







BY  
Sta  
Exc

Town of Cicero Police Department

INTER OFFICE MEMO



**DATE:** August 21, 2012  
**TO:** James Corl, Supervisor  
**FROM:** Chief Joseph Snell  
**RE:** Repair Vehicle D-1

**CC:**

Request the Town Board to approve the repair of Patrol Unit D-1. Total cost of repair is \$3,045.15. We have received a check from the insurance company totaling \$2,045.15. The insurance company anticipates that our \$1,000 deductible will be covered by the other vehicles insurance company.

D-1 was involved in an accident on August 7, 2012 at the Valero Gas Station on Thompson Rd. Another vehicle backed into our vehicle while D-1 was pulling into the station from Thompson Rd.

NATIONAL AUDIT SERVICES  
35 HUNTINGTON ST.  
COVINGTON, GA 30016  
PHONE: 678-625-1165 FAX: 770-786-3896

CD LOG NO 13998 -0 DATE 08-15-12  
ESTIMATE

CLAIM INFORMATION

CLAIM # 104008 POLICY #  
COMPANY TRIDENT INSURANCE CLAIM REP JOSIE MALDOANDO  
INSURED TOWN OF CICERO LOSS DATE 08-08-12  
CLAIMANT LOSS TYPE UNKNOWN  
FILE HNDLR FILE # 12758

INSPECTION

TYPE MANUAL APPRAISAL CONV  
PRIMARY POI LEFT DOOR SECOND POI  
APPRAISER NAME DAVID STEELE  
LICENSE # 209680  
WORK PHONE (678) 625-1165 FAX (770) 786-3896  
ADDRESS PO BOX 81975 INSP DATE 08-13-12  
CITY STATE CONYERS GA LOCATION  
ZIP 30016- CITY STATE

OWNER

TOWN OF CICERO WORK#

REPAIR

ATTN LOIS SHOP LIC#  
DRIVERS VILLAGE COLLISION CENTER CAR IN  
5885 EAST CIRCLE DR CAR OUT  
CICERO NY 13039- REPAIR DAYS  
SHOP PHONE (315) 458-0543 FAX (315) 233-5375

VEHICLE

2011 FORD CROWN VICTORIA POLICE INTERCPTR 4 DR SEDAN  
8CYL GAS 4.6 LITER FLEX

OPTIONS

TWO-STAGE - EXTERIOR SURFACES TWO-STAGE - INTERIOR SURFACES  
FRONT SIDE IMPACT AIRBAGS

CONDITION VIN 2FABP78V4BX157322  
LICENSE # CODE P418

REMARKS:

INVOICES REQUIRED ON ALL PARTS PRICE DIFFERENCES  
OWNER IS RESPONSIBLE FOR PAYMENT. WE DO NOT ISSUE CHECKS  
ALL REPAIRS MUST BE AUTHORIZED BY OWNER AND/OR INSURANCE COMPANY.  
MY EMAIL NAS38@BELLSOUTH.NET  
PROIR APPROVAL IS REQUIRED ON ALL SUPPLEMENTAL DAMAGES !!!!!!! CONTACT APPRAISER  
FOR ALL SUPPLEMENT DAMAGES PLEASE CALL DAVID STEELE 678-625-1165

OP CODES:

2011 Ford Crown Victoria Police Intercptr 4 DR Sedan  
CLAIM # 104008

DATE 08-15-12  
LOG 13998 -0

* = USER-ENTERED VALUE	E = REPLACE OEM	NG = REPLACE NAGS
EC = QUALITY REPL. PART	UE = OE SURPLUS	UC = RECONDITIONED PRT
UM = REMAN/REBUILT PRT	EU = LIKE KIND & QUAL.PRT	EP = QUAL. REPL. PRT. RPT
OE = PXN OE SRPLS	PC = PXN RECONDITIONED	PM = PXN REMAN/REBUILT
TE = PARTL REPL PRICE	ET = PARTL REPL LABOR	IT = PARTIAL REPAIR
I = REPAIR	L = REFINISH	BR = BLEND REFINISH
TT = TWO-TONE	CG = CHIPGUARD	SB = SUBLET
N = ADDITIONAL LABOR	RI = R&I ASSEMBLY	P = CHECK
AA = APPEAR ALLOWANCE	RP = RELATED PRIOR	UP = UNRELATED PRIOR

OP	GDE	MC	DESCRIPTION	MFR.PART NO.	PRICE	AJ%	B%	HOURS	R
E	0207		DOOR SHELL,FRONT	LT 5W7Z5420125CA	773.42*			5.4	1
L	0207		DOOR SHELL,FRONT	LT REFINISH				4.8	4
				2.5 Surface					
				1.0 Edge					
				0.6 Two-stage setup					
				0.7 Two-stage					
RI	0244		MLDG,FRONT DOOR SID	LT R&I ASSEMBLY				0.4	1
E	0287		DOOR SHELL,REAR	LT 3W7Z5424631AA	720.65			5.0	1
L	0287		DOOR SHELL,REAR	LT REFINISH				3.4	4
				1.8 Surface					
				1.0 Edge					
				0.6 Two-stage					
E	0311	01	W/STRIP,BELT OUTER	LT 6W7Z5425597BA	54.08			INC	1
SB	M14		CORROSION PROTECTION	SUBLET	3.00*			0.2	1*
SB	M60		HAZARDOUS WASTE REMOVA	SUBLET	3.00*				1
I	M66		COLOR SAND AND BUFF	REPAIR				1.0	1*
SB			RETAPE MLDGS	SUBLET	2.00*			0.3	1*

10 ITEMS

MC MESSAGE

01 CALL DEALER FOR EXACT PART # / PRICE

FINAL CALCULATIONS & ENTRIES

PARTS

GROSS PARTS \$ 1,548.15

OE SURPLUS PARTS

~~OTHER PARTS~~

PAINT MATERIAL \$ 205.00

ADJUSTMENTS

DISCOUNT

MARKUP

PARTS & MATERIAL TOTAL \$ 1,753.15

LABOR	RATE	REPLACE HRS	REPAIR HRS	
1-SHEET METAL	\$ 48.00	10.8	1.5	\$ 590.40
2-MECH/ELEC	\$ 48.00			
3-FRAME	\$ 48.00			
4-REFINISH	\$ 48.00	8.2		\$ 393.60
5-PAINT	\$ 25.00			

2011 Ford Crown Victoria Police Interceptor 4 DR Sedan  
CLAIM # 104008

DATE 08-15-12  
LOG 13998 -0

LABOR TOTAL	\$	984.00
SUBLET REPAIRS	\$	8.00
TOWING		
STORAGE		
 GROSS TOTAL	\$	 2,745.15
 NET TOTAL	\$	 2,745.15

PXN Y/00/00/00/00/00 CUM 00/00/00/00/00 Geocode: 19019 PHILADELPHIA  
 AUDATEX PENPRO W0412 ES LOG13998 -0 08-15-12 15:28:32  
 REL 4.12.30 DT 06/12  
 (C) 1993 - 2007 AUDATEX NORTH AMERICA, INC.

1.9 HRS WERE ADDED TO THIS EST. BASED ON AUDATEX'S TWO-STAGE REFINISH FORMULA.

ANY PERSON WHO KNOWINGLY MAKES OR KNOWINGLY ASSISTS, ABETS, SOLICITS OR  
 CONSPIRES WITH ANOTHER TO MAKE A FALSE REPORT OF THE THEFT, DESTRUCTION,  
 DAMAGE OR CONVERSION OF ANY MOTOR VEHICLE TO A LAW ENFORCEMENT AGENCY, THE  
 DEPARTMENT OF MOTOR VEHICLES OR AN INSURANCE COMPANY, COMMITS A FRAUDULENT  
 INSURANCE ACT, WHICH IS A CRIME, AND SHALL ALSO BE SUBJECT TO A CIVIL PENALTY  
 NOT TO EXCEED FIVE THOUSAND DOLLARS AND THE VALUE OF THE SUBJECT MOTOR  
 VEHICLE OR STATED CLAIM FOR EACH VIOLATION.

---



# QUOTE

Date: August 10, 2012

5676 Route 31  
Cicero, New York 139039  
Phone: 315.699.0066  
Fax: 315.699.0006  
email: designshop@cnymail.com  
www.designshopsigns.com

## Police Car Graphics

### Graphics On Police Car

Create & Print Graphics With New Design  
On Reflective Vinyl

- Graphics For Cicero Police With Star On Side

Installed At Our Location.....\$300.00

### Materials Used

Reflective Control Tac  
With Laminate

The Above Quote Is Good For 30 Days. After, Please Call To Confirm Pricing.

INTER OFFICE MEMO



**DATE:** September 4, 2012  
**TO:** James Corl, Supervisor  
**FROM:** Chief Joseph Snell  
**RE:** Repair Vehicle A-1

**CC:**

Request the Town Board to approve the repair of Patrol Unit A-1. Total cost of repair is **Drivers Village: \$9,663.96**  
**Design Shop (stripping): \$550.00**  
**Total: \$10,213.96**

We have received a check from the insurance company totaling **\$8,031.00 (minus \$1,000 deductible)**. The insurance company anticipates that our \$1,000 deductible will be covered by the other vehicles insurance company. We are having Drivers Village negotiate with the Insurance company on the difference prior to repairs being conducted.

Other costs may include computer, radio, and license plate reader. These have not been determined yet until repairs on vehicle are underway and vehicle can be started. Any additional costs will be sent to the insurance company for coverage.

**Drivers Village Collision Center**  
 DRIVER'S VILLAGE WHERE QUALITY SERVICE AND  
 INTEGRITY ARE A FAMILY TRADITION SINCE 1937  
 5885 East Circle Drive, Cicero, NY 13039  
 Phone: (315) 458-0543  
 FAX: (315) 233-5375

Workfile ID: a478b976  
 Federal ID: 161614967  
 State ID: 7100370

**Preliminary Estimate**

**Customer: TOWN OF CICERO POLICE**

Written By: LOIS ROTELLA

Insured:	TOWN OF CICERO POLICE	Policy #:	Claim #:
Type of Loss:		Date of Loss:	Days to Repair: 0
Point of Impact:	03 Right T-Bone (Right Side)		

<b>Owner:</b>	<b>Inspection Location:</b>	<b>Insurance Company:</b>
TOWN OF CICERO POLICE 8236 BREWERTON RD. CICERO, NY 13039-0000 (315) 699-3677 Day	Drivers Village Collision Center 5885 East Circle Drive Cicero, NY 13039 Repair Facility (315) 458-0543 Business	

**VEHICLE**

Year: 2011	Body Style: 4D SED	VIN: 2FABP7BV6BX157323	Mileage In: 36861
Make: FORD	Engine: 8-4.6L-FI	License:	Mileage Out:
Model: CROWN VICTORIA POLICE	Production Date:	State:	Vehicle Out:
Color: BLACK Int:	Condition: Good	Job #:	

4 Wheel Disc Brakes	Deluxe Wheel Covers	Power Adjustable Pedals	Search/Seek
Air Conditioning	Driver Air Bag	Power Brakes	Stereo
AM Radio	Dual Mirrors	Power Locks	Tilt Wheel
Anti-Lock Brakes (4)	FM Radio	Power Mirrors	Tinted Glass
Automatic Transmission	Front Side Impact Air Bags	Power Steering	Wood Interior Trim
Body Side Moldings	Intermittent Wipers	Power Trunk/Tailgate	
Bucket Seats	Overdrive	Power Windows	
Clear Coat Paint	Passenger Air Bag	Rear Defogger	

## Preliminary Estimate

**Customer: TOWN OF CICERO POLICE**

Vehicle: 2011 FORD CROWN VICTORIA POLICE 4D SED 8-4.6L-FI BLACK

Line	Operation	Description	Qty	Extended Price \$	Labor	Paint
1		REAR BUMPER				
2	R&I	R&I bumper cover			Incl.	
3		REAR LAMPS				
4	R&I	RT Tail lamp assy solid red chrome molding			Incl.	
5		QUARTER PANEL				
6	Repl	RT Quarter panel w/o antenna hole	1	1,378.63	18.0	3.4
7		Add for Clear Coat				1.4
8		BACK GLASS				
9	R&I	Back glass Ford			Incl.	
10		PILLARS, ROCKER & FLOOR				
11	Repl	RT Rocker molding front w/o long wheelbase	1	120.73	0.5	
12		REAR DOOR				
13	Repl	RT Door shell w/o long wheelbase	1	720.70	5.0	3.2
14		Overlap Major Adj. Panel				-0.4
15		Add for Clear Coat				0.6
16		FRONT DOOR				
17	Repl	RT Door shell w/o keyless entry	1	805.37	5.4	3.2
18		Overlap Major Adj. Panel				-0.4
19	*	Add for Clear Coat				0.6
20		Add for mirror			0.5	
21	Repl	RT Mirror assy w/heated glass	1	207.05	Incl.	
22		FENDER				
23	Repl	RT Fender	1	333.20	3.0	2.8
24		Overlap Major Adj. Panel				-0.4
25	*	Add for Clear Coat				0.5
26		Add for Edging				0.5
27	Repl	RT Fender liner	1	68.73	0.8	
28		HOOD				
29	Repl	Hood	1	597.32	1.5	3.0
30		Overlap Major Adj. Panel				-0.4
31	*	Add for Clear Coat				0.5
32		Add for Underside(Complete)				1.5
33		FRONT LAMPS				
34	Repl	RT Headlamp assy	1	102.64	Incl.	
35		Aim headlamps			0.5	
36		FRONT PANELS				
37	Repl	Front panel	1	300.35	1.8	1.7
38		Overlap Major Non-Adj. Panel				-0.2
39	*	Add for Clear Coat				0.3
40		Add for Edging				0.5
41		Deduct for Overlap			-0.4	
42		FRONT BUMPER				
43	Repl	Bumper cover	1	372.48	2.3	2.8

**Preliminary Estimate**

**Customer: TOWN OF CICERO POLICE**

Vehicle: 2011 FORD CROWN VICTORIA POLICE 4D SED 8-4.6L-FI BLACK

44		Add for Clear Coat				1.1
45		WHEELS				
46	*	Repl RT/Front Wheel, steel 17x7.5	1	158.44	m	0.3
47		Repl RT/Front Wheel cover w/17" wheel	1	67.73		
48	**	Repl Qual Repl Parts TIRE	1	115.00		
49	#	Cover Car	1	5.00	T	0.2
50	#	Rpr SET UP AND MEASURE				2.0 F
51	#	ROUGH PULL RT QTR	1			2.0 F
52	#	Repl CLIPS FASTENERS HARDWARE	1	15.95		
53	#	Hazardous Waste Removal	1	3.00		
54	#	Flex additive	1	10.00		
55	#	Rpr COLOR SAND AND BUFF				1.0
56	#	Rpr MASK JAMBS AND PILLERS				0.5
57	#	Repl SOUND DEADENER	1	10.00		
58	#	DISCONNECT BATTERY FOR WELDING	1			0.5
59	#	URETHANE GLASS KIT	1	29.95		
60	#	Corrosion Protection PER PANEL	1	3.00		0.2
61	#	CLEAN AND RETAPE MOULDINGS	1	2.00		0.3
62	#	PANEL BOND KIT	1	30.00		
63	#	FOUR WHEEL ALIGNMENT	1	69.99		
64	#	TIRE MOUNT AND BALANCE	1	15.00		
65	#	WELD THRU PRIMER	1	7.00		0.2
<b>SUBTOTALS</b>				<b>5,549.26</b>		<b>46.1</b>
						<b>25.8</b>

**ESTIMATE TOTALS**

<b>Category</b>	<b>Basis</b>	<b>Rate</b>	<b>Cost \$</b>
Parts			5,544.26
Body Labor	42.1 hrs @	\$ 48.00 /hr	2,020.80
Paint Labor	25.8 hrs @	\$ 48.00 /hr	1,238.40
Frame Labor	4.0 hrs @	\$ 50.00 /hr	200.00
Paint Supplies	25.8 hrs @	\$ 25.00 /hr	645.00
Body Supplies	3.5 hrs @	\$ 3.00 /hr	10.50
Miscellaneous			5.00
<b>Subtotal</b>			<b>9,663.96</b>
Sales Tax	\$ 9,663.96 @	8.0000 %	773.12
<b>Grand Total</b>			<b>10,437.08</b>
Deductible			0.00
<b>CUSTOMER PAY</b>			<b>0.00</b>
<b>INSURANCE PAY</b>			<b>10,437.08</b>

INSPECTION OF VEHICLE MADE. COPY OF ESTIMATE GIVEN TO VEHICLE OWNER AT TIME OF INSPECTION

20% RESTOCKING FEE FOR RETURNED PARTS, IF VEHICLE IS NOT REPAIRED

\*\*\*\*\*DRIVER'S VILLAGE DOES NOT GUARANTEE ANY RUST REPAIR \*\*\*\*\*

**Preliminary Estimate**

**Customer: TOWN OF CICERO POLICE**

Vehicle: 2011 FORD CROWN VICTORIA POLICE 4D SED 8-4.6L-FI BLACK

**QUALITY REPLACEMENT PARTS WARRANTY**

OUR REPAIR ESTIMATE MAY SPECIFY THE USE OF QUALITY REPLACEMENT PARTS. QUALITY REPLACEMENT PARTS ARE PARTS NOT MANUFACTURED BY OR FOR THE ORIGINAL EQUIPMENT MANUFACTURER. WE WILL STAND BEHIND THE QUALITY REPLACEMENT PARTS THAT ARE SPECIFIED ON THIS ESTIMATE AND USED IN THE REPAIR OF YOUR VEHICLE, FOR AS LONG AS YOU OWN/LEASE THE VEHICLE. WE WARRANT THESE PARTS ARE OF LIKE KIND, QUALITY, SAFETY, FIT AND PERFORMANCE TO PARTS MANUFACTURED BY OR FOR THE ORIGINAL EQUIPMENT MANUFACTURER.

THIS WARRANTY EXCLUSIVELY COVERS LOSS OR DAMAGE THAT IS RELATED TO DEFECTS IN THE QUALITY REPLACEMENT PART. THIS WARRANTY DOES NOT COVER DAMAGE OR PART FAILURE DUE TO IMPROPER INSTALLATION, MISUSE, NEGLIGENCE, ABUSE, IMPROPER MAINTENANCE, ABNORMAL OPERATION, OR NORMAL WEAR & TEAR.

SHOULD A SUPPLIER OF A PART SPECIFIED IN OUR REPAIR ESTIMATE, OR THE REPAIR FACILITY THAT PERFORMS THE REPAIR ON YOUR VEHICLE, BE UNABLE TO RESOLVE A LEGITIMATE COMPLAINT ABOUT THE QUALITY REPLACEMENT PART USED IN THE REPAIR, WE WILL MAKE EVERY EFFORT TO SEE THAT THE PROBLEM IS CORRECTED.

THIS WARRANTY AND ANY REPRESENTATIONS MADE HEREIN ARE NON-TRANSFERABLE AND EXTEND ONLY TO THE PARTY OWNING/LEASING THE VEHICLE AT THE TIME OF THE REPAIR.

FOR ASSISTANCE, PLEASE CONTACT THE NEAREST HELPPPOINT CLAIM SERVICES OFFICE.

**DISCLAIMER:**

ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT INSURANCE CLAIM FOR THE PAYMENT OF A LOSS MAY BE GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN STATE PRISON.

THE LABOR AND TAX RATES USED WERE DETERMINED BY THE VEHICLE INSPECTION LOCATION UNLESS THE REPAIR FACILITY WAS KNOWN AT THE TIME OF THE INSPECTION OR ANOTHER LOCATION WAS SPECIFIED BEFORE THE ESTIMATE WAS PREPARED

ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR COMMERCIAL INSURANCE OR A STATEMENT OF CLAIM FOR ANY COMMERCIAL OR PERSONAL INSURANCE BENEFITS CONTAINING ANY MATERIALLY FALSE INFORMATION, OR CONCEALS FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO, AND ANY PERSON WHO, IN CONNECTION WITH SUCH APPLICATION OR CLAIM, KNOWINGLY MAKES OR KNOWINGLY ASSISTS, ABETS, SOLICITS OR CONSPIRES WITH ANOTHER TO MAKE A FALSE REPORT OF THE THEFT, DESTRUCTION, DAMAGE OR CONVERSION OF ANY MOTOR VEHICLE TO A LAW ENFORCEMENT AGENCY, THE DEPARTMENT OF MOTOR VEHICLES OR AN INSURANCE COMPANY, COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME, AND SHALL ALSO BE SUBJECT TO A CIVIL PENALTY NOT TO EXCEED FIVE THOUSAND DOLLARS AND THE VALUE OF THE SUBJECT MOTOR VEHICLE OR STATED CLAIM FOR EACH VIOLATION. You are entitled to the return of all replaced parts, except warranty and exchange parts, but you must ask for them in writing before any work is done. If you authorize work by phone, the shop must keep any replaced parts, and make them available when you pick up the vehicle.

## Preliminary Estimate

**Customer: TOWN OF CICERO POLICE**

Vehicle: 2011 FORD CROWN VICTORIA POLICE 4D SED 8-4.6L-FI BLACK

THE PREPARATION OF THIS ESTIMATE MAY HAVE BEEN BASED ON THE USE OF CRASH PARTS SUPPLIED BY A SOURCE OTHER THAN THE MANUFACTURER OF YOUR MOTOR VEHICLE. THERE ARE WARRANTIES APPLICABLE TO THESE REPLACEMENT PARTS. THESE WARRANTIES ARE PROVIDED BY THE MANUFACTURER AND/OR DISTRIBUTOR OF THE PARTS RATHER THAN BY THE ORIGINAL MANUFACTURER OF YOUR VEHICLE.

Estimate based on MOTOR CRASH ESTIMATING GUIDE. Unless otherwise noted all items are derived from the Guide DR2JA03, CCC Data Date 8/17/2012, and the parts selected are OEM-parts manufactured by the vehicles Original Equipment Manufacturer. OEM parts are available at OE/Vehicle dealerships. OPT OEM (Optional OEM) or ALT OEM (Alternative OEM) parts are OEM parts that may be provided by or through alternate sources other than the OEM vehicle dealerships. OPT OEM or ALT OEM parts may reflect some specific, special, or unique pricing or discount. OPT OEM or ALT OEM parts may include "Blemished" parts provided by OEM's through OEM vehicle dealerships. Asterisk (\*) or Double Asterisk (\*\*) indicates that the parts and/or labor information provided by MOTOR may have been modified or may have come from an alternate data source. Tilde sign (~) items indicate MOTOR Not-Included Labor operations. The symbol (<>) indicates the refinish operation WILL NOT be performed as a separate procedure from the other panels in the estimate. Non-Original Equipment Manufacturer aftermarket parts are described as AM. Used parts are described as LKQ, RCY, or USED. Reconditioned parts are described as Recond. Recored parts are described as Recore. NAGS Part Numbers and Benchmark Prices are provided by National Auto Glass Specifications. Labor operation times listed on the line with the NAGS information are MOTOR suggested labor operation times. NAGS labor operation times are not included. Pound sign (#) items indicate manual entries.

Some 2012 vehicles contain minor changes from the previous year. For those vehicles, prior to receiving updated data from the vehicle manufacturer, labor and parts data from the previous year may be used. The CCC ONE estimator has a complete list of applicable vehicles. Parts numbers and prices should be confirmed with the local dealership.

The following is a list of additional abbreviations or symbols that may be used to describe work to be done or parts to be repaired or replaced:

### SYMBOLS FOLLOWING PART PRICE:

m=MOTOR Mechanical component. s=MOTOR Structural component. T=Miscellaneous Taxed charge category.  
X=Miscellaneous Non-Taxed charge category.

### SYMBOLS FOLLOWING LABOR:

D=Diagnostic labor category. E=Electrical labor category. F=Frame labor category. G=Glass labor category.  
M=Mechanical labor category. S=Structural labor category. (numbers) 1 through 4=User Defined Labor Categories.

### OTHER SYMBOLS AND ABBREVIATIONS:

Adj.=Adjacent. Algn.=Align. ALU=Aluminum. A/M=Aftermarket part. Blnd=Blend. BOR=Boron steel. CAPA=Certified Automotive Parts Association. D&R=Disconnect and Reconnect. HSS=High Strength Steel. HYD=Hydroformed Steel. Incl.=Included. LKQ=Like Kind and Quality. LT=Left. MAG=Magnesium. Non-Adj.=Non Adjacent. NSF=NSF International Certified Part. O/H=Overhaul. Qty=Quantity. Refn=Refinish. Repl=Replace. R&I=Remove and Install. R&R=Remove and Replace. Rpr=Repair. RT=Right. SAS=Sandwiched Steel. Sect=Section. Subi=Sublet. UHS=Ultra High Strength Steel. N=Note(s) associated with the estimate line.

CCC ONE Estimating - A product of CCC Information Services Inc.

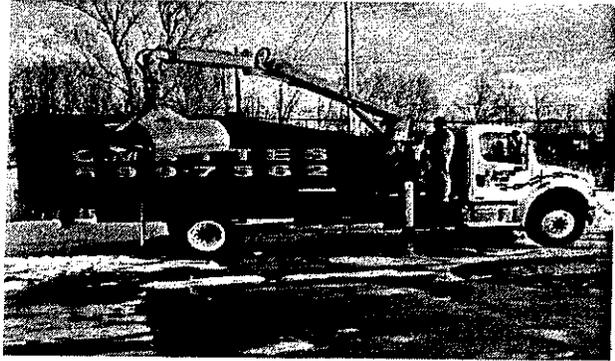
The following is a list of abbreviations that may be used in CCC ONE Estimating that are not part of the MOTOR CRASH ESTIMATING GUIDE:

BAR=Bureau of Automotive Repair. EPA=Environmental Protection Agency. NHTSA= National Highway Transportation and Safety Administration. PDR=Paintless Dent Repair. VIN=Vehicle Identification Number.

**C. Mattes, Inc.**  
 6351 South Bay Rd.  
 Cicero, NY 13039

**Invoice**

315-699-1520  
 www.cmattes.com



**Bill To:**  
 Town of Cicero  
 8236 Brewerton Road  
 Cicero, NY 13039  
 Attn: Comptroller

Date	Invoice No.	P.O. Number	Terms	Project
07/20/12	714889			

Item	Description	Quantity	Rate	Amount
Excavating	6002 Deer Springs drainage maintenance project. Confined space ares to dig ditch witch. Sump ext. 40". Ext. base pipe to drain catch basin and restore.	1	3,500.00	3,500.00
			<b>Total</b>	<b>\$3,500.00</b>

*Jim*

Date: Sept. 12, 2012

## Highway Department Agenda Items

Request approval for the following items:

EMERGENCY PURCHASE: none

(A) ITEM: approval for overage on Salt P.O., 19.47 tons

VENDOR: American Rock Salt

AMOUNT: \$526.22

ACCOUNT CODE: DB514241

MOTION TO APPROVE:

( B) ITEM: 8 tires & install for truck #29

VENDOR: Commercial Truck Tire

AMOUNT: \$5,081.04

ACCOUNT CODE: DB513042

MOTION TO ACCEPT:

(C) ITEM: Boom Hose w/clamps for sewer jet #93

VENDOR: JGB Enterprises, Inc.

AMOUNT: \$1,353.90

ACCOUNT CODE: DB513054

MOTION TO APPROVE:

**(D) ITEM: 6 Standoff arm assemblies for truck wings**

**VENDOR: Crossroads Highway**

**AMOUNT: \$3,576.66**

**ACCOUNT CODE: DB513055**

**MOTION TO APPROVE:**

**(E) ITEM: 2 dead Trees- removal (5733 Crabtree Lane, 6044 Gillette Rd.)**

**VENDOR: Lumberjack Tree Service**

**AMOUNT: \$1,900.00**

**ACCOUNT CODE: DB514042**

**MOTION TO APPROVE:**

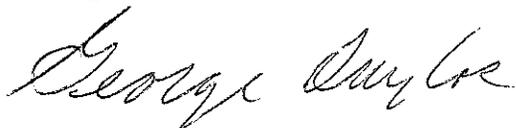
August 19, 2012

To Whom It May Concern:

Effectively immediately I will be resigning my position on the Ethic's Committee. Thank you for this opportunity.

Sincerely,

George A. Taylor

A handwritten signature in cursive script that reads "George Taylor".

TOWN OF CICERO

AUG 20 2012

TOWN CLERK

cc: t. board  
superior

**AGENDA SEPTEMBER 12, 2012**

TO: Town Board

FROM: Jody L. Rogers, Director

DATE: August 24, 2012

RE: YBPR Purchase Approvals

ITEM: Replace original wood door and frame at Senior Center with metal door and frame.

VENDOR: Mid-State Door, Inc.

AMOUNT: \$1,530

Budget Code: A6772.48

Other Quote: BR Johnson

ITEM: Water used to water fields at Central Park

VENDOR: OCWA

AMOUNT: \$1,056.50

Budget Code: \$856.50 - A7110.459CL – participant fee

\$200.00 - A7110.42



## **Report to the Town of Cicero Town Board May 23, 2012**

Open government: the governing doctrine which holds that citizens have the right to access the documents and proceedings of the government to allow for effective public oversight

Deborah V. Gardner  
Chair, Town of Cicero Committee on Open Government  
Cicero, New York

## Table of Contents

Background.....	2
Establishment of Committee.....	2
Mission .....	2
Committee’s Role .....	2
Executive Summary.....	2
Objective of Report.....	2
Consideration of Proposals .....	2
Overview of Proposals.....	3
Proposed Response by Town Board .....	3
Proposals .....	4
Proposal for Streaming Video.....	4
Proposal for Commitment Statement.....	8
Proposal for Requests for Pricing/Proposals .....	11
Proposal for e-Policing .....	12
Proposal for Social Media (Facebook) .....	13
Proposal for Social Media (Twitter) .....	14
Proposal for Newsletter .....	15
Proposal for News Articles .....	16
Summary/Next Steps .....	17
Appendix.....	18

## Background

### Establishment of Committee

The Town of Cicero Committee on Open Government (referred to in this report as the *committee*) was established at the January 11, 2012 Town Board meeting. The objective in establishing this committee was to have the benefit of a group of Cicero residents presenting suggestions to the Town Board on ways to improve open government between the Town and its citizens. On January 17, the committee held its first meeting. .

Residents on the committee are:

Chair: Deborah Gardner

Members: Dennis Cook, Town Clerk Tracy Cosilmon, David Kirk, Michael Labulis, Karen Lee, Mark Venesky

Meetings were open to the public and announced via the Town's website and at Town Board meetings.

This report represents initial observations and recommendations from the committee.

### Mission

At the first meeting the members developed a mission statement to guide them through the process. The chosen mission statement is:

*The purpose of this committee is to come up with ideas on how to make information more accessible to the residents and then suggest ways to implement those ideas.*

### Committee's Role

Establishing the committee was never intended to be the sole source of open government initiatives. The committee respects that the Town Board and others are actively engaged in helping increase open government activities. The committee recognizes and appreciates a number of open government initiatives already implemented this year, including

- publication of a detailed agenda,
- posting of documents to be discussed at Town Board meetings,
- elimination of acronyms without providing definitions,
- keeping prior agendas on the web site,
- and the expanded use of the redesigned website to provide easy access to public information.

## Executive Summary

### Objective of Report

The purpose of this report is to present proposals with which the Town Board and government can create, maintain and expand avenues of communications with the residents of the Town of Cicero. These proposals are primarily "one way," from the Town to the residents. It is the committee's belief that this first step will increase communication opportunities for residents to interact more with the Town. The mission statement was explicitly limited in scope to ensure appropriate focus on this first step.

### Consideration of Proposals

These suggestions should be reviewed by appropriate personnel and/or committees for technical, operational, legal and economic feasibility.

A challenge faced by the committee was deciding whether ideas were realistic and feasible, whether an idea should be submitted or rejected. For example, mailing a weekly newsletter to each household would certainly improve communications, but at significant cost and with a major impact on staffing. As such, some possibly obvious communications avenues do not appear in this report because it was the committee's considered opinion that the cost was either excessive or the benefits too few.

### **Overview of Proposals**

**Use streaming video for Town Board meetings.** Streaming video offers real-time viewing of town meetings and the user, as well as the Town, has the option to save (archive) the video. Since the Town Board minutes are much more streamlined than in the past, videos of the town board meetings will be increasingly more valuable.

**Readable Budget.** The proposal for a readable budget will empower residents to understand the cost of various town departments instead of having the various costs shown in a number of categories that are difficult to assess.

**Open Government Commitment.** This proposal is to encourage the Town Board and other elected officials to make a written commitment to the furtherance of open government concepts within and outside of the town.

**Document the Request for Proposal (RFP) Process.** This proposal is to improve understanding by residents of town government processes. Acronyms such as RFP and RFQ are confusing by themselves and the process is not widely understood.

**Expand e-Policing reports to website.** Adding the periodic e-Policing email notices to the website may improve access to this information for residents.

**Investigate social media.** Two of the proposals involve social media (Facebook and Twitter). We recognize that some people like these products and some dislike them. Both services are free to use and many, perhaps thousands, of Cicero residents use them daily. Although these media will not reach all residents, they offer an excellent opportunity to communicate short messages with many residents at no direct cost.

**Implement an email newsletter.** The proposal for an email newsletter offers an opportunity to combine an extensive amount of information monthly for residents and offers the additional benefit of providing an ongoing history of Town achievements and announcements.

**Contribute articles to local newspapers.** The proposal to write periodic articles for the *Star-Review* and/or *Neighbors North* will ensure that Cicero receives regular visibility in the community and also offers the opportunity for Town employees to share their knowledge. Also, articles are often available after publication via the Internet.

### **Proposed Response by Town Board**

The committee will appreciate a decision on all proposals not later than the September 12, 2012.

## Proposals



### Open Government Committee Town of Cicero, NY Proposal for Streaming Video

#### OBJECTIVE:

To give as many residents as possible the opportunity to participate in Town Board meetings in real time.

#### BACKGROUND:

An on-going concern of Supervisor Corl's is that meetings and workshops were scheduled at inconvenient times for interested parties to attend. At the January 12, 2011 meeting, the suggestion to stream the Town Board meetings was made. After a discussion on the topic, the Town Board voted unanimously to make meetings more accessible to the public and to make a diligent effort to get all information, including costs associated with live feed of Town Board Meetings, on the Internet. (Page 16, Town Board minutes of January 12, 2011)

#### PROPOSAL:

Stream all Town Board meetings and workshops to the Internet

#### IMPLEMENTATION SUGGESTIONS:

Begin with streaming just the regular Town Board meetings.

Use as much of the technology the town already has. This may include a laptop with a built-in webcam or with a peripheral webcam. The Town Clerk has a microphone that can be used with cameras to capture audio spoken into the microphones already used at the Town Board meetings.

Free video streaming sites such as UStream (<http://www.ustream.tv/>) and CamStreams (<http://www.camstreams.com/>) can be utilized subject to approval of the terms and conditions by the Town Attorney.

If successful, the Town Board may wish to investigate paid streaming services for additional features. For example, the cost on UStream is \$99 a month for 100 ad-free hours.

A camera that can be mounted on a tripod and used to scan the audience or focus on the speakers might be utilized. Special Town Board meetings, budget workshops and other meetings may be added to the line up.

A link can be placed on the website for one-click access to the meetings.

An archive of the video can be posted to the website. This will be helpful to interested citizens who were unable to watch the meeting live due to their scheduling conflicts.

Special arrangements to stream board meetings may have to be made if the meeting is held off-site.

Examples of streaming/webcasts in New York

North Syracuse School District: <http://www.nscsd.org/district.cfm?subpage=40060>

Yorktown, NY: <http://www.yorktownny.org/generalpage/test-streaming-12>

New York State webcasts: <http://www.nysegov.com/webcast.cfm>

## **CONSIDERATIONS:**

Since the Town Clerk's computer is sometimes used for presentations, a second computer will have to be available for those presentations.

One person should be assigned the task of turning on the web cam and positioning it and changing camera angles if desired.



**Open Government Committee**  
Town of Cicero, NY  
**Proposal for Budget**

---

**OBJECTIVE:**

To help ensure that Cicero residents who are interested in the budget process can understand the annual town budget.

**PROPOSAL:**

The Town's budget is presented in such a manner that many citizens cannot fully understand where the tax monies are being spent. Further, it is difficult to ascertain how many tax dollars are being spent for a particular department. (See attached.)

Many organizations in the private sector publish financial statements in a format that the investors/shareholders can understand while creating an accounting financial statement for internal use. We propose that the annual budget be presented to the public in a taxpayer-friendly version.

**IMPLEMENTATION SUGGESTIONS:**

The annual budget will be presented to the public in a format that meets the needs of the Town accounting procedures. The budget will also be presented in a taxpayer-friendly version so that the residents can more easily understand where the monies are being allocated. After the first year this format is used, the previous year's budget amounts can be included for easy comparison.

Also, the annual budget is currently online as a scanned image. If the original document is converted to a Portable Document Format (PDF), the budget will be searchable, making it easier for the public to find user-specified items.

This proposal should be reviewed by appropriate personnel and/or committees for technical, operational, legal and economic feasibility.

## Budget Confusion

The following is an example of the confusion that may ensue from the current budget format. We attempted to calculate the cost of Parks and Recreation. A break-down of payroll taxes and employee benefits could not be found in the budget. These costs are part of the cost of having a Parks & Recreation department. No costs associated with Information Technology for this department were listed that we found. Other items which may apply are liability insurance and workers' compensation.

### Revenues

Department Income, pg 6			
Senior's Charges	3,500		
Parks Fees	700		
Farmers Market Fees	1,760		
Departmental Income, pg 24			
Recreation Fees	54,600		
Playground Fees	34,720		
Extended Daycare	4,680		
Miscellaneous Revenues, pg 25			
Canteen-related	60,690		
State Aid, pg 26			
Youth Bureau Funds--Total	50,000		
State Aid--Youth Programs P & R	4,500	Total Revenues:	\$215,150

### Expenses

Buildings, page 14			
Parks & Rec Pole Barn	2,300		
Programs for the Aging, pg 19			
Total	94,893		
Culture and Recreation, pg 19			
Parks	247,387		
Special Recreational Facilities--Beach	40,610		
Farmers Market	1,625		
Culture and Recreation, pg 30			
Parks & Recreation Admin--total	198,989		
Playgrounds & Rec Centers	36,795		
Youth Programs, Canteen	92,977	Total Expenses:	<u>\$715,596</u>
		Net Expenses:	\$500,426

### Other Items

None of these items includes a breakdown by department. One may assume that the Parks and Recreation Department incurs some costs in these areas.

- Information Systems, pg 15
- Employees Benefits, pg 22
- Employees Benefits, pg 32



**Open Government Committee**  
Town of Cicero, NY  
**Proposal for Commitment Statement**

---

**OBJECTIVE:**

To demonstrate a willingness by elected officials to commit to working for an open government in the Town of Cicero and to set an example for future elected.

**PROPOSAL:**

Each elected official sign a statement committing to open government.

**IMPLEMENTATION SUGGESTIONS:**

A sample statement is attached for all elected officials to sign. Each official may choose to write his/her own statement or modify the individual statement also attached. These statements, once signed, should be posted to the web site.

## Town of Cicero Open Government Commitment

We, the elected officials of the Town of Cicero, are committed to creating an unprecedented level of openness in our town government. It is the desire and intention of the Town to have town officials work together with the public to ensure open and effective government.

The following objectives all work towards the goal of ensuring the taxpayer dollars are spent efficiently and the Town fosters public trust:

**Transparency:** To increase accountability, promote informed public participation, and create economic development opportunities, the Town shall expand access to information.

**Participation:** To create more informed and effective policies, the Town shall enhance and expand opportunities for the public to participate (e.g. detailed town board meeting agendas and releasing documents in advance that are to be discussed at the town board meetings). The Town has created a Committee on Open Government to respond to its citizens' desire to be more involved in the operations and decision making of their government.

**Collaboration:** To more effectively fulfill its obligations to citizens, the Town will enhance and expand its practices of cooperation among Town departments, other governmental agencies, the public, and non-profit and private organizations.

We will make diligent efforts to ensure that the Town employees and colleagues understand and promote compliance with open government law.

_____ Town Supervisor	_____ Date
_____ Deputy Supervisor	_____ Date
_____ Councilor	_____ Date
_____ Councilor	_____ Date
_____ Councilor	_____ Date
_____ Highway Superintendent	_____ Date
_____ Receiver of Taxes	_____ Date
_____ Town Clerk	_____ Date

## Town of Cicero Open Government Commitment

I, John Doe, Title, am committed to creating an unprecedented level of openness in our town government. It my desire and intention to work together with other town officials and the public to ensure open and effective government.

The following objectives all work towards the goal of ensuring the taxpayer dollars are spent efficiently and the Town fosters public trust:

**Transparency:** To increase accountability, promote informed public participation, and create economic development opportunities, I shall expand access to information.

**Participation:** To create more informed and effective policies, I shall enhance and expand opportunities for the public to participate in the governmental process.

**Collaboration:** To more effectively fulfill my obligations to citizens, I shall enhance and expand my practices of cooperation among Town departments, other governmental agencies, the public, and non-profit and private organizations.

I shall make diligent efforts to ensure that the Town employees and colleagues understand and promote compliance with open government law.

---

John Doe, Title

---

Date



**Open Government Committee**  
Town of Cicero, NY  
**Proposal for Requests for Pricing/Proposals**

---

**OBJECTIVE:**

To ensure that all interested parties understand the process for obtaining bids and that those bids are obtained in a consistent manner. This will increase transparency as to how vendors are selected.

**PROPOSAL:**

The Town should have a policy that includes definitions of “Requests for Proposal,” “Requests for Quotes” and “Requests for Qualifications.” This policy would include when each will be used with justification. Further, the policy concerning sealed bids should be formalized (if it is not now.)

**IMPLEMENTATION SUGGESTIONS:**

The Town Board or its designee will write such a policy and the Town Board will, upon approval, communicate the policy by posting it to the web site. Whenever an acronym is used, also include the full spelling, e.g., RFQ (Request For Quote).

All responses should be posted to the web site with its corresponding written request.

This will avoid confusion for the public and provide guidance to this and future boards as to when to use which request.



**Open Government Committee**  
Town of Cicero, NY  
**Proposal for e-Policing**

---

**OBJECTIVE:**

To ensure that all interested parties have access to the crime data sent out via email by the Police Department.

**PROPOSAL:**

E-policing emails will continue to be sent to all residents who subscribe to this service. In addition, a summary document in .pdf format containing all of the crime data (eliminating any header or other extraneous information) can be created and posted to the web site.

**IMPLEMENTATION SUGGESTIONS:**

The information in the emails can be copied and pasted into the document. Data in each subsequent email can be added to the summary document and uploaded, replacing the now out-of-date document. A new document can be started with the first email of the new month.

Concerns about personal privacy due to subscription requirements will be eliminated. Also, this information will now be readily accessible to taxpayers and retirees who live outside of Cicero, as well as others interested parties.



**Open Government Committee**  
Town of Cicero, NY  
**Proposal for Social Media (Facebook)**

---

**OBJECTIVE:**

To develop a process, for interested residents, to subscribe to and receive information on Social Media Sites (Facebook) from the Town of Cicero.

**BACKGROUND:**

Social Media has proven to be an instrumental force in delivering information to subscribers.

**PROPOSAL:**

To develop a process to allow pertinent Town information to be posted/ and subscribed to on Social Media Sites. Allow the opportunity for Local residents and the public in general to subscribe to this information.

**IMPLEMENTATION SUGGESTIONS:**

The Town create an “Open Government” Social Media Site. Identify an “Open Government” employee responsible for keeping the site populated.

This site should contain:

- Directions on obtaining Town Documents
- Reminders of important Dates (e.g. Town Board Meetings, Court Dates, Recreation sign-up deadlines)
- Helpful information from Department heads on navigating Town Processes (e.g. Dog Licensing, Permits, Drainage)
- Site be configured to allow subscriber to opt out of email notifications of site changes and updates.

This site should NOT contain:

- Personal political views of Department heads
- Information that incites political polarity
- Campaign agendas
- Comments from individual subscribers



**Open Government Committee**  
Town of Cicero, NY  
**Proposal for Social Media (Twitter)**

---

**OBJECTIVE:**

To send short announcements of time-sensitive events to residents and interested parties.

**PROPOSAL:**

Use Twitter to send out announcements using 140 characters or less. (The maximum number of characters for a tweet is 140.)

**IMPLEMENTATION SUGGESTIONS:**

Set up a Twitter account at twitter.com. Use a name that indicates the Town. For example, TownOfCiceroNY or CiceroNY may all be appropriate. "NY" should be in the name so that this account will not be confused with Cicero, Illinois.

Have one person assigned the responsibility of sending the messages (referred to as "tweets"). Examples of messages are: "Town Board meeting tonight 6:30 town hall" or "Last day to sign up for summer camp."

The number of tweets per day or week should not be restricted as these are short messages and people who tweet (referred to as "tweeters") and receive tweets often expect several messages per day.

Advertise "Follow us on Twitter" with an article in the Star-Review and/or Post Standard, a link on the web site and notices on public bulletin boards in Cicero.

Include a disclaimer such as: "The Town of Cicero does not follow other tweeters, nor does it retweet."

**CONSIDERATIONS:**

The Town may decide to have each department open its own Twitter account. We do not recommend this, as some departments will rarely have a need to tweet and may forget to announce its up-coming activities using Twitter. Also, more people will have to be trained; there may be some resistance to using social media by personnel; and the span of control will be too broad.



## Open Government Committee Town of Cicero, NY Proposal for Newsletter

---

### OBJECTIVE:

Provide periodic news announcements to residents. Examples of announcements would include

- New services to residents
- Overview of upcoming events
- Brief summary of high-interest topics from recent Town Board and/or Planning Board minutes
- New topic categories and significant updates on website
- Notice of issues needing resident attention (e.g., stray dogs, unauthorized vendors in area, etc.)
- Reminders of upcoming dates such as holidays, trash days, school closings, Town services such as rabies shots
- Important messages from the Town Supervisor or a Town Counselor

### PROPOSAL:

Provide an email newsletter service to residents that can be subscribed to via the Town's website. There might also be a separate page to explain what the email newsletter service does and does not include. This would be a one-way service, geared to share information, but not for dialogues with residents.

### IMPLEMENTATION SUGGESTIONS:

People familiar with Internet mailing lists generally prefer to be in control of the relationship. To achieve that, we recommend that the email service allow residents to subscribe and unsubscribe with no manual intervention. Any information collected other than email address should be only for demographic use, such as general location of resident (e.g., Cicero, North Syracuse, Brewerton, Bridgeport), but no personal data. We recommend that the email address subscription list for this service be used for no other purpose, not even for Town business.

Further, we recommend that the format of the email messages be “plain text,” i.e., no graphics, no bold or underscored or other embellishment of fonts, no fancy fonts and no color. By avoiding what is termed “HTML format,” the messages will be smaller, use less bandwidth, and will be less prone to containing any viruses or malware. There should also be no attachments as that increases bandwidth, may contain viruses and may not be readable on the residents’ computers.

We also propose that email newsletters be sent no more frequently than weekly, but not less than monthly. Generally, the more frequently a newsletter arrives, the less likely the content will be substantive and residents may view the newsletters as spam and unsubscribe. Content is key.

### CONSIDERATIONS:

Finally, we suggest the newsletter have a short name so that discussions about it do not need the preamble, “The Town of Cicero Email Newsletter”; for example, use eCicero.



**Open Government Committee**  
Town of Cicero, NY  
**Proposal for News Articles**

---

**OBJECTIVE:**

To inform residents of the various activities of each department in the town

**PROPOSAL:**

On a rotating basis, each department head or his/her designee will write articles concerning his/her department. This may be about the general activities of the department or specific activities or issues the town faces that fall into the purview of that department.

Each Town Board member will be in the rotation and write an article of interest about an issue the town is facing or an activity that interests that board member.

**IMPLEMENTATION SUGGESTIONS:**

Contact the *Star-Review* and *Neighbors North* to gauge interest in a periodic (e.g., weekly, monthly) article from the Town.

If either or both newspapers are interested, prepare a schedule for those employees writing the articles. This will give each person sufficient time to write the article and have it proofread. Also, the articles can be scheduled to be published at the best time. For example, the Parks and Recreation director may wish to write an article about the summer activities available; therefore, this article would be scheduled to be published in May or June.

Each article would end with: "Call 699-xxxx for more information or visit us at <http://ciceronewyork.net/>."

The articles can also be posted to the website. Consider putting all the articles on one page instead of scattering them around. This will be helpful when looking for an article without knowing who wrote it.

Readers typically look for columns that interest them and a picture is usually very helpful. Since these articles will have many authors, consider using the Town's seal as the picture. Readers will then identify these articles with that image and be drawn to it.

## Summary/Next Steps

The committee recognizes that these proposals will take time for assessment and a decision on which proposals to pursue further and which to eliminate from consideration. The committee also recognizes and respects that a decision to pursue a proposal does not mean the proposal will be implemented or in what fashion the proposal may be implemented. Legal, technical, financial and other considerations may cause some proposals to not be feasible.

In the spirit of open government, the committee requests that the Town Board consider each proposal and announce decisions on each not later than the Town Board meeting on September 12, 2012. This feedback will be instrumental in deciding the appropriate direction for the Committee's future objectives. The committee members appreciate having had the opportunity to develop this report and look forward to the Town Board's assessment.

## Appendix

The committee found the following Internet sites supportive and instructional on open government:

Department of State Committee on Open Government

<http://www.dos.state.ny.us/coog/index.html>

Paul Greenberg, "Engaging Citizens the Right Way: Government Uses Twitter During Hurricane Irene"

<http://www.zdnet.com/blog/crm/engaging-citizens-the-right-way-government-uses-twitter-during-hurricane-irene/3478>

"Guidelines and Best Practices for Social Media Use in Washington State"

<http://www.governor.wa.gov/media/guidelines.pdf>

"Social Media Guidelines"

[http://wiki.cio.ny.gov/wiki/Social\\_Media\\_Guidelines](http://wiki.cio.ny.gov/wiki/Social_Media_Guidelines)





# onondaga county **SUSTAINABLE DEVELOPMENT PLAN**

Welcome to the Onondaga County Sustainable Development Plan. On this flash drive you will find the major printable documents from the planning process, including:

**Summary Report** – a 40-page summary of the planning process and key findings

**4-Page Brochure** – 11x17 Plan brochure

**Action Plan** – Recommended policies, projects and practices to implement the Sustainable Development Plan, presented in table format and tied to eight overarching policy themes

**Element Reports** – Nine reports exploring the various Elements of Sustainable Development



The Onondaga County Sustainable Development Plan is a “Living Plan” – the website is the Plan! While we have provided these documents for you to view and share, you are strongly encouraged to visit our Plan website for a full overview of the planning process, guidance for citizens and practitioners and the continual addition of new research and resources for your use.

# future.ongov.net

*For more information on the Sustainable Development Plan, please contact the Syracuse-Onondaga County Planning Agency at (315) 435-2611 or [countyplanning@ongov.net](mailto:countyplanning@ongov.net).*