 70

During this stage, our dedicated team members will continue to review any new documentation provided for compliance with plan requirements. Regular updates will continue with communication of any dependents identified as ineligible.

Final Communication – Day 71

Based on discussions in the Initial Planning Meeting, a third communication may be built into the verification plan if you like. A certified letter may be requested, or you may choose a follow-up phone call to “non-responders” at this stage. Bonadio’s standard plan contains two standard mailings, the Initial Request and the Second Request Letter. During this final stage, however, we customize our plan to your specific requirements.

Sample Project Timeline Cont.

3rd Response Stage – Day 71 thru Day 80

During this stage, our dedicated team members we will continue to review new documentation and/or make telephone calls to non-responders as appropriate.

Delivery of the Final Report - Day 90

At this time, we will provide you with a comprehensive Final Report which provides the key findings and statistics from your Dependent Eligibility Verification, as well as the calculation of the estimated cost savings generated by the project. In addition, a separate document will be provided which contains the verification results for each employee and his/her dependents that have been reviewed during the verification. The dependents found to be ineligible for benefits will be clearly identified in this document. You can then decide how to handle the ineligible dependents and determine how quickly they will be removed from the health plan.

You will also be provided with a CD that contains electronic copies of all the documentation received and reviewed during the verification period.

End of record retention period

Six months after the conclusion of the project, we will have all of the physical documentation destroyed by a licensed document destruction company and present you with a Certificate of Destruction. Up until this date, all physical documentation received during the verification period will be securely stored at our Rochester office location.

Account Management

The City's dependent eligibility verification team will have a manager from our team dedicated specifically to this engagement. This manager will be available at all times to assist the team working on the data processing, the call center, and the City of Cortland's contact, if questions arise. This manager will also be in charge of communicating regular status updates to the City, as well as delivering the final report. A consistent and seamless verification is always our main objective, and our manager will have the experience and skills necessary to make this happen.

Qualifications

Partner, Principal and Supervisory Staff Qualifications

We believe that our people make the difference, and the personnel assigned to conduct your Dependent Verification have a unique and unequalled blend of audit and consulting experience.

Brian Lafountain CPA, CFE, Principal (blafountain@bonadio.com)



Brian is a Principal in the Government Compliance and Labor Division at The Bonadio Group. He has over 18 years' experience in a wide variety of consulting, auditing, and business advisory services. He is a Certified Fraud Examiner (CFE) as well as a Certified Public Accountant (CPA).

Brian provides forensic accounting, auditing, and internal auditing services to a wide variety of organizations, including public and private corporations in several industries. He also has experience with a national accounting firm, providing tax consultation services for individuals, corporations and partnerships.

Brian currently works with eighteen different NYS counties on various fraud and forensic type engagements, as well as a variety of private corporations with unique fraud and forensic accounting needs. Brian Lafountain and the Bonadio Group annually identify millions of dollars in cost avoidance for these clients.

Brian received his B.S. degree in accounting from Le Moyne College in Syracuse, NY. Brian is a Certified Public Accountant and a Certified Fraud Examiner and is a member of the American Institute of Certified Public Accountants, the Association of Certified Fraud Examiners, and the Rochester Chapter of the Institute of Internal Auditors.

Partner, Principal and Supervisory Staff Qualifications (continued)

Nick Mazza – Principal, Municipal Consultant (nmazza@bonadio.com)



Nick is a Principal in The Bonadio Group's Government Compliance and Labor Division. After 35 years of managing New York State local governments, he joined Bonadio as a Municipal Consultant in 2009.

Nick's broad range of experience in intergovernmental operations extends from small city government to the county level. For over 30 years, Nick served as the Chief Executive Officer and Budget Officer for three local governments (Livingston County, City of Cortland, and Cayuga County). In his role as Director of Finance and Administration at the City of Cortland, he also functioned as the Chief Financial Officer. In these roles, Nick developed expertise in assessing, developing, and implementing cost-saving measures for local government. He also has extensive experience in directing labor relations and managing municipal accounting and financial functions.

Nick received his B.S. in Business and Public Management (Magna Cum Laude) from the State University of New York at Utica/Rome, and his M.A. in Public Administration from Syracuse University's Maxwell School of Citizenship and Public Affairs. His community involvement and memberships include the Governor's Task Force on Retiree Health Care, the International City/County Management Association, and the St. Agnes Church Parish Council in Avon, NY. Nick is currently a member of the Board of Governors of the New York Municipal Insurance Reciprocal (NYMIR), as well as its Past-President. He has also served as President of the NYS Municipal Management Association and the NYS Association of County Administrator

Fee Structure

Based on our understanding that the City has 169 family contracts subject to audit, the fees for our dependent eligibility verification will be a flat fee of \$7,000. These fees will be applicable to active employees included in the verification, as well as any retired employees that continue to receive health coverage through the City that you would like included in the verification.

This rate includes all of the administrative costs such as printing and mailing costs to arrive at an "All Inclusive Cost" for the project.

The fee proposed above is a flat fee, and as such, places a cap on the costs as described.

Any additional, or ongoing services the City of Cortland may desire after the completion of the proposed project, can be negotiated at that time.

Reg #13, 14, 15

Jurisdiction: Cortland County
City of Cortland
School Districts
Towns
Villages
Jurisdictional Class: Competitive
Adopted: 1/4/93
Revised: 10/19/00; 10/23/03

KEYBOARD SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS:

This is an entry-level clerical title involving responsibility for the performance of a variety of clerical tasks involving the full-time or substantial part-time operation of a word processor, computer with word processing software, or a typewriter. Specific duties vary with the needs of the department. As an employee in this class becomes proficient in the work of the office, more difficult tasks may be performed which require the application of standard procedures to specific clerical assignments. The work is performed under the general supervision of an administrator or clerical supervisor. Work is reviewed by immediate observation, checking completed work, periodic or spot checks, cross-checking, or other steps in the clerical process. The duties of a Keyboard Specialist are similar to those of a Clerk except that a Keyboard Specialist must have an ability to operate an alphanumeric QWERTY keyboard at an acceptable rate of speed. Supervision over others is not a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (ILLUSTRATIVE ONLY)

- Receives and organizes work to be typed, determining document format;
- Creates letters, forms, records, reports, transcripts, invoices, vouchers, receipts, requisitions, payrolls, schedules, index cards, time cards, class lists, or attendance records using a typewriter, computer, or word processor;
- Uses an alphanumeric QWERTY keyboard to type letters from copy, rough draft, longhand notes, dictation tapes or cylinders, and occasionally by independent composition where office policies are well defined;
- Proofreads and corrects work, producing accurate, clean, and complete typed copy;
- Answers the telephone, gives out routine information to callers, takes messages, and makes appointments;
- Issues and records applications, licenses, and permits;
- Collects money and accounts for monies received;
- Sorts, indexes, and files letters, reports, invoices, ledger cards, catalogs, and other materials;
- Opens and routes mail;
- Ensures that the proper paperwork is completed and distributed internally and/or externally, as it relates to the services provided to clients;
- Places and retrieves material from files, makes simple file searches, and maintains charge out records;
- Checks reports and records for clerical completeness and accuracy;
- Cuts and proofreads stencils;
- May operate photocopying and duplicating equipment;

KEYBOARD SPECIALIST

TYPICAL WORK ACTIVITIES: (ILLUSTRATIVE ONLY) (Con't)

Makes entries on cards, bills, and ledgers from original sources;
May relieve telephone switchboard operators;
Addresses envelopes on a typewriter or by using the mail merge function of a word processor or computer;
May keep track of petty cash funds.

Keyboard Specialists working in elementary school principals' offices in Cortland City Schools only may also perform the following duties:

May relieve teachers of classroom duties for short periods of time by supervising pupils;
May assist teachers in the correction of papers, recording of grades, and copy and laminating of instructional materials;
May supervise lunch, recess and bus duty;
May relieve teacher aides of duties for short periods of time.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures, and equipment; working knowledge of business English grammar and spelling; working knowledge of business arithmetic; skill in the accurate use of an alphanumeric QWERTY keyboard at a predetermined rate of speed; ability to perform close, detail work involving considerable visual effort and strain; ability to understand and to follow oral and written instructions; ability to maintain neat and legible records; accuracy; tact and courtesy; physical condition commensurate with the demands of the position.

QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma including or supplemented by a course in typing, keyboarding, word processing, or business computer skills; OR
- B. One year of full-time paid or its part-time paid equivalent clerical experience involving typing or the operation of a word processor or computer with QWERTY keyboard; OR
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: This title replaces the former title of Typist in agencies under the jurisdiction of the Cortland County Personnel/Civil Service Office. Incumbents in this title have the same promotion rights and opportunities as they would have enjoyed as Typists. Any person promoted from a position of Typist shall be eligible for reinstatement to this title as they would have been to the former Typist title.

NOTE: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner. Possession of an appropriate NYS Motor Vehicle License.

By: Councilor _____
Seconded: Councilor _____

October 7, 2014

BOND RESOLUTION # OF 2014

BOND RESOLUTION OF THE CITY OF CORTLAND, NEW YORK, AUTHORIZING THE ISSUANCE OF \$2,055,500 SERIAL BONDS TO FINANCE THE COST OF VARIOUS PROJECTS.

BE IT RESOLVED by the Common Council (the “Common Council”) of the City of Cortland, New York (the “City”) as follows:

Section 1. The City is hereby authorized to undertake the various capital projects described below (each, a “Project” and collectively, the “Projects”) at an aggregate estimated maximum cost of \$2,080,500, the estimated maximum cost of each Project being as follows:

(a) Land Acquisition. The purchase of land or permanent rights in a parcel of land known as the Ames Parcel adjacent to the City’s Fire Station No. 1, at an estimated maximum cost not to exceed \$250,000;

(b) Swift Water Rescue Equipment. The purchase of original equipment, machinery, apparatus or furnishings related to swift water rescue, at an estimated maximum cost not to exceed \$125,000;

(c) Codification of Charter and Codes. The codification of laws, ordinances, codes, resolutions, rules or regulations relating to zoning in support of SUNY Cortland’s “Live in Cortland” Initiative, including additions to the City Charter and Code of Ordinances, at an estimated maximum cost not to exceed \$112,000;

(d) Brownfields Planning Study. The preparation of a brownfield study on 540 acres in the City, including surveys, preliminary plans and detailed plans, specifications and estimates, related to efforts to revitalize the southeast area of the City, at an estimated maximum cost not to exceed \$399,500;

(e) Park Reconstruction and Rehabilitation. The improvement or embellishment of Wickwire Park, at an estimated maximum cost not to exceed \$500,000;

(f) Road, Street and Bridge Improvements. The reconstruction of streets and roads, including sidewalks, curbs, gutters, drainage, landscaping, and grading or improving the rights of way comprising the City’s Northeast Gateway and Clinton Avenue Corridor, with a pavement which will be more durable construction than sand and gravel, water bound macadam or penetration process with single surface treatment, and the reconstruction of a bridge, tunnel, viaduct or underpass related thereto, including retaining walls or approaches thereto, of stone, concrete or steel or of a combination of two or more of these materials, at an estimated maximum cost not to exceed \$544,000; and

(g) Parking Area Improvements. The reconstruction of the Port Watson/Ames parking lots, including sidewalks, curbs, gutters, drainage, landscaping, grading or improvements to rights of way, at an estimated maximum cost not to exceed \$150,000.

Section 2. It is hereby determined that the maximum estimated cost of the aforesaid specific objects or purposes is \$2,080,500, said amount is hereby appropriated therefor and the plan for the financing thereof shall consist of the issuance of not to exceed \$2,080,500 in serial bonds (the “Bonds”) of the City authorized to be issued pursuant to this resolution.

Section 3. It is hereby determined that the periods of probable usefulness of the aforesaid specific objects or purposes pursuant to paragraph (a) of Section 11.00(a) of the Local Finance Law are as follows:

	Period of Probable Usefulness (Years)	Local Finance Law Section 11.00(a) Paragraph
(a) Land Acquisition	30	21(a)
(b) Swift Water Rescue Equipment	5	32
(c) Codification of Charter and Codes	3	72
(d) Brownfields Planning Study	5	62
(e) Park Reconstruction and Rehabilitation	20	19(b)
(f) Road, Street and Bridge Improvements	15	91
(g) Parking Area Improvements	10	20(f)

Section 4. Pursuant to Section 107.00(d)(9) of the Local Finance Law, current funds are not required to be provided prior to issuance of the Bonds or any bond anticipation notes issued in anticipation of issuance of the Bonds.

Section 5. The temporary use of available funds of the City, not immediately required for the purpose or purposes for which the same were borrowed, raised or otherwise created, is hereby authorized pursuant to Section 165.10 of the Local Finance Law, for the capital purposes described in Section 1 of this resolution.

Section 6. The Bonds and any bond anticipation notes issued in anticipation of the Bonds, shall contain the recital of validity prescribed by Section 52.00 of the Local Finance Law and the Bonds, and any bond anticipation notes issued in anticipation of the Bonds, shall be general

obligations of the City, payable as to both principal and interest by a general tax upon all the real property within the City without legal or constitutional limitation as to rate or amount. The faith and credit of the City are hereby irrevocably pledged to the punctual payment of the principal of and interest on the Bonds, and any bond anticipation notes issued in anticipation of the Bonds, and provision shall be made annually in the budget of the City by appropriation for (a) the amortization and redemption of the Bonds and bond anticipation notes to mature in such year, and (b) the payment of interest to be due and payable in such year.

Section 7. Subject to the provisions of this resolution and of the Local Finance Law, and pursuant to the provisions of Sections 21.00, 30.00, 50.00 and 56.00 to 63.00, inclusive, of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the Bonds herein authorized, including renewals of such notes, and the power to prescribe the terms, form and contents of the Bonds, and any bond anticipation notes, and the power to sell and deliver the Bonds and any bond anticipation notes issued in anticipation of the issuance of the Bonds, and the power to issue bonds providing for level or substantially level or declining annual debt service, is hereby delegated to the Director of Finance and Administration, the Chief Fiscal Officer of the City.

Section 8. The reasonably expected source of funds to be used to initially pay for the expenditures authorized by Section 1 of this resolution shall be from the City's General Fund. It is intended that the City shall then reimburse such expenditures with the proceeds of the Bonds and bond anticipation notes authorized by this resolution and that the interest payable on the Bonds and any bond anticipation notes issued in anticipation of the Bonds shall be excludable from gross income for federal income tax purposes. This resolution is intended to constitute the declaration of the City's "official intent" to reimburse the expenditures authorized by this resolution with the proceeds of the Bonds and bond anticipation notes authorized herein, as required by United States Treasury Regulation Section 1.150-2. Other than as specified in this resolution, no moneys are reasonably expected to be, received, allocated on a long term basis, or otherwise set aside with respect to the permanent funding of the objects or purposes described herein.

Section 9. The serial bonds and bond anticipation notes authorized to be issued by this resolution are hereby authorized to be consolidated, at the option of the Director of Finance and Administration, the Chief Fiscal Officer of the City, with the serial bonds and bond anticipation notes authorized by other bond resolutions previously or heretofore adopted by the Common Council for purposes of sale in to one or more bond or note issues aggregating an amount not to exceed the amount authorized in such resolutions. All matters regarding the sale of the bonds, including the dated date of the bonds, the consolidation of the serial bonds and the bond anticipation notes with other issues of the City and the serial maturities of the bonds are hereby delegated to the Director of Finance and Administration, the Chief Fiscal Officer of the City.

Section 10. Any New York State grant funds obtained by the City for the capital purposes described in Section 1 of this resolution shall be applied to pay the principal of and interest on the Bonds or any bond anticipation notes issued in anticipation of the Bonds or to the extent obligations shall not have been issued under this resolution, to reduce the maximum amount to be borrowed for such capital purposes.

Section 11. The validity of the Bonds authorized by this resolution and of any bond anticipation notes issued in anticipation of the Bonds may be contested only if:

(a) such obligations are authorized for an object or purpose for which the City is not authorized to expend money; or

(b) the provisions of law which should be complied with at the date of the publication of this resolution or a summary hereof are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty (20) days after the date of such publication; or

(c) such obligations are authorized in violation of the provisions of the Constitution.

Section 12. The Director of Finance and Administration, as Chief Fiscal Officer of the City, is hereby authorized to enter into an undertaking for the benefit of the holders of the Bonds from time to time, and any bond anticipation notes issued in anticipation of the sale of the Bonds, requiring the City to provide secondary market disclosure as required by Rule 15c2-12 of the United States Securities and Exchange Commission, as amended.

Section 13. This resolution, or a summary of this resolution, shall be published in the official newspapers of the City for such purpose, together with a notice of the Clerk of the City in substantially the form provided in Section 81.00 of the Local Finance Law.

Section 14. This resolution is not subject to a mandatory or permissive referendum.

Section 15. The Common Council hereby determines that the provisions of the State Environmental Quality Review Act and the regulations thereunder have previously been satisfied with respect to the expenditures authorized by this resolution.

Section 16. This resolution shall take effect immediately upon its adoption.

The foregoing Resolution was thereupon declared duly adopted.

	<u>Ayes</u>	<u>Nays</u>
Alderman Julie E. Bird	<input type="checkbox"/>	<input type="checkbox"/>
Alderman Kathryn Silliman	<input type="checkbox"/>	<input type="checkbox"/>
Alderman Ken Dye	<input type="checkbox"/>	<input type="checkbox"/>
Alderman John G. Bennett, Jr.	<input type="checkbox"/>	<input type="checkbox"/>
Alderman Clifton Dutcher	<input type="checkbox"/>	<input type="checkbox"/>
Alderman Carlos Ferrer	<input type="checkbox"/>	<input type="checkbox"/>
Alderman Linda A. Ferguson	<input type="checkbox"/>	<input type="checkbox"/>
Alderman Thomas Michales	<input type="checkbox"/>	<input type="checkbox"/>

Approved: Ayes _____

Nays _____

[Remainder of page left blank intentionally]

Approved as to form, October __, 2014.

Richard Van Donsel
Corporation Counsel

STATE OF NEW YORK)
)SS.:
COUNTY OF CORTLAND)

I, Raymond A. Parker, Clerk of the City of Cortland, Cortland County, New York (the "City"), DO HEREBY CERTIFY:

That I have compared the annexed abstract of the minutes of the meeting of the Common Council of the City (the "Common Council"), held on the 7th day of October, 2014 including the resolution contained therein, with the original thereof on file in my office, and the same is a true and correct copy of said original and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that the full Common Council consists of eight (8) members; that ____ () members of the Common Council were present at such meeting; and that ____ () of such members voted in favor of the above resolution.

I FURTHER CERTIFY that (i) all members of the Common Council had due notice of the meeting, (ii) pursuant to Article 7 of the Public Officers Law (Open Meetings Law), such meeting was open to the general public, and due notice of the time and place of such meeting was duly given in accordance with Article 7 of the Public Officers Law, and (iii) the meeting was in all respects duly held.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the City this ____ day of October, 2014.

Raymond A. Parker, Clerk
City of Cortland
Cortland County, New York

(SEAL)

ESTOPPEL NOTICE

The bond resolution, a summary of which is published herewith, has been adopted on the 7th day of October, 2014, and the validity of the obligations authorized by such resolution may be hereafter contested only if such obligations were authorized for an object or purpose for which the City of Cortland, New York (the "City"), is not authorized to expend money or the provisions of law which should have been complied with as of the date of publication of this notice were not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty (20) days after the date of publication of this notice, or such obligations were authorized in violation of the provisions of the Constitution.

Summary of Bond Resolution

1. Class of Objects or Purposes – The City is authorized to undertake the following capital projects (each, a "Project"):

(a) The purchase of land or permanent rights in a parcel of land known as the Ames Parcel adjacent to the City's Fire Station No. 1, at an estimated maximum cost not to exceed \$250,000;

(b) The purchase of original equipment, machinery, apparatus or furnishings related to swift water rescue, at an estimated maximum cost not to exceed \$125,000;

(c) The codification of laws, ordinances, codes, resolutions, rules or regulations relating to zoning in support of SUNY Cortland's "Live in Cortland" Initiative, including additions to the City Charter and Code of Ordinances, at an estimated maximum cost not to exceed \$112,000;

(d) The preparation of a brownfield study on 540 acres in the City, including surveys, preliminary plans and detailed plans, specifications and estimates, related to efforts to revitalize the southeast area of the City, at an estimated maximum cost not to exceed \$399,500;

(e) The improvement or embellishment of Wickwire Park, at an estimated maximum cost not to exceed \$500,000;

(f) The reconstruction of streets and roads, including sidewalks, curbs, gutters, drainage, landscaping, and grading or improving the rights of way comprising the City's Northeast Gateway and Clinton Avenue Corridor, with a pavement which will be more durable construction than sand and gravel, water bound macadam or penetration process with single surface treatment, and the reconstruction of a bridge, tunnel, viaduct or underpass related thereto, including retaining walls or approaches thereto, of stone, concrete or steel or of a combination of two or more of these materials, at an estimated maximum cost not to exceed \$544,000; and

(g) Parking Area Improvements. The reconstruction of the Port Watson/Ames parking lots, including sidewalks, curbs, gutters, drainage, landscaping, grading or improvements to rights of way, at an estimated maximum cost not to exceed \$150,000.

2. Period of Probable Usefulness – The periods of probable usefulness of the aforesaid specific objects or purposes set forth above are as follows:

(a)	Land Acquisition	30 years
(b)	Swift Water Rescue Equipment	5 years
(c)	Codification of Charter and Codes	3 years
(d)	Brownfields Planning Study	5 years
(e)	Park Reconstruction and Rehabilitation	20 years
(f)	Road, Street and Bridge Improvements	15 years
(g)	Parking Area Improvements	10 years

3. Maximum Amount of Obligations to be Issued - \$2,080,500, the maximum cost of each Project being as follows:

(a)	Land Acquisition	\$250,000
(b)	Swift Water Rescue Equipment	\$125,000
(c)	Codification of Charter and Codes	\$112,000
(d)	Brownfields Planning Study	\$399,500
(e)	Park Reconstruction and Rehabilitation	\$500,000
(f)	Road, Street and Bridge Improvements	\$544,000
(g)	Parking Area Improvements	\$150,000

The bond resolution herein summarized shall be available for public inspection during normal business hours for twenty (20) days following the date of publication of this notice at the office of the City Clerk at 25 Court Street, Cortland, New York 13045.

Raymond A. Parker, Clerk
City of Cortland
Cortland County, New York

By: Councilor _____
Seconded: Councilor _____

October 7, 2014

**RESOLUTION DETERMINING THAT PROPOSED ACTIONS
ARE TYPE II ACTIONS FOR PURPOSES OF
THE NEW YORK STATE ENVIRONMENTAL QUALITY REVIEW ACT**

WHEREAS, the Common Council (the “Common Council”) of the City of Cortland, New York (the “City”) is considering financing the cost of certain repair, replacement, maintenance, equipment purchases, capital improvement projects and public safety projects, as described on Exhibit A to this resolution (the “Type II Projects”); and

WHEREAS, pursuant to Article 8 of the Environmental Conservation Law, as amended (the “SEQR Act”), and the regulations adopted pursuant thereto by the Department of Environmental Conservation of the State of New York, being 6 NYCRR Part 617, as amended (the “Regulations”), the City desires to comply with the SEQR Act and the Regulations with respect to each of the Type II Projects; and

WHEREAS, the City previously determined that the purchase of land or permanent rights in a parcel of land known as Ames Parcel adjacent to the City’s Fire Station No. 1 being considered for financing by the City constituted an “Unlisted Action” as defined in the Regulations and would not have a significant impact on the environment;

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE COMMON COUNCIL OF THE CITY OF CORTLAND, NEW YORK AS FOLLOWS:

1. Each of the Type II Projects constitute a “Type II Action” (as defined in the Regulations) and no further action under the SEQR Act and the Regulations is required.
2. This Resolution shall take effect immediately.

The foregoing Resolution was thereupon declared duly adopted.

	<u>Ayes</u>	<u>Nays</u>
Alderman Julie E. Bird	<input type="checkbox"/>	<input type="checkbox"/>
Alderman Kathryn Silliman	<input type="checkbox"/>	<input type="checkbox"/>
Alderman Ken Dye	<input type="checkbox"/>	<input type="checkbox"/>
Alderman John G. Bennett, Jr.	<input type="checkbox"/>	<input type="checkbox"/>
Alderman Clifton Dutcher	<input type="checkbox"/>	<input type="checkbox"/>
Alderman Carlos Ferrer	<input type="checkbox"/>	<input type="checkbox"/>
Alderman Linda A. Ferguson	<input type="checkbox"/>	<input type="checkbox"/>
Alderman Thomas Michales	<input type="checkbox"/>	<input type="checkbox"/>

Approved: Ayes _____

Nays _____

STATE OF NEW YORK)
) SS.:
COUNTY OF CORTLAND)

I, Raymond A. Parker, Clerk of the City of Cortland, Cortland County, New York (the “City”), DO HEREBY CERTIFY:

That I have compared the annexed abstract of the minutes of the meeting of the Common Council of the City (the “Common Council”) held on the 7th day of October, 2014, including the Resolution contained therein, with the original thereof on file in my office, and the same is a true and correct copy of said original and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that the full Common Council consists of eight (8) members; that _____ () members of the Common Council were present at such meeting; and that _____ () of such members voted in favor of the above Resolution.

I FURTHER CERTIFY that (i) all members of the Common Council had due notice of the meeting, (ii) pursuant to Article 7 of the Public Officers Law (Open Meetings Law), such meeting was open to the general public, and due notice of the time and place of such meeting was duly given in accordance with Article 7 of the Public Officers Law, and (iii) the meeting was in all respects duly held.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the City this ___ day of October, 2014.

Raymond A. Parker, Clerk
City of Cortland
Cortland County, New York

(SEAL)

EXHIBIT A

TYPE II PROJECTS

Swift Water Rescue Equipment. The purchase of original equipment, machinery, apparatus or furnishings related to swift water rescue. Type II action under 6 NYCRR 617.5(c)(25).

Codification of Charter and Codes. The codification of laws, ordinances, codes, resolutions, rules or regulations relating to zoning in support of SUNY Cortland's "Live in Cortland" Initiative. Type II action under 6 NYCRR 617.5(c)(27).

Brownfields Planning Study. The preparation of a brownfield study on 540 acres in the City, including surveys, preliminary plans and detailed plans, specifications and estimates, related to efforts to revitalize the southeast area of the City. Type II action under 6 NYCRR 617.5(c)(21).

Park Reconstruction and Rehabilitation. The improvement or embellishment of Wickwire Park, Type II action under 6 NYCRR 617.5(c)(2).

Road, Street and Bridge Improvements. The reconstruction of streets and roads, including sidewalks, curbs, gutters, drainage, landscaping, and grading or improving the rights of way comprising the City's Northeast Gateway and Clinton Avenue Corridor, with a pavement which will be more durable construction than sand and gravel, water bound macadam or penetration process with single surface treatment, and the reconstruction of a bridge, tunnel, viaduct or underpass related thereto, including retaining walls or approaches thereto, of stone, concrete or steel or of a combination of two or more of these materials. Type II action under 6 NYCRR 617.5(c)(2).

Parking Area Improvements. The reconstruction of the Port Watson/Ames parking lots, including sidewalks, curbs, gutters, drainage, landscaping, grading or improvements to rights of way. Type II action under 6 NYCRR 617.5(c)(2).



September 5, 2014

Mack Cook, Director
Office of Administration and Finance
City of Cortland
25 Court Street
Cortland, NY 13045

RE: Downtown Design Guidelines, City of Cortland, Proposal for Services

Dear Mack,

We're pleased to provide this proposal for services to the City of Cortland. We've discussed the priorities and strengths of the City's existing Historic Commission / Architectural Review Board, as well as the goals for moving forward, with Rich Cunningham. And, we're eager to get started working with a community that is so well positioned to put the Downtown Design Guidelines to use!

As you'll note in the enclosed samples, our experience working with Cities such as Batavia, Geneva and Massena lends itself to an inclusive process that will incorporate Cortland's stakeholders into the decision making and increase shared ownership, not only in our deliverables, but in the path for using them to continue the excellent revitalization work your team is undertaking downtown.

The current proposal is based on an outline of steps and deliverables, and we'd be happy to discuss that further with the representatives you'll choose to appoint for the process.

ARCHITECTURAL REVITALIZATION CONSULTING SERVICES.

FINAL DELIVERABLES:

- **Downtown Design Guidelines**, a user-friendly handbook.
- **Downtown Design Standards**, a term-sheet & resource packet for code enforcement officials to convert into City Ordinances.

PHASE I:

- **Research.** Two I.S:A team members will do a comprehensive site analysis of your downtown, review current codes and all relevant Historic Commission / Architectural Review Board documents, as well as grant applications or City visioning documents that may be relevant to the future use of these guidelines.

ARCHITECTURAL FEE.

Based on the above understanding of services, we propose to work for a lump sum fee of \$13,500, billed on a percentage of completion basis. As we work with the appointed committees, we can provide hourly estimates for any additional services that are proposed or to re-focus on another path at any time.

INTELLECTUAL PROPERTY

All work produced by In. Site: Architecture remains our intellectual property. You'd have a license to copy and distribute the deliverables for the intended purposes within the community. Please contact us in advance to discuss use of designs and materials for any other purposes.

POSTSCRIPT

If – after reviewing the above and any follow-up material you might request –this proposal meets with your approval, please sign below and date. We can schedule a kick-off date and start moving forward.

Thank you for the opportunity to participate in Cortland's evolving revitalization process. Please let me know if you have questions about any aspect of this proposal.

Sincerely,



Rick Hauser, AIA, LEED AP, Partner
In.Site:Architecture, LLP

signature of owner

printed name, title and date

*The total liability, in the aggregate, of the Architect, the Architect's officers, employees, agents, and independent professional associates and consultants, or any of them, to the Owner and anyone claiming by, through, or under the Owner, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Architect's services, the project, or this Agreement, including but not limited to the tort liability or breach of contract or warranty, if any, of the Architect, the Architect's officers, partners, directors, employees, agents, and independent professional associates and consultants, or any of them, shall not exceed the total compensation received by the Architect under this Agreement.