



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

APRIL IS FAIR HOUSING MONTH

WHEREAS; in accordance with Title VIII Fair housing Policy of the Civil Rights Act of 1968 and the Fair Housing Amendments Act of 1988, and

WHEREAS; the month of April 2016 has been designated by the U.S. Department of Housing and Urban Development's Office of Fair Housing and Equal Opportunity as Fair Housing Month,

NOW, THEREFORE BE IT RESOLVED, that the Common Council of the City of Cortland hereby declares and proclaims April as Fair Housing Month in the City of Cortland, New York.

IN WITNESS WHEREOF, I have hereunto set my hand this 5th day of April, in the year of our Lord, two thousand sixteen, and of the Cortland New York.

Brian Tobin
Mayor of Cortland, New York

CITY OF CORTLAND, NEW YORK
LOCAL LAW NO. _____ OF THE YEAR 2016
Filed with the NYS Department of State on _____, 2016
CITY OF CORTLAND TOBACCO USE

Section 1. Enactment and Title.

This Local Law shall be entitled "Tobacco Use in Public Law"

Section 2. Authorization, Purpose and Intent.

The primary purpose of this law is to reduce the proximate exposure of the public, especially children, to the hazards and annoyance of second-hand tobacco smoke. Furthermore, this legislation is intended to reduce litter and possible contamination from discarded cigarette butts in public places and to reduce the likelihood that young persons will initiate tobacco use (by reducing the incidence of public smoking in places where young persons are likely to be present)

Pursuant to the New York State Constitution, the Common Council of the City of Cortland may adopt and amend laws pertaining to the protection, conduct safety, health and well-being of the persons and property in the City. Similarly, the Charter of the City of Cortland provides that the Common Council may enact and enforce any ordinance (not repugnant to the constitution or laws of the state) for any local purpose (except fluoridation of the water supply) pertaining to the preservation of order, peace and health, and the safety and welfare of the City and the inhabitants thereof.

The Clean Indoor Air Act adopted by the New York State Legislature (Public Health Law Article 13-E, § 1399-n et seq.) addresses indoor smoking only and in any case, specifically provides that "nothing herein shall be construed to restrict the right of any county, city, town, or village to adopt and enforce additional local law, ordinances or regulations which comply with at least the minimum applicable standards set forth in this article."

Definitions:

CHILD-CARE CENTER

A facility where care and supervision are provided for children in exchange for consideration. For the purposes of this chapter, a "child-care center" refers to only to such a facility that is licensed by New York State or Cortland County to operate as such.

CHILDREN

Persons under the age of 18 years.

CITY-OWNED PROPERTY

Any structure including parking lots owned by the City of Cortland, except for any such structure that is subject to a written lease to another party, provided such lease was entered into prior to the effective date of this chapter and provided such lease does not give the City the authority to regulate outdoor smoking on the leased premises.

ENTRANCE

The means by which persons may enter a building, typically consisting of a door or doorway, which may be associated with a stoop or steps and/or a ramp. For the purposes of this chapter, “entrance” includes the stoop, steps or ramp leading from the sidewalk or pavement to such a door or doorway.

EXIT

The means by which persons may leave a building, typically consisting of a door or doorway, which may be associated with a stoop or steps and/or a ramp. For the purposes of this chapter, “exit” includes the stoop, steps or ramp leading from the sidewalk or pavement to such a door or doorway.

FACILITY

The structures and activity areas (which may be partially enclosed or unenclosed) associated with an operation (which operation may be governmental, recreational, educational, commercial or of another type).

MASS TRANSIT SHELTER

A structure that is enclosed on at least three sides and has a roof, intended for use by persons waiting for a bus or other mass transit vehicle.

MOBILE VENDING

An activity consisting of the offering of goods and/or services for sale from a nonpermanent base of operations, including but not necessarily limited to a cart, kiosk, table or vehicle.

OUTDOOR DINING

An activity consisting of the provisions of facilities that are available to members of the public (with or without payment) for eating and/or drinking in an area that is not fully enclosed by a permanent structure (walls, roof, etc.).

OUTDOOR RECREATION AREA

An area that is not fully enclosed and that is designated for recreational purposes or activities.

PAVILION

A structure that is at least partially unenclosed (for example, with open sides) and that is intended for public use.

PERMIT

Written permission for an activity proposed to be conducted on property of the City of Cortland (including any conditions placed upon such permission), issued and signed by the appropriate regulatory authority of the City.

PLAYGROUND

An outdoor recreation area that is designed and intended for use by children. For the purposes of this chapter, a playground that is fenced or otherwise physically demarcated shall be deemed to include all of the area inside such fence or demarcation; a playground that is not fenced or otherwise demarcated shall be deemed to include all open space that is associated with or adjacent to it.

PLAYING FIELD

That portion of an outdoor recreation area that is set up and marked in some way for the playing of one or more specific games (such as baseball, football or soccer). For the purposes of this chapter, a playing field that is fenced or the outside perimeter of which is otherwise physically demarcated shall be deemed to include all of the area inside such fence or demarcation, together with any bleachers or other, designated viewing area; a playing field that is not fenced or otherwise demarcated (as to its outside perimeter) shall be deemed to include all of the area customarily required for playing the game for which it is being used, together with any bleachers or other designated viewing area.

SCHOOL

The facility where an educational institution licensed by New York State and serving students in any grade from kindergarten through 12th grade is located.

SMOKE

The emission produced by the burning of a lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco.

SMOKING

The use of a lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco, including smokeless tobacco ("chew").

Section 3. Rules

Smoking shall not be permitted and no person shall smoke in the following outdoor areas, subject to the limited exception for streets open to regular traffic outdoor areas:

- A. At or near playgrounds, child-care centers and schools, as follows:
 - a. At any playground that is open to use by the public or on any public property that is within 25 feet of such a playground.
 - b. On any public property that is within 25 feet of any entrance, exit, window or ventilation intake of any licensed child-care center or its facility.
 - c. On any public property that is within 25 feet of any entrance, exit, window or ventilation intake for a school, school building or school facility.
 - d. The owner of any such playground, child-care center or school shall be required to post and maintain signage acceptable to the City advising the public of the above restrictions.

- B. In other areas or at events where persons cannot readily escape nearby second-hand smoke, as follows:
- a. Within any outdoor dining area (whether covered or not) located on City-owned property, as follows:
 - i. Within any seating area for outdoor dining and/or drinking associated with a bar or restaurant that is on City property and subject to a City license and that is in use for that purpose; and
 - ii. Within any seating area for outdoor dining and/or drinking, established or maintained by the City or its agent, that is in use for that purpose.
 - b. On any public property that is within 2 feet of the area occupied by a mobile vending cart or other mobile vendor operating on City-owned (or City-leased) property.
 - c. At outdoor events on City-owned property, as follows:
 - i. Within the outdoor seating and viewing areas for open-air concerts, dances, parades, other performances, lectures, motion-picture or video presentations or similar open-air presentations for which a permit from the City is required and when in use for that purpose.
 - ii. Within the outdoor seating and viewing areas associated with unenclosed (or partially enclosed) sports areas or similar open-air recreational facilities.
 - iii. During outdoor festivals, block parties and similar events on public property, for which a permit from the City is required, that will involve the concentration of persons in small or constrained spaces. For such an event, smoking is prohibited within the area covered by the City permit.
 - iv. If the sponsor of an outdoor event wishes to allow smoking at the event, the sponsor must propose and request (from the permit issuer) a designated smoking area associated with the event (which must be so marked, may not be in a permanently smoke-free area and would result in little or no direct exposure of nonsmokers to second-hand smoke); if no such exception is requested and granted, the event must be entirely smoke free. For an event occupying a portion of the City of Cortland, the designated smoking area shall be that part of the City of Cortland where outdoor smoking is not otherwise prohibited.
 - d. Any licensee or permit holder for an outdoor dining area, vending or outdoor event on City-owned property shall be required to inform members of the public of applicable restrictions on outdoor smoking (for example, through signs posted on a mobile vending cart, at the perimeter of an outdoor dining area or outdoor event and/or in the publicity for an event.)
- C. In certain other areas, as follows:
- a. Public sidewalks

- i. For the purpose of this section “public sidewalk” means that are between the outside of the curb and the property line adjacent to city owned property that fronts on said side.
- ii. Outside City-owned property, as follows: at all times, on any city owned property within 25 feet of any entrance or exit or window or ventilation intake for any building owned by the City of Cortland.

D. At facilities leased or licensed to others, as follows:

- a. Whenever the City is negotiating a new or renewed lease or license for use of City land or buildings, the City shall include in such lease or license a provision that will apply outdoor smoking rules comparable to those for other, comparable City property (as set forth herein).
- b. As for existing leases, where this chapter would not apply automatically, the City shall ask such lessees to agree (voluntarily) to operate the outdoor areas of the leased premises in a manner that is consistent with City regulation of smoking in comparable outdoor areas.

§ 280-5 Exception for streets open to regular traffic.

Streets open to regular vehicular traffic are exempt from the prohibitions on outdoor smoking emanating from an adjacent area, except that such prohibition shall extend into the parking lane of such a street and to persons in or on a vehicle in an affected parking area on public property (such as near a school or playground).

Section 4. Effective Date.

This Local Law shall take effect immediately upon filing in the Office of the New York Secretary of State in accordance with the Municipal Home Rule Law.

I hereby certify that the Local Law annexed hereto, designated as Local Law No. ___ of 2016 of the City of Cortland was duly passed by the City Board on _____, 2016, in accordance with the applicable provisions of law.

I further certify that I have compared the preceding Local Law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original Local Law, and was finally adopted in the manner indicated in the above paragraph.

(Seal) Date: _____

STATE OF NEW YORK
COUNTY OF CORTLAND

I, the undersigned, hereby certify that the foregoing Local Law contains the correct text and that all proper proceedings have been had or taken for the enactment of the Local Law annexed hereto.

_____ City Attorney

DOWNTOWN MUSIC SERIES

Hon. Mayor Brian Tobin
Members of Common Council
Mack Cook, Dir Adm & Finance

Greetings,

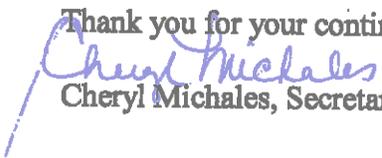
It is once again time for the Downtown Music Series for the summer of 2016. We have a terrific line up planned and are having four great bands for the main shows!!! If we could please get our request on your next regular agenda on April 5, 2016, that would be greatly appreciated.

We are asking that the Council authorize the use of the parking lot between the Marketplace Mall and the VFW on the following dates, 7/8, 7/15, 7/22, 7/29. We would ask that the parking lot be closed from 12 noon each of those dates until 11:00PM, to enable the setting up of sound, stage and refreshments. Our liquor license will be from 5:30PM to 10:30PM.

As was done last year we are asking to be able to leave the orange snow fence up in the very back of the lot until the end of the series on 7/29. We always roll it up so that there is access to the lot from the VFW lot. This enables us to save some time in setting up each show.

I have also given a copy of this request to Deputy Chief Paul Sandy for his approval.

Thank you for your continued support of this great series!


Cheryl Michales, Secretary

cc: Paul Sandy, Deputy Chief of Police

APPLICATION
For Street Closings
PLEASE PRINT ALL INFORMATION

Today's Date: March 28 2016

Address of Street Closing: Van Hoesen St. from Harrison St → Chestnut St.

Describe Event: "Porch Fest" various musical/theatrical acts on porches in the neighborhood

Applicant Andrejko Molly R PH # 607-423-7078
Last First MI (Home) (Work)

Address: 19 Van Hoesen St. E-mail Address: mollyandrejko@gmail.com
Street

Co Aland NJ 13045
City State Zip Code

Date of Street Closing: August 28 2016 Alternate or Rain Date: n/a

Start Time: 1:00 AM or (PM) Finish Time: 5:30 AM or (PM)
* (No earlier than 9:00 AM) * (No later than 8:00 PM)

(*Unless altered by Common Council)

Estimated # of persons attending: 100-~~200~~?

Will amplified music be provided?: yes, please see addendum.
(If yes, refer to requirement #8 for compliance)

City Ordinance Sect. 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.

Addendum: Application for Street Closings

28 March 2016

Mayor Brian Tobin
25 Court Street
Cortland NY 13045

Dear Mr. Mayor,

I would like to have the opportunity to respectfully request a waiver for the \$250 fee per Sect. 193-7 as it pertains to providing amplified music for a community event.

The "PorchFest" we are hoping to host in the Van Hoesen Street neighborhood would have musicians and performers on various porches of private homes. Most musicians and performers have the capability to play acoustically, but some performers only have access to electric instruments, or instruments that necessitate amplification.

All acts that can possibly play acoustically will play without amplification. Any performer that needs amplification will play at a decibel level that is equal to their acoustic counterparts.

The reason I request this waiver is because we, the people organizing the event, are private individuals hoping to plan a fun, engaging, local event to foster community spirit. The performers are donating their time and talent. Likewise, "PorchFest" will be free and open for the public to enjoy. To pay a \$250 fee would prove to be a hardship for us, the individuals planning this small event.

Thank you very much for considering this request. I look forward to hearing from you.

Sincerely,



Molly Reagan Andrejko

19 Van Hoesen St.

Cortland NY 13045

mollyandrejko@gmail.com

(607) 423-7078

EXOTIC PET PERMIT APPLICATION

DATE OF APPLICATION 3/23/16

OWNER'S NAME Meredith Benesch

OWNER'S ADDRESS 20 Vanhoesen St Cortland

Phone Number 607-745-4744

Type of Pet Chicken

Landlord's Name owner

Landlord's Address —

Landlord's Phone # —

Complete permit application and return it to the City Clerk's Office along with

Application fee of \$5.00 per pet or up to 5 chickens.

N/A Letter of permission from the landlord

Letters from building residents / neighbors indicating knowledge of the exotic pet

* Ferrets must have current rabies vaccination certificate to file with the application

Once the application, supporting documents and permit fee are received, a home inspection will be made prior to submitting the application to Common Council.

If Common Council approves the application, the permit will be mailed out to the applicant.

If the application is denied, the application fee will be returned to the applicant.

Permits are issued for a calendar year, and are renewable each January. Renewal notices are sent out a month before.

March 23, 2016

To Cortland City Common Council:

Meredith and Andrew Benesch, owners of 20 Vanhoesen St, Cortland NY, has been in contact with me concerning their desire to have 4 chickens as pets in their back yard. I have been informed it was necessary to get my signature of acknowledgement.

Ann Taylor

A handwritten signature in cursive script that reads "Ann Taylor". The signature is written in black ink and is positioned above a horizontal line.

20 Vanhoesen St Cortland NY

Kevin Leuthauser

A handwritten signature in cursive script that reads "Kevin Leuthauser". The signature is written in black ink and is positioned above a horizontal line.

18 Vanhoesen St Cortland, NY 13045



CORTLAND YOUTH BUREAU

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

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

FROM: John McNerney, Youth Bureau Director

RE: CYB Donations

DATE: March 28th, 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>Diane S. Chu</i>	<i>\$200.00</i>	<i>Celebrations</i>	<i>A-7550.5405</i>
<i>SUNY Cortland Student Government Association</i>	<i>\$ 50.00</i>	<i>Celebrations</i>	<i>A-7550.5405</i>
<i>Elatne Norris</i>	<i>\$ 25.00</i>	<i>Prom Dress Closet</i>	<i>A-7310.5405</i>
<i>Todd & Michelle Funk</i>	<i>\$500.00</i>	<i>Youth Center Kitchen Program</i>	<i>A-7330.5400</i>
<i>Total Donations -</i>	<i>\$775.00</i>		

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





March 10, 2016

In regards to: Donation

Cortland Youth Bureau
35 Port Watson St.
Cortland, NY 13045
USA

Dear Youth Bureau:

The SUNY Cortland Art Exhibition Association recently held a ceramic sale and figure drawing workshop as one of their club events. The AEA would like to donate the proceeds of this event to help your organization. Enclosed is a check for the \$50.00 that was raised by the club. Please send a receipt for this contribution to the following address:

Art Exhibition Assoc.
c/o Auxiliary Services Corp.
Neubig Hall
15 Neubig Road
Cortland, NY 13045

Please contact me at (607) 753-4628 or tina.russell@cortland.edu if you have any questions.

Respectfully,

A handwritten signature in cursive script that reads "Tina Russell". The signature is written in dark ink and is positioned above the typed name.

Tina Russell
SGA Account Clerk
ASC at SUNY Cortland

Enclosure (1)



CORTLAND YOUTH BUREAU

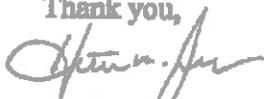
35 Port Watson Street • Cortland, NY 13045 • (607) 753-3021 • Fax: (607) 753-3023 • www.cortland.org

March 16th, 2016

John,

Attached is a \$500.00 donation from the Funk family who recently made a donation for Youth Center programs. I'm requesting that this donation be deposited into 7330.400 for use towards our Kitchen program. Please let me know if you have any questions. We will be sending a thank you to them for their generous donation.

Thank you,



Heather Johnson





CORTLAND YOUTH BUREAU

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

March 25th, 2016

In regards to: Donation

**Cortland Youth Bureau
35 Port Watson St.
Cortland, NY 13045**

Dear John,

We received a donation to be applied toward our Prom Closet program in the amount of \$25. I would ask that this be deposited into A-7310.5405 for use with supplies and expenses related to the Prom Closet Program.

Sincerely,

**Lorie L. Breed
Youth Services Specialist**



mayorofc

From: William (Bill) Starr <wtstarr@twcny.rr.com>
Sent: Tuesday, March 22, 2016 5:19 PM
To: sue@cortlandny.com
Cc: mayor
Subject: CITY Application for Commission (William (Bill) Starr)

Name: William (Bill) Starr

Email Address: wtstarr@twcny.rr.com

Street Address: 9 Ridgeview Ave

City/State/Zip: Cortland, NY 13045

Phone: 607-591-9564

Commission or Board you would like to be considered for: Fire Commission

Why are you interested in this position? I am currently serving on the Cortland Wastewater Board and am interested in becoming involved in another commission. I am interested in emergency service and fire protection.

What qualifications do you have for this position? I have been a city board member for the past 15 or 20 years. I have worked for McNeil and Company for the past 2.5 years and am gaining knowledge in the areas of fire service and risk management. Prior to joining McNeil & Co I worked for Intertek for 29 years in various capacities. My Resume is available if you wish to see it. I would simply need to update it to include my McNeil work experience.

mayorofc

From: Starr, Bill <bstarr@mcneilandcompany.com>
Sent: Monday, March 28, 2016 12:16 PM
To: mayorofc
Subject: Board of Fire Commissioners additional information from B Starr for 3.23.16 application

Ms. Rainbow,

One other qualification that is pertinent to my interest in an appointment to the Cortland Fire Commission that I failed to note in the online application is my interest in workplace safety in the emergency service industry. I am a New York State Department of Labor Certified Safety Consultant. Over the past year I have performed injury reduction studies, loss prevention, and work place safety surveys at four fire departments on Long Island NY. This work was performed in my capacity with McNeil and Company for Fire Districts Mutual of NY Insurance Company and the NY State Department of Labor Workers Compensation Board. This service is provided to Fire Departments who have experienced a high rate of on the job injuries and reviews policies and procedures that are in place or can be added to reduce workplace accidents from occurring.

Thank you,

Bill Starr

130 Tompkins Street
Cortland, NY 131045
607-756-8910
phansen3@twcny.rr.com

Patricia M. Hansen

Summary of Qualifications

1994 - Present TLC Emergency Medical Services, Inc. Cortland, NY

Manager - Cortland Division

- Responsibilities include: supervision of personnel; contract negotiations; New York State Empire Zone benefits coordination; community relations; government affairs; dispatch procedures; Privacy Officer, Compliance Officer; development of policies and procedures; completion of all required New York State paperwork for all divisions; statistical analysis of call volume; coordination of special projects including New York State Senior Games

Education

1982-1986 West Virginia University, Morgantown West Virginia

Bachelor of Science, Journalism

Professional Experience

1989-1994 Cortland Standard Cortland, NY

Reporter

- Reporting responsibilities include police and emergency services, city government and other assignments as required.

1987-1989 Redland Daily Facts Redlands, CA

Reporter

- Reporting responsibilities include police, emergency services and courts.

1986-1987 Varden Studios Rochester, NY

Photographer

- Senior portraits at colleges and universities between New York State and California.

Volunteer Organization

2013-Present Cortland County EMS Advisory Board

Member

2007- Present Air Medical Services Advisory Committee

Alternate Member

1998 - Present United New York Ambulance Network

Board of Directors, Secretary

2004-Present Central New York Regional EMS Council
Member

2015-Present Central New York Regional EMS Council Executive Committee
Cortland County Representative

2013-2015 Cortland County Community Services Board
Mental Health SubCommittee
Member

2015 Committee to Elect Mark Helms Sheriff
Campaign Chalm

2013 Committee to Elect Robert M. Shafer Judge
Campaign Chalm

2010 - 2012 Tompkins Cortland Community College Foundation
Board of Directors

2007-2009 SUNY-Cortland Rescue Squad Advisory Board
Member

2004-2009 Committee to Elect Tom Gallagher Mayor
Campaign Chalm

1996-2007 Seven Valleys Health Coalition
Board of Directors

1997-1998 Seven Valley's Council on Alcoholism and Substance Abuse
Board of Directors, President

1996-2001 City of Cortland Common Council
Alderman, Sixth Ward

2000-2001 City of Cortland Common Council
Deputy Mayor

1996-2001 Cortland County Chamber of Commerce
Board of Directors

Mack Cook

From: Mack Cook
Sent: Tuesday, March 15, 2016 2:45 PM
To: Brian Tobin; ward1 (ward1@cortland.org); ward2; ward3 (ward3@cortland.org); ward4 (ward4@cortland.org); ward5; ward6; ward7 (ward7@cortland.org); ward8
Cc: lawdept; Chris Bistocchi; 'Thomas Suozzo'; 'Kris Dimmick'; Garry VanGorder (garry@cortlandbusiness.com); Jonathan Soukup; Nicholas Dovi
Subject: EFC grant application... Cpuncil agenda April 5th

Mayor and Members of Common Council
cc. Law, DPW & Water Departments, Cortland County IDA

On the agenda for your Council Meeting of April 5th will be a series of actions that support two grant applications that the City will be submitting under the New York Water Infrastructure Improvement Act of 2015 (the Act). The first grant application will be seeking funding for upgrades and improvements to the City's drinking water pumping, treatment and storage systems. The second grant will address flooding issues on the City's south side in the Hughes Creek and Perplexity creek drainage basins.

Grant Program:

The 2015 Act authorized the NYS Environmental Facilities Corporation (EFC) to provide grants to assist municipalities in funding water quality infrastructure. NYS water grants are available for both drinking and non-portable water (sewage systems and storm water) projects that protect or improve water quality and/or protect public health. In the 2015 Round 1 cycle the City received funding for the Clinton Ave Storm Water project through this program.

In 2016 the Act makes \$75 million available for Round 2 projects. In the Governor's Executive Budget an additional \$100 million in funding grants was proposed. Grant applications are due by 5:00 PM on April 15th. A high priority will be placed on applications that demonstrate readiness to move forward and be completed. For Round 2 applications only a complete NYS Water Grant Application with supporting documents will be considered. The required supporting documents are:

- Engineering Report (Water Plant-Cedarwood Engineering) (South Side Drainage Project-The BCG Group)
 - Project Budget (Water Plant- \$2.5 million) (South Side Drainage Project- \$3 million)
 - Project Schedule
 - Smart Growth Assessment Form
 - Plan of Finance
 - Bond and Estoppel Resolutions
 - Environmental Review
 - SHPO Review
- 1.8*
MMK
3/27/16

Project Descriptions:

Water Plant Upgrade Project:

This project will focus on reconstruction, replacement and/or acquisition of new equipment and facilities connected with the pumping, treatment and storage of the City's drinking water before the water's entry into the City's distribution system. The project will encompass the design and construction of routing systems to collect water from

the wellheads and directing it to treatment equipment and then moving the water into the storage tanks. Treatment facilities will include upgrading the chlorination facility and equipment and rehabilitation or replacement and possible relocation of the air stripper. The scope of work to the routing system will be improving the energy efficiency of pumps and construction and relocating the pipe system within the plant's footprint to improve the efficiency of the plant's operation.

South Side Drainage Project:

This project will be designed to intercept storm water which currently flows into the City and the Perplexity Creek system across the Rosen site and divert it into the Hughes creek below the houses on Northcliff road. The more storm water diverted out of the City system, the better the existing capacity can protect the existing neighborhood. It is generally easier to manage storm water in large volumes outside an urbanized area.

This system would include work in two areas.

- A) The existing culvert crossing of South Pendleton St and Sunnyfield Drive carrying Hughes Creek will be replaced. This work will convey those larger flows from the south and west safely downstream without the current overtopping and street washouts. The final details of this effort will include a more complete and permanent interception of ground water which is following the new town sewer pipe down the hill. Improvements to the Jackson Drive crossing would be included as well.
- B) A diversion system consisting of convention closed drainage and open ditching is recommended to intercept as much of the Perplexity Creek runoff before it enters the creek channel at the back of the Rosen Site. This will reduce the magnitude of run off and the associated flood damages and impacts without the costs associated with increasing capacity through the more urbanized neighborhoods. This interception will include any northbound runoff from the High school, bus garage, south Pendleton St, Sunnyfield, Fox Hollow, Northcliff Roads South of the railroad tracks. This will allow the limited capacity in the existing Perplexity creek culvert system to better protect these neighborhoods.

Your patience and forbearance as we comply with the required prerequisites to the grant application is appreciated. The State's source of funding for these grants is the Bank Settlement and thus presents the City with a unique and one-time opportunity to address critical infrastructure needs.

Respectfully,
Mack

2 - Move Air Stripper to new location near Chlorination Building and Pumphouse #2 building

Item	Quantity
Evaluate and test existing controls & actuator valves	1
Backup blower replacement	1
Replace packing material In Air Stripper	16 @
Inspect structure of Air Stripper for reported crack(s) and repair if required	X
Open (or install) manway in wet well and clean & disinfect inside of wet well	X
Replace & Install air stripper booster pump and motor including VFD and new controls	X
Install drain line and infiltrators for O&M activities	X
Piping etc.	X
24 "pipe installed (ft)	X (160 @ \$230/ft)
24" elbows	X (5@ \$5000 ea.)
24" valves	X(3 @ \$13,500 ea.)
24" Ts	X (2 @ \$3735 ea)
Move Air Stripper with crane and additional equipment as necessary	X
Pour Slab for Air Stripper	X
New Building	X (80'x50' @ \$250/sq ft)
Demo Existing Building	X
New Electrical Service run to Plant #2 Building	X (1000 ft @\$120/ft)
Chlorination Upgrade	X
Rebuild motor on Well #5 and install VFD	X
Rebuild or Replace motor on Well #3	X
SCADA Integration	X
Insulation of air stripper and wet well to reduce inside temperature	X
Recirculation pump system for disinfection of air stripper	X
sub total	
Contingency	
Cedarwood Engineering Fees	

		Cost
Units	Unit Cost	Total Cost
EA	\$2,000.00	\$2,000.00
EA	\$3,500.00	\$3,500.00
CF		\$45,000.00
		\$10,000.00
		\$5,000.00
		\$190,000.00
		\$25,000.00
		\$36,000.00
		\$25,000.00
		\$40,500.00
		\$7,470.00
		\$25,000.00
		\$100,000.00
		\$1,000,000.00
		\$25,000.00
		\$120,000.00
		\$100,000.00
		\$35,000.00
		\$25,000.00
		\$15,000.00
		\$5,000.00
		\$15,000.00
		\$1,854,470.00
		\$278,170.50
		\$148,357.60
		\$2,280,998.10

City of Cortland Water Department Upgrades

Alternatives

Items/Tasks	1-Leave Air Stripper in current location and run piping to enter system near chlorination building.	Cost	2 - Move Air Stripper to new location near Chlorination Building and Pumphouse #2 building
Evaluate and test existing controls & actuator valves	X	2,000.00	
Backup blower replacement	X	3,500.00	X
Replace packing material in Air Stripper	X	45,000.00	X
Inspect structure of Air Stripper for reported crack(s) and repair if required	X	10,000.00	X
Open (or install) manway in wet well and clean & disinfect inside of wet well	X	5,000.00	X
Replace & install air stripper booster pump and motor including VFD and new controls	X	190,000.00	X
Install drain line and infiltrators for O&M activities piping etc.	X	25,000.00	X
24" pipe installed (ft)	X (1100 @ \$230/ft)	253,000.00	X (160 @ \$230/ft)
24" elbows	X (5 @ \$5000 ea.)	25,000.00	X (5 @ \$5000 ea.)
24" valves	X (2 @ \$13,500 ea.)	27,000.00	X(3 @ \$13,500 ea.)
24" Ts	X (1 @ \$3735 ea.)	3,735.00	X (2 @ \$3735 ea)
Move Air Stripper with crane and additional equipment as necessary			X
Pour Slab for Air Stripper			X
New Building	X (80'x50' @ \$250/sq ft)	1,000,000.00	X (80'x50' @ \$250/sq ft)
Demo Existing Building	X	25,000.00	X
New Electrical Service run to Plant #2 Building			X (1000 ft @ \$120/ft)
Chlorination Upgrade	X	100,000.00	X
Rebuild motor on Well #5 and install VFD	X	35,000.00	X
Rebuild or Replace motor on Well #3	X	25,000.00	X
Install 4" drain line, 4" valves(1), vermin screen for 4" line(1), tap 4" line off 24" line			

Core into Saunders Road tank just above max operating level				
SCADA Integration	X	15,000.00	X	
Insulation of air stripper and wet well to reduce inside temperature	X	5,000.00	X	
Recirculation pump system for disinfection of air stripper	X	15,000.00	X	
sub total		1,809,235.00		
Contingency		271,385.25		
Cedarwood Engineering Fees		144,738.80		
		2,225,359.05		

Cost	3 - Move Air Stripper to Saunders Road Tank	Cost
2,000.00		
3,500.00	X	3,500.00
45,000.00	X	45,000.00
10,000.00	X	10,000.00
5,000.00	X	5,000.00
190,000.00		
25,000.00		
	X	
36,000.00	X (400 @ \$230/ft)	92,000.00
25,000.00	X (4 @ \$5000 ea.)	20,000.00
40,500.00	X (2 @ \$13,500 ea.)	27,000.00
7,470.00	X (1 @ \$3735 ea)	3,735.00
25,000.00	X	50,000.00
100,000.00	X	50,000.00
1,000,000.00	X (80'x50' @ \$250/sq ft)	1,000,000.00
25,000.00	X	25,000.00
120,000.00		
100,000.00	X	100,000.00
35,000.00	X	35,000.00
25,000.00	X	25,000.00
	X	10,000.00

		X (1)	70,000.00
15,000.00			
5,000.00		X	5,000.00
15,000.00		X	15000
1,854,470.00			1,591,235.00
278,170.50			238,685.25
148,357.60			127,298.80
2,280,998.10			1,957,219.05

City of Cortland Water Department Upgrades

Items/Tasks	Alternatives	
	1-Leave Air Stripper in current location and run piping to enter system near chlorination building.	2 - Move Air Stripper to new location near Chlorination Building and Pumphouse #2 building
	Cost	
Evaluate and test existing controls & actuator valves	X	
Backup blower replacement	X	X
Replace packing material in Air Stripper	X	X
Inspect structure of Air Stripper for reported crack(s) and repair if required	X	X
Open (or install) manway in wet well and clean & disinfect inside of wet well	X	X
Replace & install air stripper booster pump and motor including VFD and new controls	X	X
Install drain line and infiltrators for O&M activities	X	X
Piping etc.	X	X
24 " pipe installed (ft)	X (1100 @ \$230/ft)	X (160 @ \$230/ft)
24" elbows	X (5 @ \$5000 ea.)	X (5 @ \$5000 ea.)
24" valves	X (2 @ \$13,500 ea.)	X(3 @ \$13,500 ea.)
24" Ts	X (1 @ \$3735 ea.)	X (2 @ \$3735 ea)
Move Air Stripper with crane and additional equipment as necessary		X
Pour Slab for Air Stripper		X
New Building	X (80'x50' @ \$250/sq ft)	X (80'x50' @ \$250/sq ft)
Demo Existing Building	X	X
New Electrical Service run to Plant #2 Building		X (1000 ft @ \$120/ft)
Chlorination Upgrade	X	X
Rebuild motor on Well #5 and install VFD	X	X
Rebuild or Replace motor on Well #3	X	X
Install 4" drain line, 4" valves(1), vermin screen for 4" line(1), tap 4" line off 24" line		

Core into Saunders Road tank just above max operating level				
SCADA Integration	X	15,000.00	X	
Insulation of air stripper and wet well to reduce inside temperature	X	5,000.00	X	
Recirculation pump system for disinfection of air stripper	X	15,000.00	X	
sub total		1,809,235.00		
Contingency		271,385.25		
Cedarwood Engineering Fees		144,738.80		
		2,225,359.05		

Cost	3 - Move Air Stripper to Saunders Road Tank	Cost
2,000.00		
3,500.00	X	3,500.00
45,000.00	X	45,000.00
10,000.00	X	10,000.00
5,000.00	X	5,000.00
190,000.00		
25,000.00		
	X	
36,000.00	X (400 @ \$230/ft)	92,000.00
25,000.00	X (4 @ \$5000 ea.)	20,000.00
40,500.00	X (2 @ \$13,500 ea.)	27,000.00
7,470.00	X (1 @ \$3735 ea)	3,735.00
25,000.00	X	50,000.00
100,000.00	X	50,000.00
1,000,000.00	X (80'x50' @ \$250/sq ft)	1,000,000.00
25,000.00	X	25,000.00
120,000.00		
100,000.00	X	100,000.00
35,000.00	X	35,000.00
25,000.00	X	25,000.00
	X	10,000.00

		X (1)	70,000.00
15,000.00			
5,000.00		X	5,000.00
15,000.00		X	15000
1,854,470.00			1,591,235.00
278,170.50			238,685.25
148,357.60			127,298.80
2,280,998.10			1,957,219.05

By Mayor Brian Tobin
Seconded _____

April 5, 2016

BOND RESOLUTION # OF 2016

**BOND RESOLUTION OF THE CITY OF CORTLAND, NEW YORK,
AUTHORIZING THE ISSUANCE OF \$2,300,000 SERIAL BONDS
TO FINANCE THE COST OF THE WATER PLANT UPGRADE
PROJECT**

WHEARAS: The New York State Water Infrastructure Act of 2015 authorizes the New York Environmental Facilities Corporation (EFC) to provide NYS Water Grants to assist municipalities in funding water quality infrastructure,

WHEARAS: New York Water Grants are available for drinking water, sewage treatment works and storm water management projects that protect or improve water quality and/or protect public health,

WHEREAS: EFC is currently offering \$75 million in NYS Water Grants for both clean and drinking water projects in Round 2,

WHEREAS: The City is desirous to pursue a project in the Water Plant that will focus on reconstruction, replacement and/or acquisition of new equipment and facilities connected with the pumping, treatment and storage of the City's drinking water before the water's entry into the City's distribution system. The project will encompass the design and construction of routing systems to collect water from the wellheads and directing it to treatment equipment and then moving the water into the storage tanks. Treatments facilities will include upgrading the chlorination facility and equipment and rehabilitation or replacement and possible relocation of the air stripper. The scope of work to the routing system will be improving the energy efficiency of pumps and construction and relocating the pipe system within the plant's footprint to improve the efficiency of the plant's operation.

WHEARAS: Round 2 of the NYS Water Grants requires a completed application with required supporting documentation to be submitted no later than April 15, 2016.

WHEREAS: The required supporting documentation include the following:

- Engineering Report
- Project Budget
- Project Schedule
- Smart Growth Assessment Form
- Plan of Finance
- Bond and Estopple Resolutions
- Environmental Review
- SHPO Review

WHEREAS: The Engineering Report and Project Budget estimates that the cost of the desired plant upgrades to be \$2.5 million dollars.

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

Section 1. The City of Cortland, New York (the "City") is hereby authorized to undertake the acquisition, construction or reconstruction of or addition to the City's water supply and/or distribution system, including new equipment and facilities related to the pumping, treatment and storage of the City's drinking water prior to entry into the City's distribution system, including buildings appurtenant or incidental thereto, lands or rights-in-lands and original furnishings, equipment, machinery and apparatus required (the "Project") at an estimated maximum cost of \$2,300,000 and to issue an aggregate \$2,300,000 in serial bonds pursuant to the provisions of the Local Finance Law to finance the estimated cost of the aforesaid object or purpose.

Section 2. It is hereby determined that the maximum estimated cost of the aforesaid specific object or purpose is \$2,300,000, said amount is hereby appropriated therefor and the plan for the financing thereof shall consist of the issuance of \$2,300,000 in serial bonds (the "Bonds") of the City which are hereby authorized to be issued pursuant to this resolution.

Any federal or New York State grant funds received for the capital purposes described herein shall be applied to pay the principal on the bonds or any bond anticipation notes hereby authorized or, to the extent obligations shall have not been issued under this resolution, to reduce the maximum amount to be borrowed for such capital purposes.

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid specific object or purpose is forty (40) years pursuant to subdivision 1 of Section 11.00(a) of the Local Finance Law.

Section 4. Pursuant to Section 107.00(d)(3)(a) 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 Administration and Finance, 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 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 Director of Administration and Finance, as Chief Fiscal Officer of the City, is further authorized to sell all or a portion of the Bonds, and any bond anticipation notes issued in anticipation of the Bonds, to the New York State Environmental Facilities Corporation (the "EFC") in the form prescribed in one or more loan and/or grant agreements (the "Agreements") between the City and the EFC; to execute and deliver on behalf of the City one or more Agreements, Project Financing Agreements, and Letters of Intent with the EFC and to accept the definitive terms of one or more Agreements from EFC by executing and delivering one or more Terms Certificates; and to execute such other documents, and take such other actions, as are necessary or appropriate to obtain a loan or loans from the EFC for all or a portion of the costs of the expenditures authorized by this resolution, and to perform the City's obligations under its Bonds or bond anticipation notes delivered to the EFC, the Project Financing Agreements and the Agreements.

Section 10. 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 City's Director of Administration and Finance, the Chief Fiscal Officer, with the serial bonds and bond anticipation notes authorized by other bond resolutions previously or hereafter 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 Administration and Finance, the Chief Fiscal Officer of the City.

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 of the State of New York.

Section 12. The Director of Administration and Finance, 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 Securities and Exchange Commission Rule 15c2-12.

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 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.

Approved as to form, _____, 2016

Richard VanDonsel, 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, held on the 5th day of April, 2016, 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 of the City 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 April, 2016.

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 5th day of April, 2016, 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 of the State of New York.

Summary of Bond Resolution

1. **Class of Objects or Purposes** – The City is hereby authorized to undertake the acquisition, construction or reconstruction of or addition to the City's water supply and/or distribution system, including new equipment and facilities related to the pumping, treatment and storage of the City's drinking water prior to entry into the City's distribution system, including buildings appurtenant or incidental thereto, lands or rights-in-lands and original furnishings, equipment, machinery and apparatus required (the "Project") at an estimated maximum cost of \$2,300,000 and to issue an aggregate \$2,300,000 in serial bonds pursuant to the provisions of the Local Finance Law to finance the estimated cost of the aforesaid object to purpose.
2. **Period of Probable Usefulness** – The periods of probable usefulness of the aforesaid specific object or purpose is forty (40) years.
3. **Maximum Amount of Obligations to be Issued** - \$2,300,000.

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, 25 Court Street, Cortland, New York 13045.

Ray Parker, Clerk
City of Cortland, Cortland County,
New York

April 5, 2016

BOND RESOLUTION # OF 2016

**BOND RESOLUTION OF THE CITY OF CORTLAND, NEW YORK,
AUTHORIZING THE ISSUANCE OF \$3,000,000 SERIAL BONDS
TO FINANCE THE COST OF THE SOUTH SIDE DRAINAGE
PROJECT**

WHEARAS: The New York State Water Infrastructure Act of 2015 authorizes the New York Environmental Facilities Corporation (EFC) to provide NYS Water Grants to assist municipalities in funding water quality infrastructure,

WHEARAS: New York Water Grants are available for drinking water, sewage treatment works and storm water management projects that protect or improve water quality and/or protect public health,

WHEREAS: EFC is currently offering \$75 million in NYS Water Grants for both clean and drinking water projects in Round 2,

WHEREAS: The City is desirous to pursue a project that will be designed to intercept storm water which currently flows into the City and the Perplexity Creek system across the Rosen site and divert it into the Hughes creek below the houses on Northcliff road. The more storm water diverted out of the City system, the better the existing capacity can protect the existing neighborhood. It is generally/easier to manage storm water in large volumes outside an urbanized area.

This system would include work in two areas.

A) The existing culvert crossing of South Pendleton St and Sunnyfield Drive carrying Hughes Creek will be replaced. This work will convey those larger flows from the south and west safely downstream without the current overtopping and street washouts. The final details of this effort will include a more complete and permanent interception of ground water which is following the new town sewer pipe down the hill. Improvements to the Jackson Drive crossing would be included as well.

B) A diversion system consisting of convention closed drainage and open ditching is recommended to intercept as much of the Perplexity Creek runoff before it enters the creek channel at the back of the Rosen Site. This will reduce the magnitude of run off and the associated flood damages and impacts without the costs associated with increasing capacity through the more urbanized neighborhoods. This interception will include any northbound runoff from the High school, bus garage, south Pendleton St, Sunnyfield, Fox Hollow, Northcliff Roads South of the railroad tracks. This will allow the limited capacity in the existing Perplexity creek culvert system to better protect these neighborhoods.

WHEARAS: Round 2 of the NYS Water Grants requires a completed application with required supporting documentation to be submitted no later than April 15, 2016.

WHEREAS: The required supporting documentation include the following:

- Engineering Report
- Project Budget
- Project Schedule
- Smart Growth Assessment Form
- Plan of Finance
- Bond and Estoppel Resolutions
- Environmental Review
- SHPO Review

WHEREAS: The Engineering Report and Project Budget estimates that the cost of the South Side Drainage project to be \$3 million dollars.

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

Section 1. The City of Cortland, New York (the "City") is hereby authorized to undertake the reconstruction of the existing culvert crossing of South Pendleton Street and Sunnyfield Drive and the construction of a diversion system consisting of convention closed drainage and open ditching to intercept storm water run-off from the Perplexity Creek drainage basin in each case, including buildings appurtenant or incidental thereto, lands or rights-in-lands and original furnishings, equipment, machinery and apparatus required (the "Project") at an estimated maximum cost of \$3,000,000 and to issue an aggregate \$3,000,000 in serial bonds pursuant to the provisions of the Local Finance Law to finance the estimated cost of the aforesaid object or purpose.

Section 2. It is hereby determined that the maximum estimated cost of the aforesaid specific object or purpose is \$3,000,000, said amount is hereby appropriated therefor and the plan for the financing thereof shall consist of the issuance of \$3,000,000 in serial bonds (the "Bonds") of the City which are hereby authorized to be issued pursuant to this resolution.

Any federal or New York State grant funds received for the capital purposes described herein shall be applied to pay the principal on the bonds or any bond anticipation notes hereby authorized or, to the extent obligations shall have not been issued under this resolution, to reduce the maximum amount to be borrowed for such capital purposes.

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid specific object or purpose is thirty (30) years pursuant to subdivision 3 of Section 11.00(a) of the Local Finance Law.

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 Administration and Finance, 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 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 Director of Administration and Finance, as Chief Fiscal Officer of the City, is further authorized to sell all or a portion of the Bonds, and any bond anticipation notes issued in anticipation of the Bonds, to the New York State Environmental Facilities Corporation (the "EFC") in the form prescribed in one or more loan and/or grant agreements (the "Agreements") between the City and the EFC; to execute and deliver on behalf of the City one or more Agreements, Project Financing Agreements, and Letters of Intent with the EFC and to accept the definitive terms of one or more Agreements from EFC by executing and delivering one or more

Terms Certificates; and to execute such other documents, and take such other actions, as are necessary or appropriate to obtain a loan or loans from the EFC for all or a portion of the costs of the expenditures authorized by this resolution, and to perform the City's obligations under its Bonds or bond anticipation notes delivered to the EFC, the Project Financing Agreements and the Agreements.

Section 10. 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 City's Director of Administration and Finance, the Chief Fiscal Officer, with the serial bonds and bond anticipation notes authorized by other bond resolutions previously or hereafter 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 Administration and Finance, the Chief Fiscal Officer of the City.

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 of the State of New York.

Section 12. The Director of Administration and Finance, 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 Securities and Exchange Commission Rule 15c2-12.

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 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.

Approved as to form, _____, 2016

Richard VanDonsel, 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, held on the 5th day of April, 2016, 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 of the City 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 April, 2016.

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 5th day of April, 2016, 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 of the State of New York.

Summary of Bond Resolution

1. **Class of Objects or Purposes** – The City is hereby authorized to undertake the reconstruction of the existing culvert crossing of South Pendleton Street and Sunnyfield Drive including lands or rights-in-lands and original furnishings, equipment, machinery and apparatus required and the construction of a diversion system consisting of convention closed drainage and open ditching to intercept storm water run-off from Perplexity Creek drainage basin (the "Project") at an estimated maximum cost of \$3,000,000 and to issue an aggregate \$3,000,000 in serial bonds pursuant to the provisions of the Local Finance Law to finance the estimated cost of the aforesaid object to purpose.
2. **Period of Probable Usefulness** – The periods of probable usefulness of the aforesaid specific object or purpose is thirty (30) years.
3. **Maximum Amount of Obligations to be Issued** - \$3,000,000.

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, 25 Court Street, Cortland, New York 13045.

Ray Parker, Clerk
City of Cortland, Cortland County,
New York

**COMMUNITY DEVELOPMENT
MISCELLANEOUS REVENUE OPERATING BUDGET
2016**

	2010 Adopted	2010 Modified	2010 Actual	2011 Adopted	2011 Actual	2012 Adopted	2012 Actual	2013 Adopted	2014 Adopted	2015 Adopted	2016 Proposed
Encumbrances (sidewalks):	\$0.00	\$0.00	\$0.00	\$700.00	\$0.00	\$0.00	\$0.00	\$375.00			
Encumbrances (Tree ads):								\$214.86			
Appropriations from Reserve	\$102,200.00	\$102,200	\$102,200	\$55,400	\$46,961	\$46,250	\$46,250	\$55,250	\$61,750	\$61,750	\$61,750
National Grid	\$0.00	\$6,060	\$6,060	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Urban & Community Forestry Grant						\$8,000.00					

Total Funding \$102,200 \$108,260 \$108,260 \$56,100 \$46,961 \$55,250 \$46,250 \$55,840 \$61,750 \$61,750 \$11,925

Appropriations and Encumbrances

Thomas Development Consultants \$2,400 \$2,400 \$2,400 \$2,400 \$2,400 \$2,400 \$2,400 \$2,400 \$2,400 \$2,400 \$2,400 \$2,400

Encumbrances from prior year (sidewalks) \$0 \$0 \$0 \$700 \$700 \$0 \$0 \$375

Encumbrances from prior year (Tree ads) \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$215

Beautification Program

Tree Planting	\$12,000	\$18,060	\$18,025	\$12,000	\$11,794	\$11,600	\$8,368	\$11,600	\$10,000	\$10,000	\$10,000
Sidewalk Repairs/Dexter Park Sidewalk	\$11,000	\$11,000	\$10,210	\$11,000	\$11,000	\$11,000	\$10,500	\$11,000	\$11,000	\$11,000	\$11,000
Tree & Stump Removal	\$22,000	\$22,000	\$21,960	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Landscaping (Welcome Signs)	\$9,000	\$9,000	\$8,263	\$0	\$0	\$0	\$0	\$0	\$100	\$100	\$100
Beaurdy Park Landscaping	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$59,000	\$65,060	\$58,458	\$23,000	\$22,794	\$22,600	\$18,868	\$22,600	\$21,100	\$21,100	\$11,000

Miscellaneous Expenses

Cortland Regional Sports Council	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500
Downtown Music Series	\$5,500	\$5,500	\$5,500	\$5,000	\$0	\$5,000	\$0	\$5,000	\$5,000	\$5,000	\$5,000
JETS Downtown	\$4,300	\$4,300	\$4,300	\$4,000	\$0	\$4,000	\$0	\$4,000	\$0	\$0	\$0
Web Site Maintenance	\$10,000	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Ads & Postage	\$500	\$500	\$494	\$500	\$500	\$750	\$535	\$750	\$750	\$750	\$250
Downtown Parnership Dues	\$8,000	\$8,000	\$8,000	\$8,000	\$7,975	\$8,000	\$8,000	\$8,000	\$20,000	\$20,000	\$20,000
Contingency	\$0	\$0	\$0	\$0	\$91	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$40,800	\$40,800	\$40,794	\$30,000	\$21,066	\$30,250	\$21,035	\$30,250	\$38,250	\$38,250	\$375

Total appropriations and Encumbrances \$102,200 \$108,260 \$101,653 \$56,100 \$46,961 \$55,250 \$42,303 \$55,840 \$61,750 \$61,750 \$11,925

Fund Balance at Start of Year \$135,425 \$73,675 \$11,925

Proposed Fund Balance at End of Year \$0 \$73,675 \$11,925

**Request for Proposals
For The
Main Street
Two-Way Conversion Study**

Department of Administration and Finance

City of Cortland, New York

**Brian Tobin
Mayor**

April 1, 2016

A. Study Purpose

The purpose of this study is to determine the feasibility of converting Main Street between Clinton Avenue and Port Watson to two-way traffic to improve accessibility, commercial activity and walkability.

B. Study Area

The immediate study area is the Main Street, Court Street, Central Avenue area bounded by the Clinton Ave to the north and Port Watson Street to the South. . Study Impacts will likely extend beyond the Immediate study area to include Church Street, Groton and Tompkins Avenues, North and South Main Streets, and will be taken into account.

The following map presents the Project Study Area in greater detail:

Will insert map in final version

C. Background

Main Street and Central Avenue were converted to one-way traffic in the 1960s in order to reduce traffic congestion in the bustling downtown core as well as to complete with "free parking" in lots connected to new strip shopping plazas. Although these one-way street patterns efficiently served high traffic volumes for decades, their desirability has waned as the downtown area has evolved. Meanwhile, a two-way conversion trend has taken hold nationally as more cities seek to slow speeds, improve walkability and bike-ability, revitalization downtown commence and generally enhance local quality of life.

The two-lane one-way Main Street and the one-lane Central Avenue dominate the Downtown Business Core are host to aggressive, high speed traffic that is considered inhospitable to bicyclists and pedestrians. In the absence of a predictable grid street pattern, the one-way streets also make it challenging to direct visitors to destinations in the neighborhood thereby hampering business development and retail viability.

Accordingly, this study will examine the feasibility of converting Main Street to two-way traffic. Key considerations are expected to include impacts to: traffic congestion, safety, parking, bicyclists, pedestrians, transit, and service provision.

D. Study Participants

Study participants include, but are not limited to, representatives from: the City of Cortland, Cortland County Department of Transportation, New York State Department of Transportation, Cortland Downtown Partnership, the Cortland County BDA/IDA and key property stakeholders.

A Project Advisory Committee consisting of the Study Participants will provide continuity and oversight.

E. Study Tasks

The following scope of services is required for the Main Street Two-Way Conversion Study:

1. Study Coordination

Conduct a minimum of four Project Advisory Committee meetings, including the kickoff meeting, over the course of the project. Additional meetings/interviews with relevant individuals and organizations may be necessary.

2. Existing Conditions Analysis

- a. Inventory available data (e.g., traffic volumes, turn movements, accident rates, parking utilization, transit boardings/alightings, passenger and commercial loading activity, bicycle/pedestrian volumes, etc.) and identify gaps in information, if any.
- b. Collect data where desired but currently unavailable or outdated.
- c. Analyze existing conditions to produce multi-modal Levels of Service for all street segments and intersections in the Study Area.
- d. Provide Existing Conditions Analysis report to Project Advisory Committee for review and comment.

In conjunction with this task, the Consultant will conduct the first of two Public Meetings to solicit input on issues and needs related to traffic circulation, parking, and multi-modal considerations in the study area.

3. Future Conditions Forecast

Major changes are underway in Downtown Cortland, including development of new office space and second and third story housing units, proposals for hotels, a new performing arts venue is on-line, and public space.

- a. Using reasonably-expected growth and planned improvements, forecast future traffic conditions in the Study Area under multiple scenarios (for instance, re-direction of traffic on Court Street, reconfiguration of one-street parking) based on the data collected in Task 1.

- b. Provide Future Conditions Forecast report to Project Advisory Committee for review and comment.

4. Feasibility Assessment

Based on the findings of Tasks 2 and 3, determine the feasibility of converting the existing one-way Main Street into two-way streets under a select number of scenarios.

- a. Where two-way conversion is feasible, produce a draft concept-level plan for implementation including necessary traffic signal modifications, roadway geometric changes, parking impacts, bicycle/pedestrian enhancements, etc., and related costs.
- b. Where infeasible, recommend draft alternatives to enhance multi-modal accessibility and improve the bicycle/pedestrian friendliness of the district, and related costs.
- c. Provide Feasibility Assessment report to Project Advisory Committee for review and comment.

In conjunction with this Task, the Consultant will conduct the second of two Public Meetings to solicit input on the draft recommendations. Draft recommendations and associated improvements will be presented to the community in the form of drawings, photo and/or video simulations, and other visual techniques to convey information (i.e., "visualization"). The Consultant will ensure that the Project Advisory Committee has a reasonable opportunity to review and comment on any draft recommendations before they are presented at any public meetings.

5. Produce Final Report

Based on the second public meeting and final input received from the Project Advisory Committee, the Consultant will make appropriate revisions to the draft recommendations and produce a Final Report. The Consultant will prepare an Executive Summary of the Final Report for use by policy and decision makers.

- a. Provide a Draft Final Report to the Project Advisory Committee for review and comment.
- b. Based on comments received from the Project Advisory Committee, produce a Final Report.

F. Products

The following documents, data, and other information represent the primary deliverables expected to be produced over the course of the Main Street Two-Way Conversion Study:

1. Final Report documenting project process, findings, alternatives, and recommendations (ten printed copies)
2. Executive Summary suitable for policy-makers (20 printed copies)
3. Electronic files created for the project, including all data, documents, presentations, etc. (CD)
4. Minutes and/or summaries of all Project Advisory Committee and public meetings as well as any interviews with project stakeholders

G. Project Schedule

Notification to the successful firm is anticipated on May 20, 2016. The target completion date is December 31, 2016

H. Project Funding

The maximum contract amount for this project is \$40,000.

Proposal Format / Requirements

Proposals must be succinct and in no case exceed 15 pages, inclusive of requirements #1 through #6 below. Pages must be numbered. Boilerplate and glossy promotional materials are discouraged; any such materials deemed necessary should be included as a separate appendix and may or may not be considered as part of the evaluation. Proposals exceeding 15 pages for requirements #1 through #6 below will be disqualified from consideration.

1. Firm Identification & Qualifications (Envelope 1: Technical Proposal)

Provide a brief description of the Consultant's firm, size and organizational structure, number of full-time and part-time employees, area of practice, and number of years the firm has been in the business of conducting the described services. Provide a brief description of the Consultant's qualifications for this project including a short history of the Consultant's experience in similar projects. The firm's background, resources (financial and personnel), and capabilities in the relevant areas shall be described.

2. Project Understanding (Envelope 1: Technical Proposal)

A demonstration of the Consultant's understanding of the proposed project and its various tasks must be submitted as part of the Proposal.

3. Technical Approach, Scope of Work, and Schedule (Envelope 1: Technical Proposal)

Provide a detailed description of the Consultant's proposed technical approach and scope of services for the completion of the tasks identified in Section E of this RFP. The Consultant may propose alternate tasks that will meet the study objectives. A preliminary schedule for completing the study along with key study tasks should be included.

The Consultant has the option to identify a subset of the scope of work (See Section E) that is a stand-alone product that can be achieved in a high-quality fashion within the specified budget. This product must include a follow-on strategy to complete the project, as presented in this RFP, in a subsequent study. The City of Cortland will pursue the follow-on strategy contingent upon the availability of additional funding.

4. Project Staffing (Envelope 1: Technical Proposal)

The proposal should include information on how the Consultant proposes to staff this project. This should include identification of the Consultant's key project team members by name, field of expertise, specific responsibilities on the project and the estimated number of hours they will work on the project. Include any relevant experience, such as the number of similar projects the employee has directly participated in.

5. Recent Clients (Envelope 1: Technical Proposal)

The proposal must include a list of the three (3) most recent clients for whom the Consultant has provided services similar to those required herein. The list should include the name, address, and telephone number of the client contact person. Identify when work was performed and the type of work and services performed. These references may be contacted.

6. Federal, State, DBE Requirements (Envelope 1: Technical Proposal)

The Consultant must show that it is certified to do business in the State of New York and that it can comply with all standard federal and state contracting requirements. The Consultant should also indicate whether the firm or any Sub-Consultants for the study have status as a certified minority/women-owned/disadvantaged business enterprise in the State of New York.

7. Price Proposal (Envelope 3: Price Proposal)

The Consultant's Price Proposal should set forth the fee for services and the method of calculating the rates for the different services to be provided. This Price Proposal shall be for a firm fixed price for the services and associated materials to be provided.

Required Forms

1. Required Forms (Envelope 2: Required Forms)

All Proposals must be accompanied by the following executed documents:

- REQUIRED FORM A – Non-Collusion Proposal Certificate
- REQUIRED FORM B – Certificate of Eligibility
- REQUIRED FORM C – Sub-Contractor(s) Information
- REQUIRED FORM D – Affirmative Action Program Questionnaire
- REQUIRED FORM E – Equal Employment Opportunity Policy Statement
- REQUIRED FORM F – Affidavit of Non-Discrimination
- REQUIRED FORM G – Bidder's Information
- REQUIRED FORM H – Employer Information Report EEO-1

Please note: the completed Required Forms will not count towards the 15 page maximum for the Proposal submission.

J. Disadvantaged Business Enterprise (DBE)

In the event that subcontractors are utilized for this contract, Consultants shall make a good faith effort to utilize qualified DBE contractors for sub-consulting opportunities. Only those DBE firms that are certified by the New York State Department of Transportation as DBE Firms qualify under this provision. In accordance with Federal regulations, Consultants shall demonstrate and document their good faith efforts to utilize certified DBE firms.

To obtain a listing of certified DBE firms or information about the New York State Department of Transportation's DBE Certification Program, contact:

New York State Department of Transportation
Office of Equal Opportunity Development and Compliance
50 Wolf Road; 1st Floor
Albany, NY 12232
Phone: (518) 457-1129 or (518) 457-1134
Fax: (518) 457-9678

K. Proposal Submittal

1. Eight (8) copies of the proposal must be received on or before **May 6, 2016**
City Clerk
City of Cortland
25 Court Street
Cortland, NY 13045
2. The outside of the package should be clearly marked "**Two-Way Conversion Study**". The price proposal must be submitted in the same package, but it must be enclosed in a separate sealed envelope marked "**Price Proposal**" with the name of the proposing firm shown on the outside. Each firm is fully responsible for the timely delivery of its Proposal. Reliance upon mail or public carriers is at the firm's own risk. Proposals received after the time and date specified will not be considered.
3. This RFP does not commit the City of Cortland to award a contract, to pay for any costs incurred in the preparation of a proposal, or to pay for any costs incurred in the preparation of a contract for services. The City of Cortland reserves the right to accept or reject any or all proposals received, or to cancel, in part or in whole, this RFP.
4. Questions regarding clarification of the RFP must be submitted in writing on or before 4:00 p.m., April 25, 2016. The City's response will be provided to all parties who request a copy of the RFP.

Any questions regarding this RFP should be directed via e-mail only to:

Mack Cook
City of Cortland
25 Court
Cortland, NY 13045
mcook@cortland.org

5. The Required Forms attached hereto must be submitted as part of the proposal. The Consultant must submit one (1) separately bound set of completed Required Forms (see Section J) in the same package, but it must be enclosed in a separate envelope marked "**Required Forms**" with the name of the proposing firm shown on the outside.

Please note: the Required Forms will not count toward the maximum page limit for proposals and questions regarding clarification of the Required Forms are not subject to the submission date in Section L.4.

Proposal Evaluation

The Evaluation Team **will** review and rank the technical proposals using the factors listed below to select the preferred Consultant. Based upon the evaluation of the technical proposals, the City of Cortland reserves the right to invite any or all Consultants for an interview with the Evaluation Team before making a final selection. Such an invitation does not commit the City of Cortland to pay any costs incurred in participating in said interview.

The evaluation factors are:

Project Team (35% of score):

Experience of the proposed project manager and staff with all aspects of the proposed Main Street Two-Way Conversion Study project scope, including: comprehensive traffic studies, especially in urban/downtown areas; multimodal considerations; knowledge of the project area; conducting, leading, and managing stakeholder groups and public meetings.

Proposal (50% of score):

Quality and appropriateness of the proposal to the project scope. The proposal will be reviewed on a basis of knowledge, creativity, experience, and understanding of the following aspects of the project (not all inclusive – the Consultant can and should elaborate):

- Data collection
- Synchro analysis
- Impacts of two-way conversion projects
- Transit considerations
- Bicycle/pedestrian considerations
- Parking needs and impacts

- Urban redevelopment opportunities
- Knowledge of local market conditions/trends
- Interagency coordination
- Advisory committee and public meetings

Firm (15% of score):

Experience with and prior performance of principal consultant and all sub-consultants on comprehensive downtown traffic studies, including two-way conversion projects, and their impacts on traffic operations, safety, bicyclists, pedestrians, transit, parking, and urban redevelopment.

Price

Once the Evaluation Team has selected the preferred Consultant, that Consultant's price proposal will be opened to ensure that the proposal does not exceed the maximum available project budget (see Section H). In the event that the preferred Consultant's price proposal exceeds the maximum available budget, the Evaluation Team will select a new preferred Consultant based on the factors listed above. This process will be repeated until a preferred Consultant whose price proposal does not exceed the maximum available budget is selected.

REQUIRED FORMS

DISADVANTAGED BUSINESS ENTERPRISE CLAUSE

IN ACCORDANCE WITH CFR 49 PART 26, TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 AND TITLE 49 CODE OF FEDERAL REGULATIONS, DEPARTMENT OF TRANSPORTATION, SUBTITLE A, OFFICE OF THE SECRETARY, PART 21, NONDISCRIMINATION IN FEDERALLY-ASSISTED PROGRAMS OF THE DEPARTMENT OF TRANSPORTATION ISSUED PURSUANT TO SUCH ACT, AND SECTION 105 (F) OF THE SURFACE TRANSPORTATION ASSISTANCE ACT OF 1982 AND SECTION 10g (c) OF THE SURFACE TRANSPORTATION AND UNIFORM RELOCATION ASSISTANCE ACT (STURAA) OF 1987, HEREBY NOTIFIES ALL BIDDERS THAT IT WILL AFFIRMATIVELY INSURE THAT IN REGARD TO ANY CONTRACT ENTERED INTO PURSUANT TO THIS ADVERTISEMENT, DISADVANTAGE BUSINESS ENTERPRISES (DBE) WILL BE AFFORDED FULL OPPORTUNITY TO SUBMIT BIDS IN RESPONSE TO THIS INVITATION AND WILL NOT BE DISCRIMINATED AGAINST ON THE GROUNDS OF RACE, COLOR, SEX, NATIONAL ORIGIN, MARITAL STATUS, RELIGION, OR AGE IN CONSIDERATION FOR AN AWARD.

IT IS THE POLICY OF THIS AGENCY THAT DBEs SHALL HAVE THE MAXIMUM OPPORTUNITY TO PARTICIPATE IN THE PERFORMANCE OF CONTRACTS FINANCED IN WHOLE OR IN PART WITH FEDERAL FUNDS.

The term "**Disadvantaged Business Enterprise (DBE)**" as used in this program means a small business concern (a) which is at least 51 percent owned and controlled by one or more of the presumptive group of socially and economically disadvantaged individuals, or in the case of any publicly-owned business, at least 51 percent of the stock of which is owned and controlled by one or more socially and economically disadvantaged individuals; and (b) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

The term "**Small Business Concern**" as used in this program means a small business as defined pursuant to Section 3 of the Small Business Act and relevant regulations promulgated pursuant thereto.

The term "**Disadvantaged Person**" as used in this program means "socially and economically disadvantaged individuals", means those individuals who are citizens of the United States (or lawfully admitted permanent residents) and who are Women; Black American (includes persons having origins in Mexico, Puerto Rico, Cuba, Portugal, Central and South America, the Dominican Republic, or Iberian peninsula; Native Americans (includes persons who are American Indian, Eskimo, Aleut, and Native Hawaiian); Asian Pacific Americans (includes persons having origins in Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, and the U.S. Trust Territories of the Pacific Islands and the northern Marianas); Asian-Indian Americans (includes persons whose origins are from India Pakistan and Bangladesh) and any other minorities or individuals found to be disadvantaged by the Small Business Administration pursuant to Section 8 (a) of the Small Business Act, as amended (15 U.S.C. 637 (a)).

The term "**Social Disadvantage**" as used in this program means a condition which is directly attributable to a persons' color, national origin, gender, physical handicap, long-term residence in an environment isolated from the mainstream of American society, or other similar cause beyond the individual's control. It is a condition which is rooted in treatment the individual has experienced in American society (not in other countries) and which has negatively affected, his or

her entry into/advancement in the business world. This condition must be chronic, long-standing, and substantial and must have been personally suffered by the individual.

The term "**Economic Disadvantage**" as used in this program means a condition of socially-disadvantaged individuals which impedes their ability to compete in the free enterprise system due to diminished capital and credit opportunities as compared to others in the same or similar line of business and competitive market area who are not socially disadvantaged.

The term "**Owned and Controlled**" as used in this program means a business that is (1) a sole proprietorship legitimately owned by an individual who is disadvantaged, a minority, or a woman; (2) a partnership of joint venture controlled by above persons and in which at least 51% of the beneficial ownership interest is held by these persons; or (3) a corporation or other entity controlled by above persons and in which at least 51% of the beneficial ownership interests legitimately are held by these persons; and (4) a corporation or other entity in which the disadvantaged or women-participation extends to the management and daily business operations insuring ownership and control.

The term "**Joint Venture**" as used in this program means an agreement between two (2) entities engaged in a single specific business venture for joint profit. An association of two (2) or more businesses to carry out a single business enterprise for profit in which they combine their property, efforts, skills, and knowledge. This association is limited in scope and duration and not on a continuing or permanent basis for conducting business. A Joint Venture cannot be certified as a DBE regardless of the percentage of DBE participation. Only the partner firm that is owned and controlled by socially and economically disadvantaged individuals and meet the eligibility standards set forth in this section can be certified as a DBE (as appropriate). The DBE partner must be responsible for a clearly defined portion of work to be performed and shared in the ownership, control, management's responsibilities, risks, and profits of the joint venture. Only the DBE's partner's participation will be credited toward the DBE goal. Contract awards to businesses that are joint ventures with DBE components shall be counted towards fulfilling this agency's DBE participation goals on the basis of percentage ownership for the eligible DBE in the joint venture. Where DBE ownership is 51 percent or greater, 100 percent of the dollar value is counted. Each DBE partner in a joint venture shall complete and submit all necessary ownership documentation and information which may be requested in order to substantiate its eligibility as a bona fide DBE.

The term "**Certification**" used in this program means the process by which a business is determined to be a bona fide Disadvantage Business Enterprise (DBE).

EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity. In connection with the execution and performance of this Contract, the Contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin. The Contractor shall take affirmative action to assure that applicants are employed and that employees are treated during their employment without regard to their race, religion, color, sex, age, disability, marital status, or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoffs, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

The Contractor agrees to comply with Executive Order 11246, and unless otherwise exempt under the rules, regulations, subject to the requirements of the Equal Employment opportunity Clause as set forth in FPR 1-12.803.2, said clause being herewith incorporated into this Contract by reference.

In support of. Equal Employment Opportunity Contract Compliance Requirements, all Bids/Proposals shall be accompanied by the following executed documents.

1. Affidavit of Non-Discrimination
2. Employer Information Report (EEO-1)
3. Bidder/Proposer's Policy Statement on Equal Employment
4. Affirmative Action Questionnaire

THIS AGENCY RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS; TO RE-ADVERTISE FOR BIDS; TO WAIVE ANY INFORMALITIES IN THE BIDS RECEIVED; AND TO ACCEPT ANY BID OR PROPOSAL DEEMED TO BE MOST FAVORABLE TO THIS AGENCY.

**AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY FEDERAL & STATE
CONTRACT COMPLIANCE REQUIREMENTS**

1. Policy. It is the policy of this agency and the Department of Transportation (hereinafter, "DOT") that disadvantaged business enterprises, as defined in 49 CFR Part 26, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds under this agreement. Consequently, the DBE requirements of 49 CFR Part 26 apply to this agreement.
2. DBE Obligation. This agency and its Contractors agree to ensure that disadvantaged business enterprises as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with federal funds provided under this agreement. In this regard, this agency and its Contractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that disadvantage business enterprises have the maximum opportunity to compete for and perform contracts. This agency and their contractor shall not discriminate on the basis of race, color, religion, marital status, disability, age, national origin, or sex in the award and performance of DOT assisted contracts.
3. During the performance of this contract, the Contractor for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor") agrees as follow:
 - a. Compliance with Regulations: The Contractor shall comply with the Regulations relative to non-discrimination in federally-assisted programs of the Department of Transportation ("DOT") Title 48, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations). Which are herein incorporated by reference and made a part of this contract.
 - b. Solicitations for Subcontracts, Including Procurement of Materials and Equipment: In all solidations either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the regulations relative to non-discrimination on the grounds of race, color, sex, marital status, disability, age, or national origin.
4. Equal Employment Opportunity. In connection with the execution of this contract, the Contractor shall not discriminate against any employee or applicant for employment because of race, religion, marital status, age, disability, color, sex, or national origin. The Contractor shall take affirmative action to insure that applicants are employed, and that employees are treated during their employment without regard to their race, religion, marital status, age, disability, color, sex, or national origin. Such action shall include, but not be limited to the following: employment, training, upgrading, demotion, or transfer; recruitment advertising; layoff or termination; rates of pay, or other forms of compensation and selection of training, including apprenticeship.
5. Disadvantaged Business Enterprise. In connection with the performance of this contract, the Contractor will cooperate with this agency in meeting its commitments and goals with regard to the maximum utilization of disadvantaged business enterprises and will use its

best efforts to insure that disadvantaged business enterprises shall have the maximum practicable opportunity to compete for the subcontract work under this contract.

6. Disadvantaged Business Enterprise. The Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as this agency deems appropriate.
7. Prompt Payment. The prime Contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than thirty (30) days from the receipt of each payment the prime contractor receives from this agency. The prime Contractor agrees further to return retainage payments to each subcontractor thirty (30) days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of this agency. This clause applies to both DBE and non-DBE subcontractors.

NON-COLLUSION PROPOSAL CERTIFICATION

By submission of this proposal, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief.

1. The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition as to any other matter relating to such prices with any other bidder or with any competitor.
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening directly or indirectly, to any other bidder, or to any competitor.
3. No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

DATE:

CONTRACTOR:

CERTIFICATION OF ELIGIBILITY

The _____ hereby certifies that it is not
Name of Contractor

included on the United State Comptroller General's Consolidated List of Persons or Firms
Currently Debarred for Violations of Various Public Contracts Incorporating Labor Standard
Provisions.

SIGNED: _____

TITLE: _____

DATE: _____

REQUEST FOR PROPOSALS

The following subcontractor(s) are proposed for utilization in the above project.

<u>NAME & ADDRESS OF SUBCONTRACTOR</u>	<u>SCOPE OF WORK TO BE COMPLETED</u>	<u>\$ VALUE OF WORK TO BE SUBCONTRACTED</u>
1. _____ _____ _____	_____ _____ _____	\$ _____
Signature of Subcontractor: _____	2. _____ _____ _____	\$ _____
Signature of Subcontractor: _____	3. _____ _____ _____	\$ _____
Signature of Subcontractor: _____	Signature of Subcontractor: _____ _____ _____	
4. _____ _____ _____	_____ _____ _____	

Contractor shall not assign, transfer, or otherwise dispose of this Agreement, or any parts hereof, or its rights, title or interest herein, to any person, company, or corporation without prior written consent of this agency.

The Contractor and Subcontractor(s) hereby certify that all subcontracts contain all the provisions of the prime contract.

SIGNATURE OF SUBCONTRACTOR: _____

DATE:

NON-DISCRIMINATION

During the performance of this contract, the Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, age, marital status, disability, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, sex, age, disability, marital status, or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising layoff, or training including apprenticeship. The Contractor agrees to post in conspicuous places available to employees and applicants for employment notices, to be provided setting forth the provisions of this non-discrimination clause.
2. The Contractor will in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, age, disability, marital status, or national origin.
3. The Contractor will send to each labor union or representative of workers which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representative of the Contractor's commitments under this section and shall post copies of the notice in conspicuous places available to all employees and applicants for employment
4. The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
5. The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
6. In the event of the Contractor's noncompliance with the non-discrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further government contracts of federally-assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rules, regulations, or order of the Secretary of Labor, or as otherwise provided by law.
7. The Contractor will include the portion of the sentence immediately preceding paragraph (a) and the provisions of paragraph (a) through (g) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor Issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor.

The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for

noncompliance; provided, however, that in the event a Contractor becomes involved in, or is threatened with litigation with a subcontractor or vendor as a result of such direction by the administering agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

NOTE: THIS IS A SAMPLE ONLY

YOUR COMPANY'S EEO POLICY STATEMENT MUST ACCOMPANY THIS PROPOSAL

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

TO: ALL EMPLOYEES
FROM: CHIEF EXECUTIVE OFFICER

The statement used by the Chief Executive officer should include, but not be limited to the following:

- Equal Employment Opportunity for all persons, regardless of race, creed, color, national origin, physical disability, religion, sex, or age is a fundamental company policy.
- A requirement of Affirmative Action in order to overcome effects of past discrimination.
- Responsibility for the EEO Program is assigned to a major company executive.
- Affirmative Action will affect all employment practices including (but not limited to) recruiting, hiring, transfer, promotions, training, compensation benefits, layoffs, and terminations
- A requirement for goal-setting programs with measurement and evaluation factors similar to other programs within the company.
- The company will periodically analyze its personnel actions to insure compliance with this policy.
- Statement signed by the Chief Executive Officer.

STATE OF _____)
COUNTY OF _____) ss:

AFFIDAVIT

_____ being first duly sworn, deposes, and says:

1. That he/she is the _____ (president or other official title) of _____ Company or Partnership, a Corporation or Partnership organized and existing under any by virtue of the laws of the State of _____ and in whose behalf he/she makes this Affidavit.
2. That does not and will not discriminate in its employment practices because of race, religion, color, sex, national origin, handicapped persons or Vietnam-Era Veterans.
3. That _____ further understands this contract, purchase order, or agreement is subject to the Urban Mass Transportation Act of 1964, as amended (49 U.S.C. 1601. Et seq.), and shall be subject to all rules and/or regulations issued pursuant thereto regarding non-discrimination in federally assisted programs of the United States Department of Transportation.

COMPANY OR PARTNERSHIP

PRESIDENT OR OTHER OFFICIAL TITLE

(SEAL)

Subscribed and sworn to before me, this _____ day of _____, _____,

_____, State of _____ . My commission expires on the _____
day of _____, _____.

BIDDER'S INFORMATION

NAME OF FIRM: _____

CONTACT PERSON: _____

ADDRESS: _____

PHONE NUMBER: _____

STATUS: (check one) DBE _____ NON-DBE

AGE OF FIRM: _____

ANNUAL GROSS RECEIPTS OF FIRM: _____

DATE: _____

**EQUAL EMPLOYMENT OPPORTUNITY
EMPLOYER INFORMATION REPORT EEO-1**

- Equal Employment
Opportunity Commission
- Office of Federal
Contract Compliance
Programs

Section A - TYPE OF REPORT

Refer to instructions for number and types of reports to be filed

1. Indicate by marking in the appropriate box the type of reporting unit for which this copy of the form is submitted (MARK ONLY ONE BOX).

(1) Single-establishment Employer Report

Multi-establishment Employer

(2) Consolidated Report

(3) Headquarters Unit Report

(4) Individual Establishment Report (submit one for each establishment with 25 plus employees)

(5) Special Report

2. Total number of reports being filed by this Company (Answer on Consolidated Report only)

Section B - COMPANY IDENTIFICATION (To be answered by all employers)

1. Parent Company

a. Name of parent company (owns or controls establishment in Item 2) omit if same as label.

Name of receiving office

Address (Number and street)

City or town

County

State

Zip Code

b. Employer Identification No

2. Establishment for which this report is filed (Omit if same as label)

a. Name of establishment

Address (Number and Street)

City or town

County

State

Zip Code

b. Employer Identification No (If same as label, skip.) (Multi-establishment Employers Answer on consolidated Report only)

3. Parent company affiliation

a. Name of parent-affiliated company

b. Employer Identification no.

Address (Number and street)

City or town

County

State

Zip code

Section C - EMPLOYERS WHO ARE REQUIRED TO FILE (To be answered by all employers)

Yes No 1. Does the entire company have at least 100 employees in the payroll period for which you are reporting?

Yes No 2. Is your company affiliated through common ownership and/or centralized management with other entities in an enterprise with a total employment of 100 or more?

Yes No 3. Does the company or any of its establishments (a) have 50 or more employees AND (b) is not exempt as provided by 41 CFR 60-1.5, AND either (1) is a prime government contractor or first-tier subcontractor, and has a contract, subcontract, or purchase order amounting to \$50,000 or more, or (2) serves as a depository of Government funds in any amount or is a financial institution which is an issuing and paying agent for U.S. Savings bonds and Savings Notes?

REQUIRED FORM H

Section D - EMPLOYMENT DATA

Employment at this establishment-Report all permanent full-time or part-time employees including apprentices and on the job trainees unless specifically excluded as set forth in the instructions. Enter the appropriate figures on all pages and in all columns.
Blank spaces will be considered zeros.

NUMBER OF EMPLOYEES

JOB CATEGORIES	Overall					Male Female					
	Totals Sum of Col A. thru K	White Not of Hispanic Origin	Black Not of Hispanic Origin	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Origin	White Not of Hispanic Origin	Black Not of Hispanic Origin	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native
	A	B	C	D	E	F	G	H	I	J	K
Officials and Managers 1											
Professionals 2											
Technicians 3											
Sales Workers 4											
Office and Clerical 5											
Craft Workers Skilled 6											
Operatives (Semi-Skilled) 7											
Laborers (Unskilled) 8											
Service Workers 9											
Total 10											
Total employment reported in previous EEO-1 report 11											

(The trainees below should also be included in the figures for the appropriate occupational categories above)

Form of White Collar on the job 12
Production trainees 13

- NOTE: Omit questions 1 and 2 on the Consolidated Report.
1. Date(s) of payroll period used:
 2. Does this establishment employ apprentices?
~ 1. Yes
~ 2. No

Section E - ESTABLISHMENT INFORMATION (Omit on the Consolidated Report)

1. Is the location of the establishment the same as that report last year?
~ 1. Yes
~ 2. No
~ 3. No report last year
2. Is the major business activity at this establishment the same as that reported last year?
~ 1. Yes
~ 2. No
~ 3. No report last year
3. What is the major activity of this establishment? (Be specific, i.e., manufacturing steel castings, retail grocer, wholesale plumbing supplies, title insurance, etc. Include the specific type of product or type of service provided, as well as the principal business or industrial activity.)

Office Use Only

Section F - REMARKS

Use this item to give any identification data appearing on last report which differs from that given above, explain major changes in composition or reporting units and other pertinent information

Section G - CERTIFICATION (See Instructions G)

- Check One**
- ~ 1. All reports are accurate and were prepared in accordance with the instructions (check on consolidated only)
 - ~ 2. This report is accurate and was prepared in accordance with the instructions.
- Name of Certifying Official Title Signature Date

Contact Person for this Report Address (Number and street) Telephone Number Ext.
Title City/State Zip Code Area Code

All reports and information obtained from individual reports will be kept confidential as required by Section 709(e) of Title VII
WILLFULLY FALSE STATEMENTS ON THIS REPORT ARE PUNISHABLE BY LAW, U.S. CODE TITLE 18, SECTION 1001

Cortland County



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Commercial

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- [Owner/Sales](#)
- [Inventory](#)
- [Improvements](#)

[Tax Info](#)

[Report](#)

[Comparables](#)

Municipality of City of Cortland			
SWIS:	110200	Tax ID:	86.58-02-12.220
Tax Map ID / Property Data			
Status:	Active	Roll Section:	Wholly Exem
Address:	Central Ave		
Property Class:	438 - Parking lot	Site Property Class:	438 - Parking lot
Site:	Com 1	In Ag. District:	No
Zoning Code:	05 -	Bldg. Style:	Not Applicable
Neighborhood:	06013 -	School District:	Cortland City
Legal Property Description:	No Road Frontage		
Total Acreage/Size:	52.75 x 115.3	Equalization Rate:	2015 - 100.00%
Land Assessment:	2015 - \$26,000	Total Assessment:	2015 - \$26,000
Full Market Value:	2015 - \$26,531		
Deed Book:	547	Deed Page:	100
Grid East:	929025	Grid North:	947809
<p>Special Districts for 2015</p> <p><i>No information available for the 2015 roll year.</i></p>			

Photographs

No Photo Available

Documents

- [Survey Map](#)
- [Deeds](#)

Maps

- [View Tax Map](#)
- [View in Google Maps](#)
- [View in Yahoo! Maps](#)
- [View in Bing Maps](#)

Map Disclaimer

Land Types	
Type	Size
Rear	8,671 sq ft

This Indenture, Made the
April Nineteen Hundred and Ninety-three
Between

7th day of

NEW LIFE BIBLE CHURCH, INC., formerly, NEW LIFE FELLOWSHIP, INC.

a corporation organized under the laws of the State of New York

party of the first part, and

CITY OF CORTLAND

party of the second part,

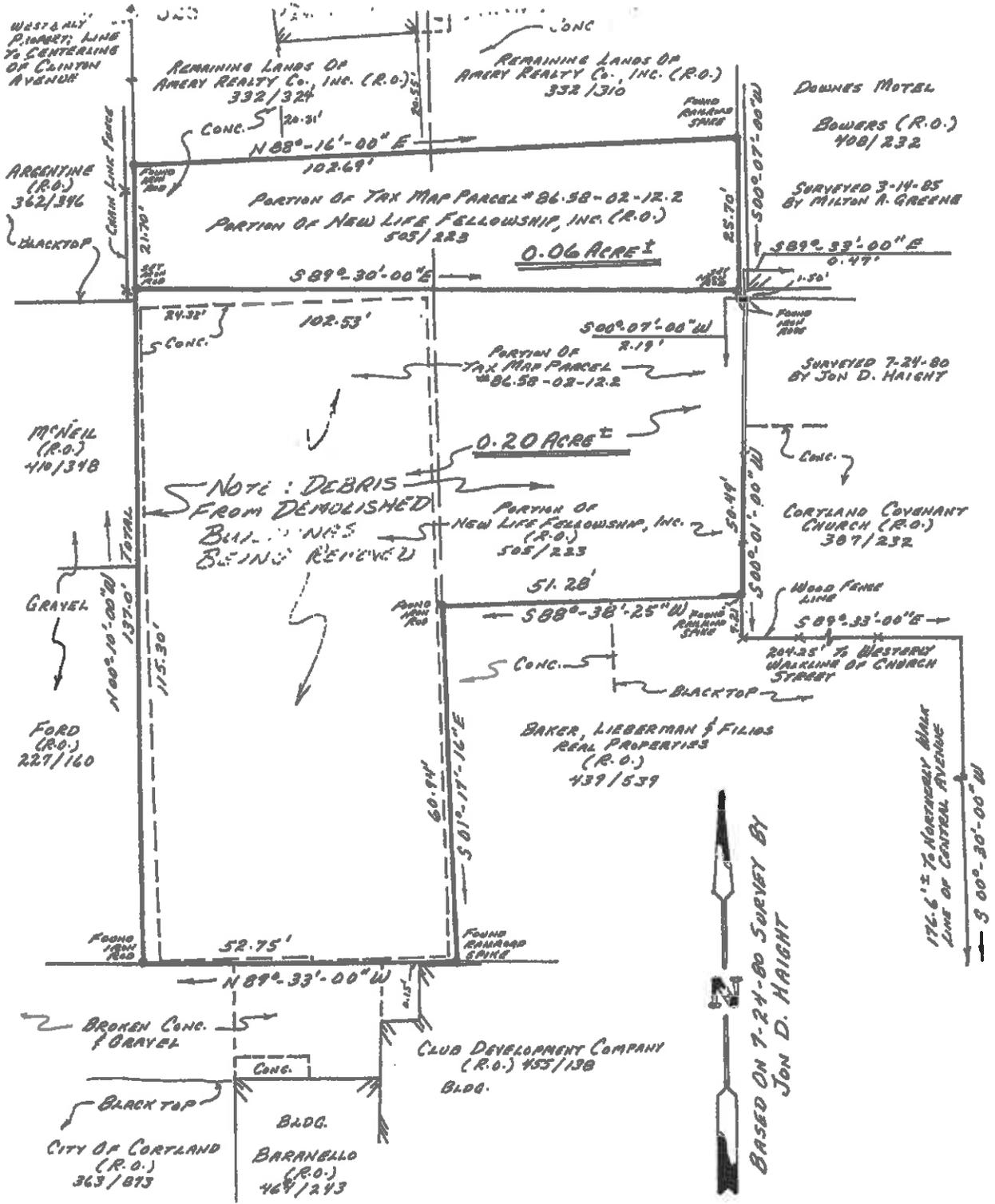
Witnesseth that the party of the first part, in consideration of

One and 00/100----- Dollar (\$1.00)
lawful money of the United States, and all other good and valuable consideration
paid by the party of the second part, does hereby remise, release and quitclaim unto the party of the
second part, its successors and assigns forever, all

THAT TRACT OR PARCEL OF LAND situate in the City of Cortland, County of Cortland and State of New York, being more particularly described as follows: BEGINNING at a point in the west line of Cortland Covenant Church, now known as New Life Fellowship, Inc. (R.O.); said point being located the following three courses and distances from the intersection of the north walk line of Central Avenue with the west walk line of Church Street: 1) N 00° 30' 00" E along said west walk line of Church Street, a distance of 176.6 feet; 2) N 89° 33' 00" W a distance of 204.25 feet; 3) N 00° 01' 00" E a distance of 7.21 feet to a point marked by a set railroad spike; Thence running S 88° 38' 25" W a distance of 51.28 feet to a point marked by a set iron rod; thence running S 01° 17' 16" E a distance of 60.94 feet to a point marked by a set railroad spike; thence running N 89° 33' 00" W a distance of 52.75 feet to a point marked by a set iron rod; thence running N 00° 10' 00" W a distance of 115.30 feet to a point marked by a set iron rod; thence running S 89° 30' 00" E a distance of 102.53 feet to a point marked by a set iron rod; thence running S 00° 07' 00" W a distance of 2.19 feet to a point marked by a found iron rod; thence running S 89° 33' 00" E a distance of .047 feet to a point marked by a found iron rod; thence running S 00° 01' 00" W a distance of 50.49 feet to the point and place of beginning. Containing .20 acre, plus or minus, of land. SUBJECT TO public utility easements of record as may affect the premises.

RECEIVED
\$ 1.00
REAL ESTATE
1012 APR 21 1993
TRANSFER TAX
CORTLAND
COUNTY
Kip

1050

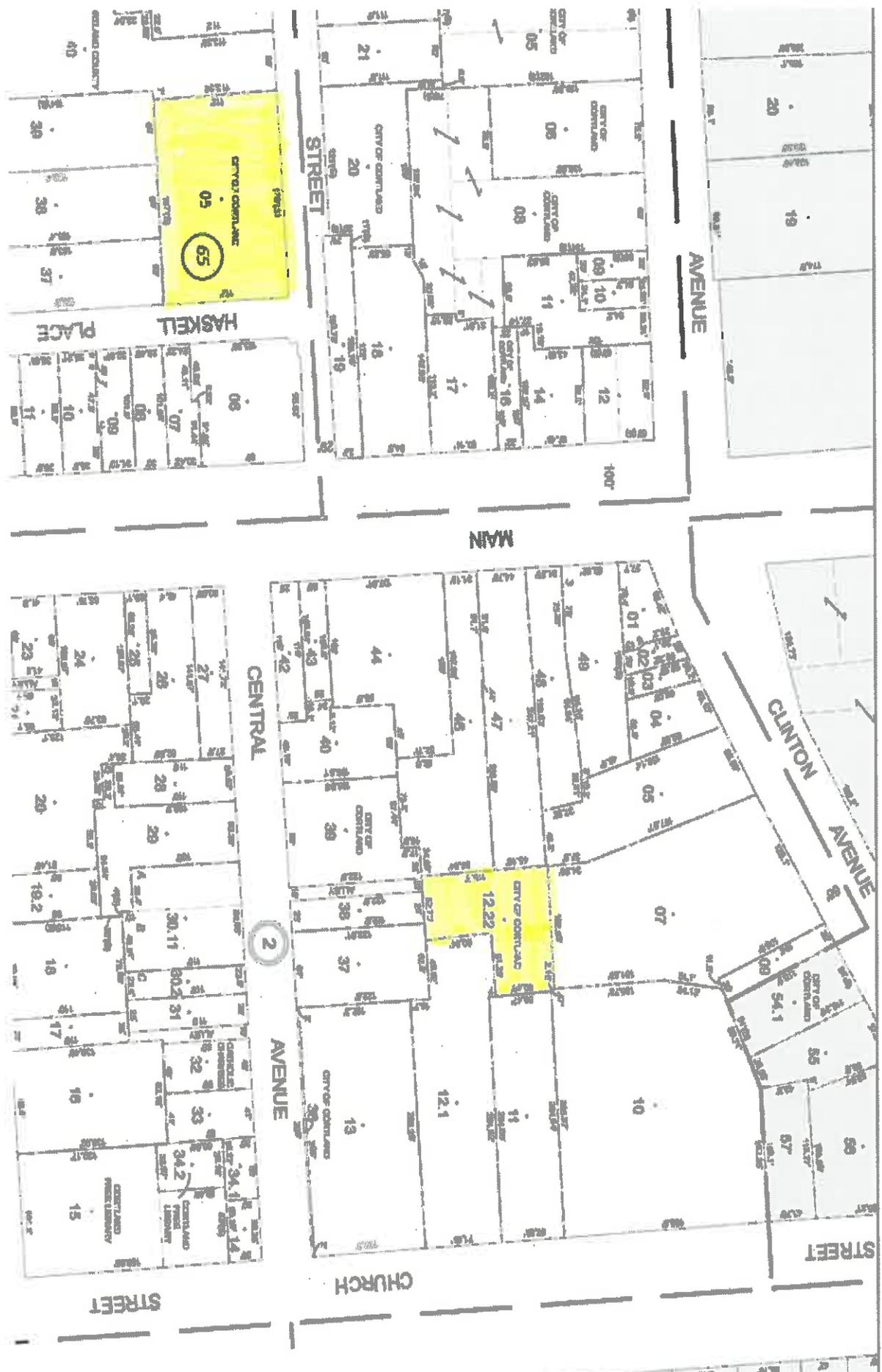


**ACQUISITION MAP
OF LANDS OF
NEW LIFE FELLOWSHIP, INC.**
OFF CHURCH STREET
CITY OF CORTLAND
COUNTY OF CORTLAND
SCALE: 1" = 20'

CITY OF CORTLAND
STATE OF NEW YORK
JULY 5, 1990

MILTON A. GREENE
P.L.S. # 42000
CORTLAND, N.Y.





An Amendment to section 11-63 J 1 (c)

On a sidewalk or Fire Lane as designated by the Fire Chief except for public transport for the discharging or acceptance of passengers.

Updated 1-19-2016

Schedule of Fire Lanes Restricted as Posted on Site

St Mary's School	Charles Street
Cortland Jr./Sr. High School ,	8 Valley View
Smith School	Wheeler Ave
Barry School	Raymond Ave
Cortland Housing Authority,	42 Church St
Cortland Housing Authority,	51 Pt Watson St
BOCES Plaza,	240 Port Watson Street
Riverside Plaza,	160 Clinton Avenue
Homer Avenue Plaza,	184 Homer Avenue
Cortland Regional Medical Center	134 Homer Avenue
Cortland Park Nursing Home	193 Clinton Avenue
Northwood's Nursing Home	28 Kellogg Road
Holiday Inn Express	4 Locust Street
Ramada Inn	2 River Street
Hampton Inn	26 River Street
Marietta Corp	35 Huntington St
Friendship House	13 Leon Ave