



City of Cortland  
City Hall  
Mayor Brian Tobin

## PROCLAMATION

### **OCTOBER 2016 NATIONAL BREAST CANCER AWARENESS MONTH**

**Whereas;** this year, more than 230,000 women and 2,000 men will be diagnosed with breast cancer in America. The heartache and the pain of this disease will touch too many of our mothers, fathers, daughters, and sisters, and too many families will bear these burdens. During National Breast Cancer Awareness Month, we recognize all those who know the anguish of breast cancer, and we stand behind the efforts to improve care and bring attention to this disease.

**Whereas;** when breast cancer is caught early, treatments work best and survival rates increase. That is why all women and men should be familiar with the risk factors and symptoms of this disease and speak with their health care provider about the risk of breast cancer and the importance of recommended mammograms. All Americans can learn more by visiting [www.Cancer.gov](http://www.Cancer.gov).

**Whereas;** today, more Americans are surviving breast cancer than ever before, but there is more work to do, Researchers are working every day to improve the lives of breast cancer patients, survivors, and their families; This month, as we honor those lost to breast cancer, let us join with the loved ones who celebrate their memory and the patients who battle this disease every day, as well as our Nation's advocates, medical researchers, and health care providers. Together, we renew our commitment to better prevent, detect, and treat breast cancer, and we continue our work toward a future free from cancer in all its forms.

**NOW THEREFORE,** in recognition of the importance of bringing awareness to this disease and of early detection I, Brian Tobin, Mayor of the City of Cortland do hereby proclaim the month of October 2016 as Breast Cancer Awareness Month and urge all citizens to join in activities that will increase awareness of what Americans can do to prevent breast cancer.

IN WITNESS WHEREOF, I have hereunto set my hand this 20<sup>th</sup> day of September, in the year two thousand sixteen, and of the Cortland New York.

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Brian Tobin, Mayor of Cortland, New York



City of Cortland  
City Hall  
Mayor Brian Tobin

## **PROCLAMATION**

### ***OCTOBER 2016 ANTI-BULLYING AWARENESS MONTH***

- WHEREAS,*** we must safeguard schools and communities for our children, and through our recognition of the serious issues that face them each day, offer our children an environment that holds promise and security, and
- WHEREAS,*** many organizations, school districts, educators and parents have publicly expressed concern about the bullying of children; and
- WHEREAS,*** each day an estimated 160,000 children refuse to go to school because they dread the physical and verbal aggression of their peers, and the loneliness that comes from being excluded and made the target of rumors and cyber-bullying; many more students attend school in a chronic state of anxiety; and
- WHEREAS,*** it is important that we acknowledge and heighten awareness about the serious issues and the negative effects of bullying, including the long-term damage it can cause in our youth as well as the risks of teenage suicide; and
- WHEREAS,*** providing a safe physical and emotional environment is a significant goal and a personal responsibility of each individual; and
- WHEREAS,*** it is time to **“Stand-UP for Character – DOWN to Bullying!”**

***NOW THEREFORE BE IT PROCLAIMED,*** that I, Brian Tobin, Mayor of the City of Cortland do hereby designate the month of October 2016 as Anti-Bullying Awareness Month as a symbol of our commitment to the year-round struggle against bullying and call on all of our citizens to make awareness and prevention a daily exercise to help put an end to bullying.

IN WITNESS WHEREOF, I have hereunto set my hand this 20<sup>th</sup> day of September, in the year two thousand sixteen and of the Cortland New York.

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Brian Tobin, Mayor of Cortland, New York



City of Cortland  
Mayor Brian Tobin

**OCTOBER 2016 NATIONAL DISABILITY EMPLOYMENT AWARENESS MONTH**

**WHEREAS**, each year during the month of October, the City of Cortland joins with the Nation in celebration of **National Disability Employment Awareness Month**. We take this opportunity to recognize the abilities and accomplishments of workers with disabilities and acknowledge the efforts made to enhance opportunity and equal employment for individuals with disabilities through legislation such as the Americans with Disabilities Act (ADA) and the Workforce Innovation and Opportunities Act (WIOA); AND

**WHEREAS**, while we have made tremendous progress in the 26 years since the signing of the ADA, significant challenges remain given people with disabilities still experience an alarming unemployment rate of nearly 65%, one of the highest of any group in the nation. Fair access to employment is a fundamental right of every American, including the estimated 63 million people in the country living with disabilities; AND

**WHEREAS**, we grow stronger as a community when each person feels the dignity conferred by having the ability to support themselves and their families through productive work. Our community is dedicated to ensuring that all residents with disabilities can live life fully, with greater opportunities and independence through support of Employment First initiatives, equal wages, and enhanced supportive and customized employment programs. Toward this end, our community continues to take action toward equal employment for all individuals with disabilities; AND

**WHEREAS**, while we recognize the need for equal employment opportunities, we must also strengthen and expand the educational opportunities for individuals with disabilities. We must build a community free of unnecessary barriers, stereotypes, and discrimination, and we must ensure that everyone receives appropriate training to prepare them for future success; AND

**WHEREAS**, collaboration continues to grow and strengthen among local agencies, leaders, service providers, employers and citizens with disabilities and their families to expand the range of available services and supports that increase employment opportunities; AND

**WHEREAS**, it is fitting that our City participates in this month-long observance, with the 2016 theme of "My Disability is One Part of Who I Am," as it promotes increased educational and employment opportunities, and increased inclusion into community life for people with disabilities. This month, we rededicate ourselves to fostering an inclusive and diverse work culture that welcomes the skills and talents of all qualified employees; AND

**WHEREAS**, we call on all of our citizens to celebrate the contributions of individuals with disabilities to our workplaces and community, and to promote the employment of individuals with disabilities to create a better and more inclusive community, one in which every person is rightly recognized for their abilities and accomplishments. Furthermore, we urge employers, as they seek to fill positions, to embrace the richness of our community's diversity by considering the talents of all workers, especially workers with disabilities;

**NOW, THEREFORE, I, Brian Tobin, Mayor of the City of Cortland, do hereby proclaim October 2016 as:**

**DISABILITY EMPLOYMENT AWARENESS MONTH**

IN WITNESS WHEREOF, I have hereunto set my hand this 20<sup>th</sup> day of September, in the year two thousand sixteen, and of Cortland New York.

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Brian Tobin, Mayor of Cortland, New York

# 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: **Halloween Parade & Downtown Trick or Treating** Today's Date: **September 9, 2016**

Event Contact: **Jane Witty, Cortland Downtown Partnership** CDP Member? Yes  No

Address: **9 Main Street, Cortland, NY 13045**  New Event  Existing Event

Email: **jane@cortlanddowntown.com** Phone: **607.591.7903**

Will proceeds of your event benefit a charitable cause that provides service to Cortland residents? Yes  No  If yes, name the charitable causes: **Cortland Downtown Partnership, 501c3** Non-profit Tax ID: \_\_\_\_\_

## Event Information

NAME OF EVENT: **HALLOWEEN PARADE & DOWNTOWN TRICK OR TREATING**

TYPE OF EVENT (i.e., walkathon, street fair, festival, etc.): **PARADE & TRICK OR TREATING**

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. **ATTACHED**

DATE DAY 1:	THURSDAY, OCTOBER 27	DATE DAY 2:	N/A
<input checked="" type="checkbox"/> STREET CLOSURE:	Start Time: <b>3:00pm</b> End Time: <b>7:30pm</b>	<input type="checkbox"/> STREET CLOSURE:	Start Time: _____ End Time: _____
Street:	<b>Main Street; Groton to Clayton</b>	Street:	_____
<input checked="" type="checkbox"/> LOT CLOSURE:	Start Time: <b>5:00pm</b> End Time: <b>8:30pm</b>	<input type="checkbox"/> LOT CLOSURE:	Start Time: _____ End Time: _____
Lot:	<b>Partial Court St./CRT Lots</b>	Lot:	_____
<input checked="" type="checkbox"/> AMPLIFIED MUSIC:	Start Time: <b>5:00PM</b> End Time: <b>7:00PM</b>	<input type="checkbox"/> AMPLIFIED MUSIC:	Start Time: _____ End Time: _____

START LOCATION: **2 Main Street** END LOCATION: **Cortland Repertory Theatre**

EXPECTED # OF PARTICIPANTS: **500** # OF SPECTATORS: **300** # OF VEHICLES: **~5** HOTELS: Is this event expected to generate area overnight stays? If so, est. # of rooms: \_\_\_\_\_

## Event Components

<b>Location/Safety</b> <input type="checkbox"/> City park use <input checked="" type="checkbox"/> City streets blocked <input type="checkbox"/> City sidewalks blocked <input checked="" type="checkbox"/> City parking lots closed <input checked="" 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 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 checked="" type="checkbox"/> Street banner requested <input type="checkbox"/> Rides or amusements <input checked="" type="checkbox"/> Showmobile rental requested <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 <input type="checkbox"/> Ceremonial Gun Salute	<b>Food</b> <input checked="" type="checkbox"/> Food cooked on-site <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 <input checked="" type="checkbox"/> Vending of food <b>Power Source</b> <input 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
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Other components not listed: **Trick or treating at 5:00pm - 6:00pm; Parade lineup at 6:00pm; Parade to begin at 6:15; Costume contest results hosted at Cortland Repertory Theatre**

Portable lighting may be involved. Human-powered floats and bicycles permitted

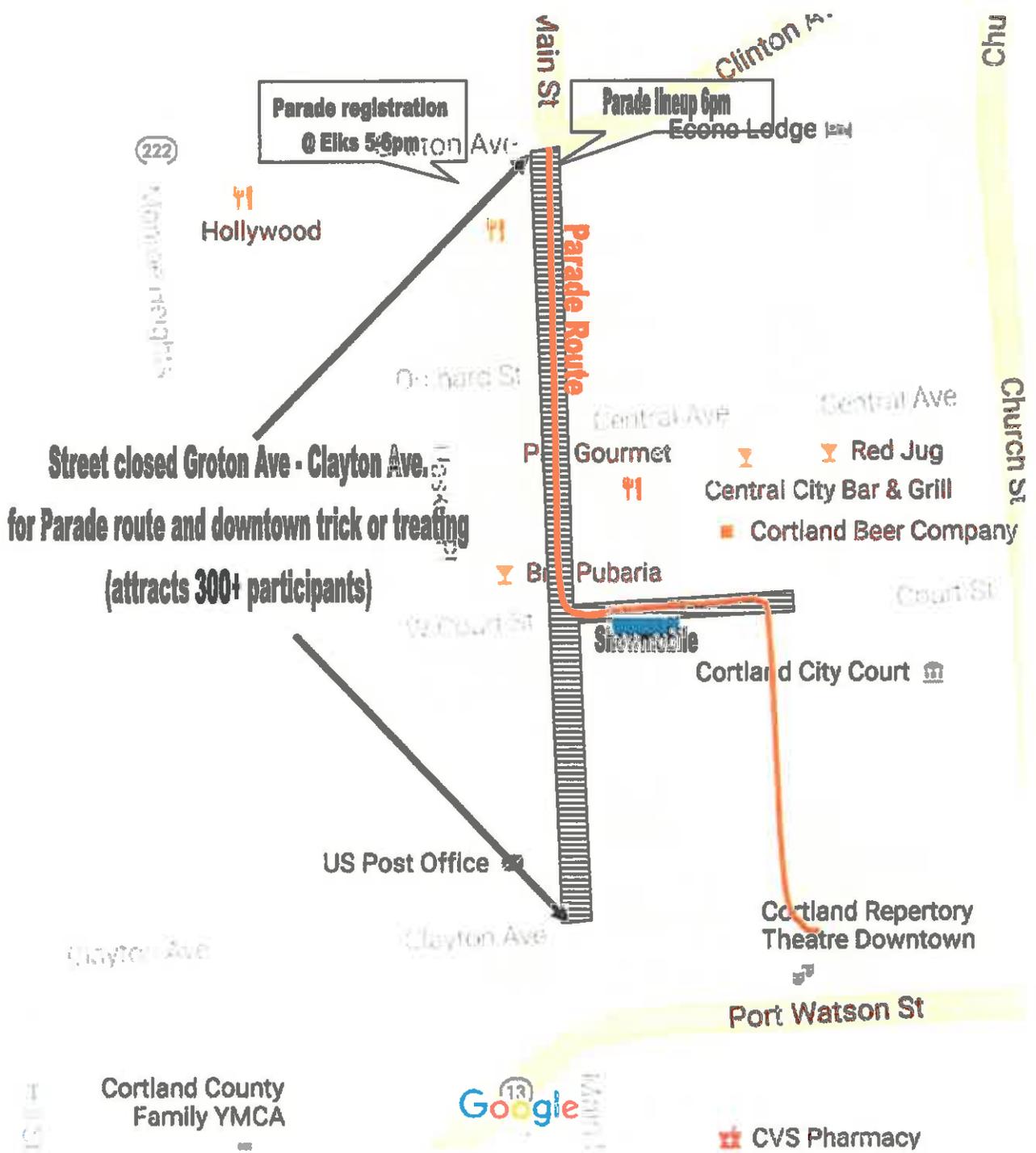
Marketing budget: **\$200.00** Admission Fee: **FREE**

CDP Approval (a CDP event) \_\_\_\_\_

Fire Approval: \_\_\_\_\_

CPD Approval: \_\_\_\_\_

Council Approval: \_\_\_\_\_



APPLICATION  
For Street Closings  
PLEASE PRINT ALL INFORMATION

Today's Date: September 9, 2016

Address of Street Closing: Main Street; Eaton to Clayton

Describe Event: Carthage Halloween Parade (event layout provided)

Applicant: Carthage Downtown Partnership H# 607.591.7903  
Last Jane Witty First Jane MI MI (Home) cell (Work) cell

Address: PO Box 224 Email Address: jane@carthagedowntown.com  
Carthage NY 13045 City State Zip Code

Date of Street Closing: Thursday, October 27 Alternate or Rain Date None

Start Time: 5:00pm AM or PM PM event  
Finish Time: 7:00pm AM or PM PM event  
\*(No earlier than 9:00 AM) \*(No later than 8:00 PM)

closure request 3:00pm - 7:30pm  
(\*Unless altered by Common Council)

Estimated # of persons attending: 500+

Will amplified music be provided? Yes - see provided application for sound device permit  
(If yes, refer to requirement #8 for compliance)  
City Ordinance SCT. 193-5 requires Common Council permission; SCT.193-7 requires \$250.00 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 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.



**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: September 9, 2016 ISSUANCE DATE: \_\_\_\_\_  
NAME: Cortland Downtown Partnership's EXPIRATION DATE: \_\_\_\_\_  
ADDRESS: Halloween Parade TELEPHONE: \_\_\_\_\_  
PO Box 224  
Cortland NY 13045

TYPE OF SOUND DEVICE: Shawmobile sound system DATES/TIMES: Thursday, Oct. 27  
NON-PROFIT: yes and marching bands PERSON IN CHARGE: Joe Witty 6pm - 8pm  
TELEPHONE NUMBER: 607.591.7903

(\*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

[Signature] \_\_\_\_\_ 9/9/16 \_\_\_\_\_  
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.**

**SHOWMOBILE REQUEST FORM**

**CITY OF CORTLAND YOUTH BUREAU**

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

**ORGANIZATION REQUESTING UNIT:** Cortland Downtown Partnership

**DATE(S) TO BE USED:** Thursday, October 27

**SHOULD BE SET UP FOR USE BY:** Lepp

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

**SOUND SYSTEM:** YES  NO

**DESCRIPTION OF WHERE UNIT WILL BE LOCATED:**

at the corner of Court & Main on Court St. in front of

**\*\*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.**

*NBT bank,  
before  
parking lot  
entrance*

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

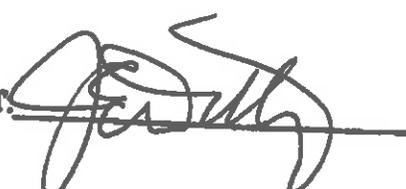
**\*\*AT LEAST SEVEN (7) DAYS IN ADVANCE ARE NECESSARY TO RESERVE THIS UNIT.**

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

**PERSON IN CHARGE FROM REQUESTING ORGANIZATION:**

**NAME:** Jane Witty **PHONE:** 607.591.7903

**DATE OF REQUEST:** September 9, 2016

**SIGNATURE OF PERSON RESPONSIBLE FOR UNIT:** 

# 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: John Kane, ER, Cortland Elks Lodge 748 Today's Date: 09/08/2016

Address: 9 Groton Ave CDP Member? Yes  No

Email: john.kane.cortlandelkslodge748@gmail.com  New Event  Existing Event

Website: https://www.elks.org/lodges/home.cfm?LodgeNumber=748 Phone: 607-261-0116

Will proceeds of your event benefit a charitable cause that provides service to Cortland residents? Yes  No  If yes, name the charitable causes: Cortland Elks Lodge 748 Non-profit Tax ID: \_\_\_\_\_

## Event Information

NAME OF EVENT: Cortland Elks Lodge, NY Football Tailgate DATES /TIME OF EVENT: 10/09/2016 1PM-11PM

TYPE OF EVENT (i.e., walkathon, street fair, festival, etc.): Fundraiser/Openhouse LOCATION: Cortland Elks & Adjacent Groton Ave. lot

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>10/09/2016</u>	DATE DAY 2:
<input type="checkbox"/> STREET CLOSURE: Start Time: _____ End Time: _____ Street: _____	<input type="checkbox"/> STREET CLOSURE: Start Time: _____ End Time: _____ Street: _____
<input checked="" type="checkbox"/> LOT CLOSURE: Start Time: <u>1pm</u> End Time: <u>11pm</u> Lot: <u>Groton Ave.</u>	<input type="checkbox"/> LOT CLOSURE: Start Time: _____ End Time: _____ Lot: _____
<input checked="" type="checkbox"/> AMPLIFIED MUSIC: Start Time: <u>1pm</u> End Time: <u>11pm</u>	<input type="checkbox"/> AMPLIFIED MUSIC: Start Time: _____ End Time: _____

START LOCATION: Cortland Elks & Adjacent Groton Ave. lot END LOCATION: Cortland Elks & Adjacent Groton Ave. lot

EXPECTED # OF PARTICIPANTS: 100 # OF SPECTATORS: \_\_\_\_\_ # OF VEHICLES: \_\_\_\_\_ HOTELS: Is this event expected to generate area overnight stays? If so, estimated # of rooms: no

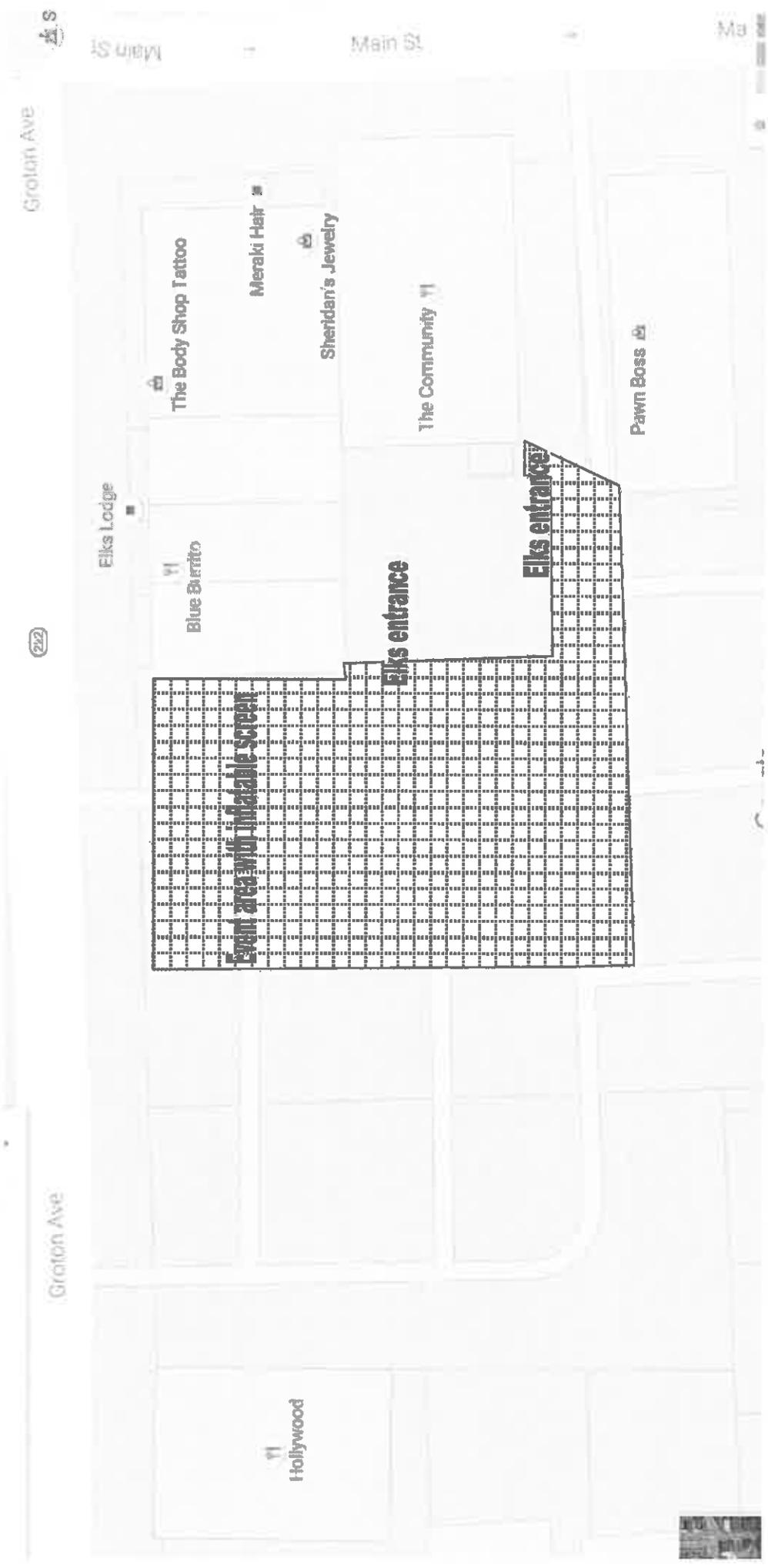
## Event Components

<b>Location/Safety</b> <input type="checkbox"/> City park use <input type="checkbox"/> City streets blocked <input type="checkbox"/> City sidewalks blocked <input checked="" type="checkbox"/> City parking lots closed <input checked="" 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 type="checkbox"/> Temporary structures <input checked="" 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 type="checkbox"/> Showmobile rental requested <input type="checkbox"/> Portable restrooms <input checked="" type="checkbox"/> Seating area <b>Sound</b> <input type="checkbox"/> Fireworks <input checked="" type="checkbox"/> Amplified sound or music <input type="checkbox"/> Ceremonial Gun Salute	<b>Food</b> <input type="checkbox"/> Food cooked on-site <b>Alcohol</b> <input type="checkbox"/> Alcohol sold on-site <input type="checkbox"/> Alcohol served <b>Vending</b> <input type="checkbox"/> Vending of goods <input type="checkbox"/> Vending of food <b>Power Source</b> <input 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
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Other components not listed: Fun Flicks Screen, games

CDP Approval: \_\_\_\_\_  
 Fire Approval: \_\_\_\_\_  
 CPD Approval: \_\_\_\_\_  
 Council Approval: \_\_\_\_\_

Marketing budget: \$0.00 Admission Fee: \$0.00



# Parking lot closure request for 10/9 ELKS Tailgate

**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: 09/08/16 ISSUANCE DATE: \_\_\_\_\_  
NAME: John Kane EXPIRATION DATE: \_\_\_\_\_  
ADDRESS: Cortland Elk Lodge #25 TELEPHONE: 607-761-0116  
Raydon Ave  
Cortland, NY 13045

TYPE OF SOUND DEVICE: Pan Flicks DATES/TIMES: 10/08/16 - 1pm - 11pm  
NON-PROFIT: X PERSON IN CHARGE: John C. Kane  
TELEPHONE NUMBER: 607-761-0116

(\*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 in 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

[Signature] 09/08/16  
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.**



CITY OF CORTLAND  
OFFICE OF COMMUNITY DEVELOPMENT  
THOMA DEVELOPMENT CONSULTANTS

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25 Court Street, Cortland, New York 13045 Ph. 607.753.1433 Fx. 607.753.6818  
[www.cortland.org](http://www.cortland.org)

**MEMORANDUM**

**TO:** Mayor Brian Tobin and Common Council Members

**FROM:** Thoma Development Consultants

**DATE:** September 13, 2016

**SUBJECT:** Energy Audit services for the Community Development Block Grant (CDBG) Program

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Until recently, the City has contracted for required energy audit services for the CDBG Housing Rehabilitation Programs on a case-by-case basis. At the most recent monitoring of these Programs, the State noted that, since the service falls under professional services, one provider should be procured for all covered projects pursuant to the CDBG Request for Proposal process. We prepared an RFP, which was issued with a response deadline of Friday September 16<sup>th</sup>.

We would like to get a firm contracted ASAP so future projects are not further delayed. At the time this memo was written we had not seen responses. They will be received and reviewed in time to make a recommendation at your September 20<sup>th</sup> meeting.

Someone from this office will attend the meeting to present the apparent responsible low bidder and request your approval. In the meantime, if you have any questions with respect to this issue, please call Linda Armstrong at 753-1433 or email her at [Linda@thomadevelopment.com](mailto:Linda@thomadevelopment.com).



CITY OF CORTLAND  
OFFICE OF COMMUNITY DEVELOPMENT  
THOMA DEVELOPMENT CONSULTANTS

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25 Court Street, Cortland, New York 13045 Ph. 607.753.1433 Fx. 607.753.6818  
[www.cortland.org](http://www.cortland.org)

**MEMORANDUM**

**TO:** Mayor Brian Tobin and Common Council Members

**FROM:** Thoma Development Consultants

**DATE:** September 13, 2016

**SUBJECT:** 2016 Community Development Block Grant (CDBG) Application -  
Housing

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Attached please find a resolution that we are asking you to adopt at your September 20, 2016 Common Council meeting. This resolution authorizes the Mayor to sign and submit a Community Development Block Grant (CDBG) application we are preparing on behalf of the City, and further, for the Mayor to enter into an agreement with the State should the grant be awarded. Applications are due September 28<sup>th</sup>.

The City submitted an application to replace the water main on Clinton Avenue under the Consolidated Funding Application process last month. The City has already been awarded funds to replace the sewer main on Clinton Avenue by the Environmental Facilities Corporation. The proposed CDBG application will focus on funding to provide sewer and water lateral hook-ups for 1-7 unit structures that are owned and occupied or tenanted by low-to-moderate income persons. Although the City can apply for up to \$500,000, the City's application will be in the neighborhood of \$250,000 based on identification of 41 such hookups and preliminary cost estimates.

If anyone has any additional questions prior to your meeting, please do not hesitate to contact Linda Armstrong at 753-1433 or [linda@thomadevelopment.com](mailto:linda@thomadevelopment.com).

Attachment – Draft Resolution

## **PROPOSED CERTIFIED RESOLUTION**

### **RESOLVED:**

That the City of Cortland is hereby authorized and directed to file an application for housing funds from the New York State Office For Community Renewal under the U.S. Department of Housing and Urban Development's Small Cities Community Development Block Grant Program for Fiscal Year 2016, in an amount not to exceed \$500,000; to authorize the Mayor of the City of Cortland to sign said application on behalf of the City; and upon approval of said request, to enter into and execute a grant agreement with the State for such financial assistance to the City of Cortland;

**Signed: City Clerk**

**Dated:**

**Municipal Seal**

**PROPOSED CERTIFIED RESOLUTION**

**RESOLVED:**

The Common Council of the City of Cortland finds that the proposed project is consistent with the existing local or regional plans; the proposed financing is appropriate for the specific facility or project; the project facilitates effective and efficient use of existing and future public resources so as to promote both economic development and preservation of community resources; and the project develops and enhances infrastructure and/or other facilities in a manner that will attract, create, and sustain employment opportunities. That the Mayor of the City of Cortland is hereby authorized and directed to file an application for funds from the New York State Empire State Development Corp. under the Restore NY Round 4 Program, in an amount not to exceed \$500,000; to authorize the Mayor of the City of Cortland to sign said application on behalf of the City; and upon approval of said request to enter into and execute a project agreement with the State for such financial assistance to the City of Cortland.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Municipal Seal



**CITY OF CORTLAND**  
**OFFICE OF COMMUNITY DEVELOPMENT**  
**THOMA DEVELOPMENT CONSULTANTS**

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25 Court Street, Cortland, New York 13045 Ph. 607.753.1433 Fx. 607.753.6818  
[www.cortland.org](http://www.cortland.org)

**MEMORANDUM**

**TO:** Mayor Brian Tobin and Common Council Members  
**FROM:** Rich Cunningham, Thoma Development Consultants *RC*  
**DATE:** September 15, 2016  
**SUBJECT:** 2016 Restore NY Communities Initiative application

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Attached please find a resolution that we are asking you to adopt at your September 20, 2016 Common Council meeting. This resolution authorizes the Mayor to sign and submit a Restore NY application to Empire State Development (ESD) that we are assisting in preparing on behalf of the City, and further, for the Mayor to enter into an agreement with the State should the grant be awarded. Applications are due October 3, 2016. ESD requires a \$250 non-refundable application fee be submitted with the application.

The Restore NY Communities Initiative program provides grants up to \$500,000 to revitalize urban centers through the elimination and redevelopment of blighted structures. A minimum 10% match is required. Buildings that are vacant (at least 51%) abandoned, condemned, or surplus can be demolished, rehabilitated, deconstructed, and/or reconstructed. The projects are expected to attract residents and businesses by redeveloping residential, commercial, or mixed use properties.

The City has submitted a letter of intent to ESD designating 40-42 Main Street as the project property. The City's proposed Restore NY project will advance mixed-use commercial and residential development in the downtown core, specifically, completion of renovations to the building, which is owned by the Cortland Downtown Partnership. At this juncture, the first and third floor of the building are vacant. The project will renovate the first floor and potentially portions of the basement for commercial/retail use; complete renovations on the second floor for incubator/office space; and renovate the third floor for a residential rental unit. Work may also be undertaken to support the provision of ADA

access to the neighboring building at 38 Main Street via the existing elevator at 40-42 Main Street.

All funding is provided as a single reimbursement to the property owner at the conclusion of the project following documentation of all project costs and compliance with program regulations.

A public hearing on the project is scheduled for Tuesday, September 27<sup>th</sup> at 4:30pm in the Mayor's conference room. Please note that this hearing is a week later than originally scheduled due to timing issues related to the three day publication requirement by ESD.

I will be attending the September 20<sup>th</sup> meeting to answer any questions, but if anyone has any additional questions prior to your meeting, please do not hesitate to contact me at 753-1433 or rich@thomadevelopment.com.

Attachment – Draft Resolution



## RENTAL PERMIT September 2016

The Mayor has requested the following information

**1. Timeline for informational postcards**

Attached....Mailed 9-13-16, will be in dorms later this week

**2. What evidence do we need to prove over-occupancy?**

Lease

# Names on mailbox or Legal address @ Post Office

Consent and actual evidence

Inspection report

Cert of Zoning Comp

Water bill / Other Utility

Building permit

Vehicles/parking

Police reports

SUNY information

Voter registration

**3. What evidence do we need to prove it's a rental**

RPS/IPS owner address listing is not the same

Listing with College

Real-estate listing

Signs / advertising

Complaints

Parking

**4. What/when do we start issuing violations for non-registration**

The Law Office had sent letters to 10 common property owners recently. We have issued some Notices.

**5. What is the penalty for non-compliance?**

Subdivision 2 of section 382 of the NYS Executive Law shall be punishable by a fine of not more than one thousand dollars per day of violation, or imprisonment not exceeding one year, or both

**6. How will we collect needed information?**

Clearing house of Code inspector, Zoning Officer information and Police complaints

Organize in database

**-Since rewrite of law, 370 rental permits have been issued and are current. 40 applications are being processed-**

**City of Cortland Resident:**

The safety of our residents is important. That is why the City of Cortland requires that all rental properties be registered with the City Code Department. The permit ensures periodic safety inspections. Dwelling units of registered properties must have a rental permit hanging in a visible place inside the front door. If you are not sure if a rental property is registered, please contact the City Code Department at 607-753-1741 to verify if the property has been registered. Registration and routine inspections help us keep the community safe for all!

Sincerely,

Mayor Tobin  
(607)753-0872  
mayor@cortland.org



# 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 McNerney, Youth Bureau Director

**RE:** CYB Donations

**DATE:** September 13th, 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>
Porchfest	\$5,930.00 <del>\$575.00</del>	Porchfest collection	A-7550.5405

*The donations below should be appropriated to the following Trust Fund accounts:*

Laurie Hogan	\$1,750.00	Softball Tournament	Jim Partigianoni Trust Fund
Gators, LLC	\$200.00	Softball Tournament	Jim Partigianoni Trust Fund
Gators, LLC	\$150.00	Softball Tournament	Jim Partigianoni Trust Fund
JP Brown	\$150.00	Softball Tournament	Jim Partigianoni Trust Fund
Woodman's Pub LLC	\$150.00	Softball Tournament	Jim Partigianoni Trust Fund

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



**mayorofc**

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**From:** William (Bill) stark <wbstark3@gmail.com>  
**Sent:** Friday, September 16, 2016 2:30 PM  
**To:** sue@cortlandny.com  
**Cc:** mayor  
**Subject:** CITY Application for Commission (William (Bill) stark)

**Name:** William (Bill) stark

**Email Address:** wbstark3@gmail.com

**Street Address:** 176 Groton ave

**City/State/Zip:** Cortland

**Phone:** 6074236047

**Commission or Board you would like to be considered for:** Public Works

**Why are you interested in this position? Would like to better understand how city government operates and support their efforts**

**What qualifications do you have for this position? Retired District Manager for multi national corporation that manages facilities and infrastructures. Retired Certified Director of Facilities for public schools in NYS Past President NYS Turfgrass Assoc and CNY Golf Course Supt's over 40 years of experience in managing facilities, infrastructures, organizations and support staff. Managed over \$300,000,000 in capital construction related to public works in schools. Managed multi year contracts with the federal gov't for maintenance of facility exteriors. If you need references, three of the current board members have worked with me in the past**

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**Date/Time:** 2016-09-16 11:29:42 PDT  
**Sender IP:** 24.59.106.174 [United States] | qjvbu9w0374imlpf  
**Referrer:** <http://www.cortland.org/city/commissions/application.htm>