
APPLICATION SUMMARY

Date Submitted to BVP: 05/19/22
Application Status: Approved by BVP

APPLICATION PROFILE

Participant	CORTLAND CITY
Fiscal Year	2022
Number of Agencies Applied	0
Total Number of Officers for Application	43
Number of Officers on Approved Applications	43

APPLICATION PROFILE

Fiscal Year	2022
Vest Replacement Cycle 	5
Number of Officers	43
Number of Emergency Replacement Needs 	Number of Stolen or Damaged Officer Turnover 0
	5

APPLICATION SUMMARY FOR FY 2022 REGULAR FUND

Applicant	Quantity	Total Cost	Date Submitted	Status
CORTLAND CITY	16	\$12,046.00	05/19/22	Approved by BVP View Details
Grand Totals:	16	\$12,046.00		

AWARD SUMMARY FOR FY 2022 REGULAR FUND

Funds Type	Eligible Amount	Award	Date Approved	Status
Regular Fund	\$12,046.00	\$6,023.00	09/21/22	Approved by BVP
Grand Totals:	\$12,046.00	\$6,023.00		

David Guerrero

From: BVP Email Account <ojp@public.govdelivery.com>
Sent: Wednesday, September 21, 2022 12:21 PM
To: David Guerrero
Subject: Bulletproof Vest Partnership (BVP) – FY 2022 Award Announcement

Follow Up Flag: Follow up
Flag Status: Flagged

Dear BVP applicant,

The Bureau of Justice Assistance (BJA) is pleased to inform you that your jurisdiction will receive an award under the Fiscal Year (FY) 2022 Patrick Leahy Bulletproof Vest Partnership (BVP) solicitation. These funds have been posted to your account in the **BVP System**. A complete list of FY 2022 BVP awards is available at: <https://www.ojp.gov/program/bulletproof-vest-partnership/overview>.

Important: Jurisdictions must be registered in the SAM system (<https://www.sam.gov/SAM/>) in order to be paid for any 2022 BVP funds. Please ensure the banking information in SAM is up to date. For more information about renewing and updating your existing SAM registration, or registering in SAM as a new entity, please visit <https://sam.gov/content/status-tracker>. The SAM Helpdesk can be reached at 866-606-8220.

The FY 2022 award may be used for National Institute of Justice (NIJ) compliant armored vests which were ordered after April 1, 2022. The deadline to request payments from the FY 2022 award is August 31, 2024, or until all available funds have been requested. Awards will not be extended past that date, and any unused funds will be forfeited.

Please see the following website for a list of NIJ compliant vests: <https://citec.org/compliance-testing-program/compliant-product-lists/>. As a reminder, all jurisdictions that applied for FY 2022 BVP funding certified that a mandatory wear policy was in place for their jurisdiction. BJA will be conducting reviews of the mandatory wear policies as funds are requested from the BVP System. For more information on the BVP mandatory wear policy, please see the BVP Frequently Asked Questions document: <https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/FAQsBVP MandatoryWearPolicy 0.pdf>.

Finally, please visit the following page for checklists and guides for each step of the BVP process: <https://www.ojp.gov/program/bulletproof-vest-partnership/program-resources>.

For questions regarding the BVP Program or your award, please do not hesitate to contact the BVP Help Desk at vests@usdoj.gov or 1-877-758-3787.

In addition, please visit BJA's Officer Robert Wilson III Preventing Violence Against Law Enforcement Officers and Ensuring Officer Resilience and Survivability (VALOR) Initiative website to obtain other information regarding officer safety: [VALOR Officer Safety and Wellness Initiative | Overview | Bureau of Justice](#)

Assistance (ojp.gov). The VALOR Initiative is a comprehensive set of programs that deliver no-cost officer safety, wellness, resilience training, resources, and technical assistance to law enforcement throughout the country. VALOR brings together the latest research and practices to address current and emerging officer safety and wellness issues/threats. Please see the VALOR Initiative Overview-Booklet for a detailed synopsis of this important initiative: **BJA VALOR INITIATIVE (ojp.gov)**.

Thank you BVP Program Support Team

Bureau of Justice Assistance

This email was sent to dguerrera@cotland.org using GovDelivery Communications Cloud on behalf of: Department of Justice
Washington, DC



City of Cortland, New York

Director of Administration & Finance/City Manager

Job Description, Qualifications & Duties

Job Description

The City Council appoints a Director of Administration and Finance/City Manager who will possess the powers and perform the duties provided in and by the City Charter, City Code other general laws of the state. They shall be appointed by and serve at the pleasure of the Mayor, subject to confirmation by the Common Council, and receive compensation fixed by the Council.

The Director of Administration and Finance/City Manager shall serve as the City's chief administrative officer, shall advise the Mayor and Common Council on policy matters, shall implement policy as determined by the Common Council, and shall manage City operations by directing and coordinating activities consistent with established goals, objectives, and policies. They shall be directly responsible to the Mayor.

The incumbent shall be qualified on the basis of their education, training and experience in public administration and financial management.

Education Requirements

A Master's Degree in public administration is strongly preferred. The search committee may consider a Master's Degree in public financial management, business administration, economics, governmental accounting, or other fields directly related to the administrative, management, budget and fiscal duties of this position.

Experience

Prior experience serving in the capacity of chief or assistant manager, administrator or other executive-level position for a municipality, or as the chief or assistant financial officer of a municipality is strongly preferred. The search committee will consider the length of tenure in such positions, and the size and annual budget of the municipality as a factor in hiring.

Skills & Abilities

A candidate for the position of City Manager should possess a high-level of integrity, be able to maintain confidentiality, and demonstrate respect for the expressed interests and opinions of others. Key skills and abilities that a candidate for City Manager should possess include, but are not limited to:

- A. Establishing and maintaining effective and professional working relationship with elected and appointed officials, City employees, representatives of other governmental agencies, labor union representatives, community leaders and organizations and the general public;
- B. Communicating effectively, both orally and in writing; ability to prepare clear and concise reports;
- C. Negotiating and exchanging ideas, information, and opinions with others to formulate policies and programs and/or arrive at jointly-determined decisions, conclusions, or solutions;
- D. Identifying administrative and fiscal needs and organizing objectives; analyzing complex data, problems, situations, practices, or procedures to define the problem or objective;
- E. Planning, performing and/or directing the performance of complex financial, budget, revenue, and strategic planning analyses, budget preparation, implementation, and monitoring;
- F. Developing and implementing policies and procedures; analyzing and evaluating budgets and operations, and developing and implementing internal controls and corrective actions;
- G. Planning, organizing, and overseeing assigned work, programs and projects; training and evaluating subordinate performance;
- H. Knowledge of applicable federal, state and local laws, regulations, and procedures affecting the City government's administration and fiscal activities

Job Duties

Except as otherwise provided by Article VI of the City Charter, the Director of Administration and Finance/City Manager shall:

- A. Be the chief fiscal officer of the City responsible for all financial administration of the City; specifically, they shall:
 - (1) Collect, receive, have custody of, deposit and disburse all fees, revenues and other funds of the City or for which the City is responsible.
 - (2) Perform all duties of City Treasurer or other City officers relating to the collection of taxes.
 - (3) Conduct the sale of all bonds pursuant to the provisions of the Local Finance Law and keep a record of all indebtedness, bonded or otherwise, of the City.
 - (4) Provide adequate insurance and surety bond coverage to protect the City from all reasonable risks of loss or damage.
 - (5) Submit to the Mayor and the Common Council at the end of each quarter of the fiscal year, and such other times as requested, a complete statement of City finances as specified in the Administrative Code.
- B. Have responsibility for the preparation of the tentative City budget by October 15 of each year, with adherence to procedures and guidelines provided by the Mayor following their receipt of estimates of revenues and proposed expenditures from the various boards and commissions and

from the persons appointed as administrative heads of any agencies of the City in the absence of a board or commission.

- C. Be the chief auditing and accounting officer of the City; specifically, they shall:
 - (1) Maintain records of appropriations, encumbrances and expenditures and prescribe approved methods of accounting for all units of City government, unless otherwise required by the State Comptroller.
 - (2) Certify the availability of funds for all requisitions, contracts, purchase orders and other documents by which the City incurs financial obligations or for the expenditure of funds for which the City is responsible.
 - (3) Audit for approval of payment all lawful claims or charges against the City or against funds for which the City is responsible, in whole or in part, in the manner provided in the Administrative Code.
 - (4) Audit the financial records and accounts of all units of City government charged with duties relating to funds of the City or for which the City is responsible.
 - (5) Provide for budget controls and allocation of appropriated funds in efficient, economical and justifiable manners.
- D. Coordinate the purchase of major and common items by the various departments as specified in the Administrative Code, including supervising the advertisement of bids and awards of all contracts.
- E. Coordinate all matters relating to personnel with the various departments and the County Civil Service Commission.
- F. Upon request, assist the Mayor in collective bargaining.
- G. Conduct studies of the management and operation of City departments to improve efficiency and effectiveness of services.
- H. Perform such other duties as required by this Charter, the Administrative Code,[4] local law and the Mayor.

In addition to the powers and duties enumerated in Article VI of the Charter of the City of Cortland, the Director of Administration and Finance/City Manager shall:

- A. Be the Chief Administrative Officer of the City and shall be responsible to the Common Council for the administration of all City affairs placed in the Director of Administration and Finance/City Manager's charge by or under the Charter and Administrative Code of the City of Cortland, insofar as those affairs and responsibilities do not conflict with those reserved to the Mayor.
- B. See that all laws and provisions of this Charter and Administrative Code, as well as acts of the Common Council, subject to enforcement by the Director of Administration and Finance/City Manager, subject to the Director of Administration and Finance/City Manager's direction and supervision are faithfully executed.

- C. Have, exercise, and perform all functions, powers and duties vested by state or local law or ordinance in the Chief Administrative Officer of the City, except as may be otherwise specifically provide by the Charter or Administrative Code of the City of Cortland.
- D. Attend all meetings of the Common Council with the right to take part in the discussions, including all Executive Sessions, excepting discussions pertaining to the Director of Administration and Finance/City Manager, but without the right to vote.
- E. Assign and transfer administrative functions, powers, and duties within departments, as the best interest of the City may appear, subject to the Charter, Administrative Code, and local laws of the City of Cortland.
- F. Delegate to department heads such power as may be deemed necessary for efficient administration.
- G. Hear and entertain any complaint against any of his/her appointees for misconduct or neglect of duty and to suspend such appointee until the next regular meeting of the Common Council, when such complaint shall be investigated by it, and the appointee reinstated, removed, or suspended for such additional time as may seem just or proper.
- H. Submit to the Common Council and make available to the public a complete report on the finances and administrative activities of the City at the end of each fiscal year.
- I. The Director of Administration and Finance/City Manager, his/her designee, or other designee as provided by the Charter and Administrative Code of the City of Cortland, shall be responsible for ensuring that all public records are kept by the appropriate department in accordance with New York State laws.
- J. The Director of Administration and Finance/City Manager shall submit to the Mayor and Common Council a report which shall reflect the aggregate revenues received for general City purposes and for each appropriation account or fund where required by law to be expended for the purpose of such account or fund. It shall also indicate for each such account the amount appropriated, the amount encumbered but remaining unexpended, the aggregate expenditures and the unencumbered balance, together with such other information as the Mayor may require.
- K. The Director of Administration and Finance/City Manager shall receive and file notices of all appointments, promotions and resignations and the salaries payable to all City officers and employees. They shall be responsible for assuring that all personnel actions are in accord with the budget or approved by the Mayor or Council, if necessary. They shall be responsible for such other coordination of personnel matters as may, from time to time, be required by the Mayor or Common Council.
- L. The Director of Administration and Finance/City Manager shall be responsible for continuous review of the management practices of the City and shall recommend such changes as may be desirable to improve the efficiency and effectiveness or quality of service provided by the City.
- M. The Director of Administration and Finance/City Manager shall have custody of all insurance policies, surety bonds, deeds to City property and such other instruments as the Mayor may

direct. Except as otherwise provided by law, they shall file and maintain as public records all original instruments pertaining to real estate and duplicates of all other documents executed, issued or received for the City by any officer or unit thereof. However, they need not maintain duplicates of records maintained by the City Clerk as part of the official depository.

N. The Director of Administration and Finance/City Manager:

- (1) Shall have access, at all reasonable times, to offices of the City departments, courts, boards and commissions.
- (2) May examine all books, papers, records and documents in any such department, court, board or commission, with due respect to any confidential matters.
- (3) May prescribe and require the maintenance of books, papers and records in any such department, court, board or commission in such manner as may be deemed necessary.
- (4) May require any City officer or head of a department, court, board or commission to furnish such data, information or statements as may be necessary.