



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

PROCLAMATION

- Whereas,** In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and
- Whereas,** The holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and
- Whereas,** Arbor Day is now observed throughout the nation and the world, and
- Whereas,** Trees can reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and
- Whereas,** Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and
- Whereas,** Trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and
- Whereas,** Trees, wherever they are planted, are a source of joy and spiritual renewal,
- Therefore,** I, Brian Tobin, Mayor of the City of Cortland, do hereby proclaim April 28, 2017 as

ARBOR DAY

In the City of Cortland, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and,

I urge all citizens to plant and care for trees to gladden the heart and promote the well-being of this and future generations.

Dated this _____ day of _____ In the year _____

Brian Tobin
Mayor of Cortland, New York



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PROCLAMATION

- WHEREAS,** the Muscular Dystrophy Association/Cortland Professional Fire Fighters IAFF Local 2737 is promoting a Boot Drive Day on May 13th, 2017; and
- WHEREAS;** the Muscular Dystrophy Association has requested that May 13th, 2017 be proclaimed as “MDA/IAFF Local 2737 Boot Drive Day”; and
- WHEREAS;** the International Association of Fire Fighters has been the Muscular Dystrophy Association’s largest sponsor, and raised 24.2 million dollars in 2016 alone; and
- WHEREAS;** the Muscular Dystrophy Association is the leading health agency providing scientific, medical and emotional support for individuals and families affected by neuromuscular disease; and
- THEREFORE,** I, Brian Tobin, Mayor of Cortland, by virtue of the authority vested in me by the Constitution and laws of Cortland and New York do hereby proclaim the day May 13th, 2017 as

MDA/IAFF LOCAL 2737 BOOT DRIVE DAY

In the City of Cortland, and I urge citizens to learn more about Muscular Dystrophy through news media coverage or by calling their local MDA office for more information.

IN WITNESS WHEREOF, I have hereunto set my hand this 18th day of May, in the year two thousand seventeen, in the Cortland New York.

Brian Tobin
Mayor of Cortland, New York



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PROCLAMATION

American Cancer Society Relay for Life

PAINT THE TOWN PURPLE PROCLAMATION

WHEREAS, Paint the Town Purple is an activity of the American Cancer Society that promotes cancer awareness, gives individuals and communities an opportunity to fight back against the cancer; and

WHEREAS, money raised during Paint the Town Purple of Cortland supports the American Cancer Society's mission of saving lives and creating a world with less cancer and more birthdays – by helping people stay well, by helping people get well, by finding cures for cancer and by fighting back; and

WHEREAS, the American Cancer Society funded more than \$150 million in cancer research last year through money raised in communities across the United States;

NOW, THEREFORE, BE IT RESOLVED, that I, Brian Tobin, Mayor for the City of Cortland, do hereby proclaim the week of April 30, 2017 through May 6, 2017 as,

PAINT THE TOWN PURPLE WEEK

And encourage all citizens to help finish the fight against cancer by participating in the **PAINT THE TOWN PURPLE** activities and recognize the Relay for Life event as the **"Purple Ribbon Campaign"** to show your support to those individuals that have lost their lives to the dreaded disease of cancer.

IN WITNESS WHEREOF, I have hereunto set my hand this 18th day of April, in the year two thousand seventeen, in Cortland New York.

Brian Tobin, Mayor of Cortland, New York

SOUND DEVICE PERMIT APPLICATION

Date of request 4/4/17 Date of issue _____

Name Cortland Beer Co, LLC

Address 16 Court Street
Cortland, NY 13045

Phone # 607-662-4389

Type of sound device PA/SPEAKERS Days of the request Friday
4/29/17-12/31/17 Hours 4 (7pm-10pm)

Non-Profit _____

License Fee: Fixed location - \$250 Mounted on a motor vehicle - \$500

For a business: \$100

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 8/5/69 as Ch.12, Art.VI, of the 1969 Code of Ordinances])

Mounted upon motor vehicle: For the use or operation of any radio, phonograph, microphone or other device by which sounds are magnified and caused to be heard over any public street or public place to be used in, or mounted upon a motor vehicle, the sum of \$500 for any day or part of a day for which the applicant desires permission hereunder. (Code of Ordinances 195-5 Noise Article II Sound Devices [adopted 8/5/1969 as Ch. 12, Art.VI of the 1969 Code of Ordinances])

Business permit fee: For the use or operation of any radio, phonograph, microphone or other device by which sound is magnified and caused to be heard over any public street or public place from any one fixed location and not mounted on a motor vehicle, the sum of \$100 for up to 6 events, as approved by Common Council in 2015.


Signature of Applicant

4/4/17
Date

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

IF APPROVED, YOUR PERMIT WILL BE MAILED TO YOU.

IF NOT APPROVED, YOUR APPLICATION FEE WILL BE RETURNED TO YOU.

DEPARTMENT OF



PUBLIC WORKS

Christopher Bistocch
Superintendent
Nic Dovi
Deputy Superintendent

19 South Franklin St.
Cortland, New York 13045

Office: 607-758-6221
Fax: 607-758-8392

<http://www.cortland.org>

Re: Locally Administered Federal Aid Project
Award to Low Bidder PROCON Contracting
PIN 375533, Contract #: D033780
Rehabilitation of Various Bridges including;
Groton Ave over Otter Creek
Rickard St over Tioughnioga River
Homer Ave over Dry Creek

Consideration of a Resolution authorizing the City of Cortland to enter into contract with PROCON Contracting of Vestal NY for the Rehabilitation of Various Bridges in the City of Cortland for the NYSDOT approved low bid of \$498,303.00 with the Federal share at 80% reimbursement = \$398,642.40.

DEPARTMENT OF



PUBLIC WORKS

Christopher Bistocchi
Superintendent
Nic Dovi
Deputy Superintendent

19 South Franklin St.
Cortland, New York 13045

Office: 607-756-6221
Fax: 607-758-8392

<http://www.cortland.org>

**Re: Locally Administered Federal Aid Project
Supplemental Agreement No.1
PIN 375613, Contract #: D035285
Madison Street Bridge Over Dry Creek
Bridge Replacement, BIN 2207800
City of Cortland, Cortland County**

Consideration of a Resolution authorizing the encumbrance within the Capital Fund 100 percent of the Federal and State eligible costs for a transportation Federal Aid Project PIN 375613, Contract # D035285, in the amount of \$710,000 to fund construction and inspection for the replacement of Madison St. Bridge over Dry Creek(BIN 2207800).

**City of Cortland
Fire Department**

**Wayne C. Friedman
Deputy Fire Chief**

21 Court Street
Cortland, New York 13045

Phone: 607-758-8383
607-756-5612

Fax: 607.758.8385
Email: friedman02@hotmail.com

To: Mack Cook, Director of
Finance & Administration

From: D/C Friedman

Date: April 4, 2017

RE: Surplus Equipment proceeds allocation

The Fire Department is requesting your consideration to allocate proceeds from the sale of surplus items through *Auctions International* to the following account:

A3410 540501	Tools and Equipment	\$1,777.00
	TOTAL:	\$1,777.00

A number of items were declared surplus including out of date turnout gear, hose and other equipment. The intent of this allocation of funds is to offset cost for the continued replacement and outfitting of the staff vehicles and EMS response vehicles within the fire department and Code office.

Consideration of a Resolution to make the following revisions, additions and deletions to the City of Cortland Home Repair Program Guidelines as adopted by Resolution #287 Of 2016 on December 20, 2016:

General

Action – Addition:

Goal and Need Statement

The goal of the City of Cortland Home Repair Program is to facilitate small projects that will contribute to the beautification of Cortland City Neighborhoods by assisting qualified middle income homeowners with necessary external home repairs.

The majority of Cortland’s housing stock is aging; this program may inspire people to maintain and restore these architectural gems that are part of Cortland’s proud history. While there are many state and federal programs for lower income homeowners, there are few available for middle income homeowners. This program attempts to address that need.

Property/Owner Eligibility

Item:

6. Action – Deletion

Owners must be below 150% of median income based on household size in accordance with the U.S. Department of Housing and Urban Development’s most current income limits. Maximum household incomes allowable are provided below. The City reserves the right to waive this limit based on extenuating circumstances

Action – Addition

Owners must have title to the property documented by a deed.

7. Action – Deletion

Owners must have title to the property documented by a deed. Properties under land contract will not be eligible for assistance.

Action – Addition

Eligible Work – A property must require repairs to the outside of the structure. Qualifying repairs may include, but will not be limited to, painting, roof replacement, foundation repair, porch and/or step repairs, window repairs, replacement of architectural features, and general carpentry.

8. Action – Deletion

Eligible work-A property must require repairs to the exterior of the structure. Qualifying repairs may include, but will not be limited to, painting, roof replacement, foundation repair, porch repairs, window repairs, replacement of missing architectural features (including porches) and general carpentry.

Action – Addition

Ineligible work- Any interior work, site work (including driveways & sidewalks), and new construction (new decks, porches, additions, etc.).

9 (New) Action – Addition

Preference will be given to those properties that will achieve compliance with the Property Maintenance Codes and/or Regulations upon the successful completion of this grant, assuming that a fully completed application has been submitted in a timely manner.

Terms and Conditions

Item:

1 Action – Deletion

Assistance will be in the form of a 1% deferred payment loan that will become a lien on the property (i.e., the City will take a mortgage on the assisted property). The loan will be repaid in full upon sale or conveyance of the property or transfer of any means, or when the property is no longer the permanent/primary residence of the original program participant. Conveyances or changes of title to the property in which no cash is exchanged (such as an inheritance) will require repayment of the loan. The loan will accrue a 1% interest rate per annum compounded quarterly.

Action – Addition

Assistance will be in the form of a loan that will become a lien on the property (i.e., the City will take a mortgage on the assisted property). The loan will be repaid in full plus 1% interest accrued upon the sale or conveyance of the property or transfer of any means, or when the property is no longer the primary residence of the original program participant. Conveyances or changes of title to the property in which no cash is exchanged (such as an inheritance) will require repayment of the loan. Each program participant's loan will be reviewed for compliance at not more than five (5) year intervals until the loan is repaid.

2. Action – Deletion

Maximum assistance per property shall be \$10,000, or the cost to complete the repairs, whichever is less

Action – Addition

Maximum assistance per property shall be determined by a 4-person Review Panel in consideration of, but not limited to, the following criteria:

- The ability of the applicant to accomplish the objective by other means.**
- Cost of proposed improvement. Partial assistance may be considered.**
- Relevance to mitigating a non-compliance notification.**
- The overall effect on the neighborhood.**
- The relevance to achieving the goals of this program.**
- The timely and completeness of the application.**

3. Action—Modification

FROM; an applicant a second time. TO; a previously approved program recipient.

4. Action – Modification

FROM; The owner/contractor is responsible for procuring all local approvals and permits, including building permits as necessary. Owner must also comply with all local, State, and federal laws, rules, and regulations that may apply, including lead based paint and asbestos regulations. Owners should consult with the City of Cortland Code Enforcement Office for information on applicable regulations.

TO; The owner/contractor is responsible for procuring all local approvals and permits, including building permits as necessary (any Building Permit(s) required by the city to execute this project must be submitted, however all fees will be waived). Owner must also comply with all local, state and federal laws, rules, and regulations that may apply, including lead based paint and asbestos regulations. Owners should consult with the City of Cortland Code Enforcement Office for information on applicable regulations

6. Action – Modification

FROM; The owner agrees ... TO; A two-family property owner agrees...

Process

Item:

1. Action – Deletion

Owners should contact the City/Program Administrator to request a program package, including guidelines, contractor requirements, and an application.

Action – Addition

Owners should contact the Thoma Development Consultants (607-753-1432), 34 Tompkins St., or access the City's website at www.cortland.org/homerepairprogram to request a program package, including Guidelines, contractor requirements and an application. A pre-advertised 30 day application period will be made aware to the general public.

2. Action – Deletion

Owners must complete an application and provide all required documentation to determine eligibility, including:

- a deed to document ownership
- a tax return or other income documentation to verify income eligibility.
- documentation of hazard insurance with the City listed as mortgagee (may be submitted following approval).

Action – Addition

Owners must complete an application and provide all required documentation to determine eligibility, including, but not limited to,

- A copy of the deed to document ownership.
- A \$75.00 application fee made payable to the "City of Cortland Home Repair Program". This will be refunded if not accepted into the program.
- A copy of the most recent year tax return.
- Documentation of hazard insurance. If approved a copy with the City listed as mortgagee must also be submitted.
- Two cost estimates for the work to be completed. Contractors must give proof of insurance (\$1,000,000 property damage/bodily injury), if employees are involved, proof of Worker's Compensation Insurance prior to commencement of work. A list of pre-approved contractors is available from Thoma Development Consultants. The City reserves the right to request additional contractor information such as, but not limited to, timely performance, previous customer evaluations, and ability to perform.

Applications and income information must be sent or submitted to Thoma Development Consultants, 34 Tompkins St., Cortland, NY 13045. Denied program applicant's information, together with a short exposition and the application fee, will be returned to the property applicant's address.

3 Action – Deletion

Owners must also provide two cost estimates for the work to be completed with the application and income information. Contractors undertaking work to be paid for under the Home Repair Program must be selected from the City's

approved contractors list (Included herein) or be insured to the same limits as those contractors (\$1,00,000 property damage/bodily injury). If the contractor has any employees, proof of workers' compensation insurance must be provided prior to Notice to Proceed.

Action—Addition

If the estimate for the work exceeds an amount that the program can offer, owner must provide proof of how the additional cost is to be paid, or withdraw from program consideration. If the applicant wishes to proceed with the program, proof of payment of said additional costs must be provided to the City before the application will continue to be evaluated. Failure to do so in a timely manner may jeopardize acceptance into the program.

4. Action—Deletion

If the estimate for work exceeds the \$10,000 program maximum, owner must provide proof on how the additional cost is to be paid. The City will not provide funding if the project cannot be completed and issue satisfactorily addressed.

Action—Addition

A final recommendation for participation/assistance will be made based on a review of the application materials, compliance with the Review Panel's criteria, and an on-site property inspection. The owner/contractor may be contacted for additional information and/or clarification.

5. Action—Deletion

A final recommendation for participation/assistance will be made based on a review of the income documentation and an on-site inspection of the home.

Action—Addition

If approval for participation is given, the owner will sign a Note and Mortgage for the amount of the funds to be provided. The Note and Mortgage will be recorded with the County Clerk. The cost of recording can be paid for from loan funds.

6. Action—Deletion

If approval for participation is given, the owner will sign a Note and Mortgage for the amount of funds to be provided. The Note and Mortgage will be recorded with the County Clerk. The cost of recording can be paid for from loan funds.

Action—Addition

Once the Note, Mortgage, and contract(s) have been executed, and an insurance certificate/binder provided, the City will issue a Notice to Proceed to the owner and/or contractor. No work can proceed until the owner/contractor receives a Notice to Proceed.

7. Action—Deletion

Once the Note and Mortgage and contract(s) have been executed, and an insurance certificate/binder provided, City will issue a Notice to Proceed to the contractor. No work can begin until the contractor receives a Notice to Proceed.

Action—Addition

After the work is completed, the Review Panel, or its agent, will inspect the work and, if satisfactory to both the owner and the Review Panel, a check will be issued in the names of the owner and the contractor in the amount of the previously agreed upon program funds.

8. Action—Deletion

After work is completed, the City will inspect the work and, if satisfactory to both the owner and the City, a check(s) will be issued in the name of both the owner and contractor. Checks are issued twice a month, on the 15th and 30th of each month. Payment requests must be received at least 10 days prior to these dates.

Action—Addition

If the owner is permitted to do any or all of the work, compensation will be made for the cost of the materials as shown on receipts provided by the owner. The owner cannot be paid for his/her labor.

9. Action—Deletion

If the owner is permitted to do any of his/her own work, compensation will be made for the cost of materials. The owner cannot be paid for his/her labor.

Action—Deletion

Repaid loan funds are to be applied to the program for the use of future applicants.

Income Chart

Action—Deletion

Section 504 Grievance Procedures

Action---Deletion

City of Cortland Home Repair Program Guidelines

The goal of the City of Cortland Home Repair Program is to facilitate small projects that will contribute to the beautification of Cortland City Neighborhoods by assisting qualified middle income homeowners with necessary external home repairs.

The majority of Cortland's housing stock is aging; this program may inspire people to maintain and restore these architectural gems that are part of Cortland's proud history. While there are many state and federal programs for lower income homeowners, there are few available for middle income homeowners. This program attempts to address that need.

Property/Owner Eligibility:

1. Property for assistance must be located in the City of Cortland.
2. Only owner-occupied single family or two family homes are eligible for assistance.
3. All City payments, fees, and/or taxes must be current.
4. There can be no outstanding code and/or zoning issues other than those to be addressed by the repairs.
5. Applicants must not be eligible for repairs under any other rehabilitation program.
6. Owner(s) must have title to the property documented by a deed.
7. Eligible Work – A property must require repairs to the outside of the structure. Qualifying repairs may include, but will not be limited to, painting, roof replacement, foundation repair, porch and/or step repairs, window repairs, replacement of architectural features, and general carpentry.
8. Ineligible Work – Any interior work, site work (including driveways & sidewalks), and new construction (new decks, porches, additions, etc.).
9. Preference will be given to those properties that will achieve compliance with the Property Maintenance Codes and/or Regulations upon the successful completion of this grant, assuming that a fully completed application has been submitted in a timely manner.

Terms and Conditions:

1. Assistance will be in the form of a loan that will become a lien on the property (i.e., the City will take a mortgage on the assisted property). The loan will be repaid in full plus 1% interest accrued upon the sale or conveyance of the property or transfer of any means, or when the property is no longer the primary residence of the original program participant. Conveyances or changes of title to the property in which no cash is exchanged (such as an inheritance) will require repayment of the loan. Each program participant's loan will be reviewed for compliance at not more than five (5) year intervals until the loan is repaid.
2. Maximum assistance per property shall be determined by a 4-person Review Panel in consideration of, but not limited to, the following criteria:
 - The ability of the applicant to accomplish the objective by other means.
 - Cost of proposed improvement. Partial assistance may be considered.
 - Relevance to mitigating a non-compliance notification.
 - The overall effect on the neighborhood.
 - The relevance to achieving the goals of this program.
 - The timeliness and completeness of the application.
3. Owners are not eligible for additional assistance under this program until the original loan is paid in full or five years, whichever is later. The City reserves the right to provide assistance to first time applicants prior to assisting a previously approved program recipient.
4. The owner/contractor is responsible for procuring all local approvals and permits, including building permits as necessary (any Building Permit(s) required by the city to execute this project must be submitted, however all fees will be waived). Owner must also comply with all local, state and federal laws, rules, and regulations that may apply, including lead based paint and asbestos regulations. Owners should consult with the City of Cortland Code Enforcement Office for information on applicable regulations.
5. The owner agrees to maintain the property in good repair and pay all City, County and School taxes in a timely manner.
6. A two-family property owner agrees to comply with Title VIII of the Civil Rights Act of 1968 and the Fair Housing Amendments Act of 1988, which directly prohibits discrimination in the sale or rental of housing on the basis of race, color, religion, national origin, sex, familial status, or handicap.
7. All of the above will be included in a Note and Mortgage to be signed by the program applicant.

8. The loan will be secured by a mortgage in favor of the City of Cortland the subordination of which will be subject to the City's existing subordination policy.

Process:

1. Owners should contact the Thoma Development Consultants (607-753-1432), 34 Tompkins St., or access the City's website at www.cortland.org/homerepairprogram to request a program package, including Guidelines, contractor requirements and an application. A pre-advertised 30 day application period will be made aware to the general public.
2. Owners must complete an application and provide all required documentation to determine eligibility, including, but not limited to,
 - A copy of the deed to document ownership.
 - A \$75.00 application fee made payable to the "City of Cortland Home Repair Program." This will be refunded if not accepted into the program.
 - A copy of the most recent year tax return.
 - Documentation of hazard insurance. If approved a copy with the City listed as mortgagee must also be submitted.
 - Two cost estimates for the work to be completed. Contractors must give proof of insurance (\$1,000,000 property damage/bodily injury), if employees are involved, proof of Worker's Compensation Insurance prior to commencement of work. A list of pre-approved contractors is available from Thoma Development Consultants. The City reserves the right to request additional contractor information such as, but not limited to, timely performance, previous customer evaluations, and ability to perform.

Applications and income information must be sent or submitted to Thoma Development Consultants, 34 Tompkins St., Cortland, NY 13045. Denied program applicant's information, together with a short exposition and the application fee, will be returned to the property applicant's address.

3. If the estimate for the work exceeds an amount that the program can offer, owner must provide proof of how the additional cost is to be paid, or withdraw from program consideration. If the applicant wishes to proceed with the program, proof of payment of said additional costs must be provided to the City before the application will continue to be evaluated. Failure to do so in a timely manner may jeopardize acceptance into the program.
4. A final recommendation for participation/assistance will be made based on a review of the application materials, compliance with the Review Panel's criteria, and an on-

site property inspection. The owner/contractor may be contacted for additional information and/or clarification.

5. If approval for participation is given, the owner will sign a Note and Mortgage for the amount of the funds to be provided. The Note and Mortgage will be recorded with the County Clerk. The cost of recording can be paid for from loan funds.
6. Once the Note, Mortgage, and contract(s) have been executed, and an insurance certificate/binder provided, the City will issue a Notice to Proceed to the owner and/or contractor. No work can proceed until the owner/contractor receives a Notice to Proceed.
7. After the work is completed, the Review Panel, or its agent, will inspect the work and, if satisfactory to both the owner and the Review Panel, a check will be issued in the names of the owner and the contractor in the amount of the previously agreed upon program funds.
8. If the owner is permitted to do any or all of the work, compensation will be made for the cost of the materials as shown on receipts provided by the owner. The owner cannot be paid for his/her labor.
9. Repaid loan funds are to be applied to the program for the use of future applicants.

City of Cortland Home Repair Program Application

*****This is an owner-occupied program*****

Name _____

Telephone _____

Address _____

Email _____

Best time to reach you by phone _____

Best time for Site Visit _____

Property Type

Single family Two family

Does applicant reside at this address?

Yes No

Does applicant own the property?

Yes No

Deed Reference # _____

Name(s) of Mortgage Holder(s) _____

Estimated Annual Income \$ _____

Household Size # _____ persons

Description of Project _____

I attest that all City payments, fees, and taxes are current.

Signature _____

Date _____

For Office Use Only.

Tax Id No. _____

Residential District (Zoning) _____

Ward _____

All Applications MUST Include:

- Copy of Deed
- Most recent Tax Return
- Application Fee (\$75)
- 2 Project Estimates

City of Cortland
Middle-Income Home Repair Program
Review Panel Charter

The Review Panel is the administrative body, designated in the "Home Repair Program Guidelines," tasked with the executive administration of the program. The panel consists of four members of the community with expertise in architecture/design, construction/building processes, real estate values, and an overview of the entire community.

Process:

- At the conclusion of the application period, the Review Panel Coordinator will enumerate, collect, and sign for the program applications as submitted to Thoma Development Consultants (or other designated agency or body). A short conference with a Thoma agent will be conducted to determine those applicants that may be eligible for other active home programs.
- The Coordinator will disseminate a list of applicants to the other panel members. The information contained will consist of the applicant's name, street address, short project description, and amount of funds requested.
- All panel members will then review each project site and make notations that can be discussed at a meeting to be held within two weeks of their notification, or as soon thereafter as possible.
- The panel will meet as described above and decide upon which projects will be admitted into the program. A majority vote is required to accept any project into the program.
- The Coordinator will order a "Judgement and Lien" search report for each of the approved projects.
- If the "Judgement and Lien" report returns nothing of concern, the Panel Coordinator will review the project with the applicant to make certain that expectations meet reality.
- The Construction/Building Processes Panel member will review the project upon completion and seek the applicant's approval via a signed "Notice of Satisfactory Completion" form.
- Panel Coordinator will inform the City to release funds as indicated in the "Guidelines".

Inaugural Review Panel:

Construction/Building Processes - Jim Reeners, Coordinator – Builder/Developer (40 years)

Architecture/Design - Linda Kline – Chairperson of City of Cortland Historical Commission

Real Estate Values – Tim Alger – Residential Real Estate Sales, former Thoma Project Manager

Community Overview – Abigail Cleary – M.A. in Public Policy and Nonprofit Management; focus on urban development. Various Neighborhood & Community Improvement positions.

April 4, 2017

Brian Tobin, Mayor
City of Cortland
25 Court Street
Cortland, NY 13045

Dear Mayor Tobin:

Below is Thoma Development Consultants' proposal to provide administrative support to the City's Home Repair Program. This proposal is based on the most recent program guidelines prepared by the City Housing Committee and a number of assumptions detailed below. The quoted price would vary depending on whether our assumptions are correct. We can work with the City to revise the actual scope of services needed, and revise our costs accordingly.

Assumptions

- 1) Program Marketing will be undertaken by the City.
- 2) The City will not be requiring proof of assets as a condition of funding.
- 3) Thoma will not be undertaking a credit check or other verification that no judgments are present or no foreclosures pending (notice of pendency).
- 4) Since a Review Panel and selection criteria are established in the program guidelines, it is assumed that rather than a rolling application process, applications will be solicited, and a deadline established. Applications will be reviewed against each other by the Review Panel, which will select projects to be funded and determine funding amounts.
- 5) Thoma will not be required to prepare construction contracts for projects.
- 6) Project related soft costs, such as Building Permit Fees, asbestos testing, etc. will be considered part of the project costs to be paid with the participant's subsidy.
- 7) Pre and Post construction inspections will be conducted by the City Review and/or Housing Committee. Thoma will not be responsible for any construction oversight.

Scope of Services

Final Program Design:

1) Thoma staff will meet with the City housing committee or other entity to finalize the program, processes, application materials, roles, and timelines.

Application Intake:

1) Thoma Development will supply information to program applicants and answer any questions that may arise.

2) Thoma will disseminate program guidelines and applications to potential applicants.

3) Thoma will assist applicants with the completion of applications as needed.

4) Thoma will review applications for completeness, including all required attachments, documentation of owner funds (if needed), application fees and other documentation required by the program. Thoma will verify that all City payments, fees, and taxes are current, and will verify that no outstanding code or zoning issues are present. Outstanding code/zoning issues must be corrected as part of the project.

5) Thoma will supply complete and eligible application packages for review to the City Review Committee. Thoma staff can attend review meetings if desired by the Committee and/or City.

Project Management:

1) Upon written notification of approval from the Review Committee, Thoma will prepare a Note and Mortgage to be executed by the property owner.

2) If the contractor is not currently on the City's approved contractor list, Thoma will secure the contractor's certificate of liability insurance and proof of Workers Compensation insurance.

3) Once all documentation is in place, Thoma will issue a Notice to Proceed.

Disbursement of Funds:

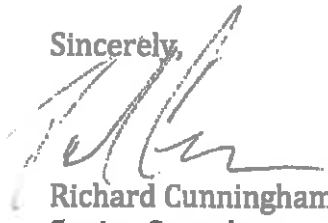
1) Upon written approval of work by the Review Committee, Thoma will prepare payment documentation to be submitted to the Finance Department for payment. Thoma will release the check to the Contractor/Homeowner once prepared.

2) Thoma Development will revise/re-execute the Note and Mortgage if final costs differ from the agreement executed at the beginning of the program. Thoma will file the executed Note and Mortgage with the County Clerk's Office. Filing costs will be born by the City.

Cost

Thoma will provide all work identified in the scope of services for a flat cost of \$300 for each project that receives funding approval from the City. The above fees are exclusive of reimbursable costs, which would include items such as copying, faxes, filing fees, etc.

Sincerely,



Richard Cunningham
Senior Consultant

ACKNOWLEDGED AND ACCEPTED:

Signed: _____
City of Cortland

_____ Date

**RESOLUTION – REQUESTING NEW YORK STATE LEGISLATURE TO
AMEND SECTION 1202 TAX LAW TO PERMIT THE CITY OF
CORTLAND TO IMPLEMENT A 3% OCCUPANCY TAX**

WHEREAS, Section 1202 et.al of the Tax Law permits local governments to enact a local hotel or motel tax, commonly referred to as an Occupancy Tax; and

WHEREAS, On April 4, 2017 Common Council in open session solicited and heard public comments of the City's Proposal to implement an Occupancy Tax; and

WHEREAS, The City of Cortland wishes to seek an amendment to Section 1202 of the Tax Law to permit the City of Cortland to implement a 3% Occupancy Tax; and

WHEREAS, such increase requires the amendment of said Section by the New York State Legislature; now, therefore, be it

RESOLVED, that the City of Cortland Common Council requests the New York State Legislature to amend Section 1202 of the Tax Law to authorize the City of Cortland Common Council to enact a Local Law to implement a 3% occupancy tax and be it further;

RESOLVED, that a copy of this resolution shall be sent to the appropriate legislators requesting that Section 1202 of the Tax Law of the State of New York be amended to implement an occupancy tax of 3% within the City of Cortland. (Mayor Tobin)

Landscape Maintenance Contract

Effective Date ___/___/___
Client City of Cortland
Located at 25 Court Street
 Cortland, New York 13045

&
The Contractor D&L Landscaping, AKA (The Contractor)
Located at 3403 Kellogg Road
 Cortland, New York 13045

The Client and Contractor hereby agree and promise to the following terms:
The Contractor will provide the services as detailed below. Client will pay all charges as specified below.

This contract is for landscape maintenance for the property that is located at:

Address: Downtown Flower Beds

Contract start date: ___/___/___

Contract end date: ___/___/___

Either the Client or Contractor may cancel this contract at any time with a thirty day written notice.

The total contract amount due for the below listed services is \$17,000 to be paid in three equal installments after receiving an invoice from the contractor. Invoices should be submitted before during and at the conclusion of the term listed above in this contract.

The service includes:

- Spring time furnishing and installation of boulders in select areas
- Leveling of flowerbeds to eliminate crowning, addition of top soil as necessary
- Cleaning and mulching of the Main Street planting beds along with municipal parking lot beds Court Street Fire Station, Port Watson CRT, Groton Ave Hollywood, Main Street Market Place Mall
- Addition of weed mat and rock at edge of Market Place Mall parking lot
- Furnishing and installation of 75, 2 gallon ornamental grasses/perennials to provide additional aesthetics and to discourage pedestrian traffic in planters (suggested plants will be reviewed by client before installation)
- Watering
- Transplanting or removal of iris or unwanted vegetation as needed
- Once every 2-3 weeks the mulch will be turned and the planters will be weeded
- Removal of any dead foliage from the perennials
- In the middle of the summer the shrubs will be pruned
- In the fall, all perennials will be cut back with the exception of grasses
- The final cleanup will be done in the fall

The total cost of the services is \$20,000.00.

Applicable Law

This contract shall be governed by the laws of the State of New York, Cortland County and any applicable Federal Law.

Date

Signature of The Client

Date

e

Signature of The Contractor