

City of Cortland Special Event Application

Event Name: Juneteenth Today's Date: 04/15/22
 Event Contact: Timothy Thompson CDP Member? Yes No
 Address: TC3 New Event Existing Event
 Email: _____ Phone: 917-562-3875
 Will proceeds of your event benefit a charitable cause that provides service to Cortland residents? Yes No If yes, name the charitable causes: _____ Non-profit Tax ID: _____

Event Information

NAME OF EVENT: Juneteenth
 TYPE OF EVENT (i.e., walkathon, street fair, festival, etc.): Festival
 EVENT LAYOUT If the event is a walkathon, run, etc., attach a map of route and/or street closures. If the event is a festival or street fair, attach a map to indicate location of street blockages requested, booth alignment and type of merchandise vended from each booth:

DATE DAY 1:	DATE DAY 2:
<u>June 18th, 2022</u>	<u>June 19th, 2022 (rain date)</u>
<input type="checkbox"/> STREET CLOSURE: Start Time: _____ End Time: _____ Street: _____	<input type="checkbox"/> STREET CLOSURE: Start Time: _____ End Time: _____ Street: _____
<input type="checkbox"/> LOT CLOSURE: Start Time: _____ End Time: _____ Lot: _____	<input type="checkbox"/> LOT CLOSURE: Start Time: _____ End Time: _____ Lot: _____
<input checked="" type="checkbox"/> AMPLIFIED MUSIC: Start Time: <u>5pm</u> End Time: <u>10pm</u>	<input checked="" type="checkbox"/> AMPLIFIED MUSIC: Start Time: <u>5pm</u> End Time: <u>10pm</u>

START LOCATION: Courthouse Park END LOCATION: Scenic
 EXPECTED # OF PARTICIPANTS: 300 # OF SPECTATORS: _____ # OF VEHICLES: _____
 HOTELS: Is this event expected to generate area overnight stays? If so, estimated # of rooms: _____

Event Components

Location/Safety <input checked="" type="checkbox"/> City park use <input type="checkbox"/> City streets blocked <input type="checkbox"/> City sidewalks blocked <input type="checkbox"/> City parking lots closed <input type="checkbox"/> City barricades <input type="checkbox"/> City cones <input type="checkbox"/> Animal ban <input type="checkbox"/> Animals are part of the event <input type="checkbox"/> EMTs needed on site <input type="checkbox"/> Police escort requested Waste Management <input type="checkbox"/> City litter pickup <input type="checkbox"/> City street sweeping Other components not listed: _____	Structures <input type="checkbox"/> Temporary structures <input type="checkbox"/> Canopies up to 10' x 10' <input checked="" 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 type="checkbox"/> Seating area Sound <input type="checkbox"/> Fireworks <input checked="" type="checkbox"/> Amplified sound or music <input type="checkbox"/> Ceremonial Gun Salute	Food <input type="checkbox"/> Food cooked on-site Alcohol <input type="checkbox"/> Alcohol sold on-site <input type="checkbox"/> Alcohol served Vending <input checked="" type="checkbox"/> Vending of goods <input checked="" type="checkbox"/> Vending of food Power Source <input checked="" type="checkbox"/> City electricity use <input checked="" type="checkbox"/> Generator use Insurance <input checked="" type="checkbox"/> General Liability insurance certificate <input type="checkbox"/> Liquor Liability insurance certificate
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Marketing budget: Colleges handle Admission Fee: free

Fire Approval: KG
 CPD Approval: _____
 Council Approval: _____

City of Cortland Special Event Application

Event Name: ARTS OFF MAIN Today's Date: 3/22/22
 Event Contact: JIM WEISS CDP Member? Yes No
 Address: 3533 HOXIE GORGE FREEWAY RD/HARATHAN New Event Existing Event
 Email: jandlweiss@fronternet.net ¹³⁵⁰⁸ Phone: 607-849-3687
 Will proceeds of your event benefit a charitable cause that provides service to Cortland residents? Yes No If yes, name the charitable causes: CORTLAND ARTS CONNECT Non-profit Tax ID: 23-7269008

Event Information

NAME OF EVENT: ARTS OFF MAIN
 TYPE OF EVENT (i.e., walkathon, street fair, festival, etc.): FESTIVAL - ART MUSIC FOOD WINE
 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>AUGUST 6, 2022</u>	DATE DAY 2: <u>X</u>
<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>9:30</u> End Time: <u>5</u> Lot: <u>CENTRAL AVE NEXT TO HARRINGTON</u>	<input type="checkbox"/> LOT CLOSURE: Start Time: _____ End Time: _____ Lot: _____
<input checked="" type="checkbox"/> AMPLIFIED MUSIC: Start Time: <u>10</u> End Time: <u>4</u>	<input type="checkbox"/> AMPLIFIED MUSIC: Start Time: _____ End Time: _____

START LOCATION: PARKING LOT - McNEILL Bldg END LOCATION: (SAME)
 EXPECTED # OF PARTICIPANTS: 300 # OF SPECTATORS: _____ # OF VEHICLES: 0 HOTELS: Is this event expected to generate area overnight stays? If so, estimated # of rooms: _____

Event Components

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

} see attachments

Other components not listed: SIGNAGE ON MAIN ST

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

Marketing budget: 6000 Admission Fee: NONE

City of Cortland Special Event Application

Event Name: Cortland LGBTQ Pride Festival **Today's Date:** 4-27-22
Event Contact: Leslie Wilkins **CDP Member?** Yes No
Address: 110 Main St. Suite A Cortland **New Event** **Existing Event**
Email: lwilkins@families.org **Phone:** _____
Will proceeds of your event benefit a charitable cause that provides service to Cortland residents? Yes No **If yes, name the charitable causes:** n/a **Non-profit Tax ID:** _____

Event Information

NAME OF EVENT: Cortland LGBTQ Pride Festival
TYPE OF EVENT (i.e., walkathon, street fair, festival, etc.): festival
EVENT LAYOUT If the event is a walkathon, run, etc., attach a map of route and/or street closures. If the event is a festival or street fair, attach a map to indicate location of street blockages requested, booth alignment and type of merchandise vended from each booth:

DATE DAY 1:	DATE DAY 2:
<u>Sunday, June 26th</u>	
<input type="checkbox"/> STREET CLOSURE: Start Time: <u>noon</u> End Time: <u>3pm</u> Street: <u>Court House Park</u>	<input type="checkbox"/> STREET CLOSURE: Start Time: _____ End Time: _____ Street: _____
<input type="checkbox"/> LOT CLOSURE: Start Time: _____ End Time: _____ Lot: _____	<input type="checkbox"/> LOT CLOSURE: Start Time: _____ End Time: _____ Lot: _____
<input checked="" type="checkbox"/> AMPLIFIED MUSIC: Start Time: <u>noon</u> End Time: <u>3pm</u>	<input type="checkbox"/> AMPLIFIED MUSIC: Start Time: _____ End Time: _____

START LOCATION: Court House Park **END LOCATION:** Same
EXPECTED # OF PARTICIPANTS: 75+ **# OF SPECTATORS:** _____ **# OF VEHICLES:** _____ **HOTELS:** Is this event expected to generate area overnight stays? If so, estimated # of rooms: _____

Event Components

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

Other components not listed: tent and tables map
will be determined at a later date.

Marketing budget: n/a **Admission Fee:** n/a

Fire Approval: [Signature]
CPD Approval: _____
Council Approval: _____

SR: H tabling

CORTLAND HOUSING AUTHORITY

42 CHURCH STREET

CORTLAND, NEW YORK 13045

C. JANE SNELL, Chair

ELLA M. DIORIO, Executive Director

Telephone: (607) 753-1771

Fax: (607) 753-7313

May 9, 2022

Resolution

Mayor Scott Steve
25 Court Street
Cortland, NY 13045

Dear Mayor Steve:

The Cortland Housing Authority Board recommends the reappointment of Merle McKown to the Board. She is a resident of the City of Cortland, as is required for Board membership, and resides at 27 Ellwood Avenue, Cortland, NY.

Mrs. McKown's current term ends on May 31, 2022, and the reappointment term should end on December 31, 2026.

Please include this reappointment on the agenda of the next Common Council meeting.

Thank you.

C. Jane Snell

C. Jane Snell, Chair
Cortland Housing Authority Board

Pc: Ella DiIorio, Executive Director, Cortland Housing Authority

City of Cortland
FY 2021 New York Main Street Anchor Grant
Administrative Services

Introduction

THOMA has a depth of familiarity with the management of NY Main Street Programs and can provide exceptional services to the City for its program. We have provided community development services for municipal customers for over forty years and have worked with the City of Cortland on previous projects similar to this. We also prepared the funding application for this grant and are very familiar with the project.

We have reviewed a copy of the City's Request for Proposal (RFP) and believe our firm is most qualified to carry out the proper administrative tasks with respect to the City's newly awarded NY Main Street Anchor Grant. We have provided these services for similar projects in the past.

Thoma will undertake all administrative work necessary to implement the grant, including but not necessarily limited to, the following tasks to comply with the scope of services stated in the City's RFP:

107 Main Street Redevelopment Project

Project Implementation:

- Complete a building specific environmental checklist. This does not include an environmental evaluation by a licensed professional, which the project owner will need to supply.
- Coordinate a project meeting with the City, developer, project architect, and other stakeholders to identify program requirements and timelines.
- Prepare a commitment letter to identify conditions and to formalize a timeframe for project milestones;
- Work with property owner to assist in meeting conditions as identified in the commitment letter. When the commitment letter conditions are met, develop a grant agreement to be signed by the City and the property owner.
- Submit required information to New York State Historic Preservation Office (SHPO) and provide follow up if necessary;
- If residential units are funded with NY Main Street funds, provide an EPA Lead Based Paint Risk Assessment to assure the program complies with Lead Based Paint Hazard requirements;

- Complete a Project Set Up Form file with HCR.

Bidding, Contracting and Construction Oversight:

- Establish a list of eligible contractors including M/WBE contractors;
- Following completion of bidding documents by the developer/architect, bid the project to a minimum of four contractors of the property owner's choice. Collect all bids and assist in contractor selection;
- Collect required documentation from Property Owners and project contractors, including documentation of insurance.
- Conduct interim and final inspections. After final inspection, collect and review all required information from the property owner for reimbursement of funds. Once all information is collected, prepare OCR disbursement request for City;
- Act as liaison between City, property owner, architect, and contractor;
- Monitor total expenditures on all properties and provide data on program for all reports. Prepare final project files for monitoring by OCR;
- Prepare and execute the required Declaration Form prior to initial funds disbursement and file such form at the completion of the project.

Grant Administrative Work

- Prepare all necessary OCR payment documentation including the Project Detail Form, Disbursement Form, and Completion Form;
- Maintain separate grant accounting system;
- Prepare and submit status of fund reports and other reports to the City as directed;
- Work with the City to assure all accounting is included in the City system;
- Prepare files for monitoring by OCR.
- Develop post construction monitoring process to be conducted by the City for the five-year regulatory period.

Miscellaneous

- Establish a program filing system;
- Prepare all documentation as required by NYS;
- Attend meetings, as necessary;
- Advise City Council and Mayor in all matters relating to the grant;
- Prepare any grant amendments as necessary;
- Prepare all close-out documentation required by NYS.

City of Cortland
FY 2021 New York Main Street Anchor Grant
Administrative Services

Your Cost

Thoma will provide all services identified above for a total fee of \$20,000. If additional services are requested beyond those identified herein, they will be provided at Thoma's hourly rates at the time such services are requested. No additional services will be provided without prior written approval from the City of Cortland.

Reimbursable Costs

Reimbursable costs will include all out-of-pocket expenses that Thoma incurs during the life of this project which are eligible expenditures of grant funds. These reimbursable costs include, but are not limited to, copying, postage, photographs, fax transmissions, and filing fees. Mileage is not included.

Schedule for Disbursement of Fees

Fees will be due based upon completion of project milestones as follows:

Complete Environmental Review:	\$5,000
Initial Project Meeting:	\$ 500
Execution of Commitment Letter:	\$1,000
Project Set up	\$ 500
Project Bidding:	\$1,000
Execution of Grant Agreement:	\$2,000
50% Project Completion	\$5,000
100% Project Completion	\$5,000

NAME: RICHARD CUNNINGHAM

SIGNATURE: 

Rec 16 (K) 11/15/15 - 1/1/16

Chapter 74 – Animals

Article V – Removal of Vermin/Nuisance Animals

74-30 – Definitions:

Contractor – Designated City of Cortland Contractor

Vermin/Nuisance Animals - Woodchucks, Skunks, Ferrell Cats, Rabbits, Possums.

Harbor - Holes, Dens, Burrows, Vegetation, Debris, and Food stuffs that attract, provide residence, and sustenance to nuisance animals.

74-31 – Purpose

City of Cortland will provide financial assistance totaling no more than ½ the total bill for the removal of vermin by a contractor. The reimbursement will total no more than \$100

74-32 – Applicability

- 1) Shall only apply to owner occupied property.**
- 2) No owner shall submit more than one claim per calendar year.**
- 3) Verification of abatement of harbor required prior to reimbursement.**

74-32 – Failure to Abate Harbor

- A) Failure to remove the cause of the vermin within 30 days of submission will result in levy of all associated fees and violation of the NYS Property Maintenance Code. *See Below.***

PM302.5 Rodent harborage. Structures and exterior property shall be kept free from rodent harborage and infestation. Where rodents are found, they shall be promptly exterminated by approved processes that will not be injurious to human health. After pest elimination, proper precautions shall be taken to eliminate rodent harborage and prevent re-infestation.

- B) Property owners who do not qualify for this program and have a vermin/nuisance animal problem shall comply with the above listed code or face potential penalties associated with non-compliance listed in the NYS Executive Law Article 18-Section 384**