

## Amend Local Law Section 102-9C

**Adding:** Owner shall affix a City designated sign to the rental housing unit that shall state the name of the owner, the telephone number of the owner and the rental registration permit number.



# Cortland Free Library

CHARTERED 1925

JACALYN C. SPOON, *Library Director*



August 4, 2016

Dear Mayor Tobin and Fellow City Council Members:

We would greatly appreciate it if you would consider our Special Event Application at the next scheduled City Council meeting on August 16, 2016. Each year the library has a summer reading program for the children and families of our community. The program is free and runs from June 27<sup>th</sup> to August 17<sup>th</sup>. This is a collaborative summer library program which runs in multiple states. This year we have had 241 children sign up for the program. They have read over 30,000 minutes. We have 26 teens in the program who have read over 35,000 pages this summer. To celebrate the outstanding success of our young participants we have planned a Summer Reading Finale Party. This year we would like to start a new tradition and have the grand finale in Courthouse Park on Saturday, August 20, 2016. We will be playing traditional outdoor games and have invited The GameTruck, a provider of electronic group games. We will also give away door prizes. We will announce the winners of our Lego Contest, the Summer Reading Raffle, and our other prize winners at this event. Because our program is scheduled to run 10:00 a.m. to 1:00 p.m., over the lunch hour, we have invited Meg-A-Moos and Drew's Dogs mobile food vendors. As in years past, when participation was lower, the event was held in the library back ally and parking lot. It is a tradition to have a "farm animal petting zoo" where children can view and pet goats, sheep, and an assortment of young poultry and waterfowl from the Blue Spoon Farm in Groton, NY, our Library Director's Farm. We would like to continue these library traditions but have found that we need more space due to increased program enrollment. Thank you for your consideration. We look forward to a fun and educational event for the families of Cortland.

Sincerely,

Tammy Sickmon, MLIS  
Youth Services Librarian

Jacalyn C. Spoon, MLS  
Library Director

Phone: (607) 753-1042  
Fax: (607) 753-7329

32 Church Street  
Cortland, NY 13045

cortlandlib-dir@twcny.rr.com  
cortlandfreelibrary.org

# City of Cortland Special Event Application

To ensure a successful event, (obtaining proper permits, council approvals, licenses, public notices) it is recommended to initiate the event planning process with CDP and its Promotions Committee 90 days before the event.

Event Name: Summer Reading Program Finale Party Today's Date: 8-04-16  
 Event Contact: Tammy Sickmon CDP Member? Yes  No   
 Address: 32 Church Street Cortland, NY 13045  New Event  Existing Event  
 Email: cortlandlib-youth@twcny.rr.com Phone: 607-753-1043  
 Will proceeds of your event benefit a charitable cause that provides service to Cortland residents? Yes  No  If yes, name the charitable causes: \_\_\_\_\_ Non-profit Tax ID: 106571

## Event Information

NAME OF EVENT: Summer Reading Finale Party  
 TYPE OF EVENT: Celebration for children who participated in the Summer Reading program (games, food, prizes)  
 (i.e., walkathon, street fair, festival, etc.): Summer Reading program (games, food, prizes)  
 EVENT LAYOUT If the event is a walkathon, run, etc., attach a map of route and/or street closures. If the event is a festival or street fair, attach a map to indicate location of street blockages requested, booth alignment and type of merchandise vended from each booth.

DATE DAY 1: <u>Saturday, August 20, 2016</u>	DATE DAY 2: _____
<input type="checkbox"/> STREET CLOSURE: Start Time: <u>10:00 am</u> End Time: <u>1:00 pm</u> Street: _____	<input type="checkbox"/> STREET CLOSURE: Start Time: _____ End Time: _____ Street: _____
<input type="checkbox"/> LOT CLOSURE: Start Time: _____ End Time: _____ Lot: _____	<input type="checkbox"/> LOT CLOSURE: Start Time: _____ End Time: _____ Lot: _____
<input checked="" type="checkbox"/> AMPLIFIED MUSIC: Start Time: <u>10:00am</u> End Time: <u>1:00pm</u>	<input type="checkbox"/> AMPLIFIED MUSIC: Start Time: _____ End Time: _____

START LOCATION: Courthouse Park END LOCATION: Courthouse Park  
 EXPECTED # OF PARTICIPANTS: 150 # OF SPECTATORS: \_\_\_\_\_ # OF VEHICLES: 3 HOTELS: Is this event expected to generate area overnight stays? If so, estimated # of rooms: \_\_\_\_\_

## Event Components

<b>Location/Safety</b>	<b>Structures</b>	<b>Food</b>
<input checked="" type="checkbox"/> City park use	<input type="checkbox"/> Temporary structures	<input type="checkbox"/> Food cooked on-site
<input type="checkbox"/> City streets blocked	<input checked="" type="checkbox"/> Canopies up to 10' x 10'	<b>Alcohol</b>
<input type="checkbox"/> City sidewalks blocked	<input type="checkbox"/> Grounded tents over 10' x 10'	<input type="checkbox"/> Alcohol sold on-site
<input type="checkbox"/> City parking lots closed	<input type="checkbox"/> Beer and/or wine garden	<input type="checkbox"/> Alcohol served
<input type="checkbox"/> City barricades	<input type="checkbox"/> Street banner requested	<b>Vending</b>
<input type="checkbox"/> City cones	<input type="checkbox"/> Rides or amusements	<input type="checkbox"/> Vending of goods
<input type="checkbox"/> Animal ban	<input checked="" type="checkbox"/> Showmobile rental requested	<input checked="" type="checkbox"/> Vending of food
<input checked="" type="checkbox"/> Animals are part of the event	<input type="checkbox"/> Portable restrooms	<b>Power Source</b>
<input type="checkbox"/> EMTs needed on site	<input type="checkbox"/> Seating area	<input checked="" type="checkbox"/> City electricity use
<input type="checkbox"/> Police escort requested	<b>Sound</b>	<input type="checkbox"/> Generator use
<b>Waste Management</b>	<input type="checkbox"/> Fireworks	<b>Insurance</b>
<input type="checkbox"/> City litter pickup	<input checked="" type="checkbox"/> Amplified sound or music	<input checked="" type="checkbox"/> General Liability insurance certificate
<input type="checkbox"/> City street sweeping	<input type="checkbox"/> Ceremonial Gun Salute	<input type="checkbox"/> Liquor Liability insurance certificate

Other components not listed: \_\_\_\_\_

CDP Approval: _____
Fire Approval: _____
CPD Approval: _____
Council Approval: _____

Marketing budget: NA Admission Fee: Free



CITY OF CORTLAND  
OFFICE OF CITY CLERK

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

COMMERCIAL SOUND DEVICE PERMIT

DATE REQUESTED: 8/03/16 ISSUANCE DATE: \_\_\_\_\_  
NAME: Tammy Sickmon EXPIRATION DATE: \_\_\_\_\_  
ADDRESS: Cortland Free Library TELEPHONE: \_\_\_\_\_  
32 Church St.  
Cortland, NY 13045

TYPE OF SOUND DEVICE: PA system DATES/TIMES: Aug 20, 2016 10-1 pm  
NON-PROFIT: Yes PERSON IN CHARGE: Tammy Sickmon  
TELEPHONE NUMBER: 607-753-1043

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

LICENSE FEE: FIXED LOCATION - \$250 MOUNTING UPON MOTOR VEHICLE - \$500

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

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

ANNUAL \$100.00

SINGLE EVENT \$25.00

Tammy Sickmon 8/03/16  
Signature of Applicant Date

APPLICATION MUST BE FILED WITH APPLICATION FEE AT LEAST TWO (2) WEEKS BEFORE FUNCTION AND ONE (1) WEEK PRIOR TO COMMON COUNCIL MEETING TO ALLOW TIME FOR APPROVAL.

to Youth Bureau

**SHOWMOBILE REQUEST FORM**

**CITY OF CORTLAND YOUTH BUREAU**

**35 FORT WATSON ST., CORTLAND, NY 13045, (607) 756-2252**

ORGANIZATION REQUESTING UNIT: Cortland Free Library

DATE(S) TO BE USED: August 20, 2016

SHOULD BE SET UP FOR USE BY: 9:00 am

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

SOUND SYSTEM: YES  NO

DESCRIPTION OF WHERE UNIT WILL BE LOCATED:

In Courthouse Park

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

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

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

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

**\*\*THE USE OF THE SHOWMOBILE WILL BE LIMITED TO THE BOUNDARIES OF CORTLAND COUNTY.**

PERSON IN CHARGE FROM REQUESTING ORGANIZATION:

NAME: Tammy Sickman PHONE: 607-753-1043

DATE OF REQUEST: 8/04/16

SIGNATURE OF PERSON RESPONSIBLE FOR UNIT: Tammy Sickman

RABIES VACCINATION CERTIFICATE

Ambulatory Clinic  
 College of Veterinary Medicine  
 Ithaca, NY 14853  
 607-253-3140

Owner Name Jacalyn Spoon

Address 520 W Groton Road

Groton, NY 13073

Date 28 July 2016 Vaccine Used Imrab

Serial # 14076 Booster Frequency Annual

Name	Other ID/Color	Species	Breed	Sex	Age
LE: A3 / RE: SPOON ("Lightening")	Red & white	Caprine	Boer	MC	2/6/2011
NYSPOON-1016 ("e")	Red & white	Caprine	Boer	F	18 mos.
NYSPOON-1037 ("Fluffy")	Red & white	Caprine	Boer	F	6 mos.
NYSPOON-1036 ("Twist")	Red & white	Caprine	Boer	F	6 mos.
NYSPOON-1038 ("April-May")	Black	Ovine	East Friesian cross	F	4 mos.
NYSPOON-1039 ("Althea")	White	Ovine	East Friesian cross	F	4 mos.
NYSPOON-1040 ("Alison")	White	Ovine	East Friesian cross	F	4 mos.
Seven (7) animals only					

Veterinarian Name Antonia Domino, DVM

Signature *Antonia Domino*

## City of Cortland Special Event Application

To ensure a successful event, (obtaining proper permits, council approvals, licenses, public notices) it is recommended to initiate the event planning process with CDP and its Promotions Committee 90 days before the event.

Event Contact: Norm Stitzel, VFW Tloughnloga Post #2354 Today's Date: August 8, 2016

Address: 76 Main Street, Cortland, NY 13045 CDP Member? Yes  No

Email: stitz7marlnes@gmail.com  New Event  Existing Event

Website: For event, see Facebook [9/11 15th Anniversary Commemoration](#) Phone: 607.423.9031

Will proceeds of your event benefit a charitable cause that provides service to Cortland residents? Yes  No  If yes, name the charitable causes: No proceeds Non-profit Tax ID: \_\_\_\_\_

### Event Information

NAME OF EVENT: 9/11 15th Anniversary Commemoration DATES OF EVENT: SEPTEMBER 11, 2016 at 1:00PM

TYPE OF EVENT (i.e., walkathon, street fair, festival, etc.): Ceremony LOCATION: VFW, Main Street

EVENT LAYOUT If the event is a walkathon, run, etc., attach a map of route and/or street closures. If the event is a festival or street fair, attach a map to indicate location of street blockages requested, booth alignment and type of merchandise vended from each booth.

DATE DAY 1: <u>Sunday, September 11, 2016</u>	DATE DAY 2: _____
<input checked="" type="checkbox"/> STREET CLOSURE: Start Time: <u>9:00am</u> End Time: <u>2:00pm</u> Street: _____	<input type="checkbox"/> STREET CLOSURE: Start Time: _____ End Time: _____ Street: _____
<input type="checkbox"/> LOT CLOSURE: Start Time: _____ End Time: _____ Lot: _____	<input type="checkbox"/> LOT CLOSURE: Start Time: _____ End Time: _____ Lot: _____
<input checked="" type="checkbox"/> AMPLIFIED SOUND: Start Time: <u>1:00pm</u> End Time: <u>2:00pm</u>	<input type="checkbox"/> AMPLIFIED MUSIC: Start Time: _____ End Time: _____

START LOCATION: 76 Main Street, Cortland END LOCATION: \_\_\_\_\_

EXPECTED # OF PARTICIPANTS: 200 # OF SPECTATORS: \_\_\_\_\_ # OF VEHICLES: \_\_\_\_\_ HOTELS: Is this event expected to generate area overnight stays? If so, estimated # of rooms: No

### Event Components

<b>Location/Safety</b>	<b>Structures</b>	<b>Food</b>
<input type="checkbox"/> City park use	<input type="checkbox"/> Temporary structures	<input type="checkbox"/> Food cooked on-site
<input checked="" type="checkbox"/> City streets blocked	<input type="checkbox"/> Canopies up to 10' x 10'	<b>Alcohol</b>
<input type="checkbox"/> City sidewalks blocked	<input type="checkbox"/> Grounded tents over 10' x 10'	<input type="checkbox"/> Alcohol sold on-site
<input type="checkbox"/> City parking lots closed	<input type="checkbox"/> Beer and/or wine garden	<input type="checkbox"/> Alcohol served
<input checked="" type="checkbox"/> City barricades	<input type="checkbox"/> Street banner requested	<b>Vending</b>
<input type="checkbox"/> City cones	<input type="checkbox"/> Rides or amusements	<input type="checkbox"/> Vending of goods
<input type="checkbox"/> Animal ban	<input type="checkbox"/> Showmobile rental requested	<input type="checkbox"/> Vending of food
<input type="checkbox"/> Animals are part of the event	<input type="checkbox"/> Portable restrooms	<b>Power Source</b>
<input type="checkbox"/> EMTs needed on site	<input type="checkbox"/> Seating area	<input type="checkbox"/> City electricity use
<input type="checkbox"/> Police escort requested	<b>Sound</b>	<input type="checkbox"/> Generator use
<b>Waste Management</b>	<input type="checkbox"/> Fireworks	<b>Insurance</b>
<input type="checkbox"/> City litter pickup	<input checked="" type="checkbox"/> Amplified sound or music	<input type="checkbox"/> General Liability Insurance certificate
<input type="checkbox"/> City street sweeping	<input checked="" type="checkbox"/> Ceremonial Gun Salute	<input type="checkbox"/> Liquor Liability Insurance certificate

Other components not listed: Street closure needed for Emergency & Military vehicle

Exhibit and for spectators. Speaker, stage and podium set up on VFW's lawn.

Marketing budget: \_\_\_\_\_ Admision Fee: \_\_\_\_\_

CDP Approval: _____
Fire Approval: _____
CPD Approval: _____
Council Approval: _____

APPLICATION  
For Street Closings  
PLEASE PRINT ALL INFORMATION

Today's Date: **August 8, 2016**

Address of Street Closing: **Main Street, between Court and Port Watson streets**

Describe Event: **9/11 15th Anniversary commemoration**

Applicant: **Norm Stitzel on behalf of VFW**

PH# **607.423.9031 (cell)**

Address: **76 Main Street, Cortland, NY 13045** Email Address: **stitz7marines@gmail.com**

Date of Street Closing: **Sunday, September 11, 2016 (event is 1:00-2:00pm)**

Alternate or Rain Date: **NONE**

Start Time: **9:00am**

Finish Time: **2:00pm**

\*(No earlier than 9:00 AM)

\*(No later than 8:00 PM)

(\*Unless altered by Common Council)

Estimated # of persons attending: **200**

Will amplified music be provided? **Amplified microphone**  
(If yes, refer to requirement #8 for compliance)

City Ordinance SCT. 193-5 requires Common Council permission; SCT.193-7 requires \$250.00 fee (unless a non-profit)

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 Closing.**

**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.**

**\*\*Street closure needed for Emergency & Military vehicle exhibit and for spectators. Speaker, stage and podium set up on VFW's lawn.**

**CITY OF CORTLAND OFFICE OF CITY CLERK**  
25 COURT STREET · CORTLAND, NY 13045 PHONE (607) 756-6521 · FAX (607) 756-4644  
**COMMERCIAL SOUND DEVICE PERMIT**

DATE REQUESTED: **August 8, 2016**

ISSUANCE DATE: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

Applicant: **Norm Stitzel on behalf of VFW**

PH# **607.423.9031 (cell)**

Address: **76 Main Street, Cortland, NY 13045** Email Address: [stitz7marines@gmail.com](mailto:stitz7marines@gmail.com)

TYPE OF SOUND DEVICE: **Amplified microphone/speaker** DATES/TIMES: **September 11, 2016 1:00-2:00pm**

NON-PROFIT: **yes** PERSON IN CHARGE: **Norm Stitzel on behalf of VFW**

TELEPHONE NUMBER: **607.423.9031 (cell)**

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

LICENSE FEE: **FIXED LOCATION - \$250 MOUNTING UPON MOTOR VEHICLE - \$500**

**Fixed Location:** For the use or operation of any radio, phonograph, microphone or other device by which sounds are magnified and caused to be heard over any public street or public place from any one fixed location and not in, or mounted upon a motor vehicle, the sum of **\$250** for any day or part of a day for which the applicant desires permission hereunder.

(Code of Ordinances 193-5 Noise Article II Sound Devices [adopted 8-5-1969 as Ch. 12, Art. VI, of the 1969 Code of Ordinances])

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

ANNUAL \$100.00

SINGLE EVENT \$25.00

*/s/ Norm Stitzel* August 8, 2016

Signature of Applicant Date

**APPLICATION MUST BE FILED WITH APPLICATION FEE AT LEAST TWO (2) WEEKS BEFORE FUNCTION AND ONE (1) WEEK PRIOR TO COMMON COUNCIL MEETING TO ALLOW TIME FOR APPROVAL.**

# City of Cortland Special Event Application

To ensure a successful event, (obtaining proper permits, council approvals, licenses, public notices) it is recommended to initiate the event planning process with CDP and its Promotions Committee 90 days before the event.

Event Name: Cortland Comeback Today's Date: 3/16/2016  
 Event Contact: Vickie Mundy CDP Member? Yes  Not yet   
 Address: 19 River St Apt C4 Homer, NY 13077  New Event  Existing Event  
 Email: cortlandcomeback@gmail.com Phone: 607-662-4101

Will proceeds of your event benefit a charitable cause that provides service to Cortland residents? Yes  No   
 If yes, name the charitable causes: Food pantries, AVV, and Bridges for Kids Non-profit Tax ID: \_\_\_\_\_

## Event Information

NAME OF EVENT: Cortland Comeback

TYPE OF EVENT: 3 day family friendly event annually at Courthouse Park  
 (i.e., walkathon, street fair, festival, etc.): Park

EVENT LAYOUT If the event is a walkathon, run, etc., attach a map of route and/or street closures. If the event is a festival or street fair, attach a map to indicate location of street blockages requested, booth alignment and type of merchandise vended from each booth.

DATE DAY 1:	DATE DAY 2:
<u>Saturday, August 13</u>	
<input type="checkbox"/> STREET CLOSURE: Start Time: _____ End Time: <u>8 pm</u> Street: _____	<input type="checkbox"/> STREET CLOSURE: Start Time: _____ End Time: _____ Street: _____
<input checked="" type="checkbox"/> LOT CLOSURE: Start Time: <u>9 am</u> End Time: <u>8 pm</u> Lot: <u>Both Courthouse Park lots</u>	<input type="checkbox"/> LOT CLOSURE: Start Time: _____ End Time: _____ Lot: _____
<input checked="" type="checkbox"/> AMPLIFIED MUSIC: Start Time: <u>11 am</u> End Time: <u>8 pm</u>	<input type="checkbox"/> AMPLIFIED MUSIC: Start Time: _____ End Time: _____

START LOCATION: Courthouse Park END LOCATION: Courthouse Park

EXPECTED # OF PARTICIPANTS: ? # OF SPECTATORS: ? # OF VEHICLES: ? **NOTES:** Is this event expected to generate area overnight stays? If so, estimated # of rooms: \_\_\_\_\_

## Event Components

<b>Location/Safety</b> <input checked="" type="checkbox"/> City park use <u>(YB)</u> <input type="checkbox"/> City streets blocked <input type="checkbox"/> City sidewalks blocked <input checked="" type="checkbox"/> City parking lots closed <input type="checkbox"/> City barricades <input type="checkbox"/> City cones <input type="checkbox"/> Animal ban <input type="checkbox"/> Animals are part of the event <input type="checkbox"/> EMTs needed on site <input type="checkbox"/> Police escort requested <b>Waste Management</b> <input type="checkbox"/> City litter pickup <input type="checkbox"/> City street sweeping	<b>Structures</b> <input checked="" type="checkbox"/> Temporary structures <input type="checkbox"/> Canopies up to 10' x 10' <input type="checkbox"/> Grounded tents over 10' x 10' <input type="checkbox"/> Beer and/or wine garden <input type="checkbox"/> Street banner requested <input type="checkbox"/> Rides or amusements <input checked="" type="checkbox"/> Showmobile rental requested <u>(YB)</u> <input checked="" type="checkbox"/> Portable restrooms <input type="checkbox"/> Seating area <b>Sound</b> <input type="checkbox"/> Fireworks <input checked="" type="checkbox"/> Amplified sound or music <u>sound permits</u> <input type="checkbox"/> Ceremonial Gun Salute	<b>Food</b> <input checked="" type="checkbox"/> Food cooked on-site <u>health permits Cortland-2016</u> <b>Alcohol</b> <input type="checkbox"/> Alcohol sold on-site <input type="checkbox"/> Alcohol served <b>Vending</b> <input checked="" type="checkbox"/> Vending of goods <u>vendor applications</u> <input checked="" type="checkbox"/> Vending of food <b>Power Source</b> <input checked="" type="checkbox"/> City electricity use <input type="checkbox"/> Generator use <b>Insurance</b> <input checked="" type="checkbox"/> General Liability Insurance certificate <input type="checkbox"/> Liquor Liability Insurance certificate
--	---	---

Other components not listed: Movie around 8:30

CDP Approval: CDP approved 4/5/16  
 Fire Approval: \_\_\_\_\_  
 CPD Approval: \_\_\_\_\_  
 Council Approval: \_\_\_\_\_

Marketing budget: donations Admission Fee: Free



## CORTLAND YOUTH BUREAU

35 Port Watson Street • Cortland, NY 13045 • (607) 753-3021 • Fax (607) 753-3023 • [www.cortland.org](http://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 McInerney, Youth Bureau Director

**RE:** CYB Donations

**DATE:** August 8th, 2016

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

<i>Donation</i>	<i>Amount</i>	<i>Event/Project</i>	<i>Budget Line</i>
<i>Pudgies Pizza</i>	<i>\$250.00</i>	<i>Fire Fighter Camp</i>	<i>A7550.5405</i>

The donation below should be appropriated to the following trust fund account.

<i>Ellen &amp; David Tucker</i>	<i>\$1,000.00</i>	<i>Wickwire Pool</i>	<i>Wickwire Pool Trust Fund</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

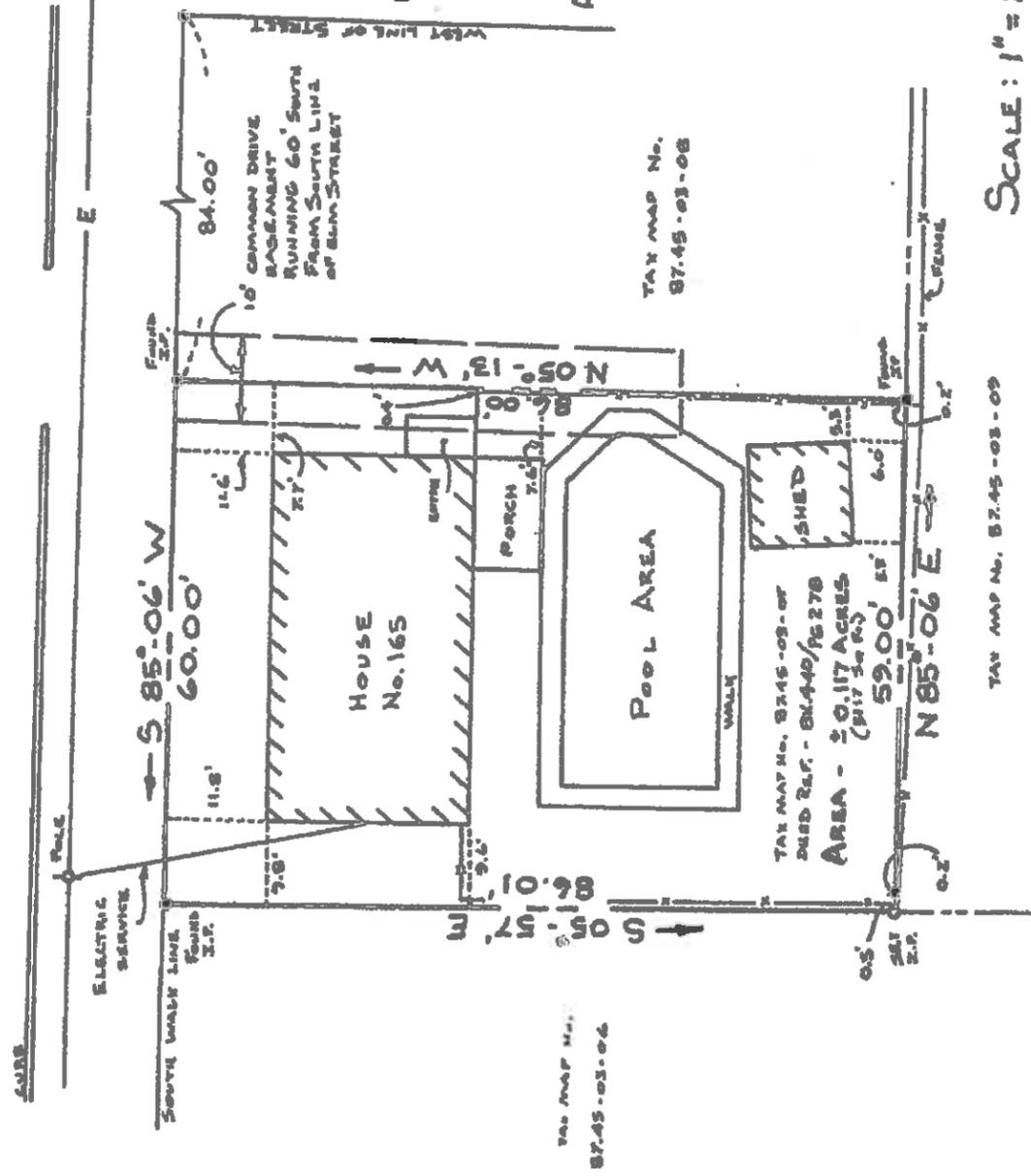






INDEX 446 (N.C. 292)

ELM STREET (66' R.O.W.)



TAX MAP No. 87-45-03-04

TAX MAP No. 87-45-03-08

TAX MAP No. 87-45-03-07  
DEED REF. - 84-44/16278  
AREA - 20.117 ACRES  
(DIV 3-4-83)

TAX MAP No. 87-45-03-09

SCALE: 1" = 20'

Warning: It is a violation of Section 7209, Subdivision 2 of the New York State Education Law to alter, in any way, a map bearing the original seal and signature of a licensed professional. Only maps bearing such seal and signature may be considered valid.

LANDS OF: **CHRYSLER FIRST FINANCIAL SERVICES CORPORATION**  
LOCATED: 165 ELM STREET

TO: TICOR Title Guarantee Company  
(C) CORTLAND, CORTLAND Co., N.Y.

I hereby certify that this map accurately represents an actual survey performed by me or under my direct supervision and is subject to any state of facts that an up-to-date abstract of title may show.

*Gary Bruce Davison*

4-20-87

DATE

G. BRUCE DAVISON, L.S. 49603



Job No. 87-058



**Elizabeth Larkin**  
**CORTLAND COUNTY CLERK**

46 Greenbush Street, Suite 101  
Cortland, NY 13045-3702  
(807) 753-5021  
Fax (807) 758-5500

**Instrument Number**  
**\*1044869-002\***

No of Pages 3  
Delivered By KNICKERBOCKER LAWRENCE J  
Receipt No 1044869  
Return To  
KNICKERBOCKER LAWRENCE J ESQ  
DATE 01/23/2006  
70 PORT WATSON ST  
CORTLAND, NY 13045-5561  
Time 09 12 AM  
Document Type DEED  
Parties To Transaction MTGLQ INVESTORS TO DUNCAN

Deed Information

Consideration \$46,000 00  
Transfer Tax \$184 00  
RETT No 00991

State of New York  
Cortland County Clerk

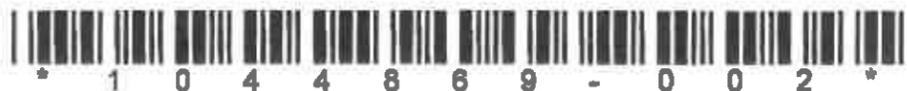
Mortgage Information

Mortgage Amount  
Basic Mtge Tax  
Special Mtge Tax  
Additional Mtge Tax  
Mortgage Serial No

This sheet constitutes the Clerk endorsement required by Section 316-A(5) & Section 319 of the Real Property Law of the State of New York DO NOT DETACH

*Elizabeth Larkin*

Cortland County Clerk



THIS INDENTURE DATED January 12<sup>th</sup> 2006

between. MTGLQ Investors L P , 100 North 2<sup>nd</sup> Avenue, Suite 200N, St Petersburg, FL  
party of the first part, and

STANLEY DUNCAN, party of the second part residing at 3845 Carr Hill Road,  
Cortland, NY

WITNESSETH, that the party of the first part in consideration of TEN DOLLARS and other valuable consideration paid by party of the second part, does hereby grant and release unto the party of the second part, the heirs or successors and assigns of the party of the second part, forever,

ALL THAT CERTAIN PLOT, PIECE OR PARCEL OF LAND, WITH THE BUILDINGS AND IMPROVEMENTS THEREON ERECTED, SITUATE, LYING & BEING (see attached schedule "A")

PREMISES KNOWN AS 165 ELM STREET, CORTLAND, NY

BEING & INTENDED TO BE THE SAME PREMISES CONVEYED TO PARTY OF THE FIRST PART BY DEED DATED 06/09/05 & RECORDED ON 06/23/05 INSTRUMENT #1037843-001

in the Cortland County Clerk's office in  
TOGETHER with all right, title and interest, if any, of the party of the first part of, in and to any streets and roads abutting the above-described premises to the center lines thereof, TOGETHER with the appurtenances and all the estate and rights of the party of the first part in and to said premises, TO HAVE AND TO HOLD the premises herein granted unto the party of the second part, the heirs or successors and assigns of the party of the second part forever

AND the party of the first part covenants that the party of second part shall quietly enjoy the said premises, AND that the party of the First part will forever WARRANT the title to the said premises,

AND the party of the first part, in compliance with Section 13 of the Lien Law, covenants that the party of the first part will receive the consideration for this conveyance and will hold the right to receive such consideration as a trust fund to be applied first for the purpose of paying the cost of the improvement and will apply the same first to the payment of the cost of the improvement before using any part of the total of the same for any other purpose

This conveyance does not represent all or substantially all of the assets of the party in the first part

The word "party" shall be construed as if it read "parties" whenever the sense of this indenture so requires

IN WITNESS WHEREOF, the party of the first part has duly executed this deed the day and year first above written

IN PRESENCE OF

  
MTGLQ Investors L.P , by M.D Webb &  
Associates Inc , its attorney in fact, by  
Judy Warner

**FIRST AMERICAN TITLE INSURANCE COMPANY**

Title No 577-CO-22457

File No. 44798-CO

**SCHEDULE A****PROPERTY DESCRIPTION**

All that certain plot, piece or parcel of land, situate in the City of Cortland, County of Cortland and State of New York, bounded and described as follows:

**BEGINNING** at a point located along the south line of Elm Street marked by an existing iron pipe, said point being located westerly a distance of 84.00 feet from the intersection of said south line of Elm Street with the west line of the west walk of River Street;

running thence **SOUTH** 85 degrees 06 minutes west along said south street line of Elm Street, a distance of 60.00 feet to a point marked by an existing iron pipe;

running thence **SOUTH** 05 degrees 57 minutes east a distance of 86.01 feet to a point marked by a 5/8 inch rebar with survey cap;

running thence **NORTH** 85 degrees 06 minutes east a distance of 59.00 feet to a point marked by an existing iron pipe;

running thence **NORTH** 05 degrees 13 minutes west a distance of 86.00 feet to the point or place of **BEGINNING**.

There is also conveyed herewith all the land adjacent to the above described premises on the north to the centerline of Elm Street, subject to the rights of the public for street or highway purposes

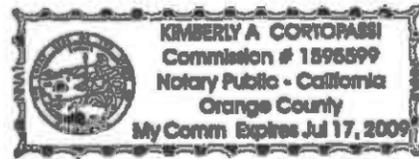
There is also conveyed herewith an easement and right-of-way, five feet in width in favor of the premise described above, over and across the most westerly portion of the premises immediately adjoining the said premises described above on the east, and this conveyance is subject to a like easement and right-of-way five feet in width in favor of the owners of the premises immediately adjoining the premises described above on the east, over and across the most easterly portion of the said premises described above. Such easements shall extend southerly from Elm Street a distance of 60 feet, and shall form a common driveway for ingress and egress from Elm Street to the rear of such properties. These easements shall run with the land and such common driveway shall remain open and unobstructed at all times for the use of the respective owners of such adjoining properties

STATE OF CALIFORNIA  
COUNTY OF ORANGE

On the 12<sup>th</sup> day of January 2005, before me, the undersigned, personally appeared

Judy Harmer, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument, acknowledged to me that she executed same in her capacity, that by her signature on the said instrument, the individual or the person on which the individual acted, executed the instrument; and that such individual made such appearance before the undersigned, a notary public in the State of California  
County of Orange

Kimberly A. Cortopassi  
NOTARY PUBLIC



SPECIAL WARRANTY DEED

Title No.

-----  
MTGLQ Investors L P , by M.D Webb & Associates Inc , its attorney in fact

TO

STANLEY DUNCAN  
-----

PREMISES. 165 ELM STREET, CORTLAND, NY

SECTION  
BLOCK  
LOT  
TOWN/CITY

RECORD & RETURN TO: Lawrence J. Koickelbacher, P.O. Box 5561, Cortland, NY 13045  
-----

City of Cortland  
Fire Department  
Code Enforcement



**William F. Knickerbocker**  
Deputy Fire Chief  
Director of Code Enforcement

25 Court Street  
Cortland, New York 13045

Phone: 607-753-1741  
Fax: 607.753.6051  
Email: [knick@cortland.org](mailto:knick@cortland.org)

To: Ric VanDonsel

From: Wm Knickerbocker

Date: August 12, 2016

RE: VACANT INSPECTION 140 GROTON

We conducted an interior inspection of the Residential building at 140 Groton Avenue with the Real-estate Broker and the prospective owner.

The inspection revealed the following deficiencies;

- Provide a grip-able handrail on rear exterior stairway
- Turn natural gas on. Provide cooking
- Turn on water service
- Roof leaks and wall cover and ceilings damaged
- Fire sprinkler is damaged due to freezing and turned off. The system is required for 3rd floor use
- Permit and electrical certificate needed for the installation of new cellar breaker panel.
- Repair cellar lighting.
- Smoke alarms throughout the house are currently mounted to low from ceiling
- Hasp and padlock on bedroom door leading to attic
- Building is a single family dwelling & has lost pretty existing nonconforming status
- No heat or hot water
- Paint as needed

Please let me know if you have any questions

Thank you.

Cc; Mayors office

**CITY OF CORTLAND**

**Grant Submission: "Zombie" and Vacant Properties Remediation and Prevention Initiative**

**Respectfully Tendered to the Local Initiatives Support Corporation**

**August 17, 2016**



**City of Cortland**

**Grant Submission: "Zombie" and Vacant Properties Remediation and Prevention Initiative**

**CONTENTS**

**COVER SHEET-Grant Application**

<b>Housing Units</b>	<b>1</b>
<b>Cost of Home Ownership</b>	<b>1</b>
<b>Narrative Question 1—Extent of Zombie/Abandoned Property Problem</b>	<b>2</b>
<b>Narrative Question 2 – Program/Project Proposal</b>	<b>3</b>
<b>Narrative Question 3 – Capacity to Implement Program/Project</b>	<b>6</b>
<b>Narrative Question 4 – Other Municipal Resources to be Allocated to Program/Project</b>	<b>7</b>
<b>Narrative Question 5 – Proposed Use of Grant Funds</b>	<b>8</b>
<b>Narrative Question 6 – Expected Outcomes and Deliverables</b>	<b>9</b>

**Appendix:**

- **Map of Abandoned Properties with the City**
- **Authorizing Resolution**
- **Resolutions in Support of Legislation Before 2016 Session of NYS General Assembly**



**City of Cortland**

**Grant Submission: "Zombie" and Vacant Properties Remediation and Prevention Initiative**

City of Cortland (Population 19,218)

**HOUSING UNITS<sup>1</sup>**

The City has 7,543 housing units located at an average density of 1,925 per square mile. The median age of the housing units is 77 years old. 79 percent of the housing units were built prior to 1959. 89 percent, or 6,732 units, of the housing units are occupied, leaving 810 units vacant for numerous reasons. Of the vacant housing units 371, or 5 percent, have been identified as abandoned. Of the 371 abandoned housing units approximately 100 units have been designated as unsafe under criteria set forth in the State's Fire code.

The City is unable to definitively identify which of the 371 abandoned properties fall within the definitional scope of "zombie" properties. It was for this reason that City Council adopted attached resolutions supporting passage of legislation in the General Assembly 2016 session.

Owners occupy 3,926, or 52 percent, of the housing units. Of these 1,920 units have outstanding mortgages. The average monthly costs in the City, excluding escrows, is \$1,135. The median household income in the City is \$40,229. The average mortgage cost as a percentage of median income is 34 percent which equals the national average. 21 percent of mortgages in the City equal or exceed this national average.

Total vacant housing units	810
Reason:	
For Rent	150
Rented, not occupied	209
For sale only	72
Seasonal	8
Abandoned	371

**COST OF HOME OWNERSHIP**

The median home price in the City of Cortland is \$95,200 (June 2016) which is 48% lower than the national average. City, County and School taxes thereon amount to \$4,635, or 4.9 percent of median home value. The property tax burden in the City in proportion to median home value is 11 percent lower than the Central New York average.

The April 2016 average costs of electricity in the City per Kwh (17.39 cents per KWH) was 40 percent higher than the State average. (12.43 cents per KWH). Natural gas rates in the City were 2 percent higher than the State average. The average monthly electrical bill in the city is \$86, the average natural gas bill is \$73.

The total annual residential occupancy cost including insurance for owner occupied homes assuming an 80 percent, 30 year fixed mortgage with interest of 7.75 percent is \$20,665 or 51.3 percent of the City's median household income. This is far in excess of the traditional 30 percent benchmark.

**NARRATIVE QUESTIONS**

**Narrative Question 1— Extent of Zombie/Abandoned Property Problem**

As noted above the City estimates that 371 housing units are abandoned within the City. The economic effect in terms of lost property tax is crippling. At the City's annual tax auction in July 2016 the average sales price of an abandoned residential property was \$21,000. The combined direct lost property tax revenues to the City, County and School is \$1.3 million, The City's portion of lost revenues equals 4 percent of its annual tax levy.

Lost Property Tax Revenues	
Abandoned Housing Units	371
Average Tax Sale Price	\$ 21,000
Aggregate Market Value	\$ 7,791,000
Median Value of Housing Units	\$ 95,500
Median Value of Abandoned Units	\$ 25,318,200
Lost Taxable Value	\$ (17,528,200)
Less City, County & School Taxes	\$ (1,340,000)

The residual loss of property tax revenue from the decrease in value of properties adjoining each vacant property is even more staggering. Applying the model developed by Temple University<sup>2</sup> for measuring lost value of properties with 450 feet of a vacant building the annual aggregate loss in City, County and School taxes is approximately \$17.5 million dollars.



In addition to direct and residual lost revenues the City estimates that the annual cost of code enforcement, fire, police, and legal involvement with abandoned buildings is \$975,000 before full implementation of the City's Revitalization program.

**Narrative Question 2-- Program/Project Proposal**

The City is developing a vacant property program based upon a five stage revitalization cycle. The five stages in the City's program are:

- Pre-problem identification and intervention,
- Stabilization,
- Rehabilitation resources,
- Property transfer or demolition and
- Long-term revitalization and prevention.



1. First stage – pre-problem identification and intervention- involves the often difficult identification of at risk property owners and effective outreach with the goal to preempt vacancy. The goal of the first stage is prevention through early intervention. An objective in fulfilling this goal is analysis of existing foreclosure proceedings to:

- track locations within the City where foreclosures are occurring;

- determine whether or not the property owner is owner-occupied, income-producing, vacant and/or abandoned;
- establish whether the total amount of the liens on the property exceeded the value of the property;
- classify the type of foreclosure- tax, mortgage or judgment;
- track the number of foreclosure files completed within a span of time;
- identify sales confirmed by courts to lenders; and identify sales to lenders who delay or never file a deed with the County.



A second objective in the first stage is development and implementation of an information system designed to detect signs of a property owner's fiscal stress well before a foreclosure action is filed. A network of financial counselors, financial institutions, social agencies, legal aid attorneys, tax collectors, utility providers including the City's Water and Sewer billing departments, and court clerks will be organized to funnel information to the City that is indicative that a property owner's resources are eroding. Participants in the network will be empowered with knowledge of

resources provided to stressed property owners under such programs as the Attorney General Homeowner Protection Program (HOPP), Home Headquarters, Inc.; Legal Services of Central NY; and Hiscock Legal Aid Society.

A third objective under the first stage is to continue to develop and enforce the City's existing vacant property registry. Under the City's system that once the building is identified as vacant the Code Office will contact the titled Owner. Once registered the vacant building is subject to annual registration with an upwardly graduating fee schedule. The lower first year fee encourages the registration with the later year higher fee encouraging reoccupation of the building.

2. The second stage – *stabilization* - focuses on the property stabilization and neighborhood equity protection. The goal of this stage is to employ a wide array of code enforcement resources, processes and powers to motivate and/or compel property owners to correct code violations and rectify issues that present a risk to community health, safety and welfare. To support this stage the City has developed and adopted by resolution a policy statement that clearly sets forth those types of property maintenance projects that do not result in an increase in the assessed taxable value of property. The City has also revised its local property maintenance code to align it with the State's property maintenance law. The City's overarching goal in this stage is attract private reinvestment into at risk and stressed neighborhoods by stabilizing neighborhood environments.

The City has established three objectives to accomplish the goals of the second stage: abatement, investigation, and neighborhood inventories.

- **Abatement** involves the elimination of immediate threats to public health, safety and welfare. Property owners are afforded due process by appeal to the City Property Resolution Commission operating under the direct supervision of City Council.
- **Investigation** is focused on discerning ownership and the reasons why the property has been left to deteriorate or become abandoned. Within the scope of investigation is assessing the owner's, interest, motivation, commitment to rehabilitating the property and his financial and physical capacity to do so.
- **Neighborhood inventorying** is the systematic collection of data regarding vacant and abandoned properties within the City. GIS mapping of said properties and assessing trends, patterns and owners behaviors, sales and purchases.

The City's third stage – **Rehabilitation resources**- brings to bear the resources the City has to empower owners with the ability to transfer ownership or restore the property to productive use. The City has classified resources into four categories; 1. Financial 2. Technical 3. Capacity building in property maintenance and property ownership, and 4. Divestment.

- **Financial assistance:** Leveraging CDBG funds, the City has developed a portfolio of financial assistance programs for property rehabilitation. The City also funded a pilot program with \$70,000 from its general fund to provide financial assistance for property maintenance to owners of owner occupied housing units that are in need of assistance but whose incomes are slightly higher than the ceiling established for CDBG funding. The City has also funded a neighborhood mini-grant program for resident developed initiatives to improve physical appearance of neighborhoods.



- **Technical Assistance:** The City has instituted an efficient code and zoning review and permitting process designed to eliminate resident dissatisfaction and remove barriers to property rehabilitation. The City has also instituted suspend and waive program whereby building permits fees can be eliminated if owners do the work agreed upon in the time period agreed to. Code enforcement and zoning officers have been directed to "fine less and consult more" and so provide residents with a knowledge base resource to keep projects moving

forward to completion.

- **Capacity building** – Although not yet developed the City has seen a need to partner with educational resources to provide current and prospective property owners with knowledge that develops and/or enhances property ownership and property maintenance skills.

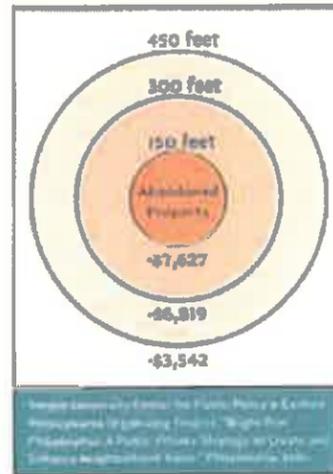


- **Divestment planning**— The City's goal is to promote the efficient, orderly and strategic transfer of property ownership from an owner who does not have either the financial resources or the motivation to continue to own property to an owner with prerequisite desire and resources before property deterioration begins to occur. This incorporates the referring property owners to services and resources available through the HOPP program and its qualified service providers.



The fourth stage — **Property transfer or demolition**—is viewed by the City as a limited action wherein the City forces the transfer of property or pursues demolition. While it is the City's preferred method to work with existing property owners to restore the property to productive use via repairing, rehabilitating, or sale of a property the City recognizes that it must be prepared and have in place the legal mechanisms, procedures and due process safeguards where a property is structurally unsound or the City cannot find a competent property owner or manager and demolition becomes the only viable option to curtail further neighborhood blight.

The fifth and final stage in the City's system — **Long-term revitalization policies and prevention programs**—sets for the goal to integrate vacant property initiatives with relevant community-wide revitalization efforts. Current efforts undertaken by the City to accomplish this goal include partnership with SUNY-Cortland to encourage college employees to purchase a home in the City; continued development of CDBG supported home ownership and property rehabilitation programs; City created financial assistance to middle income home owners to revitalize and maintain their properties, proactive code enforcement of a revised property maintenance code that is in alignment with the State Property Maintenance Law; creation of a non-judicial housing commission on the supervision of City Council to address property ownership issues and afford and opportunity for dispute resolution and due-process. Vacant building registration and fine structure that incentivizes productive use of property; comprehensive planning for in-fill development of next generation of home owners; revisions to City-wide and neighborhood specific zoning codes reflecting strategic long-term land use and growth management planning, redevelopment of infrastructure and modern street scape design and property tax policy that works to lower the cost of home ownership in the City.



Narrative Questions 3 --Capacity to implement Program/Project



The City has developed internal programs and established partnerships with SUNY-Cortland and community agencies to prevent the abandonment of future properties and return to productive use currently vacant and/or future vacant properties. These joint initiatives would be enhanced and further developed with funding obtained from this grant. For example:

***SUNY Cortland Live in Cortland***

As part of the Live in Cortland Initiative, SUNY Cortland has developed the SUNY Cortland Neighborhood Homeownership Program. The program is designed to

encourage all full time SUNY Cortland and Research Foundation employees to purchase and occupy homes in the designated neighborhoods surrounding the campus and along the I-81 entryway to campus.

In these areas, SUNY Cortland has a disproportionate impact, interest and commitment to improve housing conditions and sustain quality, owner-occupied housing. This program supports SUNY Cortland's academic mission by increasing accessibility of faculty and staff to our students. It also demonstrates the College's commitment to the community by helping to stabilize the neighborhoods directly surrounding campus.



The SUNY Cortland Neighborhood Homeownership Program provides up to five eligible employees with \$4,000 to spend on the down payment or closing costs of an owner-occupied home. To receive this benefit, an employee must purchase a single-family residence within the defined neighborhoods and the house must be the sole and primary residence of the employee.

***Rezoning***

The City has undertaken a City-wide and neighborhood specific rezoning project. The rezoning initiative focuses on how the residents of Cortland want their neighborhoods to look in the future. The intent is to realign zoning laws with contemporary land uses and provide a platform for future growth and development while protecting neighborhood character and preserving property equity. Bike lanes, sidewalks, green areas and landscaping will help direct the use of residential streets to allow families and students to move and experience the small town experience Cortland has to offer.

## Vacant Building Registration and Registry

In response to a burgeoning vacant building blight throughout the City, the City of Cortland in 2010 passed the "Buildings-Vacant" local law. The law was an effort to establish a program for identifying and registering vacant buildings; to determine the responsibility of owners, and to speed the rehabilitation of the vacant

Once the building is identified as vacant the Code Office will contact the titled Owner. Once registered the vacant building is subject to annual registration with an upwardly graduating fee schedule. The lower first year fee encourages the registration with the later year higher fee encouraging reoccupation of the building.

### Narrative Question 4--Other Municipal Resources to be Allocated to Program/Project

#### *CDBG assistance to low and moderate income property owners*

The City maintains a portfolio of CDBG funded housing programs for low to moderate homeowners that concentrate on income property rehabilitation, owner occupied single family home rehabilitation, and first time homebuyer rehabilitation.

#### *City assistance to middle income property owners*

Recognizing that property maintenance can also pose a financial challenge upon the resources of middle income owners, The City in 2016 created a funding source from its general fund revenue to provide no-interest long-term loans for qualified maintenance and rehabilitation projects.

#### *City's mini-grant neighborhood improvement grants*

The City has budgeted in its 2016 General Fund Budget \$40,000 to fund a micro grant program focusing on resident generated neighborhood improvement projects. Divided equally among the City's eight wards the funds are used to support resident initiatives that improve the physical appearance of neighborhoods and encourage community building.

#### *City's five year park renovation program*

The City has recognized that its neighborhood parks are key stabilizing components in the community and anchor points that assist in retaining existing and attracting new homeowners. The City is in the second of a five year plan to revitalize all of its parks, playgrounds, athletic fields, shelters and recreational buildings

#### *City's ongoing Code enforcement operations*

The Cortland Fire Department Code Enforcement Division is responsible for the enforcement of the vacant building regulations contained within the Vacant Buildings Chapter of the Code of The City of Cortland. That Chapter regulates buildings which remain vacant, are unsightly, unsafe and have a negative effect on their surroundings. This is particularly troublesome in various neighborhoods. The purpose of regulation is to establish a program for identifying and registering vacant buildings; to determine the responsibilities of owners of vacant buildings; and to speed the rehabilitation of the vacant properties. Vacant properties are registered and inspected periodically for compliance and safety.

## Community Choice Aggregation

To provide some relief to homeowners from above average utility rates the City will implement the Community Choice Aggregation (CCA) program. CCA was recently adopted by the State which allows cities, towns and villages to aggregate the buying power of individual customers within a defined jurisdiction in order to secure alternative energy supply contracts on a community-wide basis at a lower cost, but allowing consumers not wishing to participate to opt out.

### Narrative Question 5 – Proposed Use of Grant Funds

<b>1. EXPENSES BY FUNCTION</b>		
<b>A. Operations Expenses</b>		
Salaries		\$ 35,000.00
Fringe		\$ 10,500.00
Travel		\$ 1,200.00
Office Overhead		\$ 3,500.00
Other (please specify):		\$ -
<b>B. Program Expenses</b>		
Community outreach & meetings		\$ 7,500.00
Staff training & conferences		\$ 2,500.00
Software & tech support		\$ 25,000.00
Research		\$ 2,500.00
Consultants		\$ 30,000.00
Direct Owner Assistance & Property Acquisition		\$ 125,000.00
<b>TOTAL EXPENSES</b>		<b>\$ 242,700.00</b>
<b>2. EXPENSES BY PROGRAM CATEGORY</b>		
i. Creating property database and/or map	<b>Stages 1 &amp; 2</b>	\$ 30,000.00
ii. Increasing municipal enforcement capacity	<b>Stages 1, 2 &amp; 5</b>	\$ 50,200.00
iii. Researching innovative local policy	<b>Stages 1 &amp; 3</b>	\$ 2,500.00
iv. Developing sustainable strategies	<b>Stages 1, 2, 3 &amp; 5</b>	\$ 5,000.00
v. Mortgage modifications/deeds in lieu & Acquisition	<b>Stage 4</b>	\$ 75,000.00
vi. Abandoned property task force	<b>Stages 1, 3 &amp; 5</b>	\$ 15,000.00
vii. Homeowner retention/outreach (required)	<b>Stages 1 &amp; 3</b>	\$ 15,000.00
viii. Middle Income Owner Assistance	<b>Stages 2, 3, 4 &amp; 5</b>	\$ 50,000.00
<b>TOTAL EXPENSES</b>		<b>\$ 242,700.00</b>

**Narrative Question 6 – Expected Outcomes and Deliverables**

The expected outcomes and accompanying deliverables for each stage of the City's revitalization program is enumerated in the table below:

OBJECTIVES	OUTCOMES	DELIVERABLES
<b>STAGE 1: Pre-Problem Identification and Intervention</b>		
Analysis of existing foreclosures	Data base development <ul style="list-style-type: none"> <li>• Locations</li> <li>• Type of properties</li> <li>• Lien relative to Value</li> <li>• Foreclosure type</li> <li>• Completed foreclosure timeline</li> <li>• Sales to lenders</li> <li>• Recorded deeds</li> </ul>	Data Base with collected information
Development of local information network	Identification of pre-foreclosure indicators of financial stress	Economic profile of a financially stressed property file and development of a prediction model
	Information dissemination of resources available to stressed property owners	Referral tracking to NYS AG HOPP program providers
	Registration of vacant properties	Vacant Property Registry
<b>STAGE 2: Stabilization</b>		
	Abatement	Code Violations and Resolutions
	Investigation	Property Records
	Inventories	Data Base
<b>STAGE 3: Rehabilitation resources</b>		
	Financial Assistance	Funding records
	Technical Assistance	Code Enforcement Work logs
	Capacity Building	Educational offerings
	Divestment Planning	Referral reports
<b>STAGE 4: Property transfer or demolition</b>		
	Property transfers	Recorded deeds of transfer
	Demolition	Property records
<b>STAGE 5: Long-term revitalization and prevention programs</b>		
	SUNY Cortland live in	SUNY records of incentives
	CDBG funded programs	CDBG compliance reports
	City Financial Assistance programs	Activity reports and disbursement records
	Proactive Code Enforcement	Property records
	Housing Commission	Proceeding minutes
	Vacant Building Registration	Registry
	Revising zoning law	Revised ordinance
	Infrastructure modernization	DPW plans
	Strategic property tax policy	Annual General Fund Budgets

---

<sup>1</sup> Data Sources: U.S. Department of Commerce. 2015. Census Bureau, American Community Survey Office, Washington, D.C.; U.S. Department of Commerce. 2000. Census Bureau, Systems Support Division, Washington, D.C.  
<sup>2</sup> Temple University Center for Public Policy, "Bright Free Philadelphia, A Public Private Strategy to Create and Enhance Neighborhood Value". 2001

Map of Abandoned Housing Units in the City

CITY OF PORTLAND



**Resolution to authorize the submission of a grant under the "Zombie" and Vacant Properties  
Remediation and Prevention Initiative**

**Whereas:** Vacant and Abandoned properties within the City represent a clear and present threat to the public's health, safety and welfare;

**Whereas:** Vacant and abandoned properties within the City negatively affects the fiscal well-being of the City, the County and School District.

**Whereas:** the Identification and monitoring of vacant and abandoned properties impose a financial hardship upon the City

**Whereas:** the City Council has supported legislation introduced in the State General Assembly intended to aid municipalities in managing vacant and abandoned properties

**Whereas:** the NYS Attorney General through the Local Initiatives Support Corporation will provide \$13 million in grants, through an invitation-only Request for Application, to municipalities to support programs addressing homeowner retention, housing vacancy and blight, prevention, with an emphasis on "zombie" property prevention and enforcement.

**Whereas:** The grant funds to be distributed are being made available as the result of a February 11, 2016 settlement agreement entered into between Morgan Stanley & Co. LLC and the Office of New York Attorney General Eric T. Scheiderman.

**Therefore Be It Resolved** that the City is hereby authorize to submit an Application for grant funding under the "Zombie" and Vacant Properties Remediation and Prevention Initiative.

Adopted this 16<sup>th</sup> day of August, 2016

Mayor Brian Tobin, City of Cortland

Resolution # \_\_\_\_\_

**RESOLUTION ADOPTING A NEGATIVE DECLARATION FOR THE CITY OF  
CORTLAND CLINTON AVENUE STREETScape STORMWATER GIGP PROJECT  
No. 1293**

**WHEREAS**, the City of Cortland is requesting funding from the State of New York for the above referenced project and is required to complete the SEQR process to comply with funding requirements.

**WHEREAS**, the SEQR process required a Lead Agency to be designated to facilitate review, and the City of Cortland Common Council declared themselves Lead Agency at the Common Council meeting of July 5, 2016.

**WHEREAS**, the Lead Agency solicited input from involved agencies on the environmental impact of the above referenced project.

**WHEREAS**, the Lead Agency reviewed input from those involved agencies and completed Part 2 of the FEAF at the August 16, 2016 Common Council meeting and made a declaration on the impact of the above referenced project consistent with SEQR guidance.

**WHEREAS**, the Lead Agency determined at the August 16, 2016 Common Council meeting that the proposed project will not have a significant adverse effect on the environment for the reasons set forth in the SEQR Determination of Non-Significance.

**NOW AND THEREFORE IT BE**

**RESOLVED**, that the City of Cortland, is Lead Agency, and hereby determines that the proposed project will not have a significant adverse effect on the environment for the reasons set forth in the attached Notice of Determination of Non-Significance.

**RESOLVED**, that Mayor of the City of Cortland is authorized to take all actions reasonable and necessary to file the Negative Declaration and discharge the City of Cortland's responsibility as lead agency for this action.

Whereupon, the Resolution was put to a vote, recorded as follows,

Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstentions \_\_\_\_\_

SO APPROVED:

\_\_\_\_\_  
City of Cortland

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

Article 15A

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy of the city of Cortland to provide equal employment opportunity to all people without regard to race, color, sex, religion, age, national origin, disability, sexual preference, or Vietnam Era Veteran status. As head of this organization I am personally committed to assuring that we will act affirmatively to develop avenues of entry and mobility for minorities, women, individuals with disabilities, and Vietnam Era Veterans through the following activities:

- Development of programmatic approaches to the elimination of all unjust exclusionary employment practices, policies and consequences;
- Development of educational and training programs for all employees, with emphasis on our goals for upgrading minorities, women, individuals with disabilities and Vietnam Era Veterans;
- Development of personnel practices, policies and career ladders to assist and encourage upward mobility of employees restricted to lower levels;
- Development of mechanisms for swift and judicious resolution of complaints of discrimination consistent with our policy, and other applicable statutes; and
- Provision of reasonable accommodations to enable qualified individuals with disabilities to enjoy equal employment opportunities and equal terms, conditions and privileges of employment.

To effectuate this policy, we have designed a plan which conforms with all relevant Federal and State non-discrimination laws and regulations including but not limited to: The Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act, the Vietnam Era Veteran's Readjustment Act of 1974, and the New York State Human Rights Law. The plan applies to all job classifications and titles in this organization's jurisdiction and it governs all our employment policies, practices and actions including, but not limited to: recruitment, hiring, discipline, rate of pay or other compensation, advancement, reclassification, reallocation, promotion, demotion, discharge and employee benefits. I will see that the Affirmative Action Office is provided with all available resources necessary for the execution of its program responsibilities. Moreover, all managers, supervisors, and employees must make consistently diligent efforts to implement this policy in day-to-day program and employment decisions. Affirmative Action considerations will be an integral part of all organizational activities performed in the furtherance of our mission and in meeting our responsibilities to the State's citizens.

---

Brian Tobin, Mayor, City of Cortland

---

(Mayor Signature & Date)