



## Mayor - City of Cortland

400 North High Street, Cortland, Ohio 44410

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### Annual Report of the Mayor to Cortland City Council February 19, 2008

#### **Introduction**

The primary purpose of this report is to document activities during FY 2007 and the condition of the City of Cortland at the conclusion of FY 2007. I want to thank my staff for their support throughout the year and everyone else that contributed to making this year a successful one for the city.

The city completed the year with continued financial solvency. Progress has been made in several service improvement areas targeted by the city administration. Through the strategic planning process, a number of projects for improvement of the city have been completed with progress in several areas. Much of this progress has been through the hard work of volunteers.

#### **Finance**

The city completed 2007 with a total unencumbered fund balance of \$2,429,000 which is an increase of \$772,000 or 46 percent from the carryover 2006 balance. This increase was primarily due to increased income in the Water and Fire Levy funds and reduced spending in Sanitary Sewer Fund. Total expenditures for FY 2007 were \$5,124,000, about the same as 2006 with a decrease of \$5,000. Receipts for 2007 were \$5,896,300 an increase of \$910,400 or 18% over 2006.

The most significant balance increases were \$269,000 in the sewer fund, \$177,000 in the general fund, \$158,400 in the Fire Levy fund, \$97,900 in M & R, and \$40,000 in the Water fund. All other funds remained approximately the same as 2006 year end levels.

The Finance department implemented new payroll and budgetary programs during 2007. The new programs utilize current technology and provide significant additional functionality. The City was audited for the years 2005 and 2006 and there were no findings or citations for either year.

## **Service department**

Progress continues to be made in several business improvement areas targeted by the city administration. The focus throughout this year has been to continue to stabilize city services through improved problem resolution and tracking, adherence to procedures, and documentation of procedures and processes. Our objective continues to be to maintain long range capital plans for all city infrastructure. This will allow the city to plan for financial needs well into the future and continue to maintain or improve current levels of city services.

### **Water**

The unencumbered water fund balance increased from \$176,400 to \$216,500 with expenditures of \$651,000 to support the water department which included a \$100,000 repayment of the loan from the Sewer Fund. Total revenues from water billings were \$676,200 an increase of 24 percent from 2006 as a result of the increase in rates passed by council in April of 2006. Expenditures are now less than revenues, and once the \$198,000 loan from the sewer fund is repaid, we will be able to continue to operate the water system and make progress on our capital plan.

Water pressure continues to be a problem in several areas in the city. Several projects have been identified to improve the water system and address the problems with low pressure. During 2007 we completed the Southern Water Line extension along SR 46 from SR 5 to Windsor Drive. This project completed the 12 inch water main from East Main street to SR 305. The city is also working on plans for a new elevated storage tank at Willow park which will significantly increase water pressure throughout the system. An OPWC loan for \$878,000 was secured to partially fund this project. We continue to plan for additional improvements to the system including development of the northern well field purchased in 2006.

### **Sanitary Sewers**

The unencumbered Sanitary Sewer fund balances increased by 63% to \$694,400 with total expenditures of \$865,600 in 2007. Revenues from sewer billings including the repayment from the water fund were \$1,129,800 which without the water repayment were about the same level as 2006.

The quarterly billing for sanitary sewer was reduce by \$11.40 per account due to anticipated reduction in funds needed to service debt for sewer construction. With the completion of the sewer mapping project, the city is working to identify upgrades needed to both improve the performance of the system as well as support growth areas in the city. Planning activities will focus on standardizing lift stations and infiltration reduction.

## **Storm sewers**

A storm sewer fee of \$4.50 per quarter was added to water bills in 2007 to provide funds for improvements to the system and implementation of EPA storm water regulations.

Phase III design of the Rosewae/Charles storm sewer project is underway and construction will begin in the spring. This project will include new storm sewers, reconstruction of the road surface, new catch basins, curbing and some sanitary sewer repairs. Funds for the completion of Phase III of this project include a grant of \$100,000 obtained during 2007.

Mapping of the entire system was completed in 2006. A long range capital plan based on the survey will be developed for the storm sewer system and upgrades will be identified to correct problem areas in the city. Particular attention will be directed to areas where improvement can be made to areas affected by the August 2004 flood. Efforts to work with residents to resolve yard flooding issues will continue.

## **Streets and Roads**

We continue to utilize the 10 year resurfacing cycle to determine paving plans for each year. This year the annual resurfacing project included over 365,900 square feet of resurfacing. Streets included were South Colonial, Arbor, Rosewae from Woodview to S. Colonial, Bayberry, Maple from East Main Street to Orchard, Kean Drive, Park Avenue, North Bank from West Main to Lattin, South Bank, Grove, Corrin Circle and Amy Place.

Design for the Main Street resurfacing and rehabilitation was completed and grants have been obtained for all but \$25,000 of the cost of this 1.5 mile project. ODOT also completed the design for repaving SR 46 from SR 5 to the north end of the City during 2008.

## **Police Department**

The unencumbered Police Levy fund balance increased by 1.6% to \$378,600 with total expenditures of \$902,600 to support the Police department. Police department. Receipts now closely match expenses and will result in future fund deficits as expenses continue to increase.

A grant for 6 new computers was obtained from the Ohio Department of Public Safety to enhance crime data sharing with the state. In addition the police department purchased 5 ICOP cruiser video/audio recording systems for all marked police

cruisers. These systems will greatly enhance evidence collection as well as providing pre-event recoding for cruiser incidents.

Lakeview schools agreed to provide \$10,000 toward continuing the School Resource Officer at their facilities for the 2007/8 school year.

## **Fire Department**

The unencumbered Fire Levy fund balance increased by 109% to \$304,200 with total expenditures of \$1,078,800 to support the Fire department. The increase was due to additional receipts from the Fire Levy and an increase in ambulance billings of over \$90,000. We were able to replace the EMS unit and reverse the decline in the fund. This increase in receipts were directed to the Fire Improvement Fund which had a year end balance of 21,200 after replacing the EMS unit for \$98,800. Receipts for the fire department increased to \$1,237,000 and \$120,000 was added to the Fire Improvement fund.

A federal grant for \$23,000 was awarded that was used to provide a wellness program and equipment for Fire Department personnel.

## **Strategic Plan Initiatives**

Progress was made in several areas of the Strategic plan during 2006 including:

### **Appearance and Aesthetics of the City**

The Appearance committee (Cortland Beautification Association) selected four residential properties and one business for the Cortland Pride Award. First Place Bank continued as the 2007 sponsor for the award. Four residential awards and a business award are planned for 2008.

**Attracting People to the Community** - A welcome letter and useful business and city information in plastic Welcome to Cortland bags are being given to all new water customers and other identified new residents. Over 620 packets have been distributed through the end of 2007.

**Parks and Recreation Facilities** The paving for a skateboard park at Willow park was completed in 2007 and the parks board will request funds for equipment to be purchased in early 2008. The city also received a NatureWorks grant for new playground equipment and play surface materials for Willow park. The equipment purchased from Gametime will be installed in the spring of 2008 at a total cost of about \$31,000.

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A City of Cortland Clock was installed and landscaped at Point park through the generosity of businesses and private citizens at no cost to the City.

Respectfully Submitted,

Curt Moll