



January 6, 2016

Mayor Brian Tobin
CITY OF CORTLAND
25 Court Street
Cortland, NY 13045

Dear Mayor Tobin,

Thank you for approving our inclusion in the City's budget . As we've done in the past, I've created a formal request. Please consider this document our "contract" submission for 2016.

It is the understanding of the CRSC that the City of Cortland will agree to support the Cortland Regional Sports Council at the level of \$12,500.00 to be paid annually.

Our event partners are very excited about the various recreational venues in our community. The restaurants in the City and vendors on Main Street play a vital role in our ability to attract these events.

The CRSC has sincerely appreciated the City of Cortland's partnership since 2006. We will continue to work to bring various sporting events to our community in an effort to increase the economic impact for our county. Without the support of partners such as the City of Cortland, we would not be able to accomplish this.

Thank you, on behalf of the entire CRSC organization, for your support.

Cortland is Sportland!

Sincerely,
Cortland Regional Sports Council

Machell Phelps

Machell Phelps
Executive Director

City of Cortland Representative

541500 CONTR PROFESSIONAL SVCS

2016 Adopted Budget. Mayor Department

PROFESSIONAL SERVICES

Vendor	Description of Service	Amount
Membership	Chamber of Commerce	\$ 575
Membership	Downtown Partnership	\$ 250
Events	Event Sponsorship	\$ 400
Civic Support	Cortland Spots Council	\$ 12,500
Civic Support	Downtown Partnership	\$ 20,000
Civic Support	Down Music Series	\$ 5,000
	Total	\$ 38,725

WHAT CAN THE CRSC DO FOR YOU?



"All of our expectations were exceeded in Cortland...It will be the home of our AAU event for years to come..."

- Rich Hill, Tournament Director – Cortland Shootout AAU Basketball Tournament

Event Research, Bid Proposals and Presentations

We work with local organizations or at the request of rights holders to bid on potential events. Researching appropriate venues, schedules, bid preparation and presentation are all part of our service.

Financial Planning

We can help organizers or rights holders in identifying potential expenses and developing a budget, financial assistance when appropriate and guidance on community resources.

LOC Structuring

If an event requires local organizing, we take the lead in coordinating this committee. This method offers knowledge of all event facilities and is essential for seamless planning.

Sponsorship Assistance, Development

The CRSC can assist in outlining the proper sponsorship opportunities for events. We can help determine sponsor targets, design proposals and create the tangibles.

Lodging, Hospitality Support

Generating overnight stays is a primary goal for the CRSC and one of the most important factors in creating a positive experience. For those reasons, we work closely with the Cortland Area Innkeepers and Cortland CVB to ensure all lodging and hospitality needs are met - whether it's the athlete or the spectator - they are each vital to our success.

Public Relations/Media

Welcome Guides, press releases, event posters & flyers, social media and local media play a role in getting the word out about events we work with. PR plans and strategies are developed with the event owners/operators to ensure consistent messages are communicated.

City/County Relations

The CRSC works closely with multiple county and local government agencies to ensure event success. We have the contacts and knowledge to pave the way for needed permits and services. We ensure all proper authorities are informed and given adequate information to support the event.

Onsite Logistics

Because we live and work here, it is easier for the CRSC to do the legwork before, during and after your event for the best possible experience of all attendees.



2016 Cortland Regional Sports Council Upcoming Events

January 9th & 10th	Cortland Y Gymnastics Winter Meet	JM McDonald Sports Complex
February 5th - 8th	FASNY Winter Games	Greek Peak & JM McDonald Sports Complex
February 5th - 8th	CCYHA Fire On Ice Hockey Tournament	JM McDonald Sports Complex
February 13th	Cortland Y Gymnastics Valentine's Day Meet	JM McDonald Sports Complex
February 27th	ChillABration	Downtown Cortland
March 19th & 20th	Cortland Shootout—AAU Basketball Tournament	Various Cortland Gym Locations
March 31st - April 3rd	Syracuse Chargers/Speedo Super Sectionals	Ithaca College Aquatics Center
April 17th	YMCA Race Series - Spring Run	Cortland YMCA
May 8th	YMCA Race Series - Mother's Day Run	Yaman Park
May	PAW 5K	Cortland High School
June 3rd - 5th	NYSW Soccer State Cup Final Four Championships	SUNY Cortland, TC3, Homer High School & CHS
June 10th & 11th	NYSPHSAA Girls Lacrosse Championships	SUNY Cortland & TC3
June 13th - 19th	New York State Senior Games	SUNY Cortland & surrounding venues
June	Pride of NY Lacrosse Tournament	Cortland High School
TBD	Upstate Lacrosse League Opening Day	SUNY Cortland, Barry Elementary, CHS
June 19th	YMCA Race Series - Father's Day 5K	Lime Hollow Nature Center
July 7th - 10th	NYS Regional Sheep Dog Trials	Fetch Gate Farms, Virgil
July 23rd - 30th	BonTon Roulet Bicycle Tour	FingerLakes Region
August 12th - 14th	King of the Hill Little League Baseball Tournament	Testa Park
August 28th	Southern Tier Bow Hunters Championships	Izzak Walton League
September	YMCA Race Series - Fall Classic 5K & Half-Marathon	
TBD	Fall Brawl AAU Basketball Tournament	
September	Empire State Senior	Rochester

	Games Softball Tournament	
October 8th	McDonald School Fall Feis	JM McDonald Sports Complex
October 28th & 29th	Section III Girls Soccer Championships	SUNY Cortland
November 5th & 6th	Cornell Big Red Bowling Invitational	Cort-Lanes Bowling Alley
November 11th - 13th	NYSPHSAA Girls Soccer Championships	SUNY Cortland, Homer High School, Cortland High School, TC3
November 24th	YMCA Race Series - Turkey Trot	Cortland YMCA

Cortland Regional Sports Council

2015 Economic Impact

As of 9/8/15

Lodging \$139,15
 Non-Lodging \$103,26

Lodging \$139,15
 Non-Lodging \$103,26

Event	Lodging Attendance	Non-Lodging Attendance	Lodging Total	Non-Lodging Total	Pre-CRSC Money Total	CRSC Money Total
FASNY Winter Games	205	235	22,120	24,266	\$46,385.60	\$46,385.60
CCYHA Fire On Ice Hockey Tournament	155	280	21,568	28,913	\$50,481.05	\$50,481.05
Cortland Shootout AAU Basketball Tournament	2,370	625	329,786	64,538	\$394,323.00	\$394,323.00
YMCA Canoe Classic	0	0	0	0	\$0.00	\$0.00
NYSW Soccer Final Four Championships	1,388	590	193,140	60,923	\$254,063.60	\$254,063.60
Empire State Senior Games	1,635	822	227,510	84,880	\$312,399.97	\$312,399.97
NYSPHSAA Girls Lacrosse Championships	755	550	105,058	56,793	\$161,851.25	\$161,851.25
ULA Opening Day	5	5,500	696	567,930	\$68,625.75	\$68,625.75
NYS Regional Sheep Dog Trials	40	122	5,566	12,598	\$18,163.72	\$18,163.72
BonTon Roulet Bicycle Tour	450	95	62,618	9,810	\$72,427.20	\$72,427.20
Southern Tier Bowhunters Championships	45	285	6,262	29,429	\$35,690.85	\$35,690.85
Fidelis 5K Race Series	18	620	2,505	64,021	\$66,525.90	\$66,525.90
Leaf Peeper Half Marathon	10	60	1,392	6,196	\$7,587.10	\$7,587.10
Cornell Big Red Bowling Invitational	0	0	0	0	\$0.00	\$0.00
I Love NY Gymnastics Event	0	0	0	0	\$0.00	\$0.00
NYSPHSAA Girls Soccer Championships	0	0	0	0	\$0.00	\$0.00
Speedo Regional Championships	600	80	83,490	8,261	\$91,750.80	\$91,750.80
Irish Step Dancing Feis	25	235	3,479	24,266	\$27,744.85	\$27,744.85
Totals	7,701	10,099				\$2,108,010.64

Cortland Regional Sports Council

2015 Overview

A. Continuation of the Council

1. Establishment of council operations was started in the summer of 2004 and began in September 2004, including incorporation on 11-22-04.
2. The CRSC website was constructed in the fall of 2004. While our website draws a lot of traffic, it is in desperate need of an overhaul so that our office can make changes and updates. During 2015 we have redesigned the website to make more user friendly and available on mobile devices.
3. 2015 marks our 11th year of existence with successful events continuing to return.

B. Review of Council Activities in 2015

1. AAU Basketball Tournament – The Cortland Shootout
2. NYSPHSAA Girls Lacrosse Championships
3. Empire State Senior Games
4. Borg-Warner 6-Pack 5K Race Series
 - a. Mother's Day Run
 - b. Father's Day Run
 - c. Spring Run
 - d. Chiro Run
 - e. Pumpkin Run
 - f. Turkey Trot
5. Bon-Ton Roulet Bicycle Tour
6. Southern Tier Bow Hunters Championship
7. NYSW Soccer Final Four Championships*
8. Leaf Peeper Half-Marathon
9. NYSPHSAA Girls Soccer Championships*
10. Cornell Big Red Bowling Invitational
11. NYS Regional Sheepdog Trials
12. Upstate Lacrosse League Opening Day
13. Fire On Ice Hockey Tournament
14. FASNY Winter Games
15. King of the Hill Little League Tournament
16. Speedo Northeast Regional Swimming Championships
*Events bring multi-year agreements to host
17. McDonald School Fall Feis



C. Economic Impact

1. Basis of the equation stems from the New York State Department of Economic Development for Upstate New York overnight and day trip spending
2. Event specifics are gathered at each event and include attendance, hotel room nights, ticket sales, etc.
3. Event spending by the CRSC has allowed added value and enhancement to some events while allowing others to simply get off the ground (ie: Red Dragon Ride/Celtic Fest Heavy Athletics)
4. The CRSC has played a role in bringing roughly \$22,000,000 in economic impact to our community since 2005.

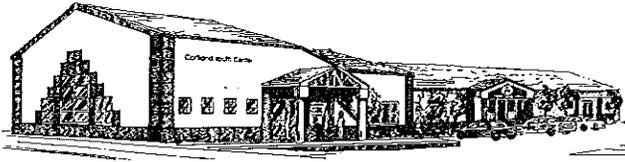
D. Marketing Plan

1. The CRSC will continue to use all available forms of event support and media. Some events require a larger expenditure than others and we tailor strategy accordingly.
2. Marketing includes –
 - a. Electronic – websites, emails, electronic newsletters, etc.

- b. TV – When purchased, CRSC event ads run on Time Warner Cable and are viewed from Watertown/North Country to Pennsylvania, across to Albany and Buffalo.
- c. Radio – Q Country, ESPN and the Finger Lakes Radio Group are used to advertise those events that attract out of town spectators. Local stations such as WXHC and I100 are also used, depending upon the event we are marketing.
- d. Print – The famous CRSC Welcome Guides continue to be a focus of our Marketing plan for a majority of our events. A version of this was developed to enhance the NY Jets training camp in 2009. Besides these pieces we use various print campaigns in Central New York specific to the event. Posters are also used to welcome event participants and spectators to our community.
- e. Non-Traditional – We continue to use our DVD to solicit new, potential events as well as to lend credibility to our current, ongoing events. The DVD will be used to market Cortland County to various events rights holders such as AAU, NCAA, IOC, etc.
- f. Social Media – With the addition of a part time staff person, our social media presence can be increased. The plan is to use Facebook, which we already use for Senior Games & CRSC, along with Twitter, YouTube, Pinterest, etc.
- g. Personal Presentations – As we continue our operations, requests to speak at various events, meetings, etc. have been received. This is another way to market what we do and all the events we currently facilitate.

E. Future Plans

1. Ultimately, the CRSC wants to become the “Clearinghouse” for any Cortland County Sporting Event.
2. On-going Partnerships – State of New York, Section III High School Athletics, SUNY Cortland, TC3, Cortland County, the Town of Cortlandville, the City of Cortland, the JM McDonald Sports Complex, City & County Youth Bureaus, the CVB, IDA/BDC, YMCA, YWCA, Cortland High School, Homer High School, Ithaca College, the Downtown Partnership and the Cortland Chamber of Commerce all continue to play vital roles in our success.
3. Work to secure a NYSPHSAA Winter sport Championship for Cortland County. Rebid Girls Soccer and Girls Lacrosse.
4. Work with Section IV on a Cross Country season opening meet.
5. Volunteer Database – We hope to grow this valuable tool and make it available to assist other community organizations where appropriate. Updates are being made as volunteers assist with CRSC events. Can utilize our updated website to reach this volunteer group as well. Increase CRSC exposure via our venue DVD to rights holders outside of New York State.
6. Explore hosting a Winter Senior Games in Cortland.
7. With various fields, both turf and grass, conduct an adult soccer tournament aimed at 30+, 40+ & 50+ age groups.
8. Continue discussions with Ithaca CVB and Ithaca College to bring other events to our larger area...Benefits both counties with overflow, as we have seen with the Y State Swimming Championships.
9. Adding a Pickleball invitational tournament to our schedule.
10. Work with local governments to develop community fields for local and CRSC use.
11. Add “Masters” level to the Senior Games – targeting 30+ & 40+ adults.



CORTLAND YOUTH BUREAU

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

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: Donations

DATE: January 8th, 2016

I would like to ask the common council to accept and recognize the following donations. The donations should be appropriated to the Youth Bureau budget.

<i>Donation</i>	<i>Amount</i>	<i>Event/Project</i>	<i>Budget Line</i>
<i>Yaman Foundation</i>	<i>\$5,530.00</i>	<i>Yaman Park Improvements</i>	<i>A-7110.5206</i>
<i>C Ashley & Beverly Ellefson</i>	<i>\$150.00</i>	<i>Youth Center</i>	<i>A-7310.5405</i>
<i>SUNY @ Cortland Interfraternity Council</i>	<i>\$56.40</i>	<i>Youth Center</i>	<i>A-7550.5405</i>
<i>Kappa Sigma & Theta Chi Fraternity</i>	<i>\$98.00</i>	<i>Youth Center</i>	<i>A-7550.5405</i>
<i>Josephine Suarez</i>	<i>\$25.00</i>	<i>Youth Center</i>	<i>A-7550.5405</i>
<i>Total Donations =</i>	<i>\$5,859.40</i>		
<i>Trust Fund Donation</i>	<i>Amount</i>	<i>Event/Project</i>	<i>Trust Fund Acc.</i>
Grace & Holy Spirit Church	\$500.00	Jim Partigianoni Scholarship Fund	Jim Partigianoni Scholarship Fund

The Trust Fund donation should be appropriated to the Trust Fund account established for the Jim Partigianoni Scholarship fund.

Attached is a copy of the checks and supporting details on the donations for your records. Feel free to contact me with any questions at 753-3021 ext. 423





CITY OF CORTLAND
OFFICE OF COMMUNITY DEVELOPMENT
THOMA DEVELOPMENT CONSULTANTS

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

MEMORANDUM

TO: Mayor Tobin and Members of the Common Council
FROM: Thoma Development Consultants
RE: Fair Housing Officer
DATE: January 12, 2016

As a federal CDBG grantee, the City promises to "further fair housing" by undertaking certain activities including implementing a Fair Housing Plan and designating a Fair Housing Officer (FHO). The City has been undertaking the necessary actions for years. However, Ann Hotchkin, who is no longer with Thoma, was the designated Fair Housing Officer. Since she is no longer able to serve in this capacity, the City must designate a new FHO by resolution.

The FHO fields complaints about discrimination in the sale or rental of housing to determine if they rise to the level of discrimination under the federal law that govern the CDBG Program. If they do, the FHO refers the complaint to HUD.

Unless the City has an individual that would like to serve as FHO, Annette Huskins of our staff has agreed to act in this capacity. We've attached a resolution for your adoption to achieve this purpose. The City has to report the name of the FHO in annual and other reports.

If there are any questions, please contact Linda Armstrong of my staff prior to your January 19th meeting. She can be reached at 753-1433.

Attachment - Resolution

FAIR HOUSING RESOLUTION

WHEREAS, the City of Cortland is committed to the provision of equal access and equal housing opportunities for all its residents, and

WHEREAS, discrimination in the sale, rental or financing of dwellings on the basis of race, color, religion, sex, national origin, handicap, or familial status is prohibited by the federal Fair Housing Law of Title VIII of the 1968 Civil Rights Act and the Fair Housing Amendment Act of 1988, and

WHEREAS, the City of Cortland has undertaken activities to further Fair Housing in the City for many years and wishes to continue to further Fair Housing in the City and,

WHEREAS, the City of Cortland has been operating pursuant to a Fair Housing Plan, which included the appointment of Ann Hotchkin of Thoma Development Consultants as the City's Fair Housing Officer (FHO), and

WHEREAS, Ann Hotchkin is no longer able to act as the City's Fair Housing Officer,

NOW, THEREFORE BE IT RESOLVED that the City of Cortland does hereby designate Annette Huskins, Program Manager for Thoma Development Consultants, as Fair Housing Officer for the City of Cortland to carry out the activities of the City's Fair Housing Plan and to address complaints related to the issue of Fair Housing in the City if they fall under the purview of federal law.

If so, the governing board must pass a resolution to increase estimated revenues (account code 510-1603) and appropriations (account code 960-4020.4).

A health officer or person in charge of an institution serving as a local registrar is not eligible to receive any additional compensation.

DEPUTY REGISTRAR

Public Health Law 4122.1 **requires** each local registrar to appoint a deputy registrar. Anyone except a licensed funeral director, undertaker or embalmer, or a person employed in the business of funeral directing, undertaking or embalming is eligible for appointment as a deputy registrar.

The deputy registrar appointment is made on the Registrar Appointment Notice, DOH-1556. Care should be taken to appoint a deputy registrar who will be able to fill in when the local registrar is not available during vacations, prolonged illnesses and so forth. For this reason, the appointment of a spouse is not recommended.

The deputy registrar has the same authority and duties as the local registrar.

There is no provision in the Public Health Law for the compensation of the deputy registrar. Compensation of the deputy registrar is determined by the municipality.

SUBREGISTRAR

Public Health Law 4122.2 authorizes the local registrar to appoint one or more subregistrars, with the approval of the State Commissioner of Health. Anyone except a funeral director, undertaker or embalmer, or a person employed in the business of funeral directing, undertaking or embalming is eligible for appointment as a subregistrar.

To appoint a subregistrar the local registrar submits the candidate's name to the Department of Health on form DOH-2457. Upon review and approval, the Department of Health endorses the appointment and returns a signed copy of DOH-2457 to the local registrar. Subregistrars should be selected on the basis of their geographic and after hours availability. Among other possible appointees are police, fire and hospital personnel.

Subregistrars may accept birth and death certificates for filing and issue burial permits. Subregistrars may not issue copies of certificates. All birth and death certificates received by subregistrars must be forwarded to the local registrar within three days of filing. When a birth or death certificate is filed with a subregistrar, the subregistrar signs the certificate in the item entitled, "Signature of Local Registrar." The date the certificate is filed is entered in the adjoining item. In the case of a death certificate, the subregistrar also signs in the item entitled "Burial or Removal Permit Issued By" and enters the date in the adjoining item.

Re-appointments/ New appointments 2016

ZBA – 3 Year Term

Rafael Felix (New Appointment)

Phyllis McGinley

Youth Bureau – 3 Year Term

Thomas Steele

Environmental Advisory - 2 Year Term

Anna Bennett

Frank Kelly

Donna Lieberman

Judd Olshen

Plumbing Board

Mark Baranello – 1 Year Term

James Romer – 3 Year Term

Planning Commission – 3 Year Term

Troy Beckwith

Christine Place (New Appointment)

Jim Wavle (New Appointment)