

COMMON COUNCIL  
of the  
CITY OF SYRACUSE

(10/24)

REGULAR MEETING – OCTOBER 30, 2023

1:00 P.M.

1. *Pledge of Allegiance to the Flag*
2. *Invocation*
3. *Roll Call*
4. *Minutes*
5. *Petitions*
6. *Committee Reports*
7. *Communications*

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*NEW BUSINESS*  
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BY PRESIDENT HUDSON:

8. *Resolution - Approving the Appointment of Various Persons as Commissioners of Deeds for 2023/2024.*

BY COUNCILOR CALDWELL:

9. *Contract – With George’s Pro Sound to provide professional sound and lighting services for the City’s Annual Tree Lighting Ceremony at Clinton Square, on behalf of the Department of Parks, Recreation & Youth Programs. Total cost not to exceed \$1,425 from Account #504610 Fund 25 Department #71400 and any remaining balance from Account #71400 71400. 01.540552.*

10. Amend – Ord. #683 (10/11/2022) “Agreement - With Barton & Loguidice, D.P.C. for General Landscape Architectural Services, on behalf of the Department of Parks, Recreation, & Youth Programs, for the period of October 1, 2022-September 30, 2023, with two (2) one-year renewal options with the approval of the Mayor and the Common Council. Total cost not to exceed \$31,250, charged to Account #01.74100.541500.” Amend to change the company name to Collier Engineering & Design CT PC and authorize the first of two (2) one-year renewal options, effective October 1, 2023 – September 30, 2024, with an increased total cost not to exceed of \$125,000 (annually) to support the list of ongoing projects outlined in the attachment. All other terms remain the same.
11. Amend – Ord. #684 (10/11/2022) “Agreement - With Bergmann, Architects, Engineers, Planners, on behalf of the Department of Parks, Recreation, & Youth Programs, for General Landscape Architectural Services, for the period of October 1, 2022-September 30, 2023, with two (2) one-year renewal options with the approval of the Mayor and the Common Council. Total cost not to exceed \$31,250, charged to Account #01.74100.541500.” Amend to authorize the first of two (2) one-year renewal options, effective October 1, 2023 – September 30, 2024, with an increased total cost not to exceed of \$125,000 (annually) to support the list of ongoing projects outlined in the attachment. All other terms remain the same.
12. Amend – Ord. #685 (10/11/2022) “Agreement - With Terry Horst Landscape Architecture, PC, for General Landscape Architectural Services, on behalf of the Department of Parks, Recreation, & Youth Programs, for the period of October 1, 2022-September 30, 2023, with two (2) one-year renewal options with the approval of the Mayor and the Common Council. Total cost not to exceed \$31,250, charged to Account #01.74100.541500.” Amend to authorize the first of two (2) one-year renewal options, effective October 1, 2023 – September 30, 2024, with an increased total cost not to exceed to \$125,000 (annually) to support the list of ongoing projects outlined in the attachment. All other terms remain the same.
13. Amend – Ord. #686 (10/11/2022) – “Agreement - With QPK Design, LLP, for General Landscape Architectural Services, on behalf of the Department of Parks, Recreation, & Youth Programs, for the period of October 1, 2022-September 30, 2023, with two (2) one-year renewal options with the approval of the Mayor and the Common Council. Total cost not to exceed \$31,250, charged to Account #01.74100.541500.” Amend to authorize the first of two (2) one-year renewal options, effective October 1, 2023 – September 30, 2024, with an increased total cost not to exceed of \$125,000 (annually) to support the list of ongoing projects outlined in the attachment. All other terms remain the same.
14. Authorize – Payment to Eric Jones for a performance by Trumpltight 315, at the Home for the Holiday’s Tree Lighting, at Clinton Square, Friday, November 24, 2023. Total cost not to exceed \$500 from the Celebrations Account #504610 Fund #25 and Account #01.71400.540552.

15. *Resolution – In recognition of Sarah Collins Rudolph, often referred to as the “5th little girl”, who survived the bombing of the Sixteenth Street Baptist Church on September 15, 1963, in Birmingham, Alabama, killing four young girls and injuring many others. The 60th anniversary of the bombing is a time to remember the victims and to reflect on the progress that has been made since then. and to acknowledge that racism is still a problem in America.*

BY COUNCILOR GREENE:

16. *Authorize - An Exemption Agreement with La Liga Westside Village Housing Development Fund Corporation (“the Corporation”) pursuant to Section 573 and Section 577 of Article 11 of the New York Private Housing Finance Law and Section 402 of the New York Not-For-Profit Corporation Law, to construct 67 affordable housing units at scattered sites throughout the City, as detailed in the legislation. The term would be for the period of fifteen (15) years and each year based on 10% of the difference between gross rent minus utilities, or \$36,850, whichever is greater.*
17. *Lease Agreement - With Baruch Park Place, LLC (c/o Zamir Equities, LLC) for a portion of the property located at 300 South State Street – specifically, an 1,876± office suite on the fifth floor to be occupied by the Citizen Review Board (CRB), to provide a closed suite and confidential space to conduct work. The term will be for the period of five (5) years, with an annual rent starting at \$28,609 inclusive of utility costs, common area maintenance, and yearly increase as detailed in the legislation.*
18. *Amend – Ord. #452 (07/03/2023), “Bond Ordinance – Authorizing the issuance and sale of bonds of the City of Syracuse to defray the cost to continue the pre-design and implementation work related to the software systems. Total amount not to exceed \$1,825,000”. Amend to increase the total amount not to exceed by \$2,175,000 to \$4,000,000.*
19. *Agreement – With Ernst & Young, for Pre-Work Phase 2, the Implementation Phase of ERP Modernization Project, to continue pre-design and implementation work related to the software systems, which will include, business integration work, systems integration, infrastructure architecture, additional implementation prework and the necessary license to perform services, to expire June 30, 2025. Total cost not to exceed \$2,175,000 from Account #599807.07.13105.700045423. The Mayor has waived the RFP process.*
20. *Amend – Ord. #454 (07/03/2023), “Authorize – The Department of Finance, to continue pre-design and implementation work related to the software systems, that includes, business integration work, systems integration, infrastructure architecture, additional implementation prework and the necessary license to perform services, to expire December 23, 2023. Total cost not to exceed \$1,825,000, from Cash Capital, part of the 2023/2024 Capital Plan”. Amend to authorize Pre-work Phrase 2, the Implementation Phase of ERP Modernization Project and increase the total cost not to exceed by \$2,175,000. Total project cost not to exceed \$4,000,000.*

21. *Transfer Funds - From the 2023/2024 Budget Account #93000.01.599300 Judgement & Claims in the amount of \$63,947.89, to Account #14300.01.510100 Personnel-Salary, Account #90300.01.590300 Social Security, Account #90600.01.590600 Medical Insurance and Account #90100.01.590100 Retirement, as detailed in Schedule "A".*
22. *Purchase w/c/b – From Aaron Nuzzo, Albany Process Service & Investigative Consultants, Metro Attorneys and Alliance Risk Group Inc., for process serving services, on behalf of the Bureau of Administrative Adjudication ("Bureau") on an as-needed basis, for the period of July 1, 2023-June 30, 2024. Total cost not to exceed \$10,000 to be charged to Account #540552.01.13320*

BY COUNCILOR PANIAGUA:

23. *Authorize – A contract with Pro-Act Inc., to supply and administer flu shots for up to 500 city personnel as part of the City Annual Flu Clinic for 2023, in an amount not to exceed \$19,000 to be charged to Account #590601.01.90600*

BY COUNCILOR GETHERS:

24. *Appropriate Funds – From the American Rescue Plan Act of 2023 (ARPA) in an amount not to exceed \$1,617,308, to implement the Emergency Signal Preemption Project to update the City's existing signal infrastructure.*
25. *Contract – With Global Traffic Technologies, LLC., a division of Miovision Technologies Incorporated, for an Emergency Signal Preemption system, to provide upgrades to the preemption system, on behalf of the Department of Public Work in collaboration with the Fire Department, for the period of five (5) years. Total cost not to exceed \$2,031,168 to be charged to an account designated by the Commissioner of Finance. ARPA funds will be used to cover \$1,617,308 of the cost. The remaining \$413,860 will be charged to Account #01.81800.541500. The system is a critical component of the Fire Department's fast response times. The work will include replacing outdated and functionally obsolete equipment at signalized intersections across the City and cover ongoing operation and maintenance items. The Mayor waived the RFP process.*
26. *Amend - General Ord. #6 (09/5/2023), as amended "Chapter 14 of the Revised General Ordinances of the City of Syracuse, entitled "Health and Sanitation", Article 6 entitled "City of Syracuse Department of Public Works Program for Updating the City's Solid Waste and Recycling Collection System for Household Waste Generators." Amend to (1) specifically define a Mixed Use Dwelling as property that contains a commercial waste generator and household waste generator; (2) to specify that household waste generators residing in a mixed used dwelling are eligible for residential trash pickup using a City issued regulation container; (3) to update the definition of commercial waste generator to remove language that states any combination of household waste generator and commercial waste generator; and (4) reducing the fee for violations of Article 6 from \$100 to \$25.*

27. *Bond Ordinance – Authorizing the issuance and sale of bonds of the City of Syracuse to defray the cost of the 2023/2024 Parking Garage Rehabilitation Program. Total amount not to exceed \$2,988,000.*
28. *Authorize – The 2023/2024 Parking Garage Rehabilitation Program, on behalf of the Department of Public Works, to be used for engineering services and construction needed to make structural and other repairs to City-owned parking garages to ensure safety and structural integrity. Total amount not to exceed \$2,988,000.*
29. *Bond Ordinance – Authorizing the issuance and sale of bonds of the City of Syracuse to defray the cost of the 2023/2024 MEM HVAC Upgrades Program. Total amount not to exceed \$600,000.*
30. *Authorize – The 2023/2024 MEM HVAC Upgrades Program, on behalf of the Department of Public Works, to replace (2) Make Up Air (MUA) units and the infrared tube heater to improve the air quality. Total amount not to exceed \$600,000.*
31. *Amend – “Ord. #477 (07/23/2023), “Appropriate Funds - From Cash Capital Account #05.120033.99999 to authorize the 2023/2024 Water Capital Equipment Replacement Project, purchases detailed in the legislation. Total amount not to exceed \$400,000”. Amend to increase the appropriation by \$90,107 to purchase a flatbed truck. Details outlined in Appendix “A.”*
32. *Purchase w/c/b – From T.H. Kinsella, disposal services of spoils, for the period of July 1, 2023 – June 30, 2024, on behalf of the Department of Water. Total cost not to exceed \$80,000 charged to Account #05.83400.540552.*
33. *Purchase w/c/b – From Dehm, screen cleaning services for the Woodland Reservoir, Skaneateles Lake and Skaneateles Gatehouse, for the period of July 1, 2023 – June 30, 2024, on behalf of the Department of Water. Total cost not to exceed \$15,000 charged to Account 05.83300.540552.*
34. *Amend – Ord. #588 (08/22/2022), “Agreement - With CHA Consulting, Inc., for the Preliminary design Phase Fee for East Colvin Street Paving Project (Comstock Avenue to the City Line), PIN 3756.81. The City will incur all initial costs with subsequent 80% reimbursement from Federal funds through TIP and 8.38% Marchiselli funds. Total amount not to exceed \$242,000, from Capital Account #07.599807.700375681”. Amend to add the Final Design Services and an additional amount of \$292,000. Total cost not to exceed \$534,000.*
35. *Amend – Ord. #830 (12/19/2022), “Agreement - With Fisher Associates, D.P.C., for the Design Phase Fee for the Midland Avenue Paving Project (Ostrander Avenue to Route 173 (West Seneca Turnpike), PIN 3756.83. Total cost not to exceed \$235,000, charged to Capital Account #599807.07.700375683.80405. Total project cost not to exceed \$4,666,000.” Amend to add the Final Design Services and an additional amount of \$294,000. Total cost not to exceed \$529,000.*

BY COUNCILOR GETHERS & COUNCILOR HOGAN:

36. Amend – Ord. #182 (03/27/2022), “Authorize - The Demolition Design of the Former Syracuse Developmental Center (800-802 South Wilbur Avenue) on behalf of the Department of Engineering, so that the City can bid the demolition package as soon as possible after the State Environmental Quality Review Act (SEQRA) is completed and approved by the Common Council. Total cost not to exceed \$450,000, from the appropriated and unallocated Cash Capital Account #599007.01.99999.” Amend to include the scope of site work design. All associated costs from Capital Account #599807.07.700040523.80405. This project will be fully reimbursed from a NYS Empire State Development (ESD) grant of \$29,000,000.
37. Bond Ordinance – Authorizing the issuance and sale of bonds of the City of Syracuse to defray the cost of the Demolition Phase of the Former Syracuse Developmental Center (800-802 South Wilbur Avenue). Total amount not to exceed \$26,400,000.
38. Authorize – Demolition Phase of the Former Syracuse Developmental Center (800-802 South Wilbur Avenue), on behalf of the Department of Engineering, which includes demolition and remediation of the existing structures on the site, testing, construction administration and inspection and other ancillary costs associated with the Demolition Phase of this project. Total amount not to exceed \$26,400,000. This project will be fully reimbursed from a NYS Empire State Development (ESD) grant of \$29,000,000, in which a portion of these funds will used for infrastructure investment to expand water/sewer service lines, access roads, sidewalks, tree planting and street lighting along the access roads to the site.

BY COUNCILOR SCHULTZ:

39. Accept – From the Syracuse Metropolitan Transportation Council, (SMTC) an amount not to exceed \$9,500 to establish the Community Streets Program, as part of their 2023-2024 Unified Planning Work Program.
40. Authorize – An agreement with Adapt CNY, Inc. to administer the Community Streets Program. The Syracuse Metropolitan Transportation Council, (SMTC) will assist in structuring an ongoing process to engage and encourage community members in more bike and pedestrian activity, along with demonstration projects aimed at improving safety for pedestrians and cyclists. No City funds are required.

BY COUNCILOR MAJOK:

41. Application & Agreement - To and with the New York State Division of Homeland Security and Emergency Services, for the 2021 Explosive Detection Canine Team Grant (EDC21) in an amount not to exceed \$15,000, to enhance the Police Department’s existing Canine Detection Dog Program. No local match is required.

42. *Application & Agreement - To and with the New York State Division of Criminal Justice Services (DCJS) through the Law Enforcement Technology Grant, in an amount not to exceed \$3,000,000, to be used for COPS Cameras, LED lighting, blight removal and additional law enforcement technologies. No local match is required.*

BY COUNCILOR ALLEN:

43. *Permission - To Anna Akins, owner of the property at 508 Hickory Street, for existing stairs that will encroach approximately 3'6" into the Hickory Street right-of-way.*
44. *Amend - Ord. #634 (09/05/2023) "Accept – Eleven (11) qualified contractors, Ali Fix It Construction, Solid Rock Construction, Chiodo Heating & Air, GC Contracting, 24Seven HVAC, Cornell Bell, LLC, Krell Inc., Kelley Electrical Services LLC, FYM The Contractor LLC, Servpro of North Onondaga and Servpro of East Onondaga, to perform emergency repairs, as it relates to the \$186,000 of ARPA Funds, previously approved by Ord. #295-2022, in which \$36,000 of that amount will be used by the Department of Neighborhood and Business Development for administrative costs. The contractors will be approved on a per project basis. All projects involve M/WBE compliance monitoring and reporting, in addition to local hiring requirements." Amend to add Pest Master Services of CNY. All other terms and conditions remain the same. The Mayor waived the RFP process.*
45. *Authorize - The Department of Neighborhood and Business Development to use the American Rescue Plan Act (ARPA) funds set aside for Infill Housing, as it relates to Ord. #295-2022, in an amount not to exceed \$240,000, to offset project costs for rehabilitation of properties located at 1404 Midland, 308 West Beard, 121 West Borden, 118-120 East Borden, 516 Garfield, and 212 Seward Avenues. Marlon Simmons (AADM REALTY LLC) will serve as the developers for all addresses, to be completed by the end of 2024. The Mayor waived the RFP process.*

BY COUNCILOR ALLEN & COUNCILOR HOGAN:

46. *Authorize - The Department of Neighborhood and Business Development to use the American Rescue Plan Act (12) funds set aside for Infill Housing, as it relates to Ord. #295-2022, in an amount not to exceed \$500,000, to offset project costs of construction located at 1081 South Salina Street, for 24 mixed income rental units and ground floor commercial units for JHP & E Smith Contractors and Sharrdon's Pet Grooming Salon. City funds will be targeted at 80% of AMI. Additional funds will be leveraged from SIDA, SEDCO and the City Commercial Corridor Improvement Fund and state sources. Salina 1<sup>st</sup>, LLC will serve as the developer for all addresses, to be completed by the end of 2024. The Mayor waived the RFP process.*

Ordinance No.

2023

**ORDINANCE AUTHORIZING PAYMENT OF \$1,425.00 TO GEORGE GLEASON OF GEORGE'S PRO SOUND CO. FOR PROVIDING SOUND AND SPOTLIGHT SERVICES AT THE DEPARTMENT OF PARKS, RECREATION AND YOUTH PROGRAMS 2023 HOME FOR THE HOLIDAYS TREE LIGHTING AND EXECUTE A CONTRACT OR WRITTEN INSTRUMENTS ASSOCIATED WITH THE SERVICES AS NECESSARY**

BE IT ORDAINED, that the Commissioner of Finance be and he is hereby authorized to issue warrants to cover costs associated with a performance at the Department of Parks, Recreation and Youth Programs' Home for the Holidays Tree Lighting scheduled to be held in Clinton Square on November 24, 2023:

- George Gleason of George's Pro Sound \$1,425.00

;and

BE IT FURTHER ORDAINED, that the Mayor be and he hereby is authorized to execute a contract or written instruments for the services as approved by the Corporation Counsel; and

BE IT FURTHER ORDAINED, that said payments shall be charged in part to Celebrations Account #25.71400.504610 with the remainder due to Account #01.71400.54055<sup>1</sup><sub>2</sub> or another appropriate account as designated by the Commissioner of Finance.





9

# DEPARTMENT OF PARKS, RECREATION & YOUTH PROGRAMS

CITY OF SYRACUSE, MAYOR BEN WALSH

**Tony Williams**  
Commissioner

September 26, 2023

**Chris Abbott**  
Deputy Commissioner

Patricia McBride  
City Clerk  
231 City Hall  
Syracuse, NY 13202

RE: REQUEST FOR LEGISLATION

Ms. McBride,

Please prepare legislation for the next Common Council meeting to allow the Department of Parks, Recreation and Youth Programs to authorize payment not to exceed \$1,425.00 to George's Pro Sound for professional sound and lighting services for the Tree lighting ceremonies at Clinton Square.

Expenses to be paid will come from the Celebrations Account #504610 Fund #25 Department #71400 and any remaining balance charged to account number: 01.71400.540552.

If you have any questions or comments regarding this, please contact our office.

Sincerely,

Tony Williams  
Commissioner

Syracuse Department  
of Parks, Recreation  
& Youth Programs  
412 Spencer Street  
Syracuse, N.Y. 13204

Office 315 473 4330  
Fax 315 428 8513


[www.syr.gov.net](http://www.syr.gov.net)



# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

**Timothy M. Rudd**  
Director

**TO:** Mayor Ben Walsh  
**FROM:** Timothy M. Rudd, Director of Management & Budget   
**DATE:** October 20, 2023  
**SUBJECT:** Authorize Payment & Agreement – George’s Pro Sound

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**Julie Castellitto**  
Assistant Director

On behalf of the Department of Parks, Recreation & Youth Programs, I am requesting the City of Syracuse authorize payment and enter into an agreement with George’s Pro Sound for professional sound and lighting services for the Tree lighting ceremonies at Clinton Square in an amount not to exceed \$1,425.

Expenses to be paid will come from the Celebrations Account #504610 Fund #25 Department #71400 and any remaining balance charged to account number: 01.71400.540552.

If you agree to enter into this agreement, please indicate by signing below and returning this memo to me so that I may forward a copy to the Common Council along with the legislation request for the next Common Council Meeting.

Thank you for your attention regarding this matter.

  
\_\_\_\_\_  
Mayor Ben Walsh  
City of Syracuse, New York

OCT 20 2023  
Date

Office of Management  
and Budget  
233 E Washington St  
Room 213  
Syracuse, N.Y. 13202

Office 315 448-8252  
Fax 315 448-8116

[www.syr.gov.net](http://www.syr.gov.net)

**ORDINANCE AMENDING ORDINANCE NO. 683-2022 AUTHORIZING CONTRACT WITH BARTON & LOGUIDICE, D.P.C. RELATIVE TO PROVIDING GENERAL LANDSCAPE ARCHITECTURAL SERVICES FOR THE DEPARTMENT OF PARKS, RECREATION, AND YOUTH PROGRAMS**

BE IT ORDAINED, that Ordinance No. 683-2022 is hereby amended to read as follows:

WHEREAS, Section 5-205-A of the Charter of the City of Syracuse, as amended, provides the Mayor shall "award contracts for professional services subject to the approval of the Common Council"; and

WHEREAS, a Request for Proposal (REP) was conducted for General Landscape Architectural Services and the RFP Committee recommended that Barton & Loguidice, D.P.C. be awarded the contract; and

WHEREAS, the Mayor has approved the retention of Barton & Loguidice, D.P.C., under the following terms:

- (1) Barton & Loguidice, D.P.C. shall provide general landscape architectural services for the Department of Parks, Recreation, and Youth Programs on an as-needed basis;
- (2) The City shall pay Barton & Loguidice, D.P.C. an amount not to exceed \$31,250.00 for all services to be provided under this agreement;
- (3) The City does not guarantee any minimum level of work orders to be issued as all work done under the agreement;
- (4) The Agreement shall be for a one (1) year term effective as of October 1, 2022 through September 30, 2023, with the option for two (2) one (1) year extension periods subject to the approval of the Mayor and Common Council; and
- (5) The Agreement is hereby extended for the first one (1) year renewal period to be effective as of October 1, 2023 through September 30, 2024 at a cost not to exceed \$125,000.00 for all services to be provided under the amended Agreement.

; NOW, THEREFORE,

BE IT ORDAINED, that the Mayor, on behalf of the City of Syracuse, be and he hereby is authorized to execute such amended contract, as hereinabove stated, subject to the approval of the Corporation Counsel as to terms, form and execution; and

BE IT FURTHER ORDAINED, that all costs associated with this amended agreement shall be charged to Budget Account # 01.74100.541500 or another appropriate account a designated by the Commissioner of Finance.

\_\_\_\_\_ = new material

DRAFT

**ORDINANCE AMENDING ORDINANCE NO.  
684-2022 AUTHORIZING CONTRACT WITH  
BERGMANN, ARCHITECTS, ENGINEERS,  
LANDSCAPE ARCHITECTS & SURVEYORS,  
D.P.C. RELATIVE TO PROVIDING GENERAL  
LANDSCAPE ARCHITECTURAL SERVICES  
FOR THE DEPARTMENT OF PARKS,  
RECREATION, AND YOUTH PROGRAMS**

BE IT ORDAINED, that Ordinance No. 684-2022 is hereby amended to read as follows:

WHEREAS, Section 5-205-A of the Charter of the City of Syracuse, as amended, provides the Mayor shall "award contracts for professional services subject to the approval of the Common Council"; and

WHEREAS, a Request for Proposal (REP) was conducted for General Landscape Architectural Services and the RFP Committee recommended that Bergmann, Architects, Engineers, Landscape Architects & Surveyors, D.P.C. (now also operating under the name Collier Engineering & Design CT PC) be awarded the contract; and

WHEREAS, the Mayor has approved the retention of Bergmann, Architects, Engineers, Landscape Architects & Surveyors, D.P.C. (now also operating under the name Collier Engineering & Design CT PC), under the following terms:

- (1) Bergmann, Architects, Engineers, Landscape Architects & Surveyors, D.P.C. (now also operating under the name Collier Engineering & Design CT PC) shall provide general landscape architectural services for the Department of Parks, Recreation, and Youth Programs on an as-needed basis;
- (2) The City shall pay Bergmann, Architects, Engineers, Landscape Architects & Surveyors, D.P.C. (now also operating under the name Collier Engineering & Design CT PC) an amount not to exceed \$31,250.00 for all services under this agreement.
- (3) The City does not guarantee any minimum level of work orders to be issued as all work done under the agreement;
- (4) This Agreement shall be for the period of October 1, 2022 through September 30, 2023, with the option for two (2) one (1) year extension period subject to the approval of the Mayor and Common Council; and

(5) The Agreement is hereby extended for the first one (1) year renewal period to be effective as of October 1, 2023 through September 30, 2024 at a cost not to exceed \$125,000.00 for all services to be provided under the amended Agreement.

; NOW, THEREFORE,

BE IT ORDAINED, that the Mayor, on behalf of the City of Syracuse, be and he hereby is authorized to execute such amended contract, as hereinabove stated, subject to the approval of the Corporation Counsel as to terms, form and execution; and

BE IT FURTHER ORDAINED, that all costs associated with this amended agreement shall be charged to Budget Account # 01.74100.541500 or another appropriate account as designated by the Commissioner of Finance.

\_\_\_\_\_ = new material

DRAFT

**ORDINANCE AMENDING ORDINANCE NO. 685-2022 AUTHORIZING CONTRACT WITH TERRY HORST LANDSCAPE ARCHITECTURE, PC RELATIVE TO PROVIDING GENERAL LANDSCAPE ARCHITECTURAL SERVICES FOR THE DEPARTMENT OF PARKS, RECREATION, AND YOUTH PROGRAMS**

BE IT ORDAINED, that Ordinance No. 685-2022 is hereby amended to read as follows:

WHEREAS, Section 5-205-A of the Charter of the City of Syracuse, as amended, provides the Mayor shall "award contracts for professional services subject to the approval of the Common Council"; and

WHEREAS, a Request for Proposal (RFP) was conducted for General Landscape Architectural Services and the RFP Committee recommended that Terry Horst Landscape Architecture, PC be awarded the contract; and

WHEREAS, the Mayor has approved the retention of Terry Horst Landscape Architecture, PC, under the following terms:

- (1) Terry Horst Landscape Architecture, PC shall provide general landscape architectural services for the Department of Parks, Recreation, and Youth Programs on an as needed basis;
- (2) The City shall pay Terry Horst Landscape Architecture, PC an amount not to exceed \$31,250.00 for all services under this agreement;
- (3) The City does not guarantee any minimum level of work orders to be issued as all work done under the agreement;
- (4) The Agreement shall be for the period of October 1, 2022 through September 30, 2023, with the option for two (2) one (1) year extension periods subject to the approval of the Mayor and Common Council; and
- (5) The Agreement is hereby extended for the first one (1) year renewal period to be effective as of October 1, 2023 through September 30, 2024 at a cost not to exceed \$125,000.00 for all services to be provided under the amended Agreement.

; NOW, THEREFORE,

BE IT ORDAINED, that the Mayor, on behalf of the City of Syracuse, be and he hereby is authorized to execute such amended contract, as hereinabove stated, subject to the approval of the Corporation Counsel as to terms, form and execution; and

BE IT FURTHER ORDAINED, that all costs associated with this amended agreement shall be charged to Budget Account # 01.74100.541500 or another appropriate account as designated by the Commissioner of Finance.

\_\_\_\_\_ = new material

DRAFT



**ORDINANCE AMENDING ORDINANCE NO. 686-2022 AUTHORIZING CONTRACT WITH QPK DESIGN, LLP RELATIVE TO PROVIDING GENERAL LANDSCAPE ARCHITECTURAL SERVICES FOR THE DEPARTMENT OF PARKS, RECREATION, AND YOUTH PROGRAMS**

BE IT ORDAINED, that Ordinance No. 686-2022 is hereby amended to read as follows:

WHEREAS, Section 5-205-A of the Charter of the City of Syracuse, as amended, provides the Mayor shall "award contracts for professional services subject to the approval of the Common Council"; and

WHEREAS, a Request for Proposal (RFP) was conducted for General Landscape Architectural Services and the RFP Committee recommended that QPK Design, LLP be awarded the contract; and

WHEREAS, the Mayor has approved the retention of QPK Design, LLP, under the following terms:

- (1) QPK Design, LLP shall provide general landscape architectural services for the Department of Parks, Recreation, and Youth Programs on an as needed basis;
- (2) The City shall pay QPK Design, LLP an amount not to exceed \$31,250.00 for all services under this agreement;
- (3) The City does not guarantee any minimum level of work orders to be issued as all work done under the agreement;
- (4) This Agreement shall be for the period of October 1, 2022 through September 30, 2023, with the option for two (2) one (1) year extension periods subject to the approval of the Mayor and Common Council; and
- (5) The Agreement is hereby extended for the first one (1) year renewal period to be effective as of October 1, 2023 through September 30, 2024 at a cost not to exceed \$125,000.00 for all services to be provided under the amended Agreement.

; NOW, THEREFORE,

BE IT ORDAINED, that the Mayor, on behalf of the City of Syracuse, be and he hereby is authorized to execute such amended contract, as hereinabove stated, subject to the approval of the Corporation Counsel as to terms, form and execution; and

BE IT FURTHER ORDAINED, that all costs associated with this amended agreement shall be charged to Budget Account # 01.74100.541500 or another appropriate account as designated by the Commissioner of Finance.

DRAFT



10-13

# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

October 19, 2023

**Timothy M. Rudd**  
Director

Ms. Patricia McBride  
City Clerk  
City Hall  
Syracuse, New York

**Julie Castellitto**  
Assistant Director

**RE: Request for Legislation**

Dear Ms. McBride:

On behalf of the Department of Parks, Recreation and Youth Programs, please prepare legislation for the next scheduled Common Council meeting to amend Ordinance #683-2022, 684-2022, 685-2022, 686-2022 and extend the agreements with the following companies for RFP #23-008: General Landscape Architectural Services for the City of Syracuse Department of Parks, Recreation, and Youth Programs.

1. Collier Engineering & Design CT PC, formerly known as Barton & Loguidice, D.P.C.
2. Bergmann, Architects Engineers, Planners
3. Terry Horst Landscape Architecture, PC
4. QPK Design, Architecture, Engineering, Site Planning

The original agreement was for a period of 12 months (from October 1, 2022 to September 30, 2023) with the option of two one-year contract extensions from October 1, 2023 to September 30, 2024 and October 1, 2024 to September 30, 2025. The Department of Parks, Recreation & Youth Programs would like to utilize the first extension from October 1, 2023 to September 30, 2024. The consultant agreements will utilize the work order procedure to compensate the respective consultant for work authorized and completed. Requested work orders must be approved by the Commissioner of the Department of Parks, Recreation, & Youth Programs, or their designee.

All costs are not to exceed \$500,000 per fiscal year at \$125,000 per contracted Professional Service, where all expenditures will be charged to operating account 01.71400.541500 or otherwise appropriate capital account to fulfill work order obligations.

Office of Management  
and Budget  
233 E Washington St  
Room 213  
Syracuse, N.Y. 13202

Sincerely,

Timothy M. Rudd  
Director of Management and Budget

Office 315 448-8252  
Fax 315 448-8116

[www.syr.gov.net](http://www.syr.gov.net)



**DEPARTMENT OF PARKS,  
RECREATION & YOUTH PROGRAMS**  
CITY OF SYRACUSE, MAYOR BEN WALSH

October 19, 2023

**Tony Williams**  
Commissioner

**Chris Abbott**  
Deputy Commissioner

Mr. Timothy Rudd  
Director of Budget  
213 City Hall  
Syracuse, NY 13202

RE: Request for Legislation – Landscape Architectural Contract Services Renewal 2023

Dear Mr. Rudd:

Please prepare legislation for the next scheduled Common Council meeting to amend Ordinance #683-2022, 684-2022, 685-2022, 686-2022 and extend the agreements with the following companies for RFP #23-008: General Landscape Architectural Services for the City of Syracuse Department of Parks, Recreation, and Youth Programs.

1. Collier Engineering & Design CT PC, formerly known as Barton & Loguidice, D.P.C.
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Syracuse Department  
of Parks, Recreation  
& Youth Programs  
412 Spencer Street  
Syracuse, N.Y. 13204

Office 315 473 4330  
Fax 315 428 8513

[www.syr.gov.net](http://www.syr.gov.net)

All costs are not to exceed \$500,000.00 per fiscal year at \$125,000.00 per contracted Professional Service, where all expenditures will be charged to operating account 01.71400.541500 or otherwise appropriate capital account to fulfill work order obligations.

Sincerely,

Tony Williams  
Parks Department Commissioner




# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

**Timothy M. Rudd**  
Director

**Julie Castellitto**  
Assistant Director

**TO:** Mayor Ben Walsh  
**FROM:** Timothy M. Rudd, Director of Management & Budget   
**DATE:** October 19, 2023  
**SUBJECT:** Amend Agreement – Collier Engineering & Design, Bergmann (formerly known as Barton & Loguidice), Architects Engineers, Planners, Terry Horst Landscape and QPK Design, Architecture, Engineering, Site Planning

---

On behalf of the Department of Parks, Recreation & Youth Programs, I am requesting the City of Syracuse amend Ordinance #683-2022, 684-2022, 685-2022, 686-2022 and extend the agreements with the following companies for RFP #23-008: General Landscape Architectural Services for the City of Syracuse Department of Parks, Recreation, and Youth Programs.

1. Collier Engineering & Design CT PC, formerly known as Barton & Loguidice, D.P.C.
2. Bergmann, Architects Engineers, Planners
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The original agreement was for a period of 12 months (from October 1, 2022 to September 30, 2023) with the option of two one-year contract extensions from October 1, 2023 to September 30, 2024 and October 1, 2024 to September 30, 2025. The Department of Parks, Recreation & Youth Programs would like to utilize the first extension from October 1, 2023 to September 30, 2024. The consultant agreements will utilize the work order procedure to compensate the respective consultant for work authorized and completed. Requested work orders must be approved by the Commissioner of the Department of Parks, Recreation, & Youth Programs, or their designee.

All costs are not to exceed \$500,000 per fiscal year at \$125,000 per contracted Professional Service, where all expenditures will be charged to operating account 01.71400.541500 or otherwise appropriate capital account to fulfill work order obligations.


If you agree to enter into this agreement, please indicate by signing below and returning this memo to me so that I may forward a copy to the Common Council along with the legislation request for the next Common Council Meeting.

Thank you for your attention regarding this matter.

Office of Management  
and Budget  
233 E Washington St  
Room 213  
Syracuse, N.Y. 13202

Office 315 448-8252  
Fax 315 448-8116

[www.syr.gov](http://www.syr.gov)

  
\_\_\_\_\_  
Mayor Ben Walsh  
City of Syracuse, New York

10/20/23  
Date

## Department of Parks, Recreation, &amp; Youth Programs

**Professional Service Project List****Ongoing List of Projects Utilizing Landscape Architectural Service**

- **Minority Veterans & Service Memorial Project at Kirk Park**
  - Previously asked for and had an increase approved for the support, design, and construction administration at an increase of \$31,250.00 to \$37,500.00. Also working on a nearby pedestrian bridge project with Engineering department.
  - Barton & Loguidice - \$37,500.00
    - Amount needed to be increased for survey - \$14,528.62
    - Additional Work Order Needed – Construction Documentation & Administration
  - Project Budget – Veterans Memorial ARPA \$250,000.00
- **Shot Clock Park** – Survey and design to increase useable pedestrian space. Other items include rehabilitation of existing shot clock, replacement of pavers for specialized grooved concrete surface to eliminate trip hazards, seating, and tree protection enhancements.
  - Terry Horst Landscape Architecture - \$7875.00 + \$892.50 for survey through JRL Land Surveying PLLC.
  - Project Budget – Downtown Parks CIP \$125,000.00
- **Jams Stage** – Design and contract administration for the construction of a new multi-use performance stage at Spirit of Jubilee Park.
  - Terry Horst Landscape Architecture - \$7,500.00 - Operating
    - Additional Work Order Needed – Construction Documentation & Administration
  - Project Budget – Jams Stage CIP \$250,000.00
- **Fayette Firefighter Memorial Brick Wall – Grant Project -- Senator Rachel May** – Construction of new Memorial brick wall to remove, clean, and replace pavers on a 45-degree slant, creating a space around and within the fire bell and flag area.
  - Terry Horst Landscape Architecture - \$4,500.00 - Operating
    - Contributed services via pro bono work with Syracuse Retired Firefighters Association.
    - Services include completion of required SHPO documentation for finalizing grant review process; further development of construction documentation including site plan and detail drawings.
  - Project Budget – NYS SAM Grant \$300,000.00
- **Inner Harbor Trailside Recreation Stand & Inclusive Playground** – Conceptual Design including land and utility survey for the creation of a true destination for family friendly trailside activity



at the Inner Harbor. Includes the creation of a fully accessible and inclusive playground partnered with a new semi-permanent recreation equipment concession stand to be operated by Parks staff. Builds on the State of the City 2023 vision as it was presented by Mayor Walsh.

- Colliers Engineering - \$31,500.00 – Operating
  - Additional Work Order Needed – Construction Documentation & Administration
- Project Budget - \$750,000.00
- **Hanover Square Fountain Rehabilitation** – Construction documentation and administration for the Public Bid of substantial infrastructure improvements to the function and reactivation of fountain.
  - Work Order request submitted to QPK Design for project consideration. Amount TBD
    - Additional Work Order Will be Needed – Construction Documentation & Administration
  - Project Budget – Unknown; TBD for CIP Planning

### Upcoming & Potential Projects Requiring Services

- **Elmwood Park Asphalt Removal Project** – Construction documentation and administration for the public bid of an asphalt removal and replanting project to support green infrastructure in the back of Elmwood Park. Project to support existing food forest project through a collaborative with SUNY ESF to develop a design using a unique strategy for improving ecology and reducing stormwater run-off.
  - Project in development stages.
  - Project Budget – Unknown: TBD for CIP Planning
- **Parks Pools Assessment** – Comprehensive study to address all the City of Syracuse Parks Department managed pools.
  - Project in development stages.
  - Project Budget – Unknown: TBD for CIP Planning

### Known Parks Projects using Engineering Contracts

- **Abatement Work at Southwest Community Center**
  - RSA - \$18,117.00 Billed to CIP Account
  - Project Budget – Parks CIP; Additional Funds to be Authorized.
- **Abatement Work at Meachem Ice Rink**
  - RSA - \$4,896.00 Billed to CIP Account
  - Project Budget – Parks CIP; Additional Funds to be Authorized.
- **Westminster Stairs Rehabilitation – Grant Project -- Senator Rachel May**



- Barton & Loguidice - \$50,000.00 - Billed to CIP Account or other non-bonded account as determined by Budget/Finance
  - Development of cost estimate to return to state for financial review.
- Project Budget – \$600,000.00 Grant Funds upon receiving a GDA (General Disbursement Agreement) from NYS.
  - Additional funds from CIP.
- **Onondaga Greenhouse Roof Replacement Project**
  - RSA - \$33,380.00 – Billed to CIP Account
    - Development of construction document set for public bid of greenhouse roof replacement project. Improvements are to increase facility production capacity to handle increase city parks planting areas and neighborhood needs. Scope considers the creation of a more community friendly facility capable of hosting educational sessions, community gatherings, and to create a safe visitor experience.
  - Project Budget \$800,000.00 – Parks CIP, Additional Funds to be authorized as needed.
- **SWCC Pool HVAC Replacement – Grant Project -- Assemblywoman Pamela Hunter**
  - RSA - \$18,365.40 – Billed to CIP Account
    - Development of cost estimate to return to state for financial review.
  - Project Budget – Unknown: TBD for CIP & Grants Planning
- **Huntington Hexagonal Basketball Court**
  - Appel-Osborne - \$12,500.00 – Billed to CIP Account
    - Development of construction document set for public bid of novel basketball court concept.
  - Project Budget - \$280,000.00 – 21/22 Neighborhood Improvements CIP
- **Huntington Eastwood Skate Park Expansion – Grant Project -- Senator Rachel May**
  - Appel-Osborne - \$12,500.00 – Billed to CIP Account or other non-bonded account as determined by Budget/Finance
    - Development of cost estimate to return to state for financial review.
    - Development of construction document set for public bid of skatepark expansion.
  - Project Budget – \$200,000.00 - Grant Funds upon receiving a GDA (General Disbursement Agreement) from NYS.
- **Thornden Park Rose Garden Brick Pave Rehab for 100<sup>th</sup> Anniversary**
  - Appel-Osborne - TBD – Billed to CIP Account
    - Development of construction document set for public bid.
  - Project Budget – \$300,000.00 - Parks CIP, Additional Funds to be authorized as needed.





### **What are Landscape Architecture Professional Services?**

Landscape Architecture Professional Services encompass a range of activities and expertise related to the planning, design, and management of outdoor spaces.

- **Site Analysis:** Assessing the environmental, social, and physical aspects of a site to understand its opportunities and constraints.
- **Conceptual Design:** Creating initial design concepts that outline the overall vision for a landscape, including layout, circulation, and major features.
- **Master Planning:** Developing comprehensive plans for large areas, such as parks, campuses, or urban districts, considering long-term goals and phasing.
- **Planting Design:** Selecting and specifying plant materials to enhance the aesthetic, ecological, and functional aspects of a landscape.
- **Hardscape Design:** Designing elements like paths, plazas, and outdoor structures, which are critical for functionality and aesthetics.
- **Sustainability and Environmental Design:** Incorporating eco-friendly practices, such as rain gardens, green roofs, and sustainable materials, to promote environmental conservation.
- **Construction Documentation:** Preparing detailed drawings and specifications to guide contractors in building the landscape as designed.
- **Project Management:** Overseeing the implementation of the landscape design, including budgeting, scheduling, and quality control.
- **Maintenance Planning:** Developing strategies to ensure the long-term health and sustainability of the landscape.
- **Community Engagement:** Involving stakeholders and the public in the design process to create spaces that meet their needs and preferences.

These services are essential for creating well-designed and sustainable outdoor environments, whether they're parks, urban spaces, or private gardens.



Ordinance No.

2023

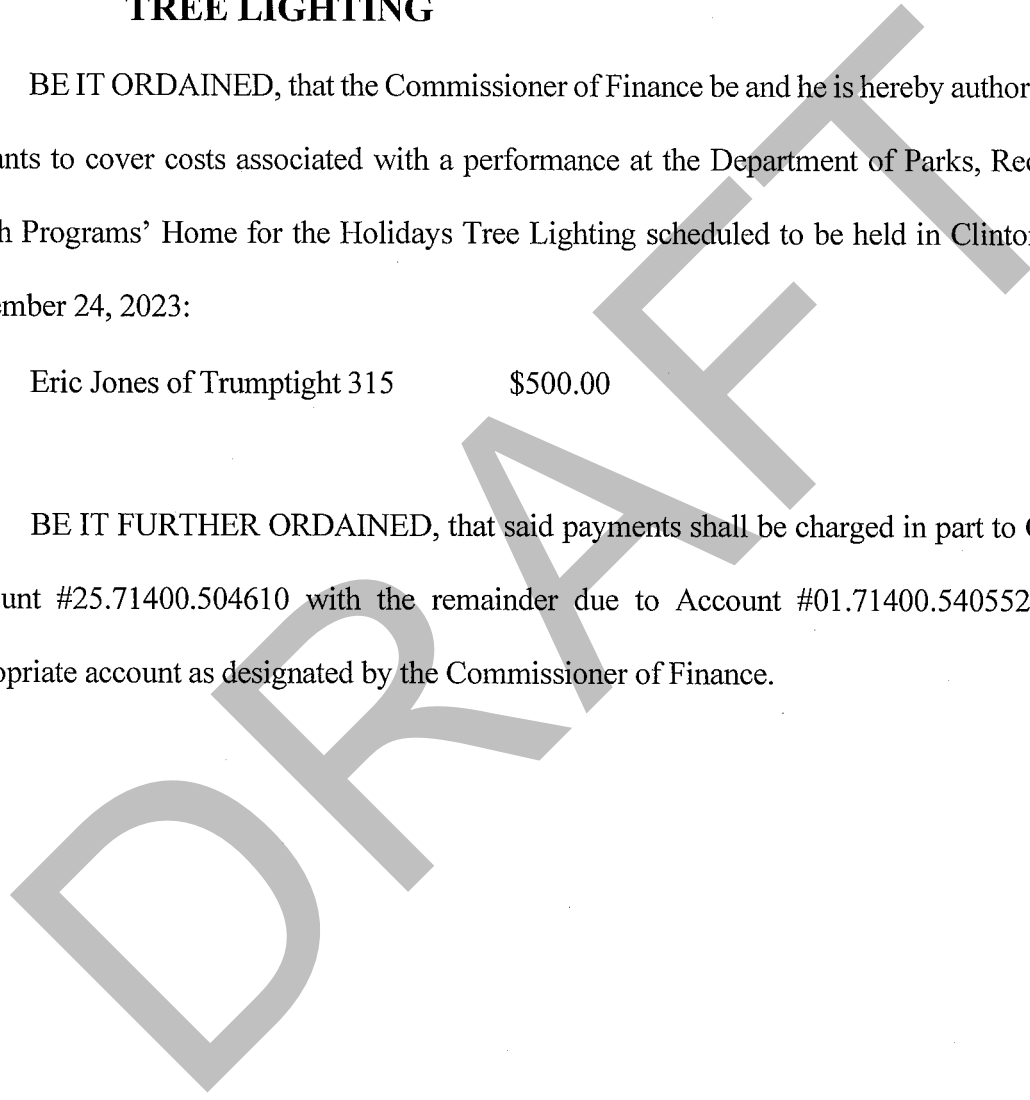
**ORDINANCE AUTHORIZING PAYMENT OF \$500.00 TO ERIC JONES OF TRUMPTIGHT 315 FOR A PERFORMANCE AT THE DEPARTMENT OF PARKS, RECREATION AND YOUTH PROGRAMS 2023 HOME FOR THE HOLIDAYS TREE LIGHTING**

BE IT ORDAINED, that the Commissioner of Finance be and he is hereby authorized to issue warrants to cover costs associated with a performance at the Department of Parks, Recreation and Youth Programs' Home for the Holidays Tree Lighting scheduled to be held in Clinton Square on November 24, 2023:

- Eric Jones of Trumptight 315 \$500.00

and

BE IT FURTHER ORDAINED, that said payments shall be charged in part to Celebrations Account #25.71400.504610 with the remainder due to Account #01.71400.540552 or another appropriate account as designated by the Commissioner of Finance.





K

# DEPARTMENT OF PARKS, RECREATION & YOUTH PROGRAMS

CITY OF SYRACUSE, MAYOR BEN WALSH

September 26, 2023

**Tony Williams**  
Commissioner

Patricia McBride  
City Clerk  
231 City Hall  
Syracuse, NY 13202

**Chris Abbott**  
Deputy Commissioner

RE: REQUEST FOR LEGISLATION

Ms. McBride,

Please prepare legislation for the next Common Council meeting to allow the Department of Parks, Recreation and Youth Programs to authorize payment, at a cost not to exceed \$500.00, to Eric Jones of Trumptight315 for performing at the Home for the Holiday's Tree Lighting on Friday, November 24 at Clinton Square.

Part of the monies will come from the Celebrations Account Project #504610 Fund #25. The balance will come from 01.71400.540552.

If you have any questions or comments regarding this, please contact our office.

Sincerely,

Tony Williams,  
Commissioner

Syracuse Department  
of Parks, Recreation  
& Youth Programs  
412 Spencer Street  
Syracuse, N.Y. 13204

Office 315 473 4330  
Fax 315 428 8513

[www.syr.gov.net](http://www.syr.gov.net)

**RESOLUTION – TO COMMEMORATE THE 60<sup>TH</sup> ANNIVERSARY OF THE 16<sup>TH</sup> STREET BAPTIST CHURCH BOMBING AND TO RECOGNIZE SARAH COLLINS RUDOLPH, THE SURVIVING FIFTH LITTLE GIRL**

**WHEREAS**, Sarah Collins Rudolph was born in Birmingham Alabama, a hotbed of violent, racist acts during the 1950s and 1960s, for which the city had received national attention as the center of the civil rights struggle for African Americans; and

**WHEREAS**, The 16<sup>th</sup> Street Baptist Church had become an important meeting place for various Civil Rights activities, and served as the central staging grounds for the campaign to desegregate the city, which was being led by the Rev. Dr. Martin Luther King Jr., and local minister Fred Shuttlesworth; and

**WHEREAS**, Years of racial violence culminated on September 15, 1963, when Sarah Collins, her younger sister Addie Mae, and three of their friends were getting ready for Sunday School, and a bomb planted underneath the stairs in the front of the Church exploded; and

**WHEREAS**, Denise McNair, Addie Mae Collins, Carole Roberston, and Cynthia Wesley, all of whom were just 14 years old, were killed by the blast almost instantly, and twenty-two other innocent bystanders were seriously injured, including Sarah; and

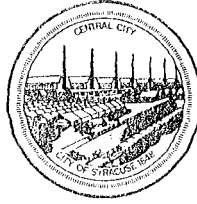
**WHEREAS**, Reverend Dr. Martin Luther King Jr. described the bombing as one of the most tragic and vicious hate crimes ever perpetrated against humanity; and

**WHEREAS**, It was this heinous act, and the death of four innocent children, that awakened the nation to the horrors faced by African Americans and effectively galvanized support for the Civil Rights Movement and helped drive progress forward, ultimately leading to the landmark Civil Rights Act of 1964; and

**WHEREAS**, Sarah Collins Rudolph had for years endured in silent suffering, not knowing how to truly cope and never speaking about that tragic day for decades, until in her 40's she found the strength and determination to begin the journey of telling her story of trauma, healing, and forgiveness.

**NOW THEREFORE,**

**BE IT RESOLVED**, that the Syracuse Common Council, as duly elected representatives of the proud citizens of the City of Syracuse, do hereby commemorate the 60<sup>th</sup> anniversary of the 16<sup>th</sup> Street Baptist Church bombing by recognizing Sarah Collins Rudolph, who did not let that tragic day define her life, instead choosing to embody the famous quote by Rev. Dr. Martin Luther King Jr: "Hate cannot drive out hate, only love can do that."



15

## CITY OF SYRACUSE COMMON COUNCIL

**RASHEADA CALDWELL**  
Councilor-at-Large

October 17, 2023

Ms. Patricia K. McBride  
City Clerk  
231 City Hall  
Syracuse, New York 13202

Dear Ms. McBride:

Please prepare a Resolution for the regularly scheduled Common Council meeting of Monday, October 30, 2023, commemorating the 60<sup>th</sup> anniversary of the 16<sup>th</sup> Street Baptist Church bombing in Birmingham, Alabama, and to recognize Sarah Collins Rudolph, who survived that tragic day.

Sarah Collins Rudolph was 12 years old on September 15, 1963 when dynamite planted in the 16<sup>th</sup> Street Baptist Church exploded. The victims of the bombing included her sister, Addie Mae Collins, and their friends Carole Robertson, Cynthia Wesley, and Denise McNair, all of whom were just 14 years old at the time.

At the time of the bombing, the 16<sup>th</sup> Street Baptist Church served as a central meeting place and staging ground for Civil Rights activities. The attack was intended to halt the progression of the Civil Rights Movement, but instead had the opposite effect, galvanizing support and propelling the movement forward. Collins Rudolph has bravely shared her traumatic experience, making her tragedy one that will never be forgotten.

Thank you for your assistance in this regard.

Sincerely,

Rasheada Caldwell  
Councilor-at-Large

**ORDINANCE AUTHORIZING A TAX EXEMPTION AGREEMENT BETWEEN THE CITY OF SYRACUSE AND A HOUSING DEVELOPMENT CORPORATION TO BE FORMED BY LA LIGA WESTSIDE VILLAGE, LLC WHICH SHALL BE KNOWN AS LA LIGA WESTSIDE VILLAGE HOUSING DEVELOPMENT FUND CORPORATION (THE "CORPORATION") FOR THE PURPOSE OF ACQUIRING, CONSTRUCTING, AND OPERATING SIXTY-SEVEN (67) AFFORDABLE HOUSING UNITS TO BE SCATTERED AMONG THE NINETEEN (19) PROPERTIES LISTED IN THIS ORDINANCE**

WHEREAS, La Liga Westside Village, LLC is creating a domestic not-for-profit corporation pursuant to Section 573 and Section 577 of Article XI of the New York Private Housing Finance Law (the "Act") and Section 402 of the New York State Not-for-Profit Corporation Law to be known as La Liga Westside Village Housing Development Fund Corporation (the "Corporation"); and

WHEREAS, the Corporation is being formed for the purpose of the acquisition, construction and operation of sixty-seven (67) affordable housing units that will be scattered among the following properties:

- 411 Delaware Street, (Tax Map No. 092.-05-24.0);
- 401-405 Delaware Street, (Tax Map No. 092.-05-25.0);
- 100 Dudley Street, (Tax Map No. 092.-05-26.0);
- 102 Dudley Street, (Tax Map No. 092.-05-27.0);
- 406 Delaware Street, (Tax Map No. 092-08-26.0);

- 412 Delaware Street, (Tax Map No. 092.-08-27.0);
- 223 Grace Street, (Tax Map No. 092.-09-01.0);
- 304 Delaware Street (Tax Map No. 092.-09-23.0);
- 310-312 Delaware Street (Tax Map No. 092.-09-24.0);
- 316 Delaware Street (Tax Map No. 092.-09-25.0);
- 320 Delaware Street (Tax Map No. 092.-09-26.0);
- 322-326 Delaware Street (Tax Map No. 092.-09-27.0);
- 222 Delaware Street (Tax Map No. 092.-10-26.0);
- 226 Delaware Street (Tax Map No. 092.-10-27.0);
- 112 Delaware Street (Tax Map No. 093.-01-27.0);
- 116-118 Delaware Street (Tax Map No. 093.-01-28.0);
- 122-124 Delaware Street (Tax Map No. 093.-01-29.0);
- 128 Delaware Street (Tax Map No. 093.-01-30.0); and
- A portion of 601-621 South Geddes Street (Tax Map No. 097.-04-08.1)

(the “*Properties*”); and

WHEREAS, in order to enable the Corporation to operate the Properties, La Liga Westside Village, LLC has requested that the City of Syracuse, pursuant to the Act, grant a real property tax exemption for the Properties on which the affordable units are to be scattered, and enter into a tax exemption agreement (the “*Agreement*”) with the Corporation; NOW, THEREFORE,

BE IT ORDAINED, contingent upon there being no money due and owing to the City of Syracuse by La Liga Westside Village, LLC, that a real property tax exemption for the Properties pursuant to the Act, is hereby authorized; and

BE IT FURTHER ORDAINED, that the Properties shall be fully exempt upon the tax rolls

of the City of Syracuse from all ad valorem real property taxes, but shall not be exempt from special assessments or other municipal and school district charges; and

BE IT FURTHER ORDAINED, that once the Corporation is formed, the Mayor, on behalf of the City of Syracuse, be and he is hereby authorized to enter into the Agreement with the Corporation, for the Properties; and

BE IT FURTHER ORDAINED, that in consideration for the City granting the Corporation a real property tax exemption for the Properties and entering into the Agreement, the Corporation shall make payments to be calculated each year based upon the Standard Shelter Rent Formula equal to ten percent (10%) of annual gross revenues minus utilities or \$36,850.00, whichever is greater; and

BE IT FURTHER ORDAINED, that the exemption will apply solely to residential and amenity space and shall specifically exclude any commercial square footage developed on the Properties; and

BE IT FURTHER ORDAINED, that the Corporation will be required to provide an annual accounting of the gross rents and utilities to the City of Syracuse Finance Department; and

BE IT FURTHER ORDAINED, that the Agreement shall take effect on the first taxable status date following the completion of the first unit, that the Agreement shall be for a term of fifteen (15) years and shall contain such other terms and conditions as shall be determined by the Corporation Counsel to be in the best interest of the City of Syracuse.





# DEPARTMENT OF ASSESSMENT

CITY OF SYRACUSE, MAYOR BEN WALSH

16

October 13, 2023

**Matthew D. Oja**  
Commissioner

**Ann E. Gallagher**  
First Deputy  
Commissioner  
Director of Operations

**Michael A. Lehmann**  
Deputy Commissioner

Patricia K. McBride  
City Clerk  
231 City Hall  
Syracuse, New York 13202

**Re: Request for Legislation to Authorize a Tax Exemption Agreement Pursuant to the New York State Private Housing Finance Law with a Housing Development Fund Corporation to be formed by La Liga Westside Village, LLC that shall be known as La Liga Westside Village Housing Development Fund Corporation, Inc.**

Dear Ms. McBride:

Please prepare legislation for the next Common Council meeting authorizing the City of Syracuse to enter into a tax exemption agreement pursuant to Section 573 and Section 577 of Article 11 of the New York State Private Housing Finance Law and Section 402 of the New York State Not-For-Profit Corporation Law with a Housing Development Corporation to be formed by La Liga Westside Village, LLC, to be known as the La Liga Westside Village Housing Development Fund Corporation (the "Corporation"). The tax exemption agreement shall involve the following nineteen (19) properties, all currently owned by the Greater Syracuse Property Development Corporation:

- 411 Delaware Street (Tax Map No. 092.-05-24.0);
- 401-05 Delaware Street (Tax Map No. 092.-05-25.0);
- 100 Dudley Street (Tax Map No. 092.-05-26.0);
- 102 Dudley Street (Tax Map No. 092.-05-27.0);
- 406 Delaware Street (Tax Map No. 092.-08-26.0);
- 412 Delaware Street (Tax Map No. 092.-08-27.0);
- 223 Grace Street (Tax Map No. 092.-09-01.0);
- 304 Delaware Street (Tax Map No. 092.-09-23.0);
- 310-12 Delaware Street (Tax Map No. 092.-09-24.0);
- 316 Delaware Street (Tax Map No. 092.-09-25.0);
- 320 Delaware Street (Tax Map No. 092.-09-26.0);
- 322-26 Delaware Street (Tax Map No. 092.-09-27.0);
- 222 Delaware Street (Tax Map No. 092.-10-26.0);
- 226 Delaware Street (Tax Map No. 092.-10-27.0);
- 112 Delaware Street (Tax Map No. 093.-01-27.0);
- 116-18 Delaware Street (Tax Map No. 093.-01-28.0);

**Department of Assessment**  
233 E. Washington St  
City Hall, Room 130  
Syracuse, N.Y. 13202

Office 315 448 8270

[assessment@syr.gov](mailto:assessment@syr.gov)

GROWTH. DIVERSITY. OPPORTUNITY FOR ALL.

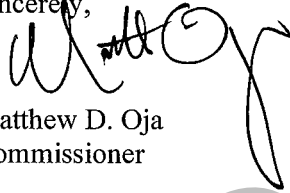
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- 122-24 Delaware Street (Tax Map No. 093.-01-29.0);
- 128 Delaware Street (Tax Map No. 093.-01-30.0); and
- A portion of 601-21 South Geddes Street (Tax Map No. 097.-04-08.1).

This exemption will enable the Corporation to construct sixty-seven (67) units of affordable housing. The units will be scattered among the above listed properties and are a critical element of the infill housing component of Mayor Walsh's Resurgent Neighborhoods Initiative.

This agreement with the Corporation would be for a term of fifteen (15) years and would not exempt it from special assessments or charges on the properties. The exemption will also apply solely to residential and amenity space, to specifically exclude any commercial square footage developed. The Corporation's payments to the City would be calculated each year based on the standard shelter rent formula equal to (a) ten percent (10%) of annual gross revenues minus utilities or (b) \$36,850, whichever is greater.

Sincerely,



Matthew D. Oja  
Commissioner

DRAFT




# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

**Timothy M. Rudd**  
Director

**Julie Castellitto**  
Assistant Director

**TO:** Mayor Ben Walsh  
**FROM:** Timothy M. Rudd, Director of Management and Budget   
**DATE:** October 16, 2023  
**SUBJECT:** Tax Exemption Agreement – La Liga Westside Village Housing Development Fund Corporation, Inc.

---

On behalf of the Department of Assessment, I am requesting the City enter into a tax exemption agreement pursuant to Section 573 and Section 577 of Article 11 of the New York State Private Housing Finance Law and Section 402 of the New York State Not-For-Profit Corporation Law with a Housing Development Corporation to be formed by La Liga Westside Village, LLC, to be known as the La Liga Westside Village Housing Development Fund Corporation (the "Corporation"). The tax exemption agreement shall involve the following nineteen (19) properties, all currently owned by the Greater Syracuse Property Development Corporation:

- 411 Delaware Street (Tax Map No. 092.-05-24.0);
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- 223 Grace Street (Tax Map No. 092.-09-01.0);
- 304 Delaware Street (Tax Map No. 092.-09-23.0);
- 310-12 Delaware Street (Tax Map No. 092.-09-24.0);
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- 320 Delaware Street (Tax Map No. 092.-09-26.0);
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- 112 Delaware Street (Tax Map No. 093.-01-27.0);
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- 128 Delaware Street (Tax Map No. 093.-01-30.0); and
- A portion of 601-21 South Geddes Street (Tax Map No. 097.-04-08.1).

Office of Management  
and Budget  
233 E Washington St  
Room 213  
Syracuse, N.Y. 13202

Office 315 448-8252  
Fax 315 448-8116

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This exemption will enable the Corporation to construct sixty-seven (67) units of affordable housing. The units will be scattered among the above listed properties and are a critical element of the infill housing component of Mayor Walsh's Resurgent Neighborhoods Initiative.

GROWTH. DIVERSITY. OPPORTUNITY FOR ALL.

This agreement with the Corporation would be for a term of fifteen (15) years and would not exempt it from special assessments or charges on the properties. The exemption will also apply solely to residential and amenity space, to specifically exclude any commercial square footage developed. The Corporation's payments to the City would be calculated each year based on the standard shelter rent formula equal to (a) ten percent (10%) of annual gross revenues minus utilities or (b) \$36,850, whichever is greater.

Please indicate your concurrence by signing below and returning this memo to me so that I may then forward your approval to the Common Council along with the request for authorizing this legislation.

Thank you for your attention regarding this matter.



\_\_\_\_\_  
Mayor Ben Walsh  
City of Syracuse, New York

OCT 18 2023

Date

DRAFT

**ORDINANCE AUTHORIZING A LEASE AGREEMENT BETWEEN THE CITY OF SYRACUSE AND BARUCH PARK PLACE, LLC (C/O ZAMIR EQUITIES, LLC) RELATIVE TO A PORTION OF THE PROPERTY LOCATED AT 300 SOUTH STATE STREET FOR USE AS OFFICE SPACE FOR THE CITIZEN REVIEW BOARD (CRB)**

WHEREAS, the Commissioner of Assessment has requested that this Common Council authorize a lease agreement with Baruch Park Place, LLC (c/o Zamir Equities, LLC) relative to a portion of the property located at 300 South State Street for use as office space for the Citizen Review Board (CRB), specifically an approximately 1876 square foot office suite on the Fifth Floor of the property: NOW, THEREFORE,

BE IT ORDAINED, that the Commissioner of Assessment, on behalf of the City of Syracuse, be and he hereby is authorized to execute a lease agreement under the following terms:

- (1) Baruch Park Place, LLC (c/o Zamir Equities, LLC) shall lease to the City of Syracuse an approximately 1876 square foot office suite located on the Fifth Floor of One Park Place, located at 300 South State Street, Syracuse, New York 13202 for use as office space for the CRB;
- (2) The term of the lease shall be for a five (5) year period effective on or about the date of completion of the build out of the tenant space for use by the Citizen Review Board, which is anticipated to occur on or around December 1, 2023;
- (3) The annual rent, inclusive of utility costs shall be \$28,609.00 for the first year, with annual increases for the second, third, fourth and fifth year; and
- (4) The Schedule for Rents for the 1876 square foot office suite shall be as follows:

	Base Rent	Additional Rent	Total Rent
Year 1	\$14.00/sq.ft	\$1.25/sq.ft	\$28,609.00
Year 2	\$14.25/sq.ft	\$1.25/sq.ft	\$29,078.00
Year 3	\$14.50/sq.ft	\$1.25/sq.ft	\$29,547.00

Year 4	\$14.75/sq.ft	\$1.25/sq.ft.	\$30,016.00
Year 5	\$15.00/sq.ft	\$1.25/sq.ft	\$30,485.00

(5) The Landlord shall be responsible for most build-out and maintenance expenses.

; and

BE IT FURTHER ORDAINED, that said lease agreement shall be subject to the approval of the Corporation Counsel as to terms, form, and content.

DRAFT



# DEPARTMENT OF ASSESSMENT

CITY OF SYRACUSE, MAYOR BEN WALSH

17

October 13, 2023

**Matthew D. Oja**  
Commissioner

Patricia K. McBride  
City Clerk  
231 City Hall  
Syracuse, New York 13202

**Ann E. Gallagher**  
First Deputy  
Commissioner  
Director of Operations

**Michael A. Lehmann**  
Deputy Commissioner

**Re: Request for Legislation – Lease of 300 South State Street**

Dear Ms. McBride:

Please prepare legislation for the next Common Council meeting authorizing the City of Syracuse to enter into a new lease agreement with Baruch Park Place, LLC (c/o Zamir Equities, LLC) for a portion of the property located at 300 South State Street – specifically, an 1,876± office suite on the fifth floor – to be occupied by the Citizen Review Board (CRB).

The CRB, which until recently operated from a closed suite in the City-owned City Hall Commons building, has accompanied several City departments in the August 2023 move to leased space in 300 South State Street. The confidential work conducted by the CRB has proved challenging in the context of the open workspaces designed for collaborative interdepartmental use, so a more discreet suite has been identified elsewhere in the building.

The lease would incorporate the following terms:

1. A term of five (5) years;
2. Annual rent starting at \$28,609, inclusive of utility costs and common area maintenance and subject to annual increases, more fully detailed in the attached Appendix A;
3. Landlord responsibility for most build-out and maintenance expenses.

The lease would commence upon completion of build-out of the tenant space, which is expected to occur on or around December 1<sup>st</sup> of 2023. The lease payments would be drawn from account number 90000.01.590810.

**Department of  
Assessment**  
233 E. Washington St  
City Hall, Room 130  
Syracuse, N.Y. 13202

Office 315 448 8270  
[assessment@syr.gov](mailto:assessment@syr.gov)

Sincerely,

Matthew D. Oja  
Commissioner of Assessment

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APPENDIX "A"

<b>Year</b>	<b>Square Footage</b>	<b>Base Rent</b>	<b>Additional Rent</b>	<b>Total Rent</b>
1	1,876	\$14.00/sf.	\$1.25/sf.	\$28,609
2	1,876	\$14.25/sf.	\$1.25/sf.	\$29,078
3	1,876	\$14.50/sf.	\$1.25/sf.	\$29,547
4	1,876	\$14.75/sf.	\$1.25/sf.	\$30,016
5	1,876	\$15.00/sf.	\$1.25/sf.	\$30,485

DRAFT






# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

**Timothy M. Rudd**  
Director

**Julie Castellitto**  
Assistant Director

**TO:** Mayor Ben Walsh  
**FROM:** Timothy M. Rudd, Director of Management and Budget   
**DATE:** October 16, 2023  
**SUBJECT:** Lease Agreement – Baruch Park Place, LLC (c/o Zamir Equities, LLC)

---

On behalf of the Department of Assessment, I am requesting the City enter into a new lease agreement with Baruch Park Place, LLC (c/o Zamir Equities, LLC) for a portion of the property located at 300 South State Street – specifically, an 1,8760± office suite on the fifth floor – to be occupied by the Citizen Review Board (CRB).

The CRB, which until recently operated from a closed suite in the City-owned City Hall Commons building, has accompanied several City departments in the August 2023 move to leased space in 300 South State Street. The confidential work conducted by the CRB has proved challenging in the context of the open workspaces designed for collaborative interdepartmental use, so a more discreet suite has been identified elsewhere in the building.


The lease would incorporate the following terms:

1. A term of five (5) years;
2. Annual rent starting at \$28,609, inclusive of utility costs and common area maintenance and subject to annual increases, more fully detailed in the attached Appendix A;
3. Landlord responsibility for most build-out and maintenance expenses.

The lease would commence upon completion of build-out of the tenant space, which is expected to occur on or around December 1<sup>st</sup> of 2023. The lease payments would be drawn from account number 90000.01.590810.

Please indicate your concurrence by signing below and returning this memo to me so that I may then forward your approval to the Common Council along with the request for authorizing this legislation.

Thank you for your attention regarding this matter.

  
\_\_\_\_\_  
Mayor Ben Walsh  
City of Syracuse, New York

OCT 18 2023  
Date

Office of Management  
and Budget  
233 E Washington St  
Room 213  
Syracuse, N.Y. 13202

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Fax 315 448-8116

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# BUREAU OF ACCOUNTS

A BUREAU OF THE DEPARTMENT OF FINANCE  
CITY OF SYRACUSE, MAYOR BEN WALSH

October 17, 2023

**Michael Cannizzaro, CPA** Patricia McBride  
Commissioner of Finance City Clerk  
**Annemarie Deegan** 231 City Hall  
First Deputy Commissioner Syracuse, NY 13202

**Kristen Bennett**  
Director of Accounting

RE: Request for Legislation amending Ordinance 452-2023 and sale of additional Bonds for City's Software System authorizing continued engagement with Ernst & Young for Pre-Work Phase 2 Implementation Phase of ERP modernization project

Dear Ms. McBride,

Please prepare legislation for the next Common Council meeting to allow the Department of Finance to amend Ordinance 452-23 authorizing the issuance and sale of bonds in the amount of \$1.825M for the pre-design and implementation work related to the City's Software System. It is requested to amend the amount to \$4M allowing for continued engagement with Ernst & Young for the Pre-Work Phase 2 and additional bonding for the implementation Phase of the ERP Modernization project.

Pre-Work Phase 2 consists of planning and preparation for cloud platform implementation. Implementation Phase consists of cloud implementation for core HR and Payroll.

We respectfully request the adjustment to the total cost of the project in funds not to exceed \$4M to be charged to City Software Systems project # 7000454230.07.599807.16805.

If you have any questions or comments regarding this, please contact me at 448-8304.

Sincerely,

Michael Cannizzaro, C.P.A.  
Commissioner of Finance

**Department of Finance**  
233 E. Washington St  
City Hall, Room 128  
Syracuse, N.Y. 13202

Office 315 448 8330

[www.syr.gov](http://www.syr.gov)

cc: Frank Caliva, Chief Administrative Officer  
cc: Richard Alsever, Director of Human Resources  
cc: Timothy Rudd, Budget Director

27



City of Syracuse

AUTHORIZATION TO PROCEED WITH CIP PROJECT

Date:	October 17, 2023
Project Name:	City Software Systems
Project Cost:	4M
Contact Name:	Michael Cannizzaro
Project Description:	Additional software system implementation

Projected Time Line & Funding Source(s)

Estimated Start Date: Estimated Completion Date:

Funding Source:	Dollar Amount:
Local Share: Cash Capital	
Local Share: Bonds (complete schedule below)	\$4,000,000
State Aid/Grant (identify)	
Federal Aid/Grant (identify)	
Other (identify)	
Total Project Funding (must equal cost):\$	
	\$4,000,000

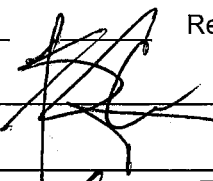
Estimated Project Borrowing Timeline

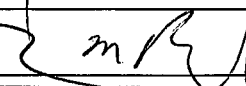
Year	Fiscal Year	Estimated Amount to Borrow
1	2024	\$ 4,000,000
2		
3		

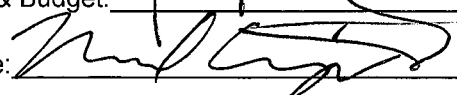
Total Estimated Amount to Borrow (if different than "Local Share: Bonds" above, explain) my

Approval to proceed with request for legislation is hereby granted.

Project in CIP Plan: Yes  Reason("No"):

Director of Administration:  Date: \_\_\_\_\_

Director of Management & Budget:  Date: 10-18-23

Commissioner of Finance:  Date: 10/17/23



# DEPARTMENT OF FINANCE

OFFICE OF THE COMMISSIONER  
CITY OF SYRACUSE, MAYOR BEN WALSH

**Michael Cannizzaro, CPA**  
Commissioner of Finance

**Annemarie Deegan**  
First Deputy Commissioner

**Veronica H. Voss**  
Deputy Commissioner

October 20, 2023

Patricia McBride  
City Clerk  
231 City Hall  
Syracuse, New York 13202

RE: Waiver of RFP Process – City’s Software System, Pre-work Phase 2, Implementation Phase of ERP modernization project

Dear Ms. McBride:

I recommend a waiver of the RFP process to enter into an agreement with Ernst & Young, relative to the pre-design and implementation work for City software systems.

Under the terms of the contract, Ernst & Young will provide the following:

Services to be provided consists of planning and preparation for cloud platform implementation. Implementation phase consists of cloud implementation for core Human Resources and Payroll.

The term of the agreement will expire on or about June 30, 2025. Fees for the services shall not exceed \$2,175,000 and will be charged to account 599807.07.13105.700045423.

Sincerely,

Michael Cannizzaro  
Commissioner of Finance

**Department of Finance**  
233 E. Washington St  
City Hall, Room 128  
Syracuse, N.Y. 13202

Office 315 448 8279

[www.syr.gov](http://www.syr.gov)

cc: Frank Caliva, Chief Administrative Officer  
cc: Richard Alsever, Director of Human Resources  
cc: Timothy Rudd, Budget Director




# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

**Timothy M. Rudd**  
Director

**Julie Castellitto**  
Assistant Director

**TO:** Honorable Mayor Ben Walsh  
**FROM:** Timothy M. Rudd, Director of Management & Budget   
**DATE:** October 20, 2023  
**SUBJECT:** Waiver of RFP Process to Enter an Agreement – Ernst & Young

---

On behalf of the Department of Finance, I am requesting the City of Syracuse authorize a waiver of the RFP process to enter into an agreement with Ernst & Young relative to the pre-design and implementation work for City software systems.


Under the terms of the contract, Ernst & Young will provide the following:

Services to be provided consists of planning and preparation for cloud platform implementation. Implementation phase consists of cloud implementation for core Human Resources and Payroll.

The term of the agreement will expire on or about June 30, 2025. Fees for the services shall not exceed \$2,175,000 and will be charged to account 599807.07.13105.700045423.

Please indicate your concurrence by signing below and returning this memo to me so that I may then forward your approval to the Common Council along with the request for authorizing this legislation.

Thank you for your attention regarding this matter.

  
\_\_\_\_\_  
Mayor Ben Walsh  
City of Syracuse, New York

10/23/23  
Date

Office of Management  
and Budget  
233 E Washington St  
Room 213  
Syracuse, N.Y. 13202

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**Planning and Preparation for Cloud Platform Implementation (formerly Pre-Work Phase 2)**

Engagement Activities	Contractor Role / Responsibilities	City of Syracuse Role / Responsibilities	Contractor Intended work product
Project Management - HCM	<p>Develop work plans, work products, and oversee Contractor project resources.</p> <p>Provide regular status reports.</p>	<p>Secure the City project team members and coordinate The City resource availability.</p> <p>Provide Contractor with appropriate access to documentation repositories.</p>	<ul style="list-style-type: none"> <li>• Kick Off Presentation</li> <li>• Status Reports</li> <li>• Weekly Status Reports</li> </ul>
Target Operating Model	<p>Align with City of Syracuse leadership to identify challenges, pain points and objectives for the target operating model for HR and Payroll that cloud functionality will support.</p> <p>Define current state operating model for HR and Payroll, to include:</p> <ul style="list-style-type: none"> <li>- Organizational Structure</li> <li>- High-Level HR/Payroll Processes</li> <li>- Resources (e.g., FTEs)</li> </ul> <p>Determine functional alignment of key HR and Payroll functions to determine future-state delivery options</p> <p>Define service delivery considerations for the future state, to include defined guiding principles</p> <p>Design options for consideration with City of Syracuse stakeholders</p> <p>Provide the future state target operating model, to include recommendations for organizational structure, key processes, resource needs, and the selected service delivery option</p>	<p>Provide any relevant current state documentation</p> <p>Participate in interviews and other data gathering efforts</p> <p>Provide input and feedback during reviews</p>	<ul style="list-style-type: none"> <li>• Current Operating Model Insights</li> <li>• High Level Target Operating Model Design</li> <li>• High Level Service Delivery Model Design Options</li> </ul>

<p>3<sup>rd</sup> Party Vendor Selection</p>	<p>Review current 3<sup>rd</sup> party cloud platform options focused on Garnishments, FMLA, and W-2</p> <p>Identify gaps and pain points with current Garnishment, FMLA, and W-2 operations including processes, procedures, technology, staffing, and training.</p> <p>Perform market scan for organizations that support each of the areas.</p> <p>Contact vendors to determine if they can support Syracuse from a business process and technology perspective.</p> <p>For down selected vendors, request and synthesize implementation costs, steady rate run costs, and any other associate costs to Syracuse.</p>	<p>Provide any relevant current state documentation</p> <p>Participate in interviews and other data gathering efforts</p> <p>Provide input and feedback during reviews</p>	<ul style="list-style-type: none"> <li>• Synthesized costs for the top two vendor for each of the areas (Garnishments, FMLA, and W-2)</li> <li>• Recommendation on timing of implementing solutions around these three areas.</li> </ul>
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DRAFT

**Cloud Implementation for Core HR and Payroll**

Engagement Activities	Contractor Role / Responsibilities	City of Syracuse Role / Responsibilities	Contractor Intended work product
Cloud Implementation: Project Management – HCM & Payroll	<p>Develop work plans, work products, and oversee Contractor project resources.</p> <p>Provide regular status reports.</p>	<p>Secure the City project team members and coordinate The City resource availability.</p> <p>Provide Contractor with appropriate access to documentation repositories.</p>	<ul style="list-style-type: none"> <li>• Kick Off Presentation</li> <li>• Project management plan</li> <li>• Status Reports</li> <li>• Risk &amp; Issue management plan</li> </ul>
Cloud Implementation Solution Implementation: Change Management Execution for HCM & Payroll	<p>Determine objectives for pre-implementation change management activities</p> <p>Define key change management milestones</p> <p>Identify and define key stakeholders</p> <p>Develop shortlist for change champions</p> <p>Define stakeholder monitoring and adoption techniques</p> <p>Develop roadmap for implementation</p>	<p>Provide any relevant current state documentation</p> <p>Participate in interviews and other data gathering efforts</p> <p>Provide input and feedback during reviews</p>	<ul style="list-style-type: none"> <li>• Change Management Milestones</li> <li>• Change Network Shortlist</li> <li>• Roadmap for Implementation</li> </ul>
Cloud Implementation Deployment Documentation: Communications Support for HCM & Payroll	<p>Develop focused, organization-wide communications to communicate upcoming changes</p> <p>Deploy communications through identified communication channels and vehicles</p> <p>Establish communication cadence for implementation</p>	<p>Provide any relevant current state documentation</p> <p>Participate in interviews and other data gathering efforts</p> <p>Provide input and feedback during reviews</p>	<ul style="list-style-type: none"> <li>• Communications Materials (e.g., vehicles, channels, cadence)</li> </ul>
Cloud Implementation Knowledge Transfer: Training for HCM & Payroll	<p>Develop training program objectives for implementation</p> <p>Confirm desired training vehicles with City of Syracuse stakeholders</p> <p>Shortlist and prioritize trainings for content development</p> <p>Develop roadmap for training development</p>	<p>Provide any relevant current state documentation</p> <p>Participate in interviews and other data gathering efforts</p> <p>Provide input and feedback during reviews</p>	<ul style="list-style-type: none"> <li>• Training Program Objectives</li> <li>• Prioritized Training List</li> <li>• Training Roadmap</li> </ul>



<p>Cloud Implementation Solution Architecture Definition: HCM &amp; Payroll Confirm and Design phase</p>	<p>Performing a fit-gap analysis against leading practices</p> <p>Designing solutions to address gaps Understanding change impacts and impacts on the end users</p> <p>Finalizing implementations plan and workstream strategies</p>	<p>Attend solution confirmation workshops</p> <p>Participate in Process Elaboration workshops</p> <p>Provide input to solution documents Participate in relevant design approval reviews</p> <p>Review and approve completed Business Process Documents</p>	<ul style="list-style-type: none"> <li>• Master business process inventory</li> <li>• Business process documents</li> <li>• Mapped requirement documentation</li> <li>• Requirements traceability matrix (RTM)</li> <li>• Functional design documents</li> <li>• Security role design and SOD/SA framework</li> <li>• Environment plan</li> <li>• Interface strategy document</li> <li>• Data conversion strategy and plan</li> <li>• Entry/exit criteria by phase</li> </ul>
<p>Cloud Implementation Solution Implementation: HCM &amp; Payroll Progressive Build phase</p>	<p>Master business process inventory Business process documents Mapped requirement documentation Requirements traceability matrix (RTM) Functional design documents Security role design and SOD/SA framework</p>	<p>Review and provide input into data conversion mapping documents</p> <p>Provide data extracts from legacy applications</p> <p>Review and approve functional and technical design documents</p> <p>Review and update existing business test scenarios, as needed</p> <p>Review and approve master configuration document</p>	<ul style="list-style-type: none"> <li>• Master business process inventory</li> <li>• Business process documents</li> <li>• Mapped requirement documentation</li> <li>• Requirements traceability matrix (RTM)</li> <li>• Functional design documents</li> <li>• Security role design and SOD/SA framework</li> <li>• Master business process inventory</li> <li>• Business process documents</li> <li>• Mapped requirement documentation</li> <li>• Requirements traceability matrix (RTM)</li> <li>• Functional design documents</li> <li>• Technical design documents</li> <li>• Security role design and SOD/SA framework</li> <li>• Test plans</li> <li>• Test scripts</li> <li>• Test schedules</li> </ul>
<p>Cloud Implementation Solution Implementation: HCM &amp; Payroll Test phase</p>	<p>End-to-end systems integration and performance testing</p> <p>End user testing, training and proficiency tracking</p> <p>Improving data quality and completeness</p> <p>End user testing</p>	<p>Support integrated testing of roles</p> <p>Provide input into cutover planning</p> <p>Review, finalize and approve test scenarios and scripts</p> <p>Review and approve UAT report test results</p> <p>Review and approve the updated RTM</p>	<ul style="list-style-type: none"> <li>• Cutover plan (draft)</li> <li>• Go-live readiness criteria</li> <li>• Updates to business process and functional designs</li> <li>• SOD/SA access review results</li> <li>• Review of technical specs</li> <li>• Data conversion and reconciliation report</li> <li>• Test scripts</li> <li>• Test cases and results</li> <li>• Defect tracker</li> </ul>

		Review and approve drafted SOD analysis and remediation steps for identified conflicts	
Cloud Implementation Production Deployment: HCM & Payroll Deploy phase	<p>Conducting dress rehearsals to practice go-live weekend</p> <p>Finalizing post go-live support organization and bubble staffing</p> <p>Confirming business and technical readiness metrics satisfied</p>	<p>Co-facilitate the business cutover activities based upon the City's approved cutover plan</p> <p>Confirm all readiness criteria are satisfied</p>	<ul style="list-style-type: none"> <li>• Cutover plan (final)</li> <li>• Go-live criteria dashboard</li> <li>• User to role mapping</li> <li>• Data conversion and reconciliation report and exceptions</li> <li>• Defect tracker</li> <li>• Testing results dashboard</li> </ul>
Cloud Implementation Production Deployment: HCM & Payroll Support phase	<p>Identifying and solving functional and technical issues</p> <p>Completing knowledge transfer to support organization</p> <p>Targeted refresher training and communications based on system usage</p>	<p>Confirm Final Systems Acceptance criteria met</p> <p>Support the production help desk and Command Center in identifying, tracking, and resolving problems and issues</p>	<ul style="list-style-type: none"> <li>• Final systems acceptance</li> <li>• Legacy environments decommission strategy</li> </ul>

DRAFT



# DEPARTMENT OF FINANCE

OFFICE OF THE COMMISSIONER  
CITY OF SYRACUSE, MAYOR BEN WALSH

**Michael Cannizzaro, CPA**  
Commissioner of Finance

**Annemarie Deegan**  
First Deputy Commissioner

**Veronica H. Voss**  
Deputy Commissioner

October 24, 2023

Patricia McBride  
City Clerk  
231 City Hall  
Syracuse, New York 13202

RE: Authorization of Agreement – City's Software System, Pre-work Phase 2, Implementation Phase of ERP modernization project

Dear Ms. McBride:

Please prepare legislation for the next meeting of the Common Council to amend Ordinance #454-2023 authorizing the Pre-Work Phase 2 (in reference to Ord 453-23) and bonding for the Implementation Phase of the ERP Modernization project. Pre-Work Phase 2 consists of planning and preparation for cloud platform implementation, total costs shall not exceed \$2,175,000. Implementation Phase consists of cloud implementation for core HR and Payroll, totals costs not to exceed \$2,175,000. All costs shall be charged to Account No. 599807.07.13105.700045423 ("City Software Systems" project). The total amount shall not exceed \$4,000,000.

Sincerely,

Michael Cannizzaro  
Commissioner of Finance

cc: Frank Caliva, Chief Administrative Officer  
cc: Richard Alsever, Director of Human Resources  
cc: Timothy Rudd, Budget Director

Department of Finance  
233 E. Washington St  
City Hall, Room 128  
Syracuse, N.Y. 13202

Office 315 448 8279

[www.syr.gov](http://www.syr.gov)

Ordinance No.

2023

**ORDINANCE AUTHORIZING TRANSFER OF  
FUNDS WITHIN THE FISCAL YEAR 2023/2024  
BUDGET PER THE ATTACHED SCHEDULE**

BE IT ORDAINED, that this Common Council hereby authorizes the following transfer of funds for use by various departments in accordance with the attached Schedule "A", in the manner provided by law.

DRAFT

**SCHEDULE "A"**

**TRANSFER FROM:**

<b>Account #</b>	<b>General Fund</b>	<b>Transfer Amount</b>	<b>FY 23/24 Budget as authorized</b>	<b>FY 23/24 Budget as amended</b>
93000.01.599300	Judgment & Claims	\$63,947.89	\$1,500,000	\$1,436,052.11

**TRANSFER TO:**

<b>Account #</b>	<b>General Fund</b>	<b>Transfer Amount</b>	<b>FY23/24 Budget as authorized</b>	<b>FY 23/24 Budget as amended</b>
14300.01.510100	Personnel – Salary	\$47,274.53	\$1,046,782	\$1,094,056.53
90300.01.590300	Social Security	\$3,484.48	\$11,46,452	\$11,349,936.48
90600.01.590600	Medical Insurance	\$6,144.98	\$47,952,680	\$47,958,824.98
90100.01.590100	Retirement	\$7,043.90	\$4,837,794	\$4,844,837.90

**DRAFT**



# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

**Timothy M. Rudd**  
Director

October 12, 2023

**Julie Castellitto**  
Assistant Director

Ms. Patricia McBride  
City Clerk  
230 City Hall  
Syracuse, New York 13202

**Re: Request for Legislation – 2023/2024 Fiscal Year Budget Transfers**

Dear Ms. McBride:

Please prepare the necessary legislation to be introduced at the next Common Council meeting authorizing the following transfer of funds within the FYE June 30, 2024 City Budget.

<u>Account Number</u>	<u>General Fund</u>	<u>Budget Transfer</u>	<u>Budget 2023/2024</u>	<u>Budget as Amended</u>
Transfer from:				
93000.01.599300	Judgement & Claims	\$63,947.89	\$1,500,000	\$1,436,052.11
Transfer to:				
14300.01.510100	Personnel – Salary	\$47,274.53	\$1,046,782	\$1,094,056.53
90300.01.590300	Social Security	\$3,484.48	\$11,346,452	\$11,349,936.48
90600.01.590600	Medical Insurance	\$6,144.98	\$47,952,680	\$47,958,824.98
90100.01.590100	Retirement	\$7,043.90	\$4,837,794	\$4,844,837.90

Office of Management and Budget  
233 E Washington St  
Room 213  
Syracuse, N.Y. 13202

Thank you.

Sincerely,

Timothy Rudd  
Director of Management and Budget

Office 315 448-8252  
Fax 315 448-8116

[www.syr.gov](http://www.syr.gov)

Ordinance No.

2023

**ORDINANCE AUTHORIZING PURCHASE,  
WITHOUT ADVERTISING OR COMPETITIVE  
BIDDING, OF PROCESS SERVING SERVICES  
FOR THE CITY OF SYRACUSE BUREAU OF  
ADMINISTRATIVE ADJUDICATION DURING  
THE FISCAL YEAR 2023/2024**

BE IT ORDAINED, subject to the approval of the Mayor, that the Common Council hereby authorizes the purchase of process serving services for the City of Syracuse Bureau of Administrative Adjudication (“BAA”) during the fiscal year 2023/2024 without competitive bidding or formal advertising by reason of the fact it is impracticable to bid said item as the BAA must have professional firms who can act on short notice to serve legal papers in a reliable and timely manner in compliance with State and Federal rules; and

BE IT FURTHER ORDAINED, that the Commissioner of Purchase is hereby authorized to purchase said process serving services from the following vendors at a total cost not to exceed \$10,000.00: Aaron Nuzzo, Albany Process Service and Investigative Consultants, Metro Attorneys, and Alliance Risk Group Inc respectively, charging the cost thereof to the BAA Other Services Budget Account #540552.01.13320 or another appropriate account as designated by the Commissioner of Finance; and

BE IT FURTHER ORDAINED, that this waiver is hereby authorized to be extended, where necessary, for a period not to exceed sixty (60) days after June 30, 2024 provided funding from the appropriation authorized by this Ordinance remains available.

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# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

October 16, 2023

**Timothy M. Rudd**  
Director

**Julie Castellitto**  
Assistant Director

Ms. Patricia McBride  
City Clerk  
City Hall  
Syracuse, New York

**RE: Annual Waiver Request –Process Servers**

Dear Ms. McBride:

On behalf of the Bureau of Administrative Adjudication, please prepare legislation for the next scheduled Common Council meeting to authorize the purchase without advertising or competitive bidding of process serving services for the Bureau of Administrative Adjudication (“Bureau”) during Fiscal Year 2023/2024 from the following process servers:

- Aaron Nuzzo
- Albany Process Service & Investigative Consultants
- Metro Attorneys
- Alliance Risk Group Inc.

It is requested that a total of \$10,000 be authorized for use by the Bureau to pay the above-referenced vendors for services on an as-needed basis.

All costs will be charged to Bureau’s Other Services Account #540552.01.13320.

Thank you.

Sincerely,

Timothy M. Rudd  
Director of Management and Budget

Office of Management  
and Budget  
233 E Washington St  
Room 213  
Syracuse, N.Y. 13202

Office 315 448-8252  
Fax 315 448-8116

[www.syr.gov.net](http://www.syr.gov.net)

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# BUREAU OF ADMINISTRATIVE ADJUDICATION

A BUREAU OF THE DEPARTMENT OF LAW  
CITY OF SYRACUSE, MAYOR BEN WALSH

October 17, 2023

Mr. Timothy M. Rudd  
Director of the Office of Management & Budget  
Syracuse City Hall  
233 E. Washington St., Rm. 213  
Syracuse, N.Y. 13202

RE: Request for Legislation

Dear Mr. Rudd,

I am requesting legislation authorizing the purchase without advertising or competitive bidding of process serving services by the Bureau of Administrative Adjudication ("Bureau") during Fiscal 2023/2024 from the following process servers:

- Aaron Nuzzo
- Albany Process Service & Investigative Consultants
- Metro Attorneys
- Alliance Risk Group, Inc.

It is requested that a total of \$10,000.00 be authorized for use by the Bureau to pay the above-referenced vendors for services on an as-needed basis.

All costs will be charged to the Other Services Account #540552.01.13320.

Thank you for your assistance in this matter.

Sincerely,

s/ Leah A. Witmer

Leah A. Witmer  
Director/Chief Administrator Law Judge

GROWTH. DIVERSITY. OPPORTUNITY FOR ALL.

Bureau of Administrative Adjudication 233 E. Washington St., Room 113 Syracuse, N.Y. 13202  
Office 315 448 8320 [www.syrgov.net](http://www.syrgov.net)

Ordinance No.

2023

**ORDINANCE AUTHORIZING CONTRACT WITH PRO ACT, INC. RELATIVE TO PROVIDING SERVICES FOR THE SUPPLY AND ADMINISTRATION OF FLU SHOTS TO CITY OF SYRACUSE EMPLOYEES**

WHEREAS, Section 5-205-A of the Charter of the City of Syracuse, as amended, provides the Mayor shall "award contracts for professional services subject to the approval of the Common Council"; and

WHEREAS, the Mayor has approved the retention of Pro Act, Inc., under the following terms:

- (1) Pro Act, Inc. shall provide all required services for the supply and administration of flu shots to City of Syracuse employees as part of Flu Clinics to be held during Fiscal Year 2023/2024, on dates yet to be determined.
- (2) The cost shall be \$38.00 per person and is covered under the City's Employee Health Insurance Plans; and
- (3) The City shall pay to Pro Act, Inc. an amount not to exceed \$19,000.00 for all services under this agreement, which should cover five hundred (500) employees;

NOW, THEREFORE,

BE IT ORDAINED, that the Mayor, on behalf of the City of Syracuse, be and he hereby is authorized to execute such contract, as hereinabove stated, subject to the approval of the Corporation Counsel as to terms, form and execution; and

BE IT FURTHER ORDAINED, that all costs associated with this agreement shall be charged to Budget Account No. 590601.01.90600 or another appropriate account as designated by the Commissioner of Finance.



# OFFICE OF PERSONNEL & LABOR RELATIONS

CITY OF SYRACUSE, MAYOR BEN WALSH

**Richard Alsever**  
Director

**Margaret Chajka**  
Assistant Director

October 13, 2023

Patricia K. McBride  
City Clerk  
231 City Hall  
Syracuse, New York

**RE: Request Legislation**

Dear Clerk McBride:

Please prepare legislation to be introduced at the next Common Council meeting authorizing the City to enter in to agreement with ProAct. Inc to administer flu shots to City of Syracuse employees. The dates for the City of Syracuse's Annual Flu Clinic for 2023 are to be determine.

The cost shall be \$38.00 per person and shall not exceed \$19,000.00 which would cover 500 employees and is covered under the City's Employee Health Benefit Plans.

All costs associated with the agreement shall be charged to the budget account no. 590601.01.90600.

Sincerely,

Richard Alsever  
Director of Personnel & Labor Relations

**Office of Personnel & Labor Relations**  
233 E. Washington St  
City Hall, Room 312  
Syracuse, N.Y. 13202

Office 315 448-8780  
Fax 315 448-8761

[www.syr.gov.net](http://www.syr.gov.net)




# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

**Timothy M. Rudd**  
Director

**Julie Castellitto**  
Assistant Director

**TO:** Mayor, Ben Walsh  
**FROM:** Timothy M. Rudd, Director of Management and Budget   
**DATE:** October 17, 2023  
**SUBJECT:** Agreement – ProAct, Inc.

---


On behalf of the Office of Personnel & Labor Relations, I am requesting the City enter into an agreement with ProAct, Inc. to administer flu shots to City of Syracuse employees. The dates for the City of Syracuse's Annual Flu Clinic for 2023 are to be determined.

The cost shall be \$38.00 per person and shall not exceed \$19,000 which would cover 500 employees and is covered under the City's Employee Health Benefit Plans.

All costs associated with the agreement shall be charged to the budget account no. 590601.01.90600.

Please indicate your concurrence by signing below and returning this memo to me so that I may forward a copy to the Common Council along with the legislation request for the next Common Council Meeting.

Thank you for your attention regarding this matter.

  
\_\_\_\_\_  
Mayor Ben Walsh  
City of Syracuse, New York

OCT 18 2023  
Date

Office of Management  
and Budget  
233 E Washington St  
Room 213  
Syracuse, N.Y. 13202

Office 315 448-8252  
Fax 315 448-8116

[www.syr.gov.net](http://www.syr.gov.net)

Ordinance No.

2023

**ORDINANCE AUTHORIZING THE APPROPRIATION OF \$1,617,308 OF THE AMERICAN RESCUE PLAN ACT OF 2021(ARPA) FUNDS RECEIVED BY THE CITY OF SYRACUSE TO BE USED BY THE DEPARTMENT OF PUBLIC WORKS TO IMPLEMENT THE EMERGENCY SIGNAL PREEMPTION PROJECT TO UPDATE THE EXISTING TRAFFIC SIGNAL PREEMPTION SYSTEM IN THE CITY OF SYRACUSE THAT IS USED TO PROVIDE PRIORITY TO SYRACUSE FIRE DEPARTMENT AND OTHER EMERGENCY VEHICLES RESPONDING TO EMERGENCY SITUATIONS**

BE IT ORDAINED, that this Common Council hereby appropriates the sum of \$1,617,308 of the American Rescue Plan Act of 2021 (ARPA) Funds received by the City of Syracuse to an account to be determined by the Commissioner of Finance for use by the Department of Public Works for the implementation of the Emergency Signal Preemption Project to replace outdated and functionally obsolete equipment and update the existing traffic signal preemption system used to provide priority to Syracuse Fire Department and other emergency vehicles responding to emergency situations, in the manner provided by law.



# DEPARTMENT OF PUBLIC WORKS

CITY OF SYRACUSE, MAYOR BEN WALSH

**Jeremy Robinson**  
Commissioner

**Ann Fordock**  
Deputy Commissioner

**Martin E. Davis, L.S.**  
Deputy Commissioner

October 13, 2023

Ms. Patricia McBride  
City Clerk  
City Hall, Room 230  
Syracuse, NY 13202

**RE: Request to Authorize ARPA funding for the Emergency Signal Preemption project**

Dear Ms. McBride:

Please prepare legislation for the next Common Council meeting authorizing the City of Syracuse, Department of Public Works to appropriate funds to the Department of Public Works in an amount not to exceed \$1,617,308.00 from the America Rescue Plan Act (ARPA) of 2023 fund balance. The funds will be placed in an account to be designated by the Commissioner of Finance for the purposes specified below:

Funds will be used to implement the Emergency Signal Preemption project. Under this project, the city will update signal infrastructure, including the existing emergency signal preemption system by replacing outdated and functionally obsolete equipment. The preemption system is a critical component of the Syracuse Fire Department's fast response times, allowing signals to provide priority to SFD vehicles during emergency situations. The DPW works closely with SFD to install and maintain this infrastructure.

The signal preemption technology is a sole source product from Global Traffic Technologies, LLC., a division of Miovision Technologies Incorporated. Both the existing and new technologies are from the singular supplier.

Please do not hesitate to contact me directly if you have any questions or require any additional information.

Sincerely,

Jeremy Robinson  
Commissioner of Public Works

CC Chief Monds, SFD  
CC Jen Tifft, Mayor's Office

**Dept. of Public Works**  
1200 Canal St. Extension  
Syracuse, N.Y. 13202

Office 315 448-2489  
Fax 315 448-8531

[www.syrgov.net](http://www.syrgov.net)



# DEPARTMENT OF PUBLIC WORKS

CITY OF SYRACUSE, MAYOR BEN WALSH

**Jeremy Robinson**  
Commissioner

**Ann Fordock**  
Deputy Commissioner

**Martin E. Davis, L.S.**  
Deputy Commissioner

October 13, 2023

Tim Rudd  
Budget Director  
231 City Hall  
Syracuse, NY 13202

**RE: Request to Authorize ARPA funding for the Emergency Signal Preemption project**

Dear Mr. Rudd,

Please prepare legislation for the next Common Council meeting authorizing the City of Syracuse, Department of Public Works to appropriate funds to the Department of Public Works in an amount not to exceed \$1,617,308.00 from the America Rescue Plan Act (ARPA) of 2023 fund balance. The funds will be placed in an account to be designated by the Commissioner of Finance for the purposes specified below:

Funds will be used to implement the Emergency Signal Preemption project. Under this project, the city will update signal infrastructure, including the existing emergency signal preemption system by replacing outdated and functionally obsolete equipment. The preemption system is a critical component of the Syracuse Fire Department's fast response times, allowing signals to provide priority to SFD vehicles during emergency situations. The DPW works closely with SFD to install and maintain this infrastructure.

The signal preemption technology is a sole source product from Global Traffic Technologies, LLC., a division of Miovision Technologies Incorporated. Both the existing and new technologies are from the singular supplier.

Please do not hesitate to contact me directly if you have any questions or require any additional information.

Sincerely,

Jeremy Robinson  
Commissioner of Public Works

Dept. of Public Works  
1200 Canal St. Extension  
Syracuse, N.Y. 13202

Office 315 448-2489  
Fax 315 448-8531

[www.syr.gov.net](http://www.syr.gov.net)

CC Chief Monds, SFD  
CC Jen Tifft, Mayor's Office




# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

**Timothy M. Rudd**  
Director

**Julie Castellitto**  
Assistant Director

**TO:** Mayor Ben Walsh  
**FROM:** Timothy M. Rudd, Director of Management and Budget   
**DATE:** October 16, 2023  
**SUBJECT:** Appropriation of ARPA Funds - Emergency Signal Preemption Project

---


On behalf of the Department of Public Works, I am requesting to appropriate funds to the Department of Public Works in an amount not to exceed \$1,617,308 from the American Rescue Plan Act (ARPA) of the 2023 fund balance. The funds will be placed in an account to be designated by the Commissioner of Finance for the purposes specified below:

Funds will be used to implement the Emergency Signal Preemption project. Under this project, the city will update signal infrastructure, including the existing emergency signal preemption system by replacing outdated and functionally obsolete equipment. The preemption system is a critical component of the Syracuse Fire Department's fast response times, allowing signals to provide priority to SFD vehicles during emergency situations. The DPW works closely with SFD to install and maintain this infrastructure.

The signal preemption technology is a sole source product from Global Traffic Technologies, LLC., a division of Miovision Technologies Incorporated. Both the existing and new technologies are from the singular supplier.

Please indicate your concurrence by signing below and returning this memo to me so that I may then forward your approval to the Common Council along with the request for authorizing this legislation.

Thank you for your attention regarding this matter.

  
\_\_\_\_\_  
Mayor Ben Walsh  
City of Syracuse, New York

OCT 18 2023  
Date

Office of Management  
and Budget  
233 E Washington St  
Room 213  
Syracuse, N.Y. 13202

Office 315 448-8252  
Fax 315 448-8116

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# DEPARTMENT OF PUBLIC WORKS

CITY OF SYRACUSE, MAYOR BEN WALSH

October 13, 2023

**Jeremy Robinson**  
Commissioner

**Ann Fordock**  
Deputy Commissioner

**Martin E. Davis, L.S.**  
Deputy Commissioner

Ms. Patricia McBride  
City Clerk  
City Hall, Room 230  
Syracuse, NY 13202

**RE: Request for a Waiver of the RFP Process to enter into a Contract for an Emergency Signal Preemption system with Global Traffic Technologies, LLC., a division of Miovision Technologies Incorporated**

Dear Ms. McBride:

Please prepare legislation for the next Common Council meeting authorizing the City of Syracuse, Department of Public Works to waive the RFP process and enter into a contract for Emergency Signal Preemption system services with Global Traffic Technologies, LLC. It is impractical to bid this contract due to the proprietary nature of the Emergency Signal Preemption system, which was developed by Global Traffic Technologies, LLC.

The Department of Public Works, in collaboration with the Fire Department, is requesting to enter into a contract with Global Traffic Technologies, LLC to provide upgrades to the preemption system. This system is a critical component of the Fire Department's fast response times. The work will include replacing outdated and functionally obsolete equipment at signalized intersections across the City and cover ongoing operation and maintenance items.

The contract covers an initial five-year period starting on the date of contract execution, with an option to renew for an additional 5-year period. Total 5-year cost is not to exceed \$2,031,168, to be charged to an account designated by the Commissioner of Finance. ARPA funds will be used to cover \$1,617,308 of the cost. The remaining \$413,860 will be charged to 01.81800.541500.

Please do not hesitate to contact me directly if you have any questions or require additional information.

**Dept. of Public Works**  
1200 Canal St. Extension  
Syracuse, N.Y. 13202

Office 315 448-2489  
Fax 315 448-8531

[www.syr.gov.net](http://www.syr.gov.net)

Sincerely,

Jeremy Robinson  
Commissioner of Public Works



# DEPARTMENT OF PUBLIC WORKS

CITY OF SYRACUSE, MAYOR BEN WALSH

October 13, 2023

**Jeremy Robinson**  
Commissioner

**Ann Fordock**  
Deputy Commissioner

**Martin E. Davis, L.S.**  
Deputy Commissioner

Tim Rudd  
Budget Director  
231 City Hall  
Syracuse, NY 13202

**RE: Request for a Waiver of the RFP Process to enter into a Contract for an Emergency Signal Preemption system with Global Traffic Technologies, LLC., a division of Miovision Technologies Incorporated**

Dear Mr. Rudd,

Please prepare a letter to the mayor requesting authorization for the City of Syracuse, Department of Public Works to waive the RFP process and enter into a contract for Emergency Signal Preemption system services with Global Traffic Technologies, LLC. It is impractical to bid this contract due to the proprietary nature of the Emergency Signal Preemption system, which was developed by Global Traffic Technologies, LLC.

The Department of Public Works, in collaboration with the Fire Department, is requesting to enter into a contract with Global Traffic Technologies, LLC to provide upgrades to the preemption system. This system is a critical component of the Fire Department's fast response times. The work will include replacing outdated and functionally obsolete equipment at signalized intersections across the City and cover ongoing operation and maintenance items.

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Please do not hesitate to contact me directly if you have any questions or require additional information.

**Dept. of Public Works**  
1200 Canal St. Extension  
Syracuse, N.Y. 13202

Office 315 448-2489  
Fax 315 448-8531

[www.syr.gov.net](http://www.syr.gov.net)

Sincerely,

Jeremy Robinson  
Commissioner of Public Works




# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

**Timothy M. Rudd**  
Director

**Julie Castellitto**  
Assistant Director

**TO:** Mayor, Ben Walsh  
**FROM:** Tim Rudd, Director of Management and Budget   
**DATE:** October 17, 2023  
**SUBJECT:** Waiver of RFP Process to Enter a Contract – Global Traffic Technologies, LLC., a division of Miovision Technologies Incorporated

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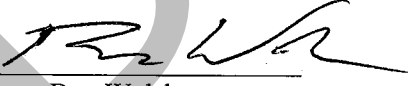
The Department of Public Works is requesting a waiver of the RFP process and enter into a contract for Emergency Signal Preemption system services with Global Traffic Technologies, LLC. It is impractical to bid this contract due to the proprietary nature of the Emergency Signal Preemption system, which was developed by Global Traffic Technologies, LLC.

The Department of Public Works, in collaboration with the Fire Department, is requesting to enter into a contract with Global Traffic Technologies, LLC to provide upgrades to the preemption system. This system is a critical component of the Fire Department's fast response times. The work will include replacing outdated and functionally obsolete equipment at signalized intersections across the City and cover ongoing operation and maintenance items.

The contract covers an initial five-year period starting on the date of contract execution, with an option to renew for an additional 5-year period. Total 5-year cost is not to exceed \$2,031,168, to be charged to an account designated by the Commissioner of Finance. ARPA funds will be used to cover \$1,617,308 of the cost. The remaining \$413,860 will be charged to 01.81800.541500.

Please indicate your concurrence by signing below and returning this memo to me so that I may forward a copy to the Common Council along with the legislation request for the next Common Council Meeting.

Thank you for your attention regarding this matter.

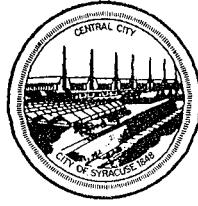
  
\_\_\_\_\_  
Mayor Ben Walsh  
City of Syracuse, New York

10/19/23  
Date

Office of Management  
and Budget  
233 E Washington St  
Room 213  
Syracuse, N.Y. 13202

Office 315 448-8252  
Fax 315 448-8116

[www.syr.gov.net](http://www.syr.gov.net)



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**CITY OF SYRACUSE COMMON COUNCIL**

**AMIR GETHERS**  
**Councilor-at-Large**

October 18, 2023

Ms. Patricia K. McBride  
City Clerk  
Room 231 City Hall  
Syracuse, New York 13202

**Re: Request for Legislation to Amend Article 6 of Chapter 14 of the Revised General Ordinances of the City of Syracuse, as amended**

Dear Ms. McBride:

Please place on the Agenda for the next Common Council Meeting legislation regarding amendments to Article 6 of Chapter 14 of the Revised General Ordinances of the City of Syracuse relative to the City's new Solid Waste Collection Program.

Based on concerns raised following the initial rollout of the Program, members of the Common Council believe it is in the best interest of the City to (1) specifically define a Mixed Use Dwelling as property that contain a commercial waste generator and a household waste generator; (2) to specify that household waste generators residing in a mixed use dwelling are eligible for residential trash pickup using a City issued regulation container; (3) updating the definition of commercial waste generator to remove language that states any combination of household waste generator and commercial waste generator; and (4) reducing the administrative fee for violations of Article 6 from \$100.00 to \$25.00.

Thank you for your assistance in this matter.

Sincerely,

Amir Gethers  
Councilor-at-Large

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Ordinance No.

2023

**ORDINANCE AUTHORIZING THE  
DEPARTMENT OF PUBLIC WORKS TO  
PROCEED WITH THE 2023/2024 PARKING  
GARAGE REHABILITATION PROGRAM**

BE IT ORDAINED, that this Common Council hereby authorizes the Department of Public Works to proceed with the 2023/2024 Parking Garage Rehabilitation Program to make structural and other repairs to the City-owned parking garages in order to ensure the safety and structural integrity of these garages, at a total cost not to exceed \$2,988,000.00; and the Director of Management & Budget is hereby authorized to purchase any equipment necessary for the implementation of the Program and enter into a contract or contracts therefor for engineering services and construction associated with the Program in the manner provided by law; professional services for the project shall be obtained in accordance with Section 5-205A (8) of the Syracuse City Charter; charging the cost thereof to proceeds of the sale of bonds in the amount of \$2,988,000.00 authorized contemporaneously herewith by ordinance of this Common Council.



27-28

# DEPARTMENT OF PUBLIC WORKS

CITY OF SYRACUSE, MAYOR BEN WALSH

October 12, 2023

**Jeremy Robinson**  
Commissioner

**Ann Fordock**  
Deputy Commissioner

**Martin E. Davis, L.S.**  
Deputy Commissioner

Ms. Patricia McBride  
City Clerk  
230 City Hall  
Syracuse, New York 13202

Re: **2023/2024 Parking Garage Rehabilitation Program**

Dear Ms. McBride:

Please have the following legislation prepared and placed on the next Common Council meeting agenda:

- Ordinance authorizing the sale and issuance of bonds to defray the cost of the 2023/2024 Parking Garage Rehabilitation Program at a cost not to exceed \$2,988,000.
- Ordinance authorizing the Department of Public Works to proceed with the 2023/2024 Parking Garage Rehabilitation Program at a cost not to exceed \$2,988,000.

These funds will be used for engineering services and construction needed to make structural and other repairs to City-owned parking garages to ensure safety and structural integrity. Funds are not to exceed \$2,988,000 and should be deposited into a Department of Public Works capital account to be determined by the Commissioner of Finance.

Very truly yours,

Jeremy Robinson  
Commissioner of Public Works

Department of Public  
Works  
1200 Canal St.  
Extension  
Syracuse, N.Y. 13202

Office 315 448-2489  
Fax 315 448-8531

[www.syr.gov.net](http://www.syr.gov.net)

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# DEPARTMENT OF PUBLIC WORKS

CITY OF SYRACUSE, MAYOR BEN WALSH

October 12, 2023

**Jeremy Robinson**  
Commissioner

**Ann Fordock**  
Deputy Commissioner

**Martin E. Davis, L.S.**  
Deputy Commissioner

Mr. Tim Rudd  
Director of Budget  
213 City Hall  
Syracuse, New York 13202

Re: **2023/2024 Parking Garage Rehabilitation Program**

Dear Mr. Rudd:

Please have the following legislation prepared and placed on the next Common Council meeting agenda:

- Ordinance authorizing the sale and issuance of bonds to defray the cost of the 2023/2024 Parking Garage Rehabilitation Program at a cost not to exceed \$2,988,000.
- Ordinance authorizing the Department of Public Works to proceed with the 2023/2024 Parking Garage Rehabilitation Program at a cost not to exceed \$2,988,000.

These funds will be used for engineering services and construction needed to make structural and other repairs to City-owned parking garages to ensure safety and structural integrity. Funds are not to exceed \$2,988,000 and should be deposited into a Department of Public Works capital account to be determined by the Commissioner of Finance.

Very truly yours,

Jeremy Robinson  
Commissioner of Public Works

Department of Public  
Works  
1200 Canal St.  
Extension  
Syracuse, N.Y. 13202

Office 315 448-2489  
Fax 315 448-8531

[www.syr.gov.net](http://www.syr.gov.net)



City of Syracuse

AUTHORIZATION TO PROCEED WITH CIP PROJECT

Date: 10/12/23 Department: Public Works  
 Project Name: 2023/2024 Parking Garage Rehabilitation Program  
 Project Cost: \$2,988,000  
 Contact Name: Jeremy Robinson  
 Project Description:  
 The funds will be used for engineering services and construction needed to make structural and other repairs to City-owned parking garages to ensure safety and structural integrity

Projected Time Line & Funding Source(s)

Estimated Start Date: Estimated Completion Date:


Funding Source:	Dollar Amount:
Local Share: Cash Capital	
Local Share: Bonds (complete schedule below)	2,988,000
State Aid/Grant (identify)	
Federal Aid/Grant (identify)	
Other (identify)	
Other (identify)	
Total Project Funding (must equal cost):\$	\$ 2,988,000

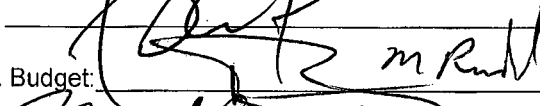

Estimated Project Borrowing Timeline

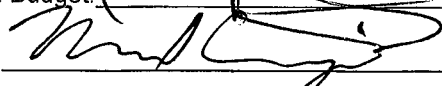
Year	Fiscal Year	Estimated Amount to Borrow
1	2024	\$2,988,000
2		
3		
4		
5		
Total Estimated Amount to Borrow (if different than "Local Share: Bonds" above, explain)		\$ 2,988,000

Approval to proceed with request for legislation is hereby granted.

Project in CIP Plan: Y: Yes X: NO

Director of Administration:  Date: \_\_\_\_\_

Director of Management & Budget:  Date: 10-17-23 

Commissioner of Finance:  Date: 10/18/23

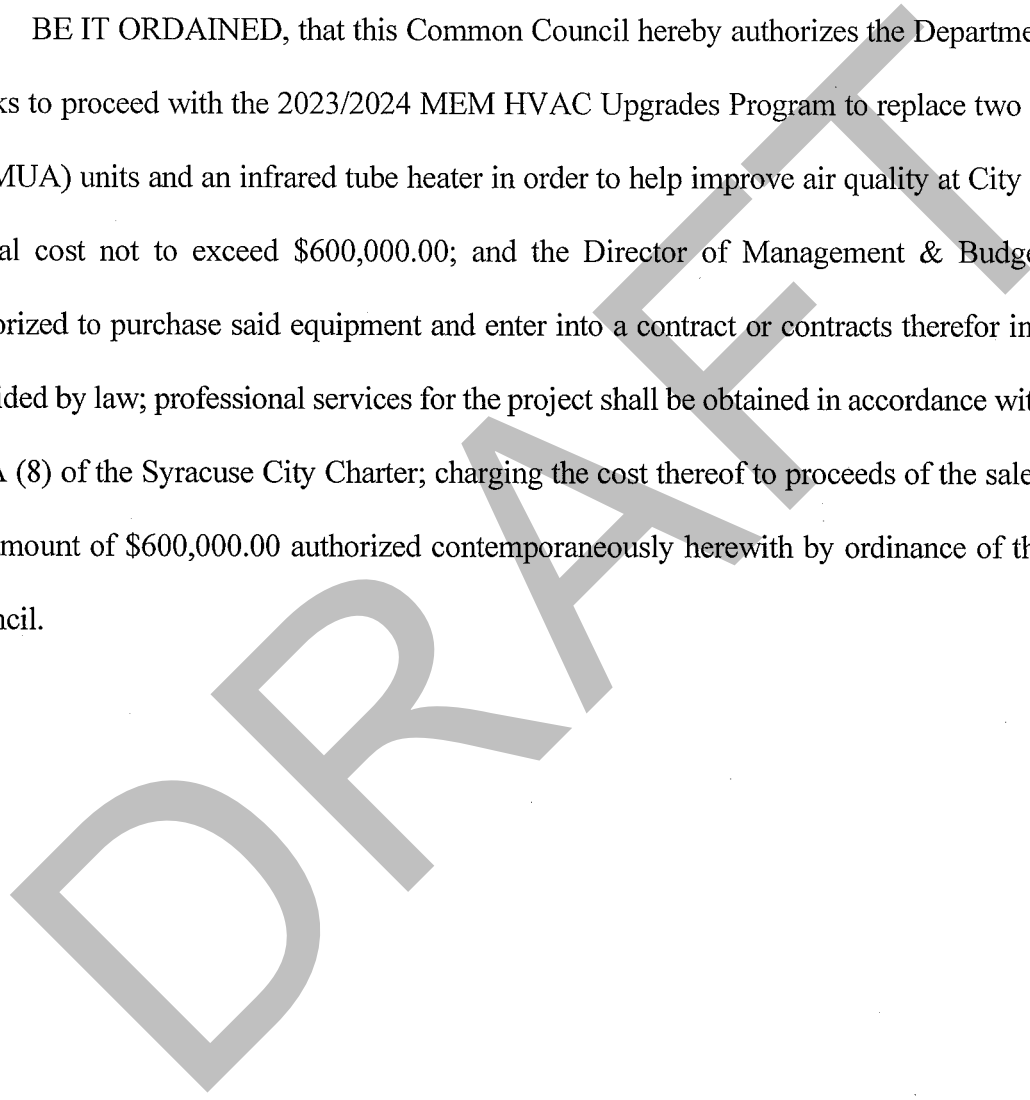


Ordinance No.

2023

**ORDINANCE AUTHORIZING THE  
DEPARTMENT OF PUBLIC WORKS TO  
PROCEED WITH THE 2023/2024 MEM  
HVAC UPGRADES PROGRAM**

BE IT ORDAINED, that this Common Council hereby authorizes the Department of Public Works to proceed with the 2023/2024 MEM HVAC Upgrades Program to replace two (2) make up air (MUA) units and an infrared tube heater in order to help improve air quality at City facilities, at a total cost not to exceed \$600,000.00; and the Director of Management & Budget is hereby authorized to purchase said equipment and enter into a contract or contracts therefor in the manner provided by law; professional services for the project shall be obtained in accordance with Section 5-205A (8) of the Syracuse City Charter; charging the cost thereof to proceeds of the sale of bonds in the amount of \$600,000.00 authorized contemporaneously herewith by ordinance of this Common Council.





29-30

# DEPARTMENT OF PUBLIC WORKS

CITY OF SYRACUSE, MAYOR BEN WALSH

October 2, 2023

**Jeremy Robinson**  
Commissioner

**Ann Fordock**  
Deputy Commissioner

**Martin E. Davis, L.S.**  
Deputy Commissioner

Ms. Patricia McBride  
City Clerk  
230 City Hall  
Syracuse, NY 13202

**Re: 2023/2024 MEM HVAC Upgrades Program**

Dear Ms. McBride:

Please prepare the following legislation for the next meeting of the Common Council:

- Ordinance authorizing the sale and issue of bonds to defray the costs of the 2023/2024 MEM HVAC Upgrades Program at a cost not to exceed \$600,000.00.
- Ordinance authorizing the Department of Public Works to proceed with the 2023/2024 MEM HVAC Upgrades Program at a cost not to exceed \$600,000.00.

Funds will be used to replace (2) Make up air (MUA) and the infrared tube heater. These upgrades will improve the air quality.

The Capital account to be used will be determined by the Commissioner of Finance to account for the costs of this program.

Very truly yours,

Jeremy Robinson  
Commissioner of Public Works

Department of Public  
Works  
1200 Canal St.  
Extension  
Syracuse, N.Y. 13202

Office 315 448-2489  
Fax 315 448-8531

[www.syr.gov.net](http://www.syr.gov.net)



City of Syracuse

AUTHORIZATION TO PROCEED WITH CIP PROJECT

Date:	10/02/23	Department:	Public Works
Project Name:	2023/2024 MEM HVAC Upgrades Program		
Project Cost:	\$600,000.00		
Contact Name:	Jeremy Robinson, Commissioner		
Project Description:	Funds will be used to replace (2) Make up air (MUA) and the infrared tube heater. These upgrades will improve the air quality.		

**Projected Time Line & Funding Source(s)**

Estimated Start Date: Fall 2023      Estimated Completion Date: 6/30/2024

<u>Funding Source:</u>	<u>Dollar Amount:</u>
Local Share: Cash Capital	
Local Share: Bonds (complete schedule below)	600,000.00
State Aid/Grant (identify)	
Federal Aid/Grant (identify)	
Other (identify)      From appropriated & unallocated cash capital	
Other (identify)      (costs will be recouped by fees assessed to taxpayers)	
<b>Total Project Funding (must equal cost):</b>	
	\$600,000.00

**Estimated Project Borrowing Timeline**

<u>Year</u>	<u>Fiscal Year</u>	<u>Estimated Amount to Borrow</u>
1	2024	600,000.00
2		
3		
4		
5		
Total Estimated Amount to Borrow (if different than "Local Share: Bonds" above, explain)		

Approval to proceed with request for legislation is hereby granted.

Project in CIP Plan:    Yes: X                      No:                      Reason("No"): Reallocating funds from under spent projects in order to fund this purchase

Director of Administration:                       Date: \_\_\_\_\_

Director of Management & Budget:                       Date: 10-18-23

Commissioner of Finance:                       Date: 10/18/23



# DEPARTMENT OF WATER

CITY OF SYRACUSE, MAYOR BEN WALSH

Joseph B. Awald, PE  
Commissioner

October 13, 2023

Ms. Patricia McBride  
City Clerk  
230 City Hall  
Syracuse, New York 13202

**RE: Cash Capital Transfer Capital Equipment  
Amendment to Ordinance**

Dear Ms. McBride,

Please prepare legislation at the next Common Council meeting to amend ordinance 477-2023 increasing the amount by \$90,106.74 for a total of \$490,106.7 on behalf of the Water department.

The Water Department, due to lower prices than anticipated, has balances in the following Capital Equipment Projects and would like to use that money for the purchase of a flatbed truck by combining it with the current Capital Equipment project #501557024.

FY 19	501557019	\$34,710.80
FY 21	501557021	\$46,321.58
FY 23	501557023	\$9,074.36
<b>Total:</b>		<b>\$90,106.74</b>

Department Of Water  
101 N. Beech Street  
Syracuse, N.Y. 13210

Office 315 448-8340  
Fax 315 473-2608  
Emergency 24 Hours  
315 473-8360

It is requested that an ordinance be submitted for consideration by the Common Council amending Ordinance 477-2023 "authorizing the transfer of funds and the purchase of a flatbed truck for use by the Department of Water". Please see Appendix "A" for the revised listing of Equipment.

Very truly yours,

Joseph Awald, P.E.  
Commissioner of Water

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**APPENDIX "A"**  
**Department of Water**

**2023-2024 Capital Equipment**

Tractor-Lowboy	\$140,000	
SUV	\$25,000	
Equipment	\$80,000	
Dump Truck	\$75,000	
Skid Steer	\$80,000	
Flat Bed	\$90,106	<i>REVISED Additional vehicle</i>
<b>TOTAL:</b>	<b>\$490,106</b>	

Ordinance No.

2023

**ORDINANCE AUTHORIZING PURCHASE,  
WITHOUT ADVERTISING OR COMPETITIVE  
BIDDING, OF DISPOSAL SERVICES FROM  
T H KINSELLA FOR THE SPOILS GENERATED  
BY THE WATER DEPARTMENT WHEN  
REPAIRING WATER MAINS AND SERVICES  
DURING THE FISCAL YEAR 2023/2024**

BE IT ORDAINED, subject to the approval of the Mayor, that the Common Council hereby authorizes the purchase of disposal services from T H Kinsella for the spoils generated by the Water Department when repairing water mains and services during the Fiscal Year 2023/2024, at a cost not to exceed \$80,000.00 without competitive bidding or formal advertising by reason of the fact it is impracticable to bid for these waste disposal services as T H Kinsella is the only local company who is currently accepting spoils; and

BE IT FURTHER ORDAINED, that the Director of Management and Budget is hereby authorized to purchase said disposal services from T H Kinsella at a cost not to exceed \$80,000.00, charging the cost thereof to Water Department Budget Account #05.83400.540552 or another appropriate account as designated by the Commissioner of Finance; and

BE IT FURTHER ORDAINED, that this waiver is hereby authorized to be extended, where necessary, for a period not to exceed sixty (60) days after June 30, 2024 provided funding from the appropriation authorized by this Ordinance remains available.



# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

October 13, 2023

**Timothy M. Rudd**  
Director

**Julie Castellitto**  
Assistant Director

Ms. Patricia McBride  
City Clerk  
Room 231 City Hall  
Syracuse, New York 13202

**RE: Annual Waiver Request**

Dear Ms. McBride,

Please prepare legislation to be introduced at the next scheduled Common Council meeting authorizing a waiver of the competitive bidding process to allow Kinsella to accept spoils from the Water Department.

The Water Department generates spoils daily while repairing water mains and services. These spoils need to be disposed of and Kinsella is the only local company accepting them.

All costs associated will be charged to Water Department Budget Account #05.83400.540552 not to exceed \$80,000.

Thank you.

Sincerely,

Timothy M. Rudd  
Director of Management and Budget

Office of Management  
and Budget  
233 E Washington St  
Room 213  
Syracuse, N.Y. 13202

Office 315 448-8252  
Fax 315 448-8116

[www.syr.gov.net](http://www.syr.gov.net)



# DEPARTMENT OF WATER

CITY OF SYRACUSE, MAYOR BEN WALSH

**Joseph B. Awald, PE**  
Commissioner

October 13, 2023

Mr. Timothy M. Rudd  
Director  
Office of Management and Budget  
City Hall  
Syracuse, New York 13202

**RE: Annual waiver request - Kinsella**

Dear Director Rudd:

The Department of Water requests a waiver of the competitive bidding process to allow Kinsella to accept spoils from the Water Department.

The Water Department generates spoils daily while repairing water mains and services. These spoils need to be disposed of and Kinsella is the only local company accepting them.

All costs associated will be charged to Water Department Budget Account # 05.83400.540552 not to exceed \$80,000.

Very truly yours,

Department Of Water  
101 N. Beech Street  
Syracuse, N.Y. 13210

  
Joseph Awald, P.E.  
Commissioner of Water

Office 315 448-8340  
Fax 315 473-2608  
Emergency 24 Hours  
315 473-8360

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Ordinance No.

2023

**ORDINANCE AUTHORIZING PURCHASE,  
WITHOUT ADVERTISING OR COMPETITIVE  
BIDDING, OF SCREEN CLEANING SERVICES  
FROM DEHM FOR THE WATER DEPARTMENT  
DURING THE FISCAL YEAR 2023/2024**

BE IT ORDAINED, subject to the approval of the Mayor, that the Common Council hereby authorizes the purchase of screen cleaning services from DEHM for the Water Department, at a cost not to exceed \$15,000.00 without competitive bidding or formal advertising by reason of the fact that it is impracticable due to the nature of the screen cleaning work; services to be provided by DEHM shall include cleaning of the Woodland Reservoir screens, the crib screen in Skaneateles Lake and the wet well at the Skaneateles Lake Gatehouse; and

BE IT FURTHER ORDAINED, that the Director of Management and Budget is hereby authorized to purchase said screen cleaning services from the DEHM at a cost not to exceed \$15,000.00, charging the cost thereof to Budget Account #05.83300.540552 or another appropriate account as designated by the Commissioner of Finance; and

BE IT FURTHER ORDAINED, that this waiver is hereby authorized to be extended, where necessary, for a period not to exceed sixty (60) days after June 30, 2024 provided funding from the appropriation authorized by this Ordinance remains available.



# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

October 13, 2023

**Timothy M. Rudd**  
Director

**Julie Castellitto**  
Assistant Director

Ms. Patricia McBride  
City Clerk  
Room 231 City Hall  
Syracuse, New York 13202

**RE: Annual Waiver Request**

Dear Ms. McBride,

Please prepare legislation to be introduced at the next scheduled Common Council meeting authorizing a waiver of the competitive bidding process to purchase screen cleaning services from Dehm.

The service involves cleaning the Woodland Reservoir screens, the crib screen in Skaneateles Lake, and the wet well at Skaneateles gatehouse.

All costs associated will be charged to Water Department Budget Account #05.83300.540552 not to exceed \$15,000.

Thank you.

Sincerely,

Timothy M. Rudd  
Director of Management and Budget

Office of Management  
and Budget  
233 E Washington St  
Room 213  
Syracuse, N.Y. 13202

Office 315 448-8252  
Fax 315 448-8116

[www.syr.gov.net](http://www.syr.gov.net)



# DEPARTMENT OF WATER

CITY OF SYRACUSE, MAYOR BEN WALSH

Joseph B. Awald, PE  
Commissioner

October 13, 2023

Mr. Timothy M. Rudd  
Director  
Office of Management and Budget  
City Hall  
Syracuse, New York 13202

**RE: Annual waiver request - Dehm**

Dear Director Rudd:

The Department of Water requests a waiver of the competitive bidding process to purchase screen cleaning services from Dehm.

This service involves cleaning the Woodland Reservoir screens, the crib screen in Skaneateles Lake, and the wet well at Skaneateles gatehouse.

All costs associated will be charged to Water Department Budget Account # 05.83300.540552 not to exceed \$15,000.

Very truly yours,

Joseph Awald, P.E.  
Commissioner of Water

Department Of Water  
101 N. Beech Street  
Syracuse, N.Y. 13210

Office 315 448-8340  
Fax 315 473-2608  
Emergency 24 Hours  
315 473-8360

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**ORDINANCE AMENDING ORDINANCE  
NO. 588-2022 AUTHORIZING A CONTRACT  
WITH CHA CONSULTING, INC., RELATIVE TO  
PROVIDING SCOPING AND PRELIMINARY  
DESIGN SERVICES FOR THE EAST COLVIN  
STREET PAVING PROJECT (COMSTOCK  
AVENUE TO CITY LINE), PIN 3756.81**

BE IT ORDAINED, that Ordinance No. 588-2022 is hereby amended to read as follows:

WHEREAS, Section 5-205-A of the Charter of the City of Syracuse, as amended, provides the Mayor shall "award contracts for professional services subject to the approval of the Common Council"; and

WHEREAS, the Mayor has approved the retention of CHA Consulting, Inc., under the following terms:

- (1) CHA Consulting, Inc. shall provide all required scoping, preliminary design and final design services for the East Colvin Street Paving Project (Comstock Avenue to City Line), pin 3756.81;
- (2) The City shall pay to CHA Consulting, Inc. a total amount not to exceed \$534,000.00 (an amount not to exceed \$242,000.00 for scoping and preliminary design services and an amount not to exceed \$292,000.00 for final design services) to be paid on a time-and-expense basis; NOW, THEREFORE,

BE IT ORDAINED, that the Mayor, on behalf of the City of Syracuse, be and he hereby is authorized to execute such contract, as hereinabove stated, subject to the approval of the Corporation Counsel as to terms, form and execution; and

BE IT FURTHER ORDAINED, that all costs associated with this agreement shall be charged to Capital Account 07.599807.700375681.80405 or another appropriate account as designated by the Commissioner of Finance.



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# DEPARTMENT OF ENGINEERING

CITY OF SYRACUSE, MAYOR BEN WALSH

13 October 2023

**Mary E. Robison, PE**  
City Engineer

**John Kivlehan**  
Design & Construction

**Kelly Haggerty**  
Public Buildings

**Marc Romano**  
Mapping & Surveying

Ms. Patricia McBride  
Office of the City Clerk  
231 City Hall  
Syracuse, New York 13202

**Re: Request for Legislation: Ordinance amending Original Ordinance No. 588-2022 Authorizing Consultant Agreement with CHA Consulting, Inc. for Preliminary Design Services Phases Fee for the East Colvin Street Paving Project (Comstock Avenue to City Line), PIN 3756.81. Amend to provide Final Design Services.**

Dear Ms. McBride:

Please prepare the following legislation for the next meeting of the Syracuse Common Council:

An Ordinance amending Original Ordinance No. 588-2022 to include additional costs in the amount of \$292,000.00 with CHA Consulting, Inc. to provide final design services, resulting in a total fee not to exceed of \$534,000.00 (the previous agreement amount was for a total fee not to exceed of \$242,000.00). The total not to exceed amount is to be paid on a time and expense basis for all services required to produce final design plans for the East Colvin Street Paving Project (Comstock Avenue to City Line), PIN 3756.81.

The City is expected to incur all initial costs for this project, with subsequent 80% reimbursement from the Federal government through the Transportation Improvement Program (TIP). Previously the City received 8.38% Marchiselli Funding for scoping and preliminary design phase which increased to 15% total reimbursement with the detailed design amendment. Account number designated by the Commissioner of Finance is 07.599807.700375681.80405.

The selection of the consultant was completed following the federal and state procedures for professional services and in accordance with the City's RFQ procedures. The RFQ Committee made the recommendation of CHA Consulting, Inc. to the Mayor, and the Mayor approved of the selection of CHA Consulting, Inc. Per the attached memorandum, the Mayor further approved the not-to-exceed fee.

Please let me know if you have any questions related to this request.

Very Truly Yours,

Mary E. Robison, P.E., City Engineer

**Dept. of Engineering**  
233 E. Washington St.  
City Hall, Room 401  
Syracuse, N.Y. 13202  
Office 315 448-8200  
Fax 315 448-8488

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# DEPARTMENT OF ENGINEERING

CITY OF SYRACUSE, MAYOR BEN WALSH

**Mary E. Robison, PE**  
City Engineer

**John Kivlehan**  
Design & Construction

**Kelly Haggerty**  
Public Buildings

**Marc Romano**  
Mapping & Surveying

TO: Ben Walsh, Mayor

ATTN: Tim Rudd, Budget Director, Office of Management & Budget

FROM: Mary Robison, P.E., City Engineer *Mary E. Robison*

DATE: October 13, 2023

RE: **MEMORANDUM OF APPROVAL – CHA CONSULTING, INC. FINAL DESIGN SERVICE FEE FOR THE EAST COLVIN STREET PAVING PROJECT (COMSTOCK AVENUE TO CITY LINE), PIN 3756.81.**

On April 04, 2022 you approved the selection of CHA Consulting, Inc., for the preliminary design of the East Colvin Street Paving Project (Comstock Avenue to City Line), PIN 3756.81 for a not to exceed fee of \$242,000.00. We have now completed the negotiations of the scope of services and fee with CHA Consulting, Inc. for the Final Design phase of the project.

We have negotiated an estimated maximum total cost not to exceed of \$292,000.00 for CHA Consulting, Inc. to complete the Final Design of this project as detailed in their scope of services. We will negotiate a fee for Construction Inspection & Support services with CHA Consulting, Inc. once the final design process is complete. This will require amending this agreement at a later date.

Please advise if you approve of CHA Consulting, Inc. proposed total maximum fee not to exceed \$292,000.00 for the Final Design of the East Colvin Street Paving Project (Comstock Avenue to City Line), PIN 3756.81 (Total not to exceed for all phases = \$534,000.00).

If you approve of CHA Consulting, Inc. fee, we will present this to the Common Council for its approval.

**Dept. of Engineering**  
233 E. Washington St.  
City Hall, Room 401  
Syracuse, N.Y. 13202  
Office 315 448-8200  
Fax 315 448-8488

[www.syr.gov.net](http://www.syr.gov.net)

GROWTH. DIVERSITY. OPPORTUNITY FOR ALL.

Topic: EAST COLVIN STREET PAVING PROJECT  
(COMSTOCK AVENUE TO CITY LINE), PIN 3756.81

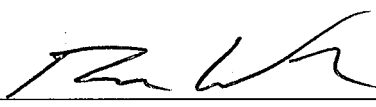
13 October 2023  
Page 2

YES

NO

Comments: \_\_\_\_\_

\_\_\_\_\_

Signature: 

Date: OCT 18 2023

Please return document to Mirza Malkoc, Department of Engineering.

DRAFT

Ordinance No.

2023

**ORDINANCE AMENDING ORDINANCE  
NO. 830-2022 AUTHORIZING A CONTRACT  
WITH FISHER ASSOCIATES, D.P.C.  
RELATIVE TO PROVIDING SERVICES FOR  
THE PRELIMINARY DESIGN PHASE FOR THE  
MIDLAND AVENUE PAVING PROJECT  
(OSTRANDER AVENUE TO ROUTE 173),  
PIN NO. 3756.83**

BE IT ORDAINED, that Ordinance No. 830-2022 is hereby amended to read as follows:

WHEREAS, Section 5-205-A of the Charter of the City of Syracuse, as amended, provides the Mayor shall "award contracts for professional services subject to the approval of the Common Council"; and

WHEREAS, the Mayor has approved the retention of Fisher Associates, under the following terms:

- (1) Fisher Associates, D.P.C. shall provide all required services for the preliminary design and final design phases for the Midland Avenue Paving Project (Ostrander Avenue to Route 173 (W.Seneca Turnpike), Pin 3756.83; and
- (2) The City shall pay to Fisher Associates, D.P.C. a total amount not to exceed \$529,000.00 for all services to be provided (an amount not to exceed \$235,000.00 for the preliminary design phase services and an amount not to exceed \$294,000.00 for the final design phase services) to be paid on a time-and-expense basis for all services under this agreement;

NOW, THEREFORE,

BE IT ORDAINED, that the Mayor, on behalf of the City of Syracuse, be and he hereby is authorized to execute such amended contract, as hereinabove stated, subject to the approval of the Corporation Counsel as to terms, form and execution; and

BE IT FURTHER ORDAINED, that all costs associated with this agreement shall be charged to Capital Account #599807.07.700375683.80405 or another appropriate account as designated by



the Commissioner of Finance.

DRAFT



35

# DEPARTMENT OF ENGINEERING

CITY OF SYRACUSE, MAYOR BEN WALSH

13 October 2023

**Mary E. Robison, PE**  
City Engineer

**John Kivlehan**  
Design & Construction

**Kelly Haggerty**  
Public Buildings

**Marc Romano**  
Mapping & Surveying

Ms. Patricia McBride  
Office of the City Clerk  
231 City Hall  
Syracuse, New York 13202

**Re: Request for Legislation: Ordinance amending Original Ordinance No. 830-2022 Authorizing Consultant Agreement with Fisher Associates, D.P.C. for Preliminary Design Services Phases Fee for the Midland Avenue 2R Paving Project (Ostrander Ave to Route 173 (West Seneca Turnpike)), PIN 3756.83. Amend to provide Final Design Services.**

Dear Ms. McBride:

Please prepare the following legislation for the next meeting of the Syracuse Common Council:

An Ordinance amending Original Ordinance No. 830-2022 to include additional costs in the amount of \$294,000.00 with Fisher Associates, D.P.C. to provide final design services, resulting in a total fee not to exceed of \$529,000.00 (the previous agreement amount was for a total fee not to exceed of \$235,000.00). The total not to exceed amount is to be paid on a time and expense basis for all services required to produce the final design plans for the Midland Avenue 2R Paving Project, PIN 3756.83.

The City is expected to incur all initial costs for this project, with subsequent 80% reimbursement from the Federal government through the Transportation Improvement Program (TIP). The scoping, preliminary and detailed design phase is receiving 15% Marchiselli Funding. Costs will be charged to Capital Account No. 599807.07.700375683.80405.

The selection of the consultant was completed following the federal and state procedures for professional services and in accordance with the City's RFQ procedures. The RFQ Committee made the recommendation of Fisher Associates, D.P.C. to the Mayor, and the Mayor approved of the selection of Fisher Associates, D.P.C. on December 02, 2022. Per the attached memorandum, the Mayor further approved the not-to-exceed fee.

Please let me know if you have any questions related to this request.

Very Truly Yours,

Mary E. Robison, P.E., City Engineer

**Dept. of Engineering**  
233 E. Washington St.  
City Hall, Room 401  
Syracuse, N.Y. 13202  
Office 315 448-8200  
Fax 315 448-8488

[www.syr.gov.net](http://www.syr.gov.net)

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# DEPARTMENT OF ENGINEERING

CITY OF SYRACUSE, MAYOR BEN WALSH

**Mary E. Robison, PE**  
City Engineer

**John Kivlehan**  
Design & Construction

**Kelly Haggerty**  
Public Buildings

**Marc Romano**  
Mapping & Surveying

TO: Ben Walsh, Mayor

ATTN: Tim Rudd, Budget Director, Office of Management & Budget

FROM: Mary Robison, P.E., City Engineer *Mary E. Robison*

DATE: October 13, 2023

RE: **MEMORANDUM OF APPROVAL – FISHER ASSOCIATES, D.P.C. FINAL DESIGN SERVICE FEE FOR MIDLAND AVENUE 2R PAVING PROJECT, PIN 3756.83.**

On December 02, 2022 you approved the selection of Fisher Associates, D.P.C., for the preliminary design of the Midland Avenue 2R Paving Project (Ostrander Ave. to Route 173 (West Seneca Turnpike)), PIN 3756.83 for a not to exceed fee of \$235,000.00. We have now completed the negotiations of the scope of services and fee with Fisher Associates, D.P.C. for the Final Design phase of the project.

We have negotiated an estimated maximum total cost not to exceed of \$294,000.00 for Fisher Associates, D.P.C. to complete the Final Design of this project as detailed in their scope of services. We will negotiate a fee for Construction Inspection & Support services with Fisher Associates, D.P.C. once the final design process is complete. This will require amending this agreement at a later date.

Please advise if you approve of Fisher Associates, D.P.C. proposed total maximum fee not to exceed \$294,000.00 for the Final Design of the Solar Street Improvement Project, PIN 3756.26 (Total not to exceed for all phases = \$529,000.00).

If you approve of Fisher Associates, D.P.C. fee, we will present this to the Common Council for its approval.

**Dept. of Engineering**  
233 E. Washington St.  
City Hall, Room 401  
Syracuse, N.Y. 13202  
Office 315 448-8200  
Fax 315 448-8488

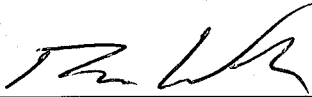
[www.syrgov.net](http://www.syrgov.net)

YES

NO

Comments: \_\_\_\_\_

\_\_\_\_\_

Signature: 

Date: OCT 18 2023

Please return document to Mirza Malkoc, Department of Engineering.

DRAFT

**ORDINANCE AMENDING ORDINANCE NO. 182-2023 AUTHORIZING THE DEPARTMENT OF ENGINEERING TO PROCEED WITH THE DEMOLITION DESIGN OF THE FORMER SYRACUSE DEVELOPMENTAL CENTER (800-802 SOUTH WILBUR AVENUE) AT A COST NOT TO EXCEED \$450,000.00**

BE IT ORDAINED, that this Common Council hereby authorizes the Department of Engineering to proceed with the demolition design of the former Syracuse Developmental Center (SDC) (800-802 South Wilbur Avenue) at a total cost not to exceed \$450,000.00 with the professional services to be performed by C&S Engineers under the supervision of the City Engineer using the Building Division General service agreement for general Architectural/Engineering services - this agreement was previously authorized by the Common Council in 2022; charging the cost thereof to Unallocated Cash Capital Account No. 599007.01.99999; and

BE IT FURTHER ORDAINED, that the scope of services of the demolition design of the former SDC is hereby increased to include the site work design scope so that the City can initiate the site design work and C&S Engineers can work with the developers involved in the residential and commercial development proposed to determine the scope of site design work that the City will completed; and

BE IT FURTHER ORDAINED, that the demolition design will be used to complete the demolition and remediation of the existing structures on the site after the completion of the SEQRA review process with costs to be reimbursed by New York State Empire State Development (ESD) through their previously approved grant agreement with the City of Syracuse; and

BE IT FURTHER ORDAINED, that the Commissioner of Finance is hereby authorized to create any necessary capital accounts necessary to effectuate the implementation of the SDC demolition and remediation project.

DRAFT



# DEPARTMENT OF ENGINEERING

CITY OF SYRACUSE, MAYOR BEN WALSH

36

13 October 2023

**Mary E. Robison, PE**  
City Engineer

**John Kivlehan**  
Design & Construction

**Kelly Haggerty**  
Public Buildings

**Marc Romano**  
Mapping & Surveying

Ms. Patricia K. McBride  
Office of the City Clerk  
231 City Hall  
Syracuse, New York 13202

**Request for Legislation: Amend Ordinance No. 182 of 2023 - Authorization Demolition Design of the Former Syracuse Developmental Center (800-802 S. Wilbur Avenue) at a cost not to exceed \$450,000. Amend to include the scope of site work design in this project.**

Dear Ms. McBride:

Please prepare legislation for the next Common Council meeting for the following:

- Amend Ordinance No. 182 of 2023 authorizing the Department of Engineering to proceed with the Demolition Design of the Former Syracuse Developmental Center (800-802 S. Wilbur Ave.) at a cost not to exceed \$450,000.00. Amend to include the scope of site work design in this project.

The site design professional services will be performed by C&S Engineers using the Department of Engineering's Building Division General service agreement for general Architectural/Engineering services – this agreement was previously authorized by the Common Council in 2022. We are requesting authorization to add the site work design scope to this project so that we can initiate the site design work and C&S Engineers can work with the developers involved in the residential and commercial development proposed to determine the scope of site design work that the City will complete for this project. We will initiate the site design with this money and additional funding will need to be appropriated for the full site design once the full scope of the site work is determined. This project will be fully reimbursed from a grant at a total cost not to exceed \$29,000,000.00 from the New York State Empire State Development (ESD). This grant funding will be used to complete the demolition and remediation of the existing structures on the site, as well as infrastructure investments to expand water/sewer service lines, access roads, sidewalks, tree planting and street lighting along the access roads to the site. Bond Authorization and Project Authorization for the Demolition Phase of this project is being considered contemporaneously by the Common Council on this agenda.

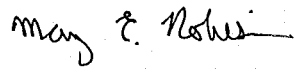
Costs will be charged to Capital Account No. 599807.07.700040523.80405.

**Dept. of Engineering**  
233 E. Washington St.  
City Hall, Room 401  
Syracuse, N.Y. 13202  
Office 315 448-8200  
Fax 315 448-8488

[www.syr.gov.net](http://www.syr.gov.net)

Please let me know if you have any questions relative to this request.

Sincerely,



Mary E. Robison, P.E.  
City Engineer

DRAFT






# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

**Timothy M. Rudd**  
Director

**TO:** Mayor Ben Walsh  
**FROM:** Timothy M. Rudd, Director of Management & Budget   
**DATE:** October 16, 2023  
**SUBJECT:** Amend Ordinance #182-2023

---

**Julie Castellitto**  
Assistant Director

On behalf of the Department of Engineering, I am requesting that the City of Syracuse authorize permission to amend Ordinance No. 182-2023 for the following:

- Amend Ordinance No. 182 of 2023 authorizing the Department of Engineering to proceed with the Demolition Design of the Former Syracuse Developmental Center (800-802 S. Wilbur Ave.) at a cost not to exceed \$450,000.00. Amend to include the scope of site work design in this project.

The site design professional services will be performed by C&S Engineers using the Department of Engineering's Building Division General service agreement for general Architectural/Engineering services - this agreement was previously authorized by the Common Council in 2022. We are requesting authorization to add the site work design scope to this project so that we can initiate the site design work and C&S Engineers can work with the developers involved in the residential and commercial development proposed to determine the scope of site design work that the City will complete for this project. We will initiate the site design with this money and additional funding will need to be appropriated for the full site design once the full scope of the site work is determined. This project will be fully reimbursed from a grant at a total cost not to exceed \$29,000,000.00 from the New York State Empire State Development (ESD). This grant funding will be used to complete the demolition and remediation of the existing structures on the site, as well as infrastructure investments to expand water/sewer service lines, access roads, sidewalks, tree planting and street lighting along the access roads to the site. Bond Authorization and Project Authorization for the Demolition Phase of this project is being considered contemporaneously by the Common Council on this agenda.

Costs will be charged to Capital Account No. 599807.07.700040523.80405.

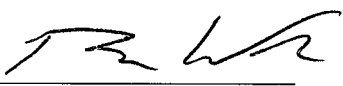
Office of Management  
and Budget  
233 E Washington St  
Room 213  
Syracuse, N.Y. 13202

Please indicate your concurrence by signing below and returning this memo to me so that I may then forward your approval to the Common Council along with the request for authorizing this legislation.

Thank you for your attention regarding this matter.

Office 315 448-8252  
Fax 315 448-8116

[www.syr.gov](http://www.syr.gov)

  
\_\_\_\_\_  
Mayor Ben Walsh  
City of Syracuse, New York

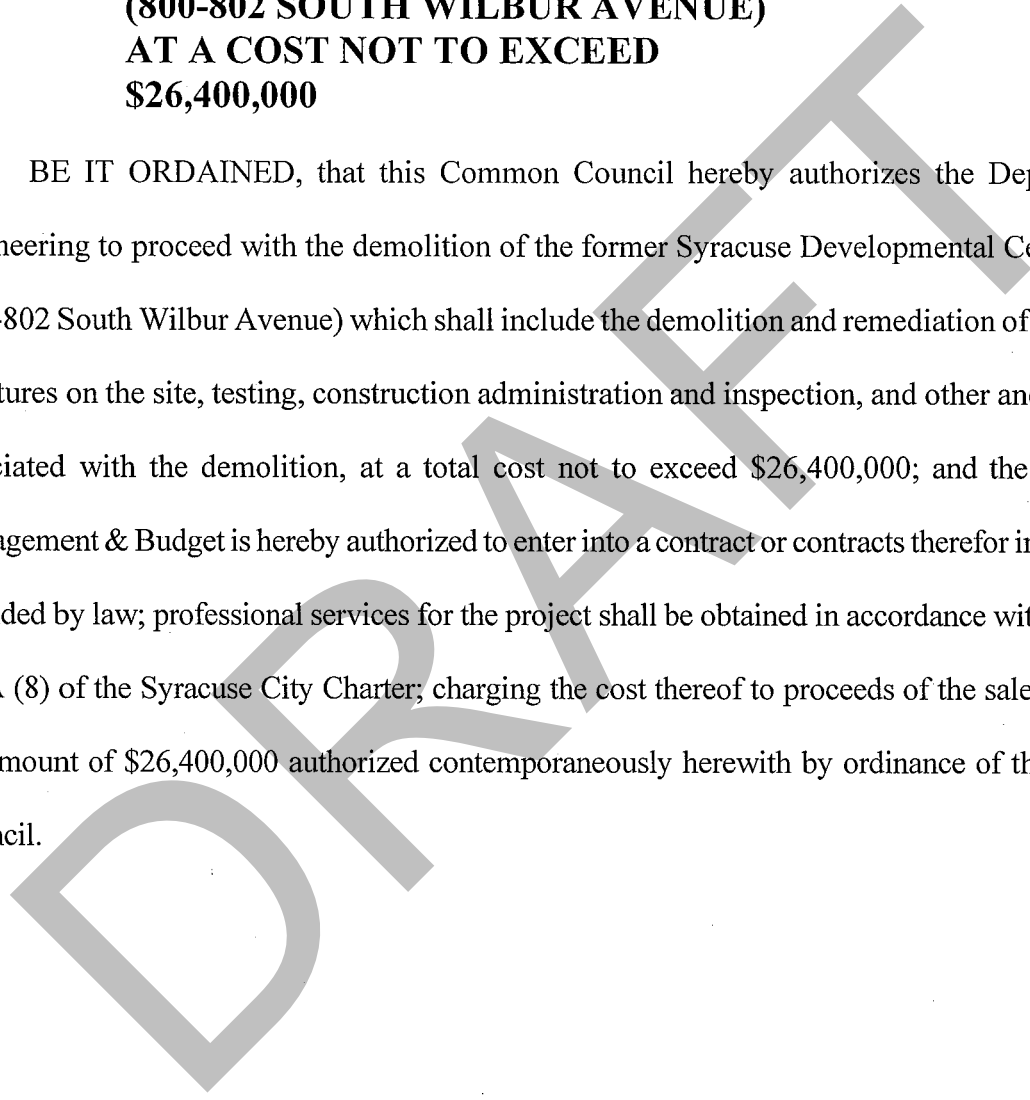
OCT 18 2023  
Date

Ordinance No.

2023

**ORDINANCE AUTHORIZING THE  
DEPARTMENT OF ENGINEERING TO  
PROCEED WITH THE DEMOLITION  
OF THE FORMER SYRACUSE  
DEVELOPMENTAL CENTER  
(800-802 SOUTH WILBUR AVENUE)  
AT A COST NOT TO EXCEED  
\$26,400,000**

BE IT ORDAINED, that this Common Council hereby authorizes the Department of Engineering to proceed with the demolition of the former Syracuse Developmental Center (SDC) (800-802 South Wilbur Avenue) which shall include the demolition and remediation of the existing structures on the site, testing, construction administration and inspection, and other ancillary costs associated with the demolition, at a total cost not to exceed \$26,400,000; and the Director of Management & Budget is hereby authorized to enter into a contract or contracts therefor in the manner provided by law; professional services for the project shall be obtained in accordance with Section 5-205A (8) of the Syracuse City Charter; charging the cost thereof to proceeds of the sale of bonds in the amount of \$26,400,000 authorized contemporaneously herewith by ordinance of this Common Council.





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# DEPARTMENT OF ENGINEERING

CITY OF SYRACUSE, MAYOR BEN WALSH

13 October 2023

**Mary E. Robison, PE**  
City Engineer

**John Kivlehan**  
Design & Construction

**Kelly Haggerty**  
Public Buildings

**Marc Romano**  
Mapping & Surveying

Ms. Patricia K. McBride  
Office of the City Clerk  
231 City Hall  
Syracuse, New York 13202

**Request for Legislation: Bond Authorization and Project Authorization for the Demolition Phase of the Former Syracuse Developmental Center (800-802 S. Wilbur Avenue) at a cost not to exceed \$26,400,000.**

Dear Ms. McBride:

Please prepare legislation for the next Common Council meeting for the following:

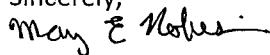
- An Ordinance Authorizing the Issuance and Sale of Bonds to Provide Funds for the Demolition Phase of the Former Syracuse Developmental Center (800-802 S. Wilbur Avenue) at a cost not to exceed \$26,400,000.00.
- Ordinance authorizing the Department of Engineering to proceed with the Demolition Phase of the Former Syracuse Developmental Center (800-802 S. Wilbur Ave.) at a cost not to exceed \$26,400,000.00.

We are requesting authorization to proceed with the demolition phase of the Former Syracuse Developmental Center which includes demolition and remediation of the existing structures on the site, testing, construction administration and inspection and other ancillary costs associated with the Demolition Phase of this project. This project will be fully reimbursed from a grant at a total cost not to exceed \$29,000,000.00 from the New York State Empire State Development (ESD). This grant funding will be used to complete the demolition and remediation of the existing structures on the site, as well as infrastructure investments to expand water/sewer service lines, access roads, sidewalks, tree planting and street lighting along the access roads to the site.

Common Council adopted SEQRA Ordinance No. 525 of 2023 which declared this demolition project as a Type 1 Action with no significant adverse impact on the environment.

The Capital account to be used will be determined by the Commissioner of Finance.

Please let me know if you have any questions relative to this request.

Sincerely,  
  
Mary E. Robison, P.E., City Engineer

**Dept. of Engineering**  
233 E. Washington St.  
City Hall, Room 401  
Syracuse, N.Y. 13202  
Office 315 448-8200  
Fax 315 448-8488

[www.syr.gov.net](http://www.syr.gov.net)



City of Syracuse

AUTHORIZATION TO PROCEED WITH CIP PROJECT

Date: 10/13/23 Department: Engineering  
 Project Name: Syracuse Developmental Center Demolition Phase  
 Project Cost: \$26,400,000  
 Contact Name: Mary Robison, PE  
 Project Description: Demolition phase of the Former Syracuse Developmental Center (800-802 S. Wilbur Ave) which includes the complete demolition and remediation of the existing structures on the site, testing, construction administration and inspection and other ancillary costs associated with the demolition phase of this project.

Projected Time Line & Funding Source(s)

Estimated Start Date: Winter '23/24 Estimated Completion Date: as required

Funding Source:	Dollar Amount:
Local Share: Cash Capital	\$0
Local Share: Bonds (complete schedule below)	\$0
State Aid/Grant (identify) NYS ESD Grant - 100% reimbursement	\$26,400,000
Federal Aid/Grant (identify) (TIP)	\$0
Other (identify) Syracuse University	\$0
Other (identify) Onondaga County	\$0
Total Project Funding (must equal cost):\$	\$26,400,000

Estimated Project Borrowing Timeline

Year	Fiscal Year	Estimated Amount to Borrow
1	2023/24	\$26,400,000
2	0	\$0
3	0	
4		
5		
Total Estimated Amount to Borrow (if different than "Local Share: Bonds" above, explain)		\$ 26,400,000

Approval to proceed with request for legislation is hereby granted.

Project in CIP Plan: Yes \_\_\_\_\_ No  Reason("No"): This is a strategic project that will not need long term financing since it is being 100% reimbursed w/NYS ESD funding.

Director of Administration: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Management & Budget: \_\_\_\_\_ Date: 10-17-23

Commissioner of Finance: \_\_\_\_\_ Date: 10/18/23

Ordinance No.

2023

**ORDINANCE AUTHORIZING MAYOR TO ACCEPT FUNDING FROM THE SYRACUSE METROPOLITAN TRANSPORTATION COUNCIL (SMTC) IN AN AMOUNT NOT TO EXCEED \$9,500.00 TO BE USED BY THE CITY OF SYRACUSE DEPARTMENT OF NEIGHBORHOOD AND BUSINESS DEVELOPMENT TO ESTABLISH A COMMUNITY STREETS PROGRAM AND EXECUTE A CONTRACT OR WRITTEN INSTRUMENTS ASSOCIATED WITH THE GRANT AS NECESSARY**

BE IT ORDAINED, that the Mayor be and he hereby is authorized to accept funding from the Syracuse Metropolitan Transportation Council (SMTC) in an amount not to exceed \$9,500.00 to be used by the City of Syracuse Department of Neighborhood and Business Development to establish a Community Streets Program; there is no local match; and

BE IT FURTHER ORDAINED, that the City will enter into an agreement authorized contemporaneously with this Ordinance for Adapt CNY to administer the Community Streets Program within City neighborhoods to implement projects on behalf of groups who apply for funding; and

BE IT FURTHER ORDAINED, that SMTC will assist the City and Adapt CNY in structuring an ongoing process to engage community members, encourage more bike and pedestrian activity and participate in demonstration projects aimed at improving safety for pedestrians and cyclists. SMTC will work alongside City staff and community partners throughout this process, providing guidance and expertise as needed;

BE IT FURTHER ORDAINED, that upon receipt of said funding, the Mayor be and he hereby is authorized to execute a contract or written instruments as approved by the Corporation Counsel; and

BE IT FURTHER ORDAINED, that upon receipt of said funds or any part thereof, the Commissioner of Finance is authorized and directed to deposit the same in an appropriate account to be determined by him.

DRAFT

Ordinance No.

2023

**ORDINANCE AUTHORIZING AN AGREEMENT WITH ADAPT CNY TO SERVE AS THE NOT-FOR-PROFIT PARTNER FOR THE CITY OF SYRACUSE DEPARTMENT OF NEIGHBORHOOD AND BUSINESS DEVELOPMENT COMMUNITY STREETS PROGRAM AND TO ADMINISTER THE FUNDS RECEIVED FROM THE SYRACUSE METROPOLITAN TRANSPORTATION COUNCIL (SMTC) TO SUPPORT THE COMMUNITY STREETS PROGRAM**

BE IT ORDAINED, that the Mayor be and he hereby is authorized to execute an agreement with Adapt CNY to serve as the not-for-profit partner for the City of Syracuse Department of Neighborhood and Business Development Community Streets Program and to administer the funding received by the City of Syracuse from the Syracuse Metropolitan Transportation Council (SMTC) in an amount not to exceed \$9,500.00, on behalf of the City of Syracuse; and

BE IT FURTHER ORDAINED, that the agreement shall be subject to the approval of the Corporation Counsel as to terms, form and execution; and

BE IT FURTHER ORDAINED, that upon execution of the aforementioned agreement, the funds received from the SMTC for the Community Streets Program will be expended, subject to the approval of the Commissioner of Finance.



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# DEPARTMENT OF NEIGHBORHOOD & BUSINESS DEVELOPMENT

CITY OF SYRACUSE, MAYOR BEN WALSH

October 13, 2023

Patricia McBride, City Clerk  
Office of the City Clerk  
Room 231, City Hall  
Syracuse, NY 13202

**Commissioner**  
Michael Collins

**Deputy Commissioner of Neighborhood Development**  
Michelle Sczpanski

**Deputy Commissioner of Business Development**  
Eric Ennis

**Deputy Commissioner of Code Enforcement**  
Jacob Dishaw

**Deputy Commissioner of Planning and Sustainability**  
Owen Kerney

**Re: Legislation Request – Accept \$9,500 from Syracuse Metropolitan Transportation Council and Direct to Adapt CNY, Inc. for the Community Streets Program**

Dear Ms. McBride,

Please prepare legislation for the October 30, 2023 meeting of the Syracuse Common Council for the City of Syracuse to accept an investment from the Syracuse Metropolitan Transportation Council (SMTC) in the amount of \$9,500 to establish the 'Community Streets Program'. Once received, the funds will be directed to Adapt CNY, Inc. in order to administer the program within City neighborhoods to implement projects on behalf of groups who apply. No City funds are required.

As part of the Syracuse Metropolitan Transportation Council's (SMTC) 2023-2024 Unified Planning Work Program (UPWP), the SMTC has agreed to provide up to \$9,500 to the City of Syracuse towards developing the City's Community Streets Program. SMTC staff will assist the City and Adapt CNY in structuring an ongoing process to engage community members, encourage more bike and pedestrian activity, and participate in demonstration projects aimed at improving safety for pedestrians and cyclists. SMTC will work alongside City staff and community partners throughout this process, providing guidance and expertise as needed.

Please contact me if you have any questions.

Sincerely,

Eric Ennis  
Deputy Commissioner

**Department of Neighborhood & Business Development**  
201 E Washington Street  
Suite 600  
Syracuse, NY 13202

Office 315 448 8100

Cc: Michael Collins, NBD Commissioner  
Sharon Owens, Deputy Mayor  
Corey Driscoll Dunham, Chief Operating Officer  
Jeremy Robinson, DPW Commissioner  
Neil Milcarek-Burke, Director of Special Projects

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# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

**Timothy M. Rudd**  
Director

**Julie Castellitto**  
Assistant Director

**TO:** Mayor Ben Walsh  
**FROM:** Timothy M. Rudd, Director of Management and Budget  
**DATE:** October 16, 2023  
**SUBJECT:** Accept Investment – Syracuse Metropolitan Transportation Council (SMTC)


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On behalf of the Department of Public Works, I am requesting to accept an investment from the Syracuse Metropolitan Transportation Council (SMTC) in the amount of \$9,500 to establish the 'Community Streets Program'. Once received, the funds will be directed to Adapt CNY, Inc. in order to administer the program within City neighborhoods to implement projects on behalf of groups who apply. No City funds are required.

As part of the Syracuse Metropolitan Transportation Council's (SMTC) 2023-2024 Unified Planning Work Program (UPWP), the SMTC has agreed to provide up to \$9,500 to the City of Syracuse towards developing the City's Community Streets Program. SMTC staff will assist the City and Adapt CNY in structuring an ongoing process to engage community members, encourage more bike and pedestrian activity, and participate in demonstration projects aimed at improving safety for pedestrians and cyclists. SMTC will work alongside City staff and community partners throughout this process, providing guidance and expertise as needed.

Please indicate your concurrence by signing below and returning this memo to me so that I may then forward your approval to the Common Council along with the request for authorizing this legislation.

Thank you for your attention regarding this matter.

  
\_\_\_\_\_  
Mayor Ben Walsh  
City of Syracuse, New York

OCT 18 2023  
\_\_\_\_\_  
Date

Office of Management  
and Budget  
233 E Washington St  
Room 213  
Syracuse, N.Y. 13202

Office 315 448-8252  
Fax 315 448-8116

[www.syr.gov.net](http://www.syr.gov.net)

# Introduction

The City of Syracuse's Community Streets program gives you the opportunity to turn your ideas for street improvements into temporary "pop-up" projects that you design and install with City input and approval. Pop-up projects are typically in place for between one day and six months.

In cities around the country, people are using temporary projects to get their friends, neighbors, and city leaders interested in and excited about new ways of using public space.

By giving an idea – anything from a crosswalk to a bike lane – a test run, everyone involved can see how an idea would work in practice. A pop-up project can also generate more discussion of an idea's pros and cons

than the typical public involvement process.

**The Community Streets program is one of the Vision Zero initiatives that the City of Syracuse has developed to promote safety and accessibility across the city's transportation network. Vision Zero Syracuse is designed to increase safety for all users of the right-of-way, particularly pedestrians, cyclists, and transit riders.**

The Community Streets program gives residents a process for demonstrating how small changes can make a difference to bicycle and pedestrian safety. These projects can give the City valuable data on the potential benefits of turning a pop-up project into a permanent part of the street.

## Community Streets and Tactical Urbanism

The kinds of projects discussed in this guide are sometimes called "tactical urbanism". Tactical urbanism is defined as: **a city and/or citizen-led approach to neighborhood building using short-term, low-cost and scalable interventions to catalyze long-term change.** The term was coined by Mike Lydon of the Open Streets Collaborative in 2010.



Photo courtesy of Malik Denver

# FAQs

## Why do a Community Streets project?

It can take years for an idea for a street improvement to become reality. Even something as seemingly "simple" as a new crosswalk can involve studies and planning by City planners and engineers. By using the Community Streets process, you can turn your idea into something that people can see and use.

## How long can my project remain in place?

That will depend on a variety of factors, including the kind of project you are considering and the kind of materials you will be using. Projects that involve street or intersection murals can stay in place until they wear away. Projects that involve disruptions to how a street is used will generally remain in place for two weeks or less.

## How long will it take to get approval?

The process outlined in this Guide will typically take TWO to FIVE MONTHS of planning and design prior to approval by the City.

## Why does my project need to go through this process?

Making changes in the public right-of-way without permission from the City is illegal and potentially dangerous. What seems like an obvious improvement to you may put other pedestrians, cyclists, or drivers in harm's way.

# Terminology

**AASHTO:** American Association of State Highway and Transportation Officials, the organization that sets the design standards for roads in the United States.

**Capital Project:** A long-term / permanent improvement to the public right-of-way, typically built through a bid process, involving a contractor.

**FHWA:** Federal Highway Administration

**MUTCD:** The Manual on Uniform Traffic Control Devices. The FHWA's standards for all forms of traffic control devices, including pavement markings, signs, and traffic signals. The MUTCD also includes standard traffic control measures to be used during construction projects and temporary lane or roadway closures.

**Pop-Up Project:** A temporary project in the public right-of-way, installed in a few hours, and typically lasting between one day and six months, that is designed, developed, and installed by members of the public. Pop-up projects can also include alterations that are long-term / permanent and maintained by community members, such as painted curb extensions or intersection murals.

**Project Sponsor:** The person, organization, or business that leads a pop-up or demonstration project.

Ordinance No.

2023

**ORDINANCE AUTHORIZING MAYOR TO  
SUBMIT AN APPLICATION FOR A GRANT  
FROM THE NEW YORK STATE DIVISION OF  
HOMELAND SECURITY AND EMERGENCY  
SERVICES FOR A 2021 EXPLOSIVE  
DETECTION CANINE TEAM GRANT (EDC21)  
GRANT AND EXECUTE A CONTRACT OR  
WRITTEN INSTRUMENTS ASSOCIATED WITH  
THE GRANT AS NECESSARY**

BE IT ORDAINED, that the Mayor be and he hereby is authorized to submit an application to the New York State Division of Homeland Security and Emergency Services for a 2021 Explosive Detection Canine Team Grant (EDC21) in an amount not to exceed \$15,000.00; said funds will be used by the City of Syracuse Police Department for enhancement of its existing canine detection program; no local match is required; and

BE IT FURTHER ORDAINED, that upon receipt of said grant, the Mayor be and he hereby is authorized to execute a contract or written instruments as approved by the Corporation Counsel; and

BE IT FURTHER ORDAINED, that upon receipt of said funds or any part thereof, pursuant to said application authorized herein, the Commissioner of Finance is authorized and directed to deposit the same in an appropriate account to be determined by him.



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# Bureau of Research

CITY OF SYRACUSE, MAYOR BEN WALSH

October 13, 2023

**Janet L. Burke**  
Director, Bureau of  
Research

Ms. Patricia McBride  
City Clerk  
231 City Hall  
Syracuse, New York 13202

Dear City Clerk McBride:

Please prepare legislation for the next meeting of the Common Council authorizing the City of Syracuse to apply for and enter into an agreement with the New York State Division of Homeland Security and Emergency Services for the 2021 Explosive Detection Canine Team Grant (EDC21).

The City's allocation for the CY21 funds is \$15,000.00 to be used by the police department for enhancement to the existing Canine Detection Dog Program.

The total contract amount is not to exceed \$15,000.00. No local match is required.

Sincerely,

Janet L. Burke  
Director

**Bureau of Research**  
233 E Washington St.  
Room 419  
Syracuse, N.Y. 13202

Office 315 448-8020  
Fax 315 448-8008

[www.syrgov.net](http://www.syrgov.net)

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Ordinance No.

2023

**ORDINANCE AUTHORIZING MAYOR TO  
SUBMIT AN APPLICATION FOR A GRANT  
FROM THE NEW YORK STATE DIVISION OF  
CRIMINAL JUSTICE SERVICES THROUGH  
THE LAW ENFORCEMENT TECHNOLOGY  
GRANT PROGRAM AND EXECUTE A  
CONTRACT OR WRITTEN INSTRUMENTS  
ASSOCIATED WITH THE GRANT AS  
NECESSARY**

BE IT ORDAINED, that the Mayor be and he hereby is authorized to submit an application to the New York State Division of Criminal Justice Services through the Law Enforcement Technology Grant Program in an amount not to exceed \$3,000,000.00; said funds will be used by the City of Syracuse Police Department to supplement a separate grant from the Division of Criminal Justice Services through the CPTED Program to be used for COPS Cameras, LED lighting, blight removal, and additional law enforcement technology; no local match is required; and

BE IT FURTHER ORDAINED, that upon receipt of said grant, the Mayor be and he hereby is authorized to execute a contract or written instruments as approved by the Corporation Counsel; and

BE IT FURTHER ORDAINED, that upon receipt of said funds or any part thereof, pursuant to said application authorized herein, the Commissioner of Finance is authorized and directed to deposit the same in an appropriate account to be determined by him.



# Bureau of Research

CITY OF SYRACUSE, MAYOR BEN WALSH

**Janet L. Burke**  
Director, Bureau of  
Research

October 12, 2023

Ms. Patricia McBride  
City Clerk  
231 City Hall  
Syracuse, New York 13202

**Re: Request for Legislation**

Dear City Clerk McBride:

Please prepare legislation to be introduced at the next meeting of the Common Council authorizing the City to apply for and enter into an agreement with the NYS Division of Criminal Justice Services through the Law Enforcement Technology grant program.

The City will be submitting an application for an amount not to exceed \$3,000,000.00. No local match is required.

These funds will be used to supplement a separate grant from DCJS through the CPTED program for COPS Cameras, LED lighting and blight removal, and additional law enforcement technologies.

Sincerely,

Janet L. Burke  
Director

**Bureau of Research**  
233 E Washington St.  
Room 419  
Syracuse, N.Y. 13202

Office 315 448-8020  
Fax 315 448-8008

[www.syr.gov.net](http://www.syr.gov.net)

**ORDINANCE GRANTING PERMISSION TO ANNA ADKINS, PROPERTY OWNER OF 508 HICKORY STREET, SYRACUSE NEW YORK TO ENCROACH UP TO 3'6" INTO THE HICKORY STREET RIGHT-OF-WAY WITH A SET OF REPLACEMENT STAIRS THAT WILL REPLACE THE EXISTING STAIRS WHICH CURRENTLY ENCROACH UP TO 3'6" INTO THE HICKORY STREET RIGHT-OF-WAY**

WHEREAS, Christopher Dorn on behalf of Anna Adkins, the owner of the property situated at 508 Hickory Street, Syracuse, New York, has requested permission to encroach up to 3'6" into the Hickory Street Right-of-Way with a set of replacement stairs that will replace the existing stairs which currently encroach up to 3'6" into the Hickory Street Right-of-Way; and

WHEREAS, the report of the Commissioner of the Department of Public Works is on file in the office of the City Clerk; NOW, THEREFORE,

BE IT ORDAINED, that this Common Council hereby grants permission to Anna Adkins (hereinafter referred to as the "Owner") to maintain the aforementioned encroachment, subject to the following conditions:

1. The Owner shall defend, indemnify and save harmless the City of Syracuse, its officers and servants, from any and all liability and from any and all claims, damages, costs and expenses to person or property which may occur out of the usage of said street right-of-way heretofore described.
2. The Common Council may terminate this permission upon thirty (30) days notice to the Owner.
3. Said Owner, within thirty (30) days from the effective date of this ordinance, shall file in the office of the City Clerk a duly acknowledged written acceptance of this permission and

consent to its terms and conditions. Said acceptance, when so filed, shall constitute an agreement on the part of the Owner to do and conform to all conditions thereof.

4. Said Owner shall obtain the necessary permits, in addition to this permission ordinance, for the replacement stairs.

5. Said Owner agrees and consents that the City will not be liable for any damage to the replacement stairs, or the existing stairs until such time as they are replaced, from any cause, including but not limited to snow removal, utility repair and replacement, and sidewalk repairs.

6. Said Owner agrees and consents to maintain compliance with the requirements of the various City Departments attached hereto as Appendix "A".

DRAFT



Appendix "A"



Department of Neighborhood & Business Development  
 Central Permit Office  
 Ben Walsh, Mayor

**Encroach (Minor) Plan Review Comments for Applicant**  
 (Revised 07/15)

Location of Proposed Work: 508 Hickory St

Permit #: PC-0461-23

Permit Type: Encroach (Minor)

Date: 09/25/2023

Contact: Anna Adkins

Phone #: 315-475-4460

The departments below have reviewed your application and provided the following comments.  
**Approval is subject to the conditions listed below.**

Approval	Status Date	Status	Reviewer	Comments
DPW - Commissioner	09/22/2023	Approved	Martin Davis	no issue
DPW - Sanitation & Sewers	08/31/2023	Approved	Vinny Esposito	no sewer or drainage issues
DPW - Sidewalk Inspector	09/06/2023	Conditionally Approved	Chris Ettinger	no concerns
DPW - Traffic Control	09/05/2023	Conditionally Approved	Joe DiBello	no issue, defer to other city departments
DPW - Transportation Planner	08/31/2023	Conditionally Approved	Neil Milcarek-Burke	No concern with encroachment as proposed Work must repair any impacted sidewalk and treelawn areas to applicable City standards and per Department comments
Engineering - Design & Construction	09/07/2023	Conditionally Approved	Mirza Malkoc	<ul style="list-style-type: none"> <li>• No objection to the encroachment request.</li> <li>• All construction in the R.O.W. will require a permit, all construction in the R.O.W. to be per City standards and specifications.</li> <li>• The applicant shall indemnify the City &amp; assume all liability for any damages or injuries caused to, from or as a result of this encroachment, its installation &amp; maintenance.</li> <li>• This is just a reminder that new steps are not allowed to be installed in the sidewalk.</li> </ul>
Engineering - Mapping	08/31/2023	Conditionally Approved	Ray Wills	Repair or replacing an existing encroachment usually requires relocating to private property out of the ROW, however in this case given that the stairs are not driveway adjacent and pose no vehicle line of site issues, coupled with relocation is not possible without significant structural modification to the existing porch. Provided the applicant indemnify the City from any liability and agrees to continue to maintain the encroachment for safety, Mapping Division has no objection.
Engineering - Sewers	09/07/2023	Conditionally Approved	Mirza Malkoc	All existing utilities in the area shall be located and avoided.
Zoning Planner	09/15/2023	Not Applicable	Cristian Toelner	zoning does not regulate ROW. Defer to other departments. Legal non-conforming site features are permitted to be replaced so long as the degree of the non-conformity is not increased
Engineering - City Engineer	09/22/2023	Conditionally Approved	Mary Robison	<ul style="list-style-type: none"> <li>• No objection to the encroachment request for replacing the steps in kind - ie no additional steps in sidewalk.</li> <li>• All construction in the R.O.W. will require a permit, all construction in the R.O.W. to be per City standards and specifications.</li> <li>• The applicant shall indemnify the City &amp; assume all liability for any damages or injuries caused to, from or as a result of this encroachment, its installation &amp; maintenance.</li> </ul>

Department of Public Works

**ENCROACHMENT PERMIT ROUTING FORM**

**ADDRESS:** 508 Hickory St

**APPLICATION DATE:** 8-17-23

**PROPERTY:** 017.-17-04.0

**PERMIT APPLICATION:** PC-0461-23

**OWNER:** Anna Adkins

**MINOR OR MAJOR ENCROACHMENT**

**CONTRACTOR:**

**PHONE:** 315-475-4460

**EMAIL:** christopherdohai@hotmail.com

**DESCRIPTION OF WORK:** Encroachment Waiver for Existing Stairs being replaced that will encroach 3'6" into ROW

**To:**

ASSESSMENT

DPW

ENGINEERING

FIRE PREVENTION LAW

NBD

PLANNING

POLICE

WATER

ZONING

DISTRICT COUNSILOR

CENTRO

NATIONAL GRID

VERIZON

APPROVED/DENIED \_\_\_\_\_

REVIEWED BY \_\_\_\_\_

DATE \_\_\_\_\_

COMMENTS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This form is for the reviewing departments use only. Please do not return the Central Permit Office.

The applicant will receive the review comments that have been entered in IPS.

If you have any questions please call 315-448-47-15 or email [centralpermitoffice@syr.gov](mailto:centralpermitoffice@syr.gov).

Thank you

Encroachment Permit Instructions and Application

Jeremy Robinson  
Commissioner



Ann Fordock  
Deputy Commissioner

Martin E. Davis, L.S.  
Deputy Commissioner

DEPARTMENT OF PUBLIC WORKS

Ben Walsh, Mayor

Encroachment Application and documents must be submitted to:

Central Permit Office  
201 East Washington Street, Room 101  
Syracuse, New York 13202, Phone # 315-448-4715  
CentralPermitOffice@svrgov.net

SUBMITTAL REQUIREMENTS

Only complete applications will be accepted for review:

- Pages 5 and 6 of the Encroachment Application completed in full and signed by the owner of the property adjacent to the right-of-way.
- A copy of the stamped survey map\* (must be to scale, not reduced) for the private property abutting the street right-of-way in question.
- A stamped or signed site plan\* (must be to scale, not reduced) showing specific location and distances from front of main building abutting right-of-way, front and side property lines, curbs, sidewalks, sidewalk widths, and driveways and improvement dimensions (lengths, widths, and heights) for all encroaching features. Also, for fencing, location of any gates and direction they will open. **The proposal can be drawn (to scale) on a copy of the property survey, but applicant must initial all changes made to the stamped survey and cross out the surveyor's stamp.**
- Elevation drawing\* or manufacturer's catalogue cut of any features of the improvement.

*\*If you submit full size architectural drawings or survey maps, you must also submit one additional copy no larger than 11" x 17" or an electronic copy.*

PLEASE FILL IN COMPLETELY

Address of Proposed Encroachment:

508 Hickory St.

Street address abutting the right-of-way where the improvement is being requested

Section, Block & Lot # (if known)

Property Owner (print name):

Anna Adkins

Mailing Address (if different):

508 Hickory St

Phone #(s):

(315) 475-4460

Email Address(es):

Christopher Donaratto Mail Co,

pl-0412-23

Encroachment Permit Instructions and Application

Applicant / Owner's Representative  
(print name):

Anna Adkins / Christopher D...

Mailing Address:

508 Hickory St / 129 Anderson Ave

Phone #(s):

(315) 475-4460 / Syracuse NY

Email Address:

13205

Type of improvement requested:

315-876-8639

Describe the style &/or materials of the improvement:

REMOVE + REPLACE 1st Floor Porch - FOUNDATION + STAIRS  
Ex: a picket fence; a masonry bench

List the dimensions of the improvement in feet and inches:

Horizontal: 16 Feet 8 Inches Vertical: 8 Feet 8 Inches

What is the reason(s) for the improvement?

Specify any hardship or special circumstances, or public benefit to be gained, if applicable. Attach documentation or a letter of explanation if necessary.

Is this improvement part of a larger project?

Yes No

If yes, please identify the project and specify the additional city/county approvals being applied for

How far does the feature encroach into the City's Right of Way?

3'6" (EXISTING STAIRS)

SIGNATURE OF THE OWNER

I (we) certify that I (we) own the private property listed above (i.e., the property abutting the requested improvement).

Signature(s):

Anna Adkins

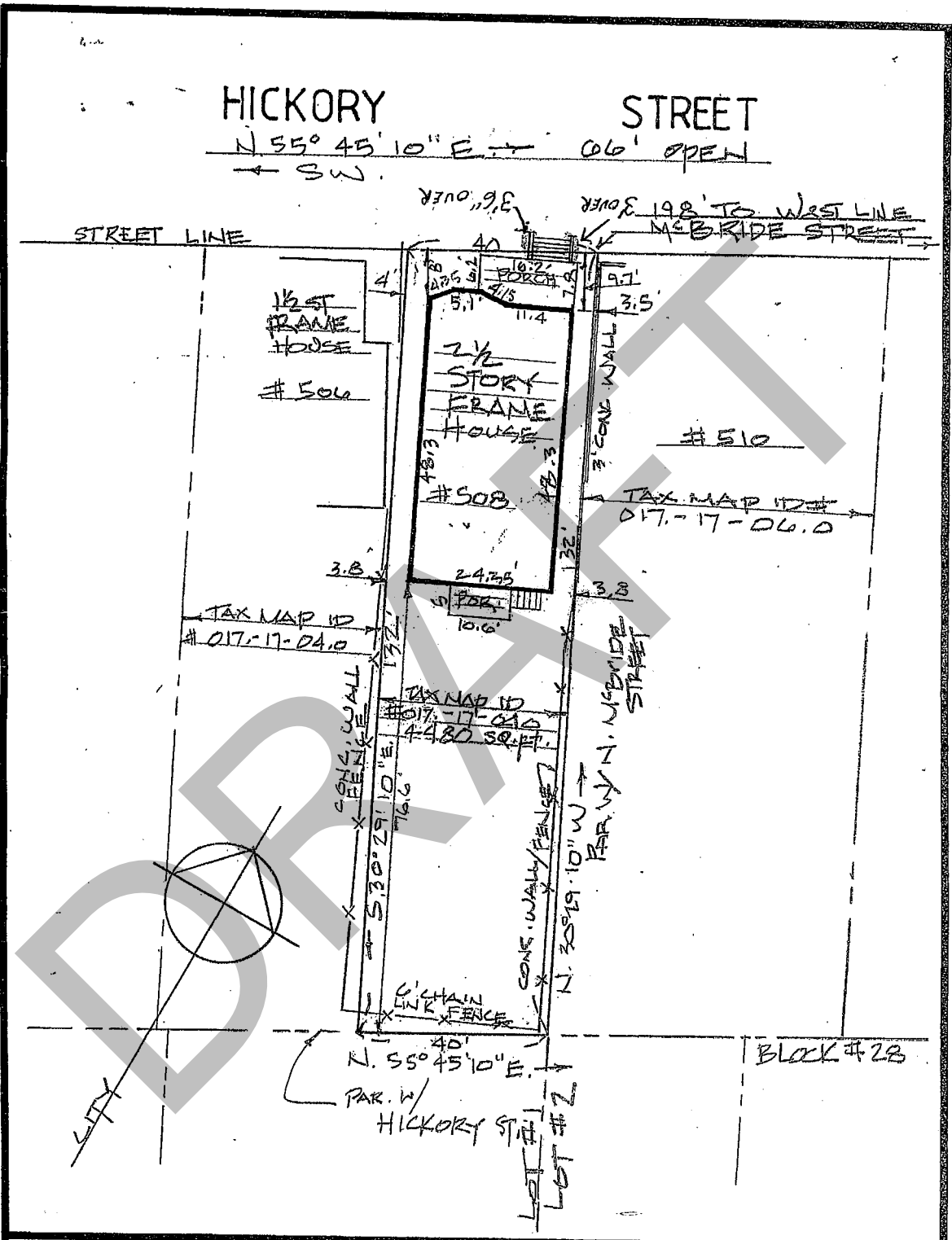
8/17/2023

Date

Date

# HICKORY STREET

N 55° 45' 10" E → 06' OPEN  
← SW.



Location Survey on part of Lot #1, Block 28  
City of Syracuse, County of Onondaga and  
State of New York.

Known as #508 Hickory Street,

THE UNDERSIGNED SURVEYOR HEREBY CERTIFIES  
THAT THIS IS AN ACCURATE MAP OF AN ACTUAL SURVEY

MARTIN E. DAVIS  
409 RIDGEWOOD DRIVE  
LICENSED LAND SURVEYOR SYRACUSE, NEW YORK

DRAWN BY:

MD

DATE:

8/12/23

SCALE:

1" = 20'

REVISIONS:





# DEPARTMENT OF PUBLIC WORKS

CITY OF SYRACUSE, MAYOR BEN WALSH

Date Oct 2, 2023

**Jeremy Robinson**  
Commissioner

**Ann Fordock**  
Deputy Commissioner

**Martin E. Davis, L.S.**  
Deputy Commissioner

Patricia McBride  
City Clerk  
City Hall, Room 230  
Syracuse, New York 13202

RE: Legislation Request – Permission for Encroachment *PC-0461-23*)

Dear Ms. McBride:

*Anna Adkins* is requesting an Encroachment Waiver for a set of existing stairs that are being replaced that will encroach 3'6" into the Right-of-Way on *Hickory Street*. The applicant's mailing address is as follows:

*508 Hickory St*  
*Syracuse, NY 13203*

The proposed encroachment has been reviewed by various City departments and utility companies. Returned comments are enclosed. It appears that there is not major impediment to the request.

Please prepare legislation for consideration at the next meeting of the Common Council. Please let me know if you have any questions relative to this request.

Sincerely,

Jeremy Robinson  
Commissioner of Public Works

Dept. of Public Works  
1200 Canal St. Extension  
Syracuse, N.Y. 13210

Office 315 448-2489  
Fax 315 448-8531

[www.syr.gov.net](http://www.syr.gov.net)



# DEPARTMENT OF NEIGHBORHOOD & BUSINESS DEVELOPMENT

CITY OF SYRACUSE, MAYOR BEN WALSH

AA

October 13, 2023

Ms. Patricia McBride  
City Clerk  
Room 231, City Hall  
Syracuse, NY 13202

**Commissioner**  
Michael Collins

**Deputy Commissioner of  
Neighborhood Development**  
Michelle Sczpanski

**Deputy Commissioner of  
Business Development**  
Eric Ennis

**Re: Legislation Request – Request to Amend Ordinance 2023-634**

Dear Clerk McBride:

Please prepare legislation to be introduced at the ~~October 30, 2023~~ Common Council meeting on behalf of the Department of Neighborhood and Business Development to request to amend ordinance 2023-634 authorizing the city to enter into contract for emergency repair services with approved contractors on a per-project basis. Neighborhood and Business Development requests the ordinance be amended to add the following firms:

- Pest Master Services of CNY

The entities listed above were recently used for contract services under the City's Emergency Repair Program that could not be procured from contractors already authorized as part of ordinance 2023-634. The Mayor has waived the RFP process due to the emergency nature of the program. Amending the ordinance to include these firms will help bolster the existing pool of qualified contractors and ensure future repairs can be completed as efficiently as possible. All other provisions outlined in ordinance 2023-634 remain in effect.

I am happy to answer any questions at x8743 or via email at [mzczpanski@syr.gov](mailto:mzczpanski@syr.gov).

Sincerely,

Michelle Sczpanski  
Deputy Commissioner of Neighborhood Development

cc: Sharon Owens, Deputy Mayor  
Michael Collins, NBD Commissioner

[https://cityofsyracuse.ny.gov/sharepoint.com/personal/mzczpanski\\_syr\\_gov/Documents/Projects/Legislative Request Letters/Legislative Letter - Request for Waiver of Competitive Bid to amend ERP ordinance - 08.11.2023.docx](https://cityofsyracuse.ny.gov/sharepoint.com/personal/mzczpanski_syr_gov/Documents/Projects/Legislative%20Request%20Letters/Legislative%20Letter-Request%20for%20Waiver%20of%20Competitive%20Bid%20to%20amend%20ERP%20ordinance-08.11.2023.docx)

**Department of Neighborhood  
& Business Development**  
201 E Washington Street  
Suite 600  
Syracuse, NY 13202

Office 315 448 8100  
Fax 315 448 8036

[www.syr.gov](http://www.syr.gov)

23




# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

**Timothy M. Rudd**  
Director

**Julie Castellitto**  
Assistant Director

**TO:** Mayor Ben Walsh  
**FROM:** Timothy M. Rudd, Director of Management and Budget   
**DATE:** October 16, 2023  
**SUBJECT:** Amend Ordinance #634-2023 – Pest Master Services of CNY

---


On behalf of the Department of Neighborhood & Business Development, I am requesting to amend Ordinance #634-2023 authorizing the city to enter into a contract for emergency repair services with approved contractors on a per-project basis. Neighborhood and Business Development requests the ordinance be amended to add the following firms:

- Pest Master Services of CNY

The entities listed above were recently used for contract services under the City's Emergency Repair Program that could not be procured from contractors already authorized as part of ordinance #634-2023. The Mayor has waived the RFP process due to the emergency nature of the program. Amending the ordinance to include these firms will help bolster the existing pool of qualified contractors and ensure future repairs can be completed as efficiently as possible. All other provisions outlined in ordinance #634-2023 remain in effect.

Please indicate your concurrence by signing below and returning this memo to me so that I may then forward your approval to the Common Council along with the request for authorizing this legislation.

Thank you for your attention regarding this matter.

  
\_\_\_\_\_  
Mayor Ben Walsh  
City of Syracuse, New York

OCT 18 2023  
\_\_\_\_\_  
Date

Office of Management  
and Budget  
233 E Washington St  
Room 213  
Syracuse, N.Y. 13202

Office 315 448-8252  
Fax 315 448-8116

[www.syr.gov.net](http://www.syr.gov.net)





# DEPARTMENT OF NEIGHBORHOOD & BUSINESS DEVELOPMENT

CITY OF SYRACUSE, MAYOR BEN WALSH

45

October 13, 2023

Ms. Patricia McBride  
City Clerk  
Room 231, City Hall  
Syracuse, NY 13202

**Commissioner**  
Michael Collins

**Deputy Commissioner of  
Neighborhood Development**  
Michelle Sczpanski

**Deputy Commissioner of  
Business Development**  
Eric Ennis

**Re: Legislation Request – Authorization to award ARPA Infill Housing Funds and waive**

Dear Clerk McBride:

Please prepare legislation to be introduced at the October 30, 2023 Common Council meeting on behalf of the Department of Neighborhood and Business Development authorizing the Department of Neighborhood and Business Development to use \$240,000 of ARPA Infill Housing funding as authorized by ordinance 22-295. The Department of Neighborhood & Business Development is seeking a waiver of RFP to award funds to offset project costs for rehabilitation of the following properties as part of the Resurgent Neighborhoods Initiative Infill Housing Plan:

- 1404 Midland Ave
- 308 W Beard Ave
- 121 W Borden Ave
- 118-20 E Borden Ave
- 516 Garfield Ave
- 212 Seward Ave

Following completion of the work, all homes will be sold to income-qualified first-time home buyers. Marlon Simmons (AADM Realty LLC) will serve as the developer for all addresses. The developer is a registered Minority Business Enterprise (MBE) in New York State and has been awarded additional funding for the project through New York State's Legacy City Access Program, designed to build development capacity amongst MWBE development firms.

The developer's application and supplemental documentation submitted to Neighborhood & Business Development are consistent with those of qualified respondents to RFP #23-007. Construction of all properties is slated to be completed by the end of 2024.

I am happy to answer any questions at x8743 or via email at [mzczpanski@syr.gov](mailto:mzczpanski@syr.gov).

Sincerely,

Michelle Sczpanski  
Deputy Commissioner of Neighborhood Development

cc: Sharon Owens, Deputy Mayor  
Michael Collins, NBD Commissioner

**Department of Neighborhood  
& Business Development**  
201 E Washington Street  
Suite 600  
Syracuse, NY 13202

Office 315 448 8100  
Fax 315 448 8036

[www.syr.gov](http://www.syr.gov)

[https://cityofsyracuse-ny-my.sharepoint.com/personal/mzczpanski\\_syr\\_gov/Documents/Projects/Legislative Request Letters/Legislative Letter - Authorization of ARPA Infill Funding for Marlon Simmons - 10.13.2023.docx](https://cityofsyracuse-ny-my.sharepoint.com/personal/mzczpanski_syr_gov/Documents/Projects/Legislative%20Request%20Letters/Legislative%20Letter%20-%20Authorization%20of%20ARPA%20Infill%20Funding%20for%20Marlon%20Simmons%20-%2010.13.2023.docx)




# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

**Timothy M. Rudd**  
Director

**Julie Castellitto**  
Assistant Director

**TO:** Mayor Ben Walsh  
**FROM:** Timothy M. Rudd, Director of Management and Budget   
**DATE:** October 18, 2023  
**SUBJECT:** Appropriation of Funds & Agreement – Marlon Simmons (AADM Realty LLC)

---

On behalf of the Department of Neighborhood & Business Development, I am requesting to use \$240,000 of ARPA Infill Housing funding as authorized by ordinance #295-2022. Funds will be used to offset project costs for rehabilitation of the following properties as part of the Resurgent Neighborhoods Initiative Infill Housing Plan:

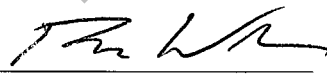
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The developer's application and supplemental documentation submitted to Neighborhood & Business Development are consistent with those of qualified respondents to RFP #23-007. Construction of all properties is slated to be completed by the end of 2024.

Please return this memo to me so that I may then forward your approval to the Common Council along with the request for authorizing this legislation.

Thank you for your attention regarding this matter.

  
\_\_\_\_\_  
Mayor Ben Walsh  
City of Syracuse, New York

10/18/23  
Date

Office of Management  
and Budget  
233 E Washington St  
Room 213  
Syracuse, N.Y. 13202

Office 315 448-8252  
Fax 315 448-8116

[www.syr.gov.net](http://www.syr.gov.net)

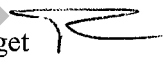


# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

**Timothy M. Rudd**  
Director

**Julie Castellitto**  
Assistant Director

**TO:** Mayor Ben Walsh  
**FROM:** Timothy M. Rudd, Director of Management and Budget   
**DATE:** October 23, 2023  
**SUBJECT:** Waiver of RFP Process & Agreement – Marlon Simmons (AADM Realty LLC)

---

On behalf of the Department of Neighborhood & Business Development, I am requesting to use \$240,000 of ARPA Infill Housing funding as authorized by ordinance #295-2022. The Department of Neighborhood & Business Development is seeking a waiver of RFP to award funds to offset project costs for rehabilitation of the following properties as part of the Resurgent Neighborhoods Initiative Infill Housing Plan:

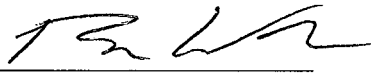
- 1404 Midland Ave
- 308 W Beard Ave
- 121 W Borden Ave
- 118-20 E Borden Ave
- 516 Garfield Ave
- 212 Seward Ave

Following completion of the work, all homes will be sold to income-qualified first-time home buyers. Marlon Simmons (AADM Realty LLC) will serve as the developer for all addresses. The developer is a registered Minority Business Enterprise (MBE) in New York State and has been awarded additional funding for the project through New York State's Legacy City Access Program, designed to build development capacity amongst MWBE development firms.

The developer's application and supplemental documentation submitted to Neighborhood & Business Development are consistent with those of qualified respondents to RFP #23-007. Construction of all properties is slated to be completed by the end of 2024.

Please return this memo to me so that I may then forward your approval to the Common Council along with the request for authorizing this legislation.

Thank you for your attention regarding this matter.

  
\_\_\_\_\_  
Mayor Ben Walsh  
City of Syracuse, New York

10/23/23  
Date

Office of Management  
and Budget  
233 E Washington St  
Room 213  
Syracuse, N.Y. 13202

Office 315 448-8252  
Fax 315 448-8116

[www.syr.gov](http://www.syr.gov)



# DEPARTMENT OF NEIGHBORHOOD & BUSINESS DEVELOPMENT

CITY OF SYRACUSE, MAYOR BEN WALSH

16

October 13, 2023

Ms. Patricia McBride  
City Clerk  
Room 231, City Hall  
Syracuse, NY 13202

**Commissioner**  
Michael Collins

**Deputy Commissioner of  
Neighborhood Development**  
Michelle Sczpanski

**Deputy Commissioner of  
Business Development**  
Eric Ennis

**Re: Legislation Request – Authorization to award ARPA Infill Housing Funds to Developer**

Dear Clerk McBride:

Please prepare legislation to be introduced at the October 30, 2023 Common Council meeting on behalf of the Department of Neighborhood and Business Development authorizing the Department of Neighborhood and Business Development to use \$500,000 of ARPA Infill Housing funding as authorized by ordinance 2022-295. The Department of Neighborhood & Business Development is seeking a waiver of RFP to award funds to support the cost of construction of 24 mixed-income rental units to be built at the following locations as part of the Resurgent Neighborhoods Initiative:

- 1081 South Salina St

City of Syracuse funds will specifically be targeted to those below 80% of Area Median Income (AMI). Salina 1<sup>st</sup>, LLC will serve as the developer. In addition to the mixed-income residential units, the project will also include ground floor commercial units for JHP & E Smith Contractors and Sharrdon's Pet Grooming Salon. Construction of all properties is slated to be completed by the end of 2024. Additional funds for the project will be leveraged from the Syracuse Industrial Development Agency (SIDA), the Syracuse Economic Development Corporation (SEDCO), and the City of Syracuse's Commercial Corridor Improvement Fund authorized as part of the American Rescue Plan Act, as well as several additional state sources.

The developer's application and supplemental documentation submitted to Neighborhood & Business Development are consistent with those of qualified respondents to RFP #23-007. Construction of all properties is slated to be completed by the end of 2024.

I am happy to answer any questions at x8743 or via email at [msczpanski@syrgov.net](mailto:msczpanski@syrgov.net).

Sincerely,

Michelle Sczpanski  
Deputy Commissioner of Neighborhood Development

cc: Sharon Owens, Deputy Mayor  
Michael Collins, NBD Commissioner

**Department of Neighborhood  
& Business Development**  
201 E Washington Street  
Suite 600  
Syracuse, NY 13202

Office 315 448 8100  
Fax 315 448 8036

[www.syrgov.net](http://www.syrgov.net)

[https://cityofsyrcuseny-my.sharepoint.com/personal/msczpanski\\_syr\\_gov/Documents/Projects/Legislative Request Letters/Legislative Letter - Authorization of ARPA Infill Funding for Salina 1st - 06.16.2023.docx](https://cityofsyrcuseny-my.sharepoint.com/personal/msczpanski_syr_gov/Documents/Projects/Legislative Request Letters/Legislative Letter - Authorization of ARPA Infill Funding for Salina 1st - 06.16.2023.docx)

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# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

**Timothy M. Rudd**  
Director

**Julie Castellitto**  
Assistant Director

**TO:** Mayor Ben Walsh  
**FROM:** Timothy M. Rudd, Director of Management and Budget  
**DATE:** October 16, 2023  
**SUBJECT:** Appropriation of Funds & Agreement – Salina 1<sup>st</sup>, LLC

On behalf of the Department of Neighborhood & Business Development, I am requesting to use \$500,000 of ARPA Infill Housing funding as authorized by ordinance #295-2022. Funds will be used to offset the cost of construction of 24 mixed-income rental units to be built at the following locations as part of the Resurgent Neighborhoods Initiative:


- 1081 South Salina St

City of Syracuse funds will specifically be targeted to those below 80% of Area Median Income (AMI). Salina 1<sup>st</sup>, LLC will serve as the developer. In addition to the mixed-income residential units, the project will also include ground floor commercial units for JHP & E Smith Contractors and Sharrdon's Pet Grooming Salon. Construction of all properties is slated to be completed by the end of 2024. Additional funds for the project will be leveraged from the Syracuse Industrial Development Agency (SIDA), the Syracuse Economic Development Corporation (SEDCO), and the City of Syracuse's Commercial Corridor Improvement Fund authorized as part of the American Rescue Plan Act, as well as several additional state sources.

The developer's application and supplemental documentation submitted to Neighborhood & Business Development are consistent with those of qualified respondents to RFP #23-007. Construction of all properties is slated to be completed by the end of 2024.

Please return this memo to me so that I may then forward your approval to the Common Council along with the request for authorizing this legislation.

Thank you for your attention regarding this matter.

  
\_\_\_\_\_  
Mayor Ben Walsh  
City of Syracuse, New York

OCT 18 2023

\_\_\_\_\_  
Date

Office of Management  
and Budget  
233 E Washington St  
Room 213  
Syracuse, N.Y. 13202

Office 315 448-8252  
Fax 315 448-8116

[www.syr.gov.net](http://www.syr.gov.net)



# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

**Timothy M. Rudd**  
Director

**Julie Castellitto**  
Assistant Director

**TO:** Mayor Ben Walsh  
**FROM:** Timothy M. Rudd, Director of Management and Budget  
**DATE:** October 23, 2023  
**SUBJECT:** Waiver of RFP Process & Agreement – Salina 1<sup>st</sup>, LLC

On behalf of the Department of Neighborhood & Business Development, I am requesting to use \$500,000 of ARPA Infill Housing funding as authorized by ordinance #295-2022. The Department of Neighborhood & Business Development is seeking a waiver of RFP to award funds to support the cost of construction of 24 mixed-income rental units to be built at the following locations as part of the Resurgent Neighborhoods Initiative:

- 1081 South Salina St

City of Syracuse funds will specifically be targeted to those below 80% of Area Median Income (AMI). Salina 1<sup>st</sup>, LLC will serve as the developer. In addition to the mixed-income residential units, the project will also include ground floor commercial units for JHP & E Smith Contractors and Sharrdon's Pet Grooming Salon. Construction of all properties is slated to be completed by the end of 2024. Additional funds for the project will be leveraged from the Syracuse Industrial Development Agency (SIDA), the Syracuse Economic Development Corporation (SEDCO), and the City of Syracuse's Commercial Corridor Improvement Fund authorized as part of the American Rescue Plan Act, as well as several additional state sources.

The developer's application and supplemental documentation submitted to Neighborhood & Business Development are consistent with those of qualified respondents to RFP #23-007. Construction of all properties is slated to be completed by the end of 2024.


Please return this memo to me so that I may then forward your approval to the Common Council along with the request for authorizing this legislation.

Thank you for your attention regarding this matter.

Office of Management  
and Budget  
233 E Washington St  
Room 213  
Syracuse, N.Y. 13202

Office 315 448-8252  
Fax 315 448-8116

[www.syrgov.net](http://www.syrgov.net)

  
\_\_\_\_\_  
Mayor Ben Walsh  
City of Syracuse, New York

10/23/23  
Date