

COMMON COUNCIL  
of the  
CITY OF SYRACUSE

(11/28)

REGULAR MEETING – DECEMBER 4, 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. *Appropriate Funds – From the 2023/2024 Capital Improvement Program, in an amount not to exceed \$50,000, for the 2023/2024 Fire Barn Conference Space Improvements, consisting of equipment purchases, upgrades to security, upgrades to utilities, updates to IT equipment, emergency power connections, and other various improvements to the Onondaga Park Fire Barn.*
10. *Appropriate Funds – From the 2023/2024 Capital Improvement Program, in an amount not to exceed \$50,000, for the 2023/2024 Inner Harbor Park Initiatives, as detailed in Schedule “A”.*
11. *Bond Ordinance – Authorizing the issuance and sale of bonds of the City of Syracuse to defray the cost of the 2023/2024 Parks Facility Additional Improvements Projects. Total amount not to exceed \$230,000.*

12. *Authorize – The 2023/2024 Parks Facility Improvements Projects, to improve various facilities and infrastructure within City Parks, details outlined in Schedule “A.” Total cost not to exceed \$230,000.*
13. *Bond Ordinance – Authorizing the issuance and sale of bonds of the City of Syracuse to defray the cost of the 2023/2024 Parks Playground Replacement Program. Total amount not to exceed \$150,000.*
14. *Authorize – The 2023/2024 Parks Playground Replacement Project, to support ongoing and new playground replacement and improvement projects, work includes design, purchase, and installation of playgrounds both proposed and existing projects, detailed in Schedule “A.” Total cost not to exceed \$150,000.*
15. *Bond Ordinance – Authorizing the issuance and sale of bonds of the City of Syracuse to defray the cost of the 2023/2024 Parks Sidewalks Capital Improvement Projects. Total amount not to exceed \$100,000.*
16. *Authorize – The 2023/2024 Parks Sidewalks Capital Improvements Projects, for the replacement and/or addition of new sidewalks within City Parks right-of-way, as detailed in Schedule “A.” Total cost not to exceed \$100,000.*
17. *Bond Ordinance – Authorizing the issuance and sale of bonds of the City of Syracuse to defray the cost of the 2023/2024 Thornden Park Water Service Line Replacement Project. Total amount not to exceed \$180,000.*
18. *Authorize – The 2023/2024 Thornden Park Water Service Line Replacement Project, to be used for improvements, water metering, backflow prevention, fill line improvements, and new services to the splash pad and Chlorine Building. Funds will be used in conjunction with a previously awarded DASNY Grant for the engineering and/or construction services. Total cost not to exceed \$180,000.*

**BY COUNCILOR GREENE:**

19. *Agreement – With Spectrum Business, for the installation of new internet service accounts at 1810 LeMoyne Avenue (new DPW fleet facility) and 351 West Newell Street (McKinley Park) at a monthly fee of \$300/month each and a one-time installation fee of \$99, details outlined in the legislation. Total cost not to exceed \$7,500 annually, charged to Account #595860.01.90000.*
20. *Amend – Ord. #78 (02/27/2022), “Agreement – With Verizon Communications, to install fiber optic cable in Verizon’s conduit system. There is a one-time licensing fee. Total amount not to exceed \$7,500, from Account #595860, Fund 01, Department 90000.” Amend to increase the total cost not to exceed to \$9,500. All other terms remain the same.*
21. *Authorize – The Department of Assessment to retain an appraiser (Bruckner, Tillett, Rossi, Cahill and Associates) for the property located at 127 Fairfield Avenue for potential disposition services. Total cost not to exceed \$1,100 for a summary appraisal report, to be charged to Account #541500.01.13550.*

22. *Authorize - An Exemption Agreement with Almus 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. The Corporation will rehabilitate 191 units of the existing public housing building located at 313 East Raynor Avenue and Oakwood Avenue (SBL 094.-17-01.0) known as Almus Olver, formed by beneficial owner McCormack Baron Salazar; Inc., sponsored by Syracuse Housing Authority. The term would be for the period of fifteen (15) years and will not be exempt from special assessments on the facility. The payment would be calculated each year based on 10% of the difference between gross rent minus utilities, or \$105,050, whichever is greater.*
23. *Bond Ordinance – Authorizing the issuance and sale of bonds of the City of Syracuse to defray the cost of the implementation of the iManage Cloud product. Total amount not to exceed \$45,000.*
24. *Agreement – With iManage Cloud, for professional services to implement a software solution that will serve as the foundational system for organizing, managing, and accessing the City's growing volume of legal cases, providing a centralized and cohesive system, details outlined in the attached proposal. The agreement covers only one-time implementation costs and excludes any subscription cost or any other ongoing expenditures. Total cost not to exceed \$45,000.*
25. *Transfer Funds – Within the July 1, 2023 – June 30, 2024, Syracuse City Budget transfer amendments, as detailed in the legislation, to be used for the Law Department (\$23,274.80) and Payroll (\$39,980.44). Total amount not to exceed \$63,255.24.*
26. *Resolution – To appoint Donna Moore to the Board of Assessment Review for a three-year term expiring September 30, 2026, pursuant to Section 523 of the N.Y.S. Real Property Tax Law.*

BY COUNCILOR GETHERS:

27. *Agreement - With the Onondaga County Resource Recovery Agency (OCRRA) for use of OCRRA'S Solid Waste Management System (Hauler Agreement) for one-year from January 1, 2024-December 31, 2024, with a tipping fee of \$105 per ton or \$101 per ton for prompt payment. The recycling tipping fee is \$40 per ton.*
28. *Agreement – With JMT Inc., for professional services, to include staffing and operation of the City's interconnected signal system from the City's Traffic Management Center, for the period of one (1) year with one (1) two-year renewal option with the approval of the Mayor and Common Council. Total cost not to exceed \$1,373,196 from Account #01.81800.541500 or an account determined by the Commissioner of Finance. Fully funded by a NYS DOT grant previously approved.*

29. *Agreement – With Sam Schwartz Engineering DPC, for professional services related to the Vision Zero Action Plan Development, on behalf of the Department of Public Works, for a two-year period commencing on the date of execution, with one (1) one-year renewal option subject to the approval of the Mayor and Common Council. Total cost not to exceed \$296,384 charged to Account #540530.01.81800.*
30. *Amend – Ord. #161 (03/27/2023) “Authorize - A pilot agreement with Rubicon Global LLC, (“Rubicon”), for turn-by-turn directions for the City’s fleet of sanitation vehicles, for the period of three (3) months with two (2) three-month renewal options with the approval of the Mayor and Common Council, for turn-by-turn technology and equipment to enable the City to monitor, effectively measure and manage the impact and efficiency of its waste removal services. Rubicon will offer the first three (3) months at no cost to the City. Total cost not to exceed \$37,000 (\$6,200 monthly) from Account #01.51420.540530.” Amend to authorize the first three-month renewal option for the period of October 26, 2023 – January 25, 2024. All other terms remain the same.*
31. *Amend – Ord. #511 (07/24/2023) “Contract – With Collier Engineering & Design, CT PC, to provide Traffic and Transportation Engineering services, to assist the City with design and implementation of transportation projects, safety reviews, and ensure compliance with both State and Federal requirements and guidance as it relates to transportation items, for the period of July 15, 2022-June 30, 2024. Total cost not to exceed \$250,000, from Account #541500.01.81800.” Amend to increase the cost not to exceed to \$500,000 and to extend the contract through December 31, 2025. All other terms and conditions remain the same.*
32. *Bond Ordinance – Authorizing the issuance and sale of bonds of the City of Syracuse to defray the cost of the 2023/2024 Inner Harbor Electrical Upgrades Capital Improvement Program. Total amount not to exceed \$500,000.*
33. *Authorize – The 2023/2024 Inner Harbor Electrical Upgrades Capital Improvement Program, on behalf of the Department of Public Works. Funds will be used to remove electrical services from private ownership and replace them with city-owned equipment to facilitate the upgrades of lighting in the area and to supply the boat docks with city-owned electrical service.*
34. *Bond Ordinance – Authorizing the issuance and sale of bonds of the City of Syracuse to defray the cost of the 2023/2024 Market Area Pathway Capital Improvement Program. Total amount not to exceed \$650,000.*
35. *Authorize – The 2023/2024 Market Area Pathway Capital Improvement Program, on behalf of the Department of Public Works, to provide accommodations for non-motorists to reach the Regional Market from the adjacent residential neighborhoods including Park Street and Hiawatha Boulevard. Total cost not to exceed \$650,000.*

36. *Bond Ordinance – Authorizing the issuance and sale of bonds of the City of Syracuse to defray the cost of the 2023/2024 Traffic Management Center Equipment Capital Improvement Program. Total amount not to exceed \$30,000.*
37. *Authorize – The 2023/2024 Traffic Management Center Equipment Capital Improvement Program, on behalf of the Department of Public Works, to address equipment needs including state of good repair purchases for failed and functionally obsolete traffic cameras, servers, proprietary software, and related network items in the Traffic Management Center and deployed in the field. Total cost not to exceed \$30,000.*
38. *Amend – Ord. #415 (06/21/2022), “Agreement - With NYS DOT for the Scoping, Preliminary, Right of Way & Detailed Design Phases, and additional Right of Way Cost of the Creekwalk Improvements, TAP 2108 Project, and the Construction and Construction Inspection Phase, PIN 3950.74, that includes improvements to the creekwalk maintenance bridge and sections of the original asphalt creekwalk north of Spencer Street. Total amount not to exceed \$1,488,366. The City will incur all initial costs for this project with subsequent 80% reimbursement from NYS DOT through TIP.” Amend to add local funds of \$162,000, to account for the balance between available funds and actual construction costs. Total Project Cost not to exceed \$1,650,366, from various accounts, as detailed in the legislation.*
39. *Amend – Ord. #587 (08/22/2022), “Agreement - With C&S Engineering, Inc, for the Scoping, Preliminary Design Service Fee for the East Brighton Avenue Paving Project (Thurber Street to Seneca Turnpike), PIN 3756.80. The City will incur all initial costs with a subsequent 80% reimbursement from Federal funds and 15% from Marchiselli funds. Total amount not to exceed \$356,000, be charged to Account #07.599807.700375680. (Ord. #703-2021)”. Amend to add additional funds of \$396,000 for the Detail Design Fee. Total amount not to exceed \$752,000.*
40. *Bond Ordinance – Authorizing the issuance and sale of bonds of the City of Syracuse to defray the cost of the Kirk Park Canoe/Kayak Launch along Onondaga Creek. Total amount not to exceed \$125,000.*
41. *Authorize – The Department of Engineering to proceed with the Kirk Park Canoe/Kayak Launch Project, along Onondaga Creek, additional funding is needed to complete the construction of the project. Total amount not to exceed \$125,000. The project was previously authorized with Ord. #415-2019 and Ord. #648-2022.*

BY COUNCILOR HOGAN:

42. *Special Permit - To renovate the exterior façade and interior structure for a mixed - use two-story building located at 310-312 South Avenue known as B&B Lounge. No one spoke in favor or in opposition to the proposal. James Williams, Project Manager, Home Headquarters (HHQ Inc.) applicant. HHQ Inc., owner.*

43. *Local Law - Of the City of Syracuse to authorize the sale of all right, title, and interest in the real property located at 200 East Genesee Street (SBL 103.-29-01.0) (aka City Hall Commons) to Hanover Real Estate Development ("Hanover"), to redevelop the property into a mixed-income, mixed-use property, construct several commercial spaces on the first floor of the property and develop approximately thirty-nine (39) residential apartments – some market-rate, some income-restricted – on the upper six stories. Total amount not to exceed \$850,000.*

BY COUNCILOR MAJOK:

44. *Agreement – With Axon Enterprises, Inc., for the supply of Dash Cameras and related software, on behalf of the Department of Police, for a period of five (5) years effective January 15, 2024 – January 14, 2029. First year cost not to exceed \$19,534 charged to Account #540530.01.31230, and \$22,852 per year for Fiscal Years 2025-2029. The total five-year cost not to exceed \$105,802.*
45. *Authorize – A Memorandum of Understanding (MOU) with Madison County Sheriff's Office Special Weapons and Tactics Team and Syracuse Police Department Special Weapons and Tactics Team, to continue the relationship between the two and the use of the combined Tactical Teams' resources, for the period of three (3) years from January 1, 2024 – December 31, 2026. There is no cost associated.*

BY COUNCILOR ALLEN:

46. *Authorize – The City to enter into a Choice Neighborhoods Partnership Agreement and Co-Apply for a Choice Neighborhood Implementation (CNI) Grant, whereas Syracuse Housing Authority (SHA) will be Lead Applicant. Total amount of the grant not to exceed \$50,000,000. Funds will be used to execute the comprehensive transformation plan of the East Adam Street (the New 15<sup>th</sup> Ward) Neighborhood. The SHA Resolution affirming SHA's commitment to apply and enter into a Partnership Agreement is attached. The \$50,000,000 in funding from HUD would allocate 70% or \$35,000,000 to redevelop public housing, ensuring 1:1 replacement of all current units. Other funding will be used to support the "People" plan, including relocation and case management support, as well as the funding of Critical Community Improvements (CCIs) or the "Neighborhood plan.*
47. *Permission – To Jake Barrett, on behalf of Catholic Charities of Onondaga County, owner of the property located at 529-35 North Salina Street, to encroach 6' with eight (8) steel flower boxes into the North Salina Street right-of-way.*

Ordinance No.

2023

**ORDINANCE AUTHORIZING THE  
DEPARTMENT OF PARKS,  
RECREATION AND YOUTH PROGRAMS  
TO PROCEED WITH THE 2023/2024 FIRE  
BARN CONFERENCE SPACE CAPITAL  
IMPROVEMENT PROJECT AT A TOTAL  
COST NOT TO EXCEED \$50,000**

BE IT ORDAINED, that this Common Council hereby appropriates the sum of \$50,000 from Unallocated Cash Capital to an account to be determined by the Commissioner of Finance for the Department of Parks, Recreation and Youth Programs 2023/2024 Fire Barn Conference Space Capital Improvement Project at a total cost not to exceed \$50,000; said funds will be used to cover the costs for various improvements to the Onondaga Park Fire Barn including the purchase of upgraded equipment, upgrades to security, upgrades to utility services, upgrades to IT equipment, emergency power connections and support for various other improvements to the Onondaga Park Fire Barn, in the manner provided by law.



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# SYRACUSE DEPARTMENT OF PARKS, RECREATION & YOUTH PROGRAMS

CITY OF SYRACUSE, MAYOR BEN WALSH

November 16, 2023

**Tony Williams**  
Commissioner

**Chris Abbott**  
Deputy Commissioner

Patricia McBride  
City Clerk  
231 City Hall  
Syracuse, NY 13202

**RE: LEGISLATION REQUEST – 2023/2024 CIP – Fire Barn Conference Space**

Dear Ms. McBride:

Please prepare legislation for the next regularly scheduled Common Council meeting to authorize the Department of Parks, Recreation, & Youth Programs to allocate \$50,000.00 for the **2023/2024 Fire Barn Conference Space**, to be used for various improvements to the Onondaga Park Fire Barn. Upgrades consist of equipment purchases, upgrades to security, upgrades to utility services, updates to IT Equipment, emergency power connections, and support for other various improvements to the Onondaga Park Fire Barn.

Funds, not to exceed \$50,000.00, from the 2023/2024 Capital Improvement Program will be established in an account, 70205.07.999999, as to be determined by the Commissioner of Finance.

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





City of Syracuse

AUTHORIZATION TO PROCEED WITH CIP PROJECT

Date: 11/16/23 Department: Parks

Project Name: 23-24 Fire Barn Conference Space

Project Cost: ~~\$230,000.00~~ \$0,000 (M)

Contact Name: Tony Williams

Project Description: to be used for various improvements to the Onondaga Park Fire Barn. Upgrades consist of equipment purchases, upgrades to security, upgrades to utility services, updates to IT Equipment, emergency power connections, and support for other various improvements to the Onondaga Park Fire Barn.

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

Estimated Start Date: Estimated Completion Date:

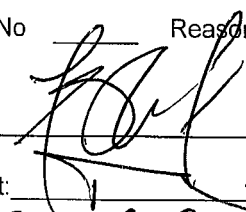
Funding Source:	Dollar Amount:
Local Share: Cash Capital	\$ 50,000.00
Local Share: Bonds (complete schedule below)	
State Aid/Grant (identify)	
Federal Aid/Grant (identify)	
Other (identify)	
Other (identify)	
Total Project Funding (must equal cost):\$	

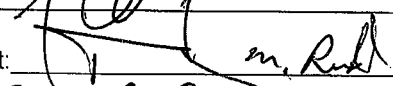
**Estimated Project Borrowing Timeline**

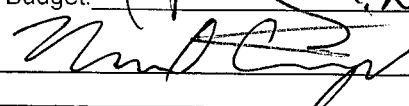
Year	Fiscal Year	Estimated Amount to Borrow
1	2023	\$50,000.00
2		
3		
4		
5		
Total Estimated Amount to Borrow (if different than "Local Share: Bonds" above, explain)		\$

Approval to proceed with request for legislation is hereby granted.

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

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

Director of Management & Budget:  Date: 11-20-23

Commissioner of Finance:  Date: 11/21/23

Ordinance No.

2023

**ORDINANCE AUTHORIZING THE  
DEPARTMENT OF PARKS, RECREATION  
AND YOUTH PROGRAMS TO PROCEED  
WITH THE 2023/2024 INNER HARBOR  
PARK INITIATIVES CAPITAL IMPROVEMENT  
PROJECT AT A TOTAL COST NOT TO  
EXCEED \$50,000**

BE IT ORDAINED, that this Common Council hereby appropriates the sum of \$50,000 from Unallocated Cash Capital to an account to be determined by the Commissioner of Finance for the Department of Parks, Recreation and Youth Programs 2023/2024 Inner Harbor Park Initiatives Capital Improvement Project at a total cost not to exceed \$50,000; said funds will be used to cover the costs for various work orders , services, improvements and construction of various parts of the Inner Harbor Park Infrastructure and amenities associated with the list of potential projects as part of the Inner Harbor Park Initiatives Program described in the attached Schedule "A", in the manner provided by law.



# SYRACUSE DEPARTMENT OF PARKS, RECREATION & YOUTH PROGRAMS

CITY OF SYRACUSE, MAYOR BEN WALSH

November 16, 2023

Patricia McBride  
City Clerk  
231 City Hall  
Syracuse, NY 13202

**Tony Williams**  
Commissioner

**Chris Abbott**  
Deputy Commissioner

**RE: LEGISLATION REQUEST– 2023/2024 CIP – Inner Harbor Park Initiatives**

Dear Ms. McBride:

Please prepare legislation for the next regularly scheduled Common Council meeting to authorize the Department of Parks, Recreation, & Youth Programs to allocate \$50,000.00 for the **2023/2024 Inner Harbor Park Initiatives**, to be used for various work orders, services, improvements, and construction of various parts of the Inner Harbor Park infrastructure and its amenities.

Projects associated with the Inner Harbor Park Initiatives are attached as ‘Schedule A.’

Funds, not to exceed \$50,000.00, from the 2023/2024 Capital Improvement Program will be established in an account, 70205.07.999999, as to be determined by the Commissioner of Finance.

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

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**City of Syracuse | Department of Parks, Recreation, & Youth Programs**

**2023/2024 – Capital Improvement Program – Inner Harbor Park Initiatives**

**List of Potential Projects – Schedule A**

1. Consultant Agreement Work Orders
2. Pedestrian Bridge Repairs
3. Amphitheater Repairs
4. Dock Repairs
5. Utility Improvements
6. Trailside Recreation Stand & Playground
7. Grant Support

DRAFT





City of Syracuse

AUTHORIZATION TO PROCEED WITH CIP PROJECT

Date:	11/16/23	Department:	Parks
Project Name:	23/24 Inner Harbor Park Initiatives		
Project Cost:	\$ 50,000.00		
Contact Name:	Tony Williams		
Project Description:	These funds will be used for various work orders, services, and construction or material costs associated with improvement efforts at the Inner Harbor Park.		

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

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

<u>Funding Source:</u>	<u>Dollar Amount:</u>
Local Share: Cash Capital	\$ 50,000.00
Local Share: Bonds (complete schedule below)	
State Aid/Grant (identify)	
Federal Aid/Grant (identify)	
Other (identify)	
Other (identify)	
Total Project Funding (must equal cost):\$	

**Estimated Project Borrowing Timeline**

<u>Year</u>	<u>Fiscal Year</u>	<u>Estimated Amount to Borrow</u>
1	2023	\$50,000.00
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  No \_\_\_\_\_ Reason("No"): \_\_\_\_\_

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

Director of Management & Budget: \_\_\_\_\_ Date: 11-20-23

Commissioner of Finance: \_\_\_\_\_ Date: 11/21/23

Ordinance No.

2023

**ORDINANCE AUTHORIZING THE  
DEPARTMENT OF PARKS, RECREATION  
AND YOUTH PROGRAMS TO PROCEED  
WITH THE 2023/2024 PARKS FACILITY  
IMPROVEMENTS CAPITAL IMPROVEMENT  
PROJECT**

BE IT ORDAINED, that this Common Council hereby authorizes the Department of Parks, Recreation and Youth Programs to proceed with the 2023/2024 Parks Facility Improvements Capital Improvement Project, which will include improvements to various Parks facilities and infrastructure within the City of Syracuse Parks system as detailed in the proposed project list attached hereto as Schedule "A", at a total cost not to exceed \$230,000; these projects are in addition to those previously approved by Ordinances 447-2023 and 448-2023; and the Director of Management & Budget is hereby authorized to purchase any equipment, materials and supplies necessary to complete the above referenced improvements and enter into a contract or contracts for services relative to the Parks Facility Improvements Capital Improvement Project in the manner provided by law; charging the cost thereof to the proceeds from the sale of bonds authorized contemporaneously herewith by ordinance of this Common Council.

Department of Parks, Recreation, & Youth Programs

Proposed 2023/2024 – Capital Improvement Program

**Facility Improvements (Additional Projects) – Schedule A**

1. **Sunnycrest Park**
2. **McKinley Park**
3. **Southwest Community Center**
4. **Main Office ADA Upgrades**
5. **Cummings Fieldhouse Improvements**
6. **Traveler’s Rest at Kirk Park**
7. **Skiddy Park Fence Replacements**
8. **Holiday Decoration Improvements**
9. **Elmwood Stone Mill Building**
10. **Various Ice Rink Compressors & Replacement Equipment**
11. **Parks Storage Container Purchase**
12. **Additional Parks Lighting Improvements**
13. **Additional Parks Plumbing Improvements**
14. **Additional Parks Mechanical Equipment Replacements & Improvements**
15. **Parks Facility Security System Upgrades**



11-12



# SYRACUSE DEPARTMENT OF PARKS, RECREATION & YOUTH PROGRAMS

CITY OF SYRACUSE, MAYOR BEN WALSH

November 17, 2023

Patricia McBride  
City Clerk  
231 City Hall  
Syracuse, NY 13202

**Tony Williams**  
Commissioner

**Chris Abbott**  
Deputy Commissioner

**RE: LEGISLATION REQUEST – 2023/2024 CIP – Parks Facility Improvement Projects**

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 CIP – Parks Facility Improvement Projects, at a cost not to exceed \$230,000.00.
- Ordinance authorizing the Department of Parks, Recreation, & Youth Programs to proceed with the Parks Facility Improvement Projects. Capital Improvement Program funds in the amount not to exceed \$230,000.00.

These funds will be used in addition to previously allocated CIP Facility Improvements Funds through Ordinances 447-2023 and 448-2023, to support improvements to various Parks facilities and infrastructure within the City of Syracuse Parks system. A list of parks facility improvement projects is attached in the accompanying "Schedule A."

Funds, not to exceed \$230,000.00, from the 2023/2024 Capital Improvement Program will be established in an account, 70205.07.599807, Project 700373023, as previously determined by the Commissioner of Finance.

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

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City of Syracuse

AUTHORIZATION TO PROCEED WITH CIP PROJECT

Date:	11/16/23	Department:	Parks
Project Name:	23-24 Parks Facility Improvements Additional		
Project Cost:	\$ 230,000.00		
Contact Name:	Tony Williams		
Project Description:	These funds will be used in to conduct various replacements and improvements to various Parks facilities and infrastructure within the City of Syracuse Parks system.		

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

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

<u>Funding Source:</u>	<u>Dollar Amount:</u>
Local Share: Cash Capital	
Local Share: Bonds (complete schedule below)	\$ 230,000.00
State Aid/Grant (identify)	
Federal Aid/Grant (identify)	
Other (identify)	
Other (identify)	
Total Project Funding (must equal cost):\$	

**Estimated Project Borrowing Timeline**

<u>Year</u>	<u>Fiscal Year</u>	<u>Estimated Amount to Borrow</u>
1	2023	\$230,000.00
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  No  Reason (If No): \_\_\_\_\_

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

Director of Management & Budget: \_\_\_\_\_ Date: 11-20-23

Commissioner of Finance: \_\_\_\_\_ Date: 11/21/23

Ordinance No.

2023

**ORDINANCE AUTHORIZING THE  
DEPARTMENT OF PARKS, RECREATION  
AND YOUTH PROGRAMS TO PROCEED  
WITH THE 2023/2024 PARKS PLAYGROUND  
IMPROVEMENTS CAPITAL IMPROVEMENT  
PROJECT**

BE IT ORDAINED, that this Common Council hereby authorizes the Department of Parks, Recreation and Youth Programs to proceed with the 2023/2024 Parks Playground Improvements Capital Improvement Project, which will include ongoing and new playground replacement and improvement projects including any costs associated with the design, purchase, and installation of playgrounds both proposed and existing in the City of Syracuse playground inventory as further detailed in the attached Schedule "A", which provides a list of playgrounds according to their park location and where applicable lists the last known improvement years for the playgrounds, at a total cost not to exceed \$150,000; and the Director of Management & Budget is hereby authorized to purchase any equipment, materials and supplies necessary to complete the above referenced improvements and enter into a contract or contracts for services relative to the Parks Playground Improvements Capital Improvement Project in the manner provided by law; charging the cost thereof to the proceeds from the sale of bonds authorized contemporaneously herewith by ordinance of this Common Council.

Department of Parks, Recreation, & Youth Programs

Proposed 2023/2024 – Capital Improvement Program

**Parks Playgrounds & Fitness Equipment Replacements– Schedule A**

1. Onondaga Park (Year Built: 1991)
  - a. Remaining Playground Installation Cost
2. Leavenworth Park (Year Built: 2005)
  - a. Replacement Playground Equipment
3. Ward Bakery (Year Built: 2008)
  - a. New Playground Equipment Addition
  - b. Surface Improvements
4. Barry Park (Year Built: 2000)
  - a. New Playground Equipment Addition
5. Ormand Spencer (Year Built: TBD)
  - a. Replacement Playground Equipment
6. Elmwood Park (Year Built: TBD)
  - a. New Playground Equipment or Retrofit



13-K



# SYRACUSE DEPARTMENT OF PARKS, RECREATION & YOUTH PROGRAMS

CITY OF SYRACUSE, MAYOR BEN WALSH

November 17, 2023

Patricia McBride  
City Clerk  
231 City Hall  
Syracuse, NY 13202

**Tony Williams**  
Commissioner

**Chris Abbott**  
Deputy Commissioner

**RE: LEGISLATION REQUEST – 2023/2024 CIP – Parks Playground Replacement 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 CIP – Parks Playground Improvements, at a cost not to exceed \$150,000.00.
- Ordinance authorizing the Department of Parks, Recreation, & Youth Programs to proceed with the Parks Playground Improvements. Capital Improvement Program funds in the amount not to exceed \$150,000.00.

These funds will be used to support ongoing and new playground replacement and improvement projects. Work shall include any design, purchase, and installation of playgrounds both proposed and existing in the City of Syracuse Playground Inventory.

A list of playgrounds according to their park location with last known improvement years are attached as a 'Schedule A'.

Funds, not to exceed \$150,000.00, from the 2023/2024 Capital Improvement Program and will be established in an account to be determined by the Commissioner of Finance.

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)



City of Syracuse

AUTHORIZATION TO PROCEED WITH CIP PROJECT

Date: 11/16/23 Department: Parks

Project Name: 23/24 Parks Playground Improvements

Project Cost: \$ 150,000.00

Contact Name: Tony Williams

Project Description: These funds will be used to support ongoing and new playground replacement and improvement projects. Work shall include any design, purchase, and installation of playgrounds both proposed and existing in the City of Syracuse Playground Inventory.

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)	\$ 150,000.00
State Aid/Grant (identify)	
Federal Aid/Grant (identify)	
Other (identify)	
Other (identify)	
Total Project Funding (must equal cost):\$	

Estimated Project Borrowing Timeline

Year	Fiscal Year	Estimated Amount to Borrow
1	2023	\$150,000.00
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  No  Reason("No"):

Director of Administration: [Signature] Date: \_\_\_\_\_

Director of Management & Budget: [Signature] Date: 11-20-23

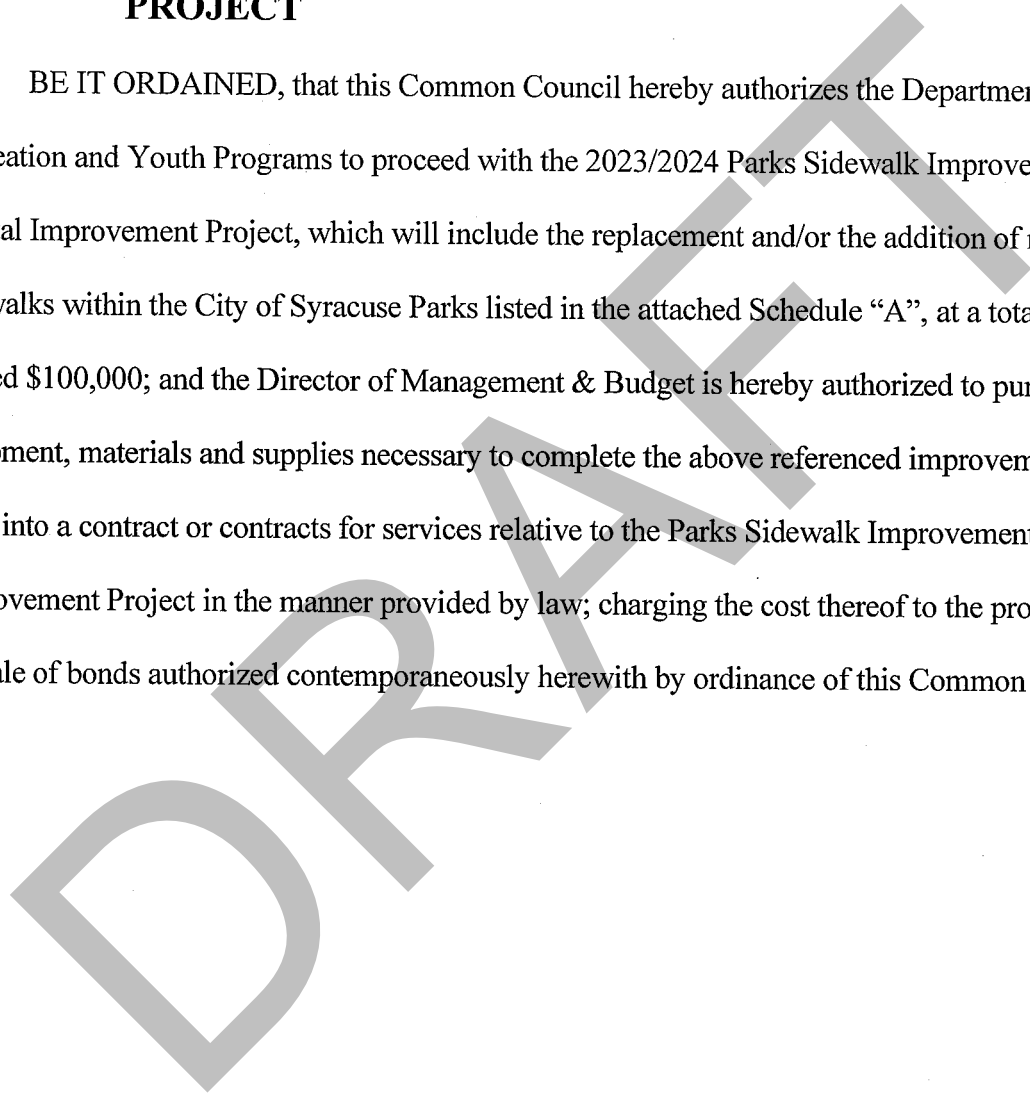
Commissioner of Finance: [Signature] Date: 11/21/23

Ordinance No.

2023

**ORDINANCE AUTHORIZING THE  
DEPARTMENT OF PARKS, RECREATION  
AND YOUTH PROGRAMS TO PROCEED  
WITH THE 2023/2024 PARKS SIDEWALK  
IMPROVEMENTS CAPITAL IMPROVEMENT  
PROJECT**

BE IT ORDAINED, that this Common Council hereby authorizes the Department of Parks, Recreation and Youth Programs to proceed with the 2023/2024 Parks Sidewalk Improvements Capital Improvement Project, which will include the replacement and/or the addition of new sidewalks within the City of Syracuse Parks listed in the attached Schedule "A", at a total cost not to exceed \$100,000; and the Director of Management & Budget is hereby authorized to purchase any equipment, materials and supplies necessary to complete the above referenced improvements and enter into a contract or contracts for services relative to the Parks Sidewalk Improvements Capital Improvement Project in the manner provided by law; charging the cost thereof to the proceeds from the sale of bonds authorized contemporaneously herewith by ordinance of this Common Council.



**City of Syracuse | Department of Parks, Recreation, & Youth Programs**

**2023/2024 – Capital Improvement Program – Parks Sidewalks Improvements**

**Sidewalks Improvements – Schedule A**

- 1. Barry Park – Westcott Street
- 2. Skiddy Park – Otisco Street
- 3. Danforth Park
- 4. Norwood Park
- 5. Cummings Field
- 6. Ormand-Spencer Park
- 7. Burnet Park – Coleridge Avenue
- 8. White Oaks Park – Spencer Street

DRAFT





15-16

# SYRACUSE DEPARTMENT OF PARKS, RECREATION & YOUTH PROGRAMS

CITY OF SYRACUSE, MAYOR BEN WALSH

November 17, 2023

**Tony Williams**  
Commissioner

**Chris Abbott**  
Deputy Commissioner

Patricia McBride  
City Clerk  
231 City Hall  
Syracuse, NY 13202

**RE: LEGISLATION REQUEST – 2023/2024 CIP – Additional Sidewalks Improvements**

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 CIP – Parks Sidewalks Improvements, at a cost not to exceed \$100,000.00.
- Ordinance authorizing the Department of Parks, Recreation, & Youth Programs to proceed with the Parks Sidewalks Improvement Projects. Capital Improvement Program funds in the amount not to exceed \$100,000.00.

These funds will be used in addition to previously allocated CIP Sidewalk Funds through Ordinances 547-2023 and 548-2023, to support improvements to City of Syracuse Parks Sidewalks. These funds will be used for the replacement and/or addition of new sidewalks within City of Syracuse Parks right-of-way. A list of parks sidewalks projects is attached in the accompanying "Schedule A."

Funds, not to exceed \$100,000.00, from the 2023/2024 Capital Improvement Program will be established in an account, 70205.07.599807, Project 703242224, as previously determined by the Commissioner of Finance.

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)





City of Syracuse

AUTHORIZATION TO PROCEED WITH CIP PROJECT

Date: 11/16/23 Department: Parks

Project Name: 23/24 Additional Sidewalks Improvements

Project Cost: \$ 100,000.00

Contact Name: Tony Williams

Project Description: These funds will be used in addition to previously allocated CIP Sidewalk Funds through Ordinances 547-2023 and 548-2023, to support improvements to City of Syracuse Parks Sidewalks. These funds will be used for the replacement and/or addition of new sidewalks within City of Syracuse Parks right-of-way.

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

Estimated Start Date: Estimated Completion Date:

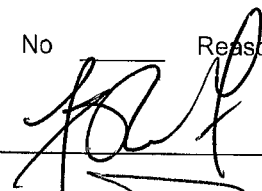
Funding Source:	Dollar Amount:
Local Share: Cash Capital	
Local Share: Bonds (complete schedule below)	\$ 100,000.00
State Aid/Grant (identify)	
Federal Aid/Grant (identify)	
Other (identify)	
Other (identify)	
Total Project Funding (must equal cost):\$	

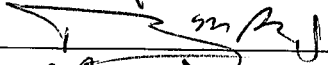
**Estimated Project Borrowing Timeline**

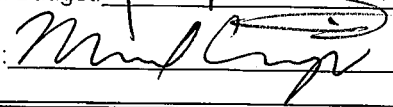
Year	Fiscal Year	Estimated Amount to Borrow
1	2023	\$100,000.00
2		
3		
4		
5		
Total Estimated Amount to Borrow (if different than "Local Share: Bonds" above, explain)		\$

Approval to proceed with request for legislation is hereby granted.

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

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

Director of Management & Budget:  Date: 11-20-23

Commissioner of Finance:  Date: 11/21/23

**ORDINANCE AUTHORIZING THE  
DEPARTMENT OF PARKS, RECREATION  
AND YOUTH PROGRAMS TO PROCEED  
WITH THE 2023/2024 THORNDEN PARK  
WATER SERVICE LINE REPLACEMENT  
PROJECT**

BE IT ORDAINED, that this Common Council hereby authorizes the Department of Parks, Recreation and Youth Programs to proceed with the 2023/2024 Thornden Park Water Service Line Replacement Project, which will include improvements in water metering, backflow prevention, fill line improvements, and new services to the splash pad and chlorine building, and to provide additional funding to cover costs for engineering services and construction of the Project which are being funded with a DASNY grant, at a total cost not to exceed \$180,000; and the Director of Management & Budget is hereby authorized to purchase any equipment, materials and supplies necessary to complete the above referenced improvements and enter into a contract or contracts for services relative to the Thornden Park Water Service Line Replacement Project in the manner provided by law; charging the cost thereof to the proceeds from the sale of bonds authorized contemporaneously herewith by ordinance of this Common Council.

17-18



# SYRACUSE DEPARTMENT OF PARKS, RECREATION & YOUTH PROGRAMS

CITY OF SYRACUSE, MAYOR BEN WALSH

November 28, 2023

**Tony Williams**  
Commissioner

Patricia McBride  
City Clerk  
231 City Hall  
Syracuse, NY 13202

**Chris Abbott**  
Deputy Commissioner

**RE: LEGISLATION REQUEST – 2023/2024 CIP – Thornden Park Water Service Line Replacement**

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 CIP, Thornden Park Water Service Line Replacement Project, at a cost not to exceed \$180,000.00.
- Ordinance authorizing the Department of Parks, Recreation, & Youth Programs to proceed with the 2023/2024 Thornden Park Water Service Line Replacement Project. at a cost not to exceed \$180,000.00.

These funds will be used for work associated with the Thornden Park Water Service Line Replacement, included but not limited to improvements, water metering, backflow prevention, fill line improvements, and new services to the splash pad and Chlorine Building. Additionally, funds will be used in conjunction with a previously awarded DASNY Grant, Ordinance 1021-2016, Account 70205.02.599802, Project 214240718, for this project's engineering and construction and/or engineering services. Additional funds are needed to complete the project as estimates received were over grant funds.

Funds, not to exceed \$180,000.00, from the 2023/2024 Capital Improvement Program and will be established in an account to be determined by the Commissioner of Finance.

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)

Department of Parks, Recreation, & Youth Programs

Proposed 2023/2024 – Capital Improvement Program

**Thornden Park Water Service Line Replacement – Schedule A**

1. Thornden Park
  - a. Pool Area Water Service Replacement

DRAFT





City of Syracuse

AUTHORIZATION TO PROCEED WITH CIP PROJECT

Date: 11/16/23 Department: Parks  
 Project Name: 23-24 Thornden Park Water Service Replacement  
 Project Cost: \$ 180,000.00  
 Contact Name: Tony Williams  
 Project Description: These funds will be used for work associated with the Thornden Park Water Service Line Replacement, included but not limited to improvements, water metering, backflow prevention, fill line improvements, and new services to the splash pad and Chlorine Building. Additionally, funds will be used in conjunction with a previously awarded DASNY Grant for this project's engineering and construction and/or engineering services.

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)	\$ 180,000.00
State Aid/Grant (identify)	
Federal Aid/Grant (identify)	
Other (identify)	
Other (identify)	
Total Project Funding (must equal cost):\$	

Estimated Project Borrowing Timeline

Year	Fiscal Year	Estimated Amount to Borrow
1	2023	\$180,000.00
2		
3		
4		
5		
Total Estimated Amount to Borrow (if different than "Local Share: Bonds" above, explain)		\$ <i>my</i>

Approval to proceed with request for legislation is hereby granted.

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

Director of Administration: *[Signature]* Date: \_\_\_\_\_  
 Director of Management & Budget: *[Signature]* Date: 11-20-23  
 Commissioner of Finance: *[Signature]* Date: 11/21/23



# Office of Information Technology

CITY OF SYRACUSE, MAYOR BEN WALSH

19

November 17, 2023

David Prowak  
Director

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

**Re: REQUEST FOR LEGISLATION**

**Dear Ms. McBride,**

Dear Ms. McBride, Please prepare legislation to be introduced at the next Common Council meeting authorizing new contracts between the City of Syracuse and Spectrum Business for the installation of internet service at 1810 LeMoyne Ave (new DPW fleet facility) and 351 W. Newell St (McKinley Park).

For each location, I.T. will be paying the one-time installation fee of \$99 and the monthly fee not to exceed \$300/month, (12 X \$300 X 2 sites = \$7,200 annually) from Account 595860, Fund 01, Dept 90000 on a month-to-month term.

Sincerely,

David Prowak  
Director of Information Technology

Office of Information  
Technology  
233 E Washington St  
Room 423  
Syracuse, N.Y. 13202

Office 315 448-8431

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

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# 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 and Budget   
**DATE:** November 17, 2023  
**SUBJECT:** Agreement – Spectrum Business

---


**Julie Castellitto**  
Assistant Director

On behalf of the Department of Information Technology, I am requesting the City enter into a contract between the City of Syracuse and Spectrum Business for the installation of internet service at 1810 LeMoyne Ave (new DPW fleet facility) and 351 W. Newell St (McKinley Park).

For each location, I.T. will be paying the one-time installation fee of \$99 and the monthly fee not to exceed \$300/month, (12 X \$300 X 2 sites = \$7,200 annually) from Account 595860, Fund 01, Dept 90000 on a month-to-month term.

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

11/22/23  
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)



# Office of Information Technology

CITY OF SYRACUSE, MAYOR BEN WALSH

20

November 17, 2023

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

David Prowak  
Director

Re: Request to Legislation

Dear Ms. McBride,

Please prepare legislation for the next meeting of the Common Council amending Ordinance no. 78-23 increasing the not to exceed from \$7,500 to \$9,500.

The original legislation authorizing the City to enter into an agreement with Verizon Communications so that the City could install fiber optic cable in Verizon's conduit system.

I.T. will be paying an amount not to exceed \$9,500 for the one-time licensing fee and make ready work from Account 595860, Fund 01, Dept 90000.

Sincerely,

David Prowak  
Director of Information Technology

Office of Information  
Technology  
233 E Washington St  
Room 423

Syracuse, N.Y. 13202

Office 315 448-8431

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

37





# 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 and Budget  
**DATE:** November 17, 2023  
**SUBJECT:** Amend Agreement – Verizon Communications

---

**Julie Castellitto**  
Assistant Director


On behalf of the Department of Information Technology, I am requesting the City amending Ordinance no. 78-23 increasing the not to exceed from \$7,500 to \$9,500.

The original legislation authorizing the City to enter into an agreement with Verizon Communications so that the City could install fiber optic cable in Verizon's conduit system.

I.T. will be paying an amount not to exceed \$9,500 for the one-time licensing fee and make ready work from Account 595860, Fund 01, Dept 90000.

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

11/27/23  
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)



# DEPARTMENT OF ASSESSMENT

CITY OF SYRACUSE, MAYOR BEN WALSH

21

November 17, 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

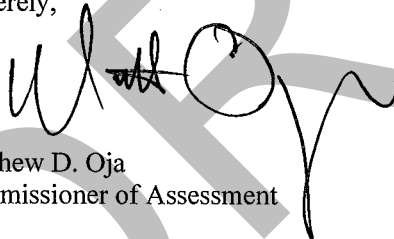
Re: **Request for Legislation- Retain an Appraiser**

Dear Ms. McBride:

Please prepare legislation for the next Common Council meeting authorizing the City to retain Bruckner, Tillett, Rossi, Cahill and Associates, to appraise the property at 127 Fairfield Avenue (Tax Parcel 079.-20-06.0) for potential disposition purposes.

The ordinance should authorize a fee of \$1,100 for a summary appraisal report; the fee will be charged to account number 13550.01.541500.

Sincerely,



Matthew D. Oja  
Commissioner of Assessment

**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)

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# DEPARTMENT OF ASSESSMENT

CITY OF SYRACUSE, MAYOR BEN WALSH

November 27, 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 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 McCormack Baron Salazar, Inc. that should be known as Almus Housing Development Fund Corporation.**

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 beneficial owner McCormack Baron Salazar, Inc., and sponsored by the Syracuse Housing Authority ("SHA"), to be known as Almus Olver Housing Development Fund Corporation (the "Company"). The tax exemption agreement shall involve a portion of the property at 313 East Raynor Avenue and Oakwood Avenue (SBL 094.-17-01.0).

This exemption will enable the Company to rehabilitate 191 units of existing public housing in Almus Olver Tower, long owned and maintained by SHA. The Company, as beneficial owner of the project, has entered into a partnership with SHA and will be the long-term lessee of the property. The contemplated exemption will facilitate the preservation of centrally-located rental housing available to residents with incomes up to sixty percent (60%) area median income (AMI). This project is one component of the larger East Adams Street neighborhood revitalization initiative, which is expected to result in the preservation of over one thousand units of public housing in the immediate neighborhood.

This agreement with the Company would be for a term of fifteen (15) years and would not exempt it from special assessments or charges on the properties. The Company'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) \$105,050, whichever is greater.

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

Office 315 448 8270  
assessment@syr.gov

Sincerely,

Matthew D. Oja  
Commissioner of Assessment

GROWTH. DIVERSITY. OPPORTUNITY FOR ALL.

5



# 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:** November 20, 2023  
**SUBJECT:** Tax Exemption Agreement –Almus Housing Development Fund Corporation

---


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 property owner McCormack Baron Salazar, Inc., to be known as Almus Housing Development Fund Corporation (the "Company"). The tax exemption agreement shall involve a portion of the property' at 313 East Raynor Avenue and Oakwood Avenue (SBL 094.-17-01.0).

This exemption will enable the Company to rehabilitate 191 units of affordable rental housing in the existing Almus Oliver Tower. This exemption will enable the Company to preserve needed affordable housing in a centrally-located city neighborhood.

This agreement with the Company would be for a term of fifteen (15) years and would not exempt it from special assessments or charges on the properties. The Company'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) \$105,050. 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

11/22/23  
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.syrgov.net](http://www.syrgov.net)



23-24

# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

November 17, 2023

**Timothy M. Rudd**  
Director

**Julie Castellitto**  
Assistant Director

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

Re: Request to Legislation

Dear Ms. McBride,

On behalf of the Office of Accountability, Performance, & Innovation, please prepare legislation to be introduced at the next scheduled Common Council Meeting requesting to issue bonds for the implementation of the iManage Cloud product. This software solution will serve as the foundational system for organizing, managing, and accessing our growing volume of legal cases. As it stands, our law department lacks a centralized and cohesive system. iManage will address this shortfall. Given the department's increasing caseload and the complexities associated with each case, having a unified system is essential. Our proposed agreement with iManage entails:

- Services (\$45,000)
  - A four-month integration with implementation specialist from Micro Strategies.
  - Data customization to meet unique requirements, training, and Go-Live support.

The total cost for this item is not to exceed \$45,000. This agreement covers only one-time implementation costs, and excludes any subscription costs or any other ongoing expenditures.

Please have the following prepared and placed on the next Common Council meeting agenda: Ordinance authorizing the sale and issuance of bonds to defray the cost of the project, not to exceed \$45,000 from the 2023/2024 Capital Improvement Program will be established in an account 16805.07.599807 or to be determined by the Commissioner of Finance.

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

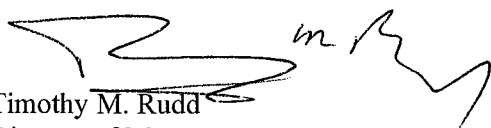
Office 315 448-8252  
Fax 315 448-8116

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

Attached to this letter is a scope of work for this implementation project.

Thank you.

Sincerely,

  
Timothy M. Rudd  
Director of Management & Budget

GROWTH. DIVERSITY. OPPORTUNITY FOR ALL.



# DEPARTMENT OF ANALYTICS, PERFORMANCE, & INNOVATION

CITY OF SYRACUSE, MAYOR BEN WALSH

November 17<sup>th</sup>, 2023

**Nicolas Diaz**  
Chief Data and  
Innovation Officer

Timothy Rudd  
Director of Management & Budget  
233 E. Washington Street  
Syracuse, NY 13202

Re: Bond Issuance - iManage Software Implementation for Law Department

Dear Mr. Rudd,

I request legislation to issue bonds for the implementation of the iManage Cloud product. This software solution will serve as the foundational system for organizing, managing, and accessing our growing volume of legal cases. As it stands, our law department lacks a centralized and cohesive system. iManage will address this shortfall. Given the department's increasing caseload and the complexities associated with each case, having a unified system is essential. Our proposed agreement with iManage entails:

- Services (\$45,000)
  - A four-month integration with implementation specialist from Micro Strategies.
  - Data customization to meet unique requirements, training, and Go-Live support.

The total cost for this item is not to exceed \$45,000. This agreement covers only one-time implementation costs, and excludes any subscription costs or any other ongoing expenditures.

Please have the following prepared and placed on the next Common Council meeting agenda: Ordinance authorizing the sale and issuance of bonds to defray the cost of the project, not to exceed \$45,000 from the 2023/2024 Capital Improvement Program will be established in an account 16805.07.599807 to be determined by the Commissioner of Finance.

Department of  
Analytics, Performance,  
and Innovation  
233 E Washington St.  
Syracuse, N.Y. 13202

315-448-8585

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

Attached to this letter is a scope of work for this implementation project.

Sincerely,

  
**Nicolas Diaz Amigo**

Chief Data and Innovation Officer  
City of Syracuse



# 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:** November 16, 2023  
**SUBJECT:** Waiver of RFP Process & Agreement – iManage

On behalf of the Office of Accountability, Performance, & Innovation, I am requesting a waiver of the RFP process and to enter into an agreement with iManage for the implementation of the iManage Cloud product. This software solution will serve as the foundational system for organizing, managing, and accessing our growing volume of legal cases. As it stands, our law department lacks a centralized and cohesive system. iManage will address this shortfall. Given the department's increasing caseload and the complexities associated with each case, having a unified system is essential.

The total cost for this item is not to exceed \$45,000 from the 2023/2024 Capital Improvement Program will be established in an account 16805.07.599807 or to be determined by the Commissioner of Finance. This agreement covers only one-time implementation costs, and excludes any subscription costs or any other ongoing expenditures.

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

11/22/23  
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.syrgov.net](http://www.syrgov.net)



City of Syracuse

AUTHORIZATION TO PROCEED WITH CIP PROJECT

Date: 11/17/23

Project Name: iManage Cloud

Project Cost: \$45,000

Contact Name: Nicolas Diaz Amigo

Project Description: This software will serve as the foundational system for organizing, managing and accessing our growing volume of legal cases

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)	\$45,000
State Aid/Grant (identify)	
Federal Aid/Grant (identify)	
Other (identify)	
Total Project Funding (must equal cost):\$	
	\$45,000

Estimated Project Borrowing Timeline

Year	Fiscal Year	Estimated Amount to Borrow
1	2024	\$ 45,000
2		
3		

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

Approval to proceed with request for legislation is hereby granted.

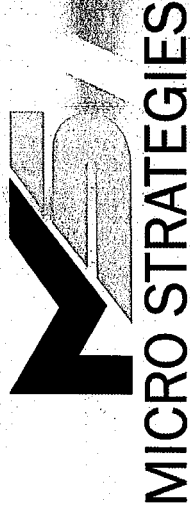
Project in CIP Plan: Yes  Reason("No"):

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

Director of Management & Budget: \_\_\_\_\_ Date: 11-20-23

Commissioner of Finance: \_\_\_\_\_ Date: 11/21/23





# iManage Cloud Work10 Implementation Project Proposal

Presented to:



V19/11/23

Technology  
Solutions.  
Business  
Results.

# iManage Implementation – No Migration – 35 Users

Category	Tasks	Category	Tasks
Project Management	<ul style="list-style-type: none"> <li>Weekly Status Meetings (12 - 1/2 hr. Meetings x 2 Resources)*</li> <li>Project Plan Updates / Budget Tracking</li> <li>Fill out all required Paperwork for Cloud</li> </ul>	Image/Workstation Package Preparation	<ul style="list-style-type: none"> <li>Prepare Silent Migration/Upgrade Package for Workstations (Assumes client will distribute software to workstations)</li> <li>Configure Threat Manager</li> <li>Admin Training on Threat Manager</li> <li>Configure iManage Tracker</li> </ul>
Project Preparation	<ul style="list-style-type: none"> <li>Database Prep</li> <li>Document Repository Prep</li> <li>WorkSite Server Prep</li> <li>Exchange Configuration</li> <li>Complete iManage Questionnaire</li> <li>Conduct Design/Requirements Workshops</li> <li>Determine Meta data design requirements</li> <li>Determine groups, roles and security policy requirements</li> <li>Determine dialog box design requirements</li> <li>Create screen prototypes</li> <li>Deliver Functional Requirements Document</li> </ul>	Threat Manager	<ul style="list-style-type: none"> <li>Configure Client/Matter Import Process</li> <li>Configure Workspace Generation Process</li> <li>Setup XML Configuration</li> <li>Create Workspace Templates</li> <li>Generate Workspaces</li> </ul>
Cloud Procurement Process	<ul style="list-style-type: none"> <li>Integrate Azure to work with iManage cloud for Authentication</li> <li>Test E-Mail Management Functionality</li> <li>Install Work 10 for Desktop</li> <li>Install iManage Share</li> <li>Install Drive</li> </ul>	iManage Tracker	<ul style="list-style-type: none"> <li>Training Material Preparation</li> <li>35 Students (2) 2hr. classes / day (Work 10/Tracker)</li> <li>(2) 1hr. Classes/day (Share/Drive) (15) Students / class</li> <li>(1) Admin Training</li> <li>(2) - 2 hr Follow up Q&amp;A classes</li> <li>Assist trained users</li> <li>(1) Engineer</li> </ul>
Education/Design Workshops	<ul style="list-style-type: none"> <li>Configure Dialog Boxes</li> <li>Add Metadata/Users/Groups to tables</li> </ul>	Automated Task Configuration Group Policies Customizations	
SAML Configuration		Training Preparation	
Pilot Testing		On-Site Classroom Training	
Database Customizations		Floor Support	

Platform Implementation: \$36,500

**Fixed Price Project Total: \$36,500**

# iManage Implementation - No Migration - 40 Users

Category	Tasks	Category	Tasks
Project Management	<ul style="list-style-type: none"> <li>Weekly Status Meetings (12 - 1/2 hr. Meetings x 2 Resources)*</li> <li>Project Plan Updates / Budget Tracking</li> <li>Fill out all required Paperwork for Cloud</li> </ul>	Image/Workstation Package Preparation	<ul style="list-style-type: none"> <li>Prepare Silent Migration/Upgrade Package for Workstations (Assumes client will distribute software to workstations)</li> <li>Configure Threat Manager</li> <li>Admin Training on Threat Manager</li> <li>Configure iManage Tracker</li> </ul>
Project Preparation	<ul style="list-style-type: none"> <li>Database Prep</li> <li>Document Repository Prep</li> <li>WorkSite Server Prep</li> <li>Exchange Configuration</li> <li>Complete iManage Questionnaire</li> <li>Conduct Design/Requirements Workshops</li> <li>Determine Meta data design requirements</li> <li>Determine groups, roles and security policy requirements</li> <li>Determine dialog box design requirements</li> <li>Create screen prototypes</li> <li>Deliver Functional Requirements Document</li> <li>Integrate Azure to work with iManage cloud for Authentication</li> <li>Test E-Mail Management Functionality</li> <li>Install iWork 10 for Desktop</li> <li>Install iManage Share</li> <li>Install iDrive</li> </ul>	Threat Manager	<ul style="list-style-type: none"> <li>Configure Client/Matter Import Process</li> <li>Configure Workspace Generation Process</li> <li>Setup XML Configuration</li> <li>Create Workspace Templates</li> <li>Generate Workspaces</li> </ul>
Cloud Procurement Process		iManage Tracker	<ul style="list-style-type: none"> <li>Configure iManage Tracker</li> </ul>
Education/Design Workshops		Automated Task Configuration Group Policies Customizations	<ul style="list-style-type: none"> <li>Configure iManage Tracker</li> </ul>
SAML Configuration		Training Preparation	<ul style="list-style-type: none"> <li>Training Material Preparation</li> <li>40 Students (3) 2hr. classes / day (Work 10/ Tracker)</li> <li>(3) 1hr. Classes/day (Share/Drive) (15) Students / class</li> <li>(1) Admin Training</li> <li>(3) - 2 hr Follow up Q&amp;A classes</li> <li>Assist trained users (1) Engineer</li> </ul>
Pilot Testing		On-Site Classroom Training	
Database Customizations		Floor Support	

• Platform Implementation: \$38,325

**Fixed Price Project Total: \$38,325**

# Additional Considerations

## Managed Services:

When required, MSI's Managed Services Practice can provide 24x7 support for the iManage application, infrastructure (on premise or Cloud) and/or User Help Desk for our customers. This requirement can be found in law firms and companies that do not wish to hire a specific resource to support the application or the dispersed user population. Since iManage can be used from anywhere on any device, support off hours and from any location is many times a critical requirement. This service can be discussed at this time, or after the implementation, if there is interest.

## Integrated Workflow:

While not part of this implementation, Micro Strategies has integrated BPM/Workflow into the iManage DMS through their Rest APIs. Corporate Legal, who is at the center of important transaction, collaboration and business processes, can utilize the integrated workflows to streamline the organization and improve efficiency. These processes can be Contracts Management, Approval Processes, HR Onboarding, NDAs/Agreements, etc. A sample video of the integration for contracts management can be found at <https://info.microstrat.com/imanage-workflow> and a direct integration with the Work 10 interface can be found at <https://microstrat.com/resources/insights-events/video/imanage-work10-workflow/>. This may be a consideration after completion of this project.

## DocuSign Integration:

Once iManage is implemented, maximize your iManage investment by implementing this DocuSign integration that can be added as a Phase 2 add-on. Using DocuSign within the iManage platform offers an efficient, streamlined workflow to your business process when your contracts are due for eSignature. Never leave the Work 10 interface when sending your documents for signature. A quick demo can be found here:

[Electronic Signatures with iManage Work 10 & DocuSign | Micro Strategies Inc](#)

# Additional Considerations

## Document Comparison and Protection:

When working with law firms/corporate legal, many of the organizations have document comparison and protect (metadata cleansing) software, such as Litera/Workshare. If you currently own licensing for these capabilities, MSI would be able to manage the re-integration of those products as part of the implementation. If this is not the case, but need to address these requirements, MSI is Litera/Workshare's top US partner and can provide a general overview of the Compare and Protect product sets for the Corporate Legal group. Implementation of these products could be part of the project along with being included in the training.

## Litera Workshare Compare (Desktop and Server/Cloud versions):

Law firms and corporate legal groups can compare documents either generated internally or when collaborating with external parties (such as Contracts). There is a close integration with iManage Work 10 and Outlook. More information can be found at

<https://www.litera.com/products/legal/workshare-compare/>

## Litera Metadact (Desktop and Server/Cloud versions):

Litera Metadact is a metadata management solution that automatically identifies hidden data and cleans it from files, helping to protect against loss of reputation, financial risk, data leakage, and possible malpractice due to inadvertent disclosure. An overview of the software is found at

<https://www.litera.com/products/legal/metadact/>.

# OUR PRACTICES

## BUSINESS PROCESS & CONTENT SERVICES

Beyond capturing and storing content, we provide solutions that integrate with critical business applications so our clients can manage their information through its lifecycle, quickly and easily access or share it and monitor and report on activity all while meeting governance and security requirements.

We partner with our clients to optimize their business processes, provide insight into their organization's information, improve productivity and minimize risk.

- Contract & deal management
- Legal solutions
- Financial services solutions
- Legacy content migration
- Lease document management

## DATA & ANALYTICS

We provide clients with the skills and resources to navigate their analytics journey. We simplify the complex with solutions that combine business acumen with technology to transform decision making by translating data into actionable intelligence.

We help make sense of the data, visualize it in useful ways and drive outcomes through various artificial intelligence approaches; outcomes that improve customer engagement, optimize operations, maximize investments and drive business growth and innovation.

- Data management
- Data visualization
- Advanced analytics

## HYBRID IT

Our solutions ensure that our clients' infrastructure keeps pace with their business. We help them make smart, data-driven decisions regarding technology investments and workload placement to transform their business and stay competitive.

From automating processes for greater efficiencies to helping launch new capabilities that allow them to quickly and seamlessly scale resources, we partner with them to increase business agility, reduce complexity and drive positive business outcomes.

- Hybrid cloud
- Intelligent data strategy
- Hybrid business continuity
- Cloud client computing

## SECURITY

Cyber security is no longer simply a technology issue - it is now a business concern. To protect against increasingly sophisticated security threats, IT investments and business objectives must align around an organization's approach to threat detection, mitigation and remediation.

We offer solutions that detect and respond to threats faster while preventing others completely. We partner with our clients leveraging their data and our expertise, to understand their environment and determine how to align security measures with their business. By providing governance, detection and recovery capabilities that protect their business and minimize risk, we enable them to confidently focus on using their data to drive results.

- Cyber security infrastructure defense
- CISO advisory services
- Incident detection & response

## MANAGED SERVICES

Our experts don't just recommend and implement solutions - they can manage them too. We can provide 24/7 support to ensure your technology runs optimally so your employees stay focused on delivering business value.

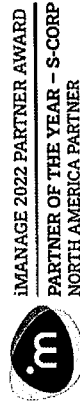
- Managed infrastructure services
- Security operations
- Digital workplace
- Call recording & quality assurance



Thank you for your interest in

**MS MICRO STRATEGIES**  
Technology Solutions. Business Results.

Operational excellence through partnership



*Micro Strategies has been an iManage partner since 1997 and has been recognized as North American iManage Partner of the year 2022*



# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

25

**Timothy M. Rudd**  
Director

November 14, 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. The transfer will allow for Document Management Software to be used in the Law Department (\$23,274.80) and for Kronos clocks for the Payroll System (\$39,980.44).

<u>Account Number</u>	<u>General Fund</u>	<u>Budget Transfer</u>	<u>Budget 2023/2024</u>	<u>Budget as Amended</u>
Transfer from:				
90600.01.590601	Medical Insurance	\$63,255.24	\$47,952,680	\$47,889,424.76
Transfer to:				
16800.01.540530	IT – Factual & Informational	\$63,255.24	\$2,000,000	\$2,063,255.24

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





**CITY OF SYRACUSE COMMON COUNCIL**

**MICHAEL GREENE  
Councilor-at-Large  
President Pro-Tempore**

November 22, 2023

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

Dear Ms. McBride:

Please prepare legislation for the regularly scheduled Common Council meeting of Monday, December 4, 2023, nominating Donna Moore, to fill the appointment vacancy with the Board of Assessment Review for the term of June 1, 2021- September 30, 2026.

Ms. Moore will fill the seat vacated by Charles Fahey.

I have attached Ms. Moore's resume.

Thank you for your attention in this matter.

Sincerely,

*Michael Greene / MS*  
Michael Greene  
Councilor-at-Large

# DONNA M. MOORE

219 Columbia Ave., Syracuse, NY 13207

Phone: (315) 480-5114

Email: [dmoore07@twcny.rr.com](mailto:dmoore07@twcny.rr.com)

LinkedIn: <https://www.linkedin.com/in/donna-moore-28052711>

## Executive Summary

Growth-oriented, motivated individual with a strong background in Office Administration. Completed Bachelor's Degree in Organizational Management through the rigorous Keuka College Accelerated Studies for Adults Program (ASAP) which has honed business skills to complement administrative experience. Creates sustainable relationships with businesses and organizations to help move people from entry level to mid-level employment.

## Work History

### ***Syracuse Northeast Community Center***

Director of Workforce Development (01/2022 – present)  
Supported Employment Specialist (09/2019 – 01/2022)  
Office Manager (04/2019 – 09/2019)

*(Apr 2019 to current)*

### ***The Centers at St. Camillus Health and Rehabilitation Center***

Office Coordinator and Scheduler

*(Feb 2013 to Dec 2017)*

### ***Onondaga Hill Volunteer Fire Department***

President (Volunteer Position)

*(Feb 2009 to Dec 2012)*

### ***Syracuse City School District***

Administrative Assistant to Coordinator, Night School Program, Adult Education

*(Apr 2009 to Feb 2013)*

## Demonstrated Skills and Capabilities

### Leadership

- As Director of Workforce Development, clients served doubled under my leadership. Created workshops and hosted Job Fairs for participants which led to more clients becoming employed.
- 3 years as President of Onondaga Hill Fire Department. Administered day-to-day operations. Led monthly Board of Director and Membership meetings.
- Quality Assurance Committee at St. Camillus, which conducts reviews to ensure policies and procedures are met, in order to achieve high quality care and patient satisfaction.

### Budget and Project Management

- Managed budget for the Supported Employment Program. The program contributes over \$1.2 million annually to the local economy as a result of increased wages and additional hours of employment generated and the program provides a 200% return on investment year to year.
- Managed Fire Department annual budget of \$557,000 and realized annual savings of 8%. Savings were re-directed into rainy-day fund investments.
- Oversaw \$1.2 million renovation of the Fire Department building from design to build. Project completed on time and under budget.
- Management of *Built on Pride*, a program for HS juniors and seniors and young adults seeking to learn a trade. Coordinated activities with unions and interested students, submitted invoices to the central office and verified payments for staff and equipment.

# **DONNA M. MOORE**

219 Columbia Ave., Syracuse, NY 13207

Phone: (315) 480-5114

Email: [dmoore07@twcnny.rr.com](mailto:dmoore07@twcnny.rr.com)

LinkedIn: <https://www.linkedin.com/in/donna-moore-28052711>

## **Scheduling and Team Management**

- Oversaw team of six employment specialists, working at six community centers throughout the city of Syracuse. Held regular team meetings, outreach events, and ensured that each center was meeting their metrics monthly.
- Coordination between patients, Nurse Manager and Clinicians until services were put in place.
- Improved communication with patients to significantly decrease complaints reported.

## **Additional Technical Skills and Certifications**

- Microsoft Office Suite (Word, Excel, PowerPoint, Publisher)
- Microsoft Access
- NYS Firefighter I
- Bridges out of Poverty Certified to Teach
- Case Management 2 Certification
- Working it Out Instructor Certification

## **Education**

B.S., Organizational Management, Keuka College

A.S., Human Services, Onondaga Community College

## **Community Involvement**

Board Member – Greater Strathmore Neighborhood Association

Board Member – Onondaga Hill Volunteer Fire Department

Ward Chair on Onondaga County Democratic Committee

Former President – Onondaga Hill Volunteer Fire Department

Leadership Greater Syracuse Class of 2020 Graduate

Citizens Academy February 2023 Candidate

Co-Founder New Feminists for Justice

Democratic Women of Onondaga County (DWOC) Steering Committee



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**DEPARTMENT OF PUBLIC WORKS**  
CITY OF SYRACUSE, MAYOR BEN WALSH

November 15, 2023

**Jeremy Robinson**  
Commissioner

**Ann Fordock**  
Deputy Commissioner

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

Patricia McBride  
City Clerk  
231 City Hall  
Syracuse, NY 13203

**Re: Agreement between OCRRA and the City of Syracuse for the use of OCRRA's Solid Waste Management System (Hauler Agreement)**

Dear Ms. McBride,

Please prepare legislation upon Mayoral approval for the next Common Council meeting to authorize the City of Syracuse to enter into an agreement with OCRRA's Solid Waste Management System (Hauler Agreement)

- The term of this agreement shall be for one year commencing on January 1, 2024 and shall terminate December 31, 2024.
- The tipping fee for the solid waste system is \$105.00 per ton with an incentive available of \$4.00 per ton credit offered for prompt payment, making a net amount of \$101.00 per ton, incentive included.
- The residential tipping fee for recycling is \$40.00 per ton.

Expenditures will be charged to 01.81600.540552 and 01.81700.540552 or any other account deemed appropriate by the Commissioner of Finance.

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

Very truly yours,

Jeremy Robinson  
Commissioner of DPW

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)



# 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:** November 15, 2023  
**SUBJECT:** Agreement - OCRAA

---


On behalf of the Department of Public Works, I am requesting that the City of Syracuse enter into an agreement with OCRRA for the use of OCRRA's Solid Waste Management System (Haulers Agreement.)

- The term of this agreement shall be for one year commencing on January 1, 2024 and shall terminate December 31, 2024.
- The tipping fee for the solid waste system is \$105.00 per ton with an incentive available of \$4.00 per ton credit offered for prompt payment, making a net amount of \$101.00 per ton, incentive included.
- The residential tipping fee for recycling is \$40.00 per ton.

Expenditures will be charged to 01.81600.540552 and 01.81700.540552 or any other account deemed appropriate by the Commissioner of Finance.

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

11/22/23  
Date

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

Office 315 448-8252  
Fax 315 448-8116

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# DEPARTMENT OF PUBLIC WORKS

CITY OF SYRACUSE, MAYOR BEN WALSH

November 16, 2023

**Jeremy Robinson**  
Commissioner

**Ann Fordock**  
Deputy Commissioner

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

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

**RE: Traffic Management Center Operation RFP #24-002**

Dear Ms. McBride:

Please prepare legislation for consideration at the next scheduled meeting of the Common Council requesting authorization for the City of Syracuse to enter into a contract with the Traffic Engineering firm JMT Inc. for a contract to operate the City's Traffic Management Center. This work will include the staffing and operation of the City's interconnected signal system from the TMC located at the Department of Public Works building. The source of funding is an existing multi-year agreement between the City and the New York State Department of Transportation which is 100% funded, no local match, PIN NO. 3757.06, Ordinance 284-2023.

The City of Syracuse received one (1) proposal for the specified work. The RFP Selection Committee met on 11/1/2023 and reviewed the proposal and recommends that the City of Syracuse retains JMT Inc. The Selection Committee's unanimous recommendation was based on the firm's excellent credentials and numerous staff have experience in operating regional Traffic Management Centers, including the TMC at the Department of Public Works and the NYS DOT Region 3 TMC located in Syracuse.

This will be a three (3) year contract with the option to renew for one (1) two (2) year extension. The three (3) year contract is not to exceed \$1,373,196.00 and will be charged to the Department of Public Works professional services account 01.81800.541500 or any other account deemed appropriate by the Commissioner of Finance.

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

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GROWTH. DIVERSITY. OPPORTUNITY FOR ALL.

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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:** November 16, 2023  
**SUBJECT:** Agreement RFP#24-002 – JMT, Inc.

On behalf of the Department of Public Works, I am requesting that the City of Syracuse enter into a contract with the Traffic Engineering firm JMT Inc. for a contract to operate the City's Traffic Management Center. This work will include the staffing and operation of the City's interconnected signal system from the TMC located at the Department of Public Works building. The source of funding is an existing multi-year agreement between the City and the New York State Department of Transportation which is 100% funded, no local match, PIN NO. 3757.06, Ordinance 284-2023.

The City of Syracuse received one (1) proposal for the specified work. The RFP Selection Committee met on 11/1/2023 and reviewed the proposal and recommends that the City of Syracuse retains JMT Inc. The Selection Committee's unanimous recommendation was based on the firm's excellent credentials and numerous staff have experience in operating regional Traffic Management Centers, including the TMC at the Department of Public Works and the NYS DOT Region 3 TMC located in Syracuse.

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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 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

11/22/23  
Date

# FEE PROPOSAL

TITLE	NUMBER OF STAFF PER TITLE	ANNUAL HOURS PER TITLE	2023 BILLABLE HOURLY RATE	TOTAL ESTIMATED SALARY
Project Manager	1	320	\$160.00	\$51,200.00
Traffic Engineering Support	1	120	\$140.00	\$16,800.00
TMC Manager	1	1780	\$110.00	\$195,800.00
TMC Operator	2	2600	\$60.00	\$156,000.00
Field Engineer	1	190	\$130.00	\$24,200.00
Total Annual Direct Operating Labor				\$444,000.00

ITEM	DESCRIPTION	TOTAL ESTIMATED COSTS
Travel - Mileage	500 miles @ \$0.54/mile	\$270.00
Cell Phone	1 phone to be provided	
Utility Truck	Field Work @ \$34/hour - As needed	
Total Annual Direct Non-Salary Costs (Estimated)		\$270.00

<b>TOTAL ANNUAL (2023) BUDGET</b>	<b>\$444,270.00</b>
<b>TOTAL TWO-YEAR BUDGET 2023-2024*</b>	<b>\$901,868.00</b>
<b>TOTAL FOUR-YEAR BUDGET 2023-2026*</b>	<b>\$1,858,660.00</b>

\*Estimate shows hourly rates for 2023-2024. Future estimates are based on an assumed 3% inflation rate.





**2023-2027 TIP  
Federal Highway Administration - Project Listing**

2023-2027 TIP

PIN:	Sponsor:	Project Description:	Phase:	Funding Source:	FFY 22/23:	FFY 23/24:	FFY 24/25:	FFY 25/26:	FFY 26/27:	5-Year TIP
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376707	SYRACUSE	OPERATING ASSISTANCE, TRANSPORTATION MANAGEMENT CENTER, SYRACUSE, ONONDAGA CO									
		Project Type: Special									
		Other	STBG-Flex							\$1,070,000	
		Other	Match							\$268,000	
<b>Total Federal Funds:</b>									<b>\$1,070,000</b>	<b>\$1,070,000</b>	
<b>Total:</b>									<b>\$1,338,000</b>	<b>\$1,338,000</b>	



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# DEPARTMENT OF PUBLIC WORKS

CITY OF SYRACUSE, MAYOR BEN WALSH

November 14, 2023

**Jeremy Robinson**  
Commissioner

**Ann Fordock**  
Deputy Commissioner

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

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

**Re: Request for Legislation - RFP #24-120 Vision Zero Action Plan Development**

Dear Ms. McBride:

Please prepare legislation for consideration at the next scheduled meeting of the Common Council to authorize the City of Syracuse to enter into a contract with Sam Schwartz Engineering DPC, RFP #24-120.

In September 2023, the City issued an RFP for professional services for a Complete Streets Design Guide and Vision Zero Action Plan. This single document should provide both general guidelines for implementation of Complete Streets design principles across the City and specific actions that the City can take to address identified safety issues in line with a "Vision Zero" approach. The City received two proposals in response to the RFP. The RFP selection committee met on November 1<sup>st</sup>, 2023 and unanimously selected the firm Sam Schwartz Engineering DPC as the preferred option. The Department of Public Works would like to proceed with entering into a contract with Sam Schwartz Engineering DPC for a two-year period, with an option to renew for an additional one (1) year.

Expenditures are estimated not to exceed \$296,383.38. Expenditures will be charged to account 01.81800.540530 or any other account deemed appropriate by the Commissioner of Finance.

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

**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

GROWTH. DIVERSITY. OPPORTUNITY FOR ALL.

14



# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

**Timothy M. Rudd**  
Director

**Julie Castellitto**  
Assistant Director

**TO:** Mayor Ben Walsh  
**FROM:** Julie Castellitto, Assistant Director of Management and Budget *ac*  
**DATE:** November 27, 2023  
**SUBJECT:** Agreement RFP#24-120: Vision Zero Action Plan Development

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On behalf of the Department of Public Works, I am requesting that the City of Syracuse enter into a contract with Sam Schwartz Engineering DPC, for Vision Zero Action Plan Development, RFP #24-120.

In September 2023, the City issued an RFP for professional services for a Complete Streets Design Guide and Vision Zero Action Plan. This single document should provide both general guidelines for implementation of Complete Streets design principles across the City and specific actions that the City can take to address identified safety issues in line with a "Vision Zero" approach. The City received two proposals in response to the RFP. The RFP selection committee met on November 1st, 2023 and unanimously selected the firm Sam Schwartz Engineering DPC as the preferred option. The Department of Public Works would like to proceed with entering into a contract with Sam Schwartz Engineering DPC for a two-year period, with an option to renew for an additional one (1) year.

Expenditures are estimated not to exceed \$296,383.38. Expenditures will be charged to account 01.81800.540530 or any other account deemed appropriate by the Commissioner of Finance.


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 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)

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

11/27/23  
Date



**CITY OF SYRACUSE**  
**REQUEST FOR PROPOSAL**

**Consultant for Vision Zero Action Plan Development  
on behalf of the Department of Public Works**

**RFP REFERENCE #24-120**

**Office of Management and Budget  
Division of Purchase**

**REQUEST FOR PROPOSALS**

**PROPOSAL REFERENCE #24-120**

**Consultant for Vision Zero Action Plan Development**

**All proposals must be received prior to 2:30 P.M.**

**Thursday, September 28, 2023**

**at the**

**Office of Management & Budget**

**Division of Purchase**

**City Hall, Room 213**

**Syracuse, NY 13202**

**Attn: Timothy M. Rudd, Director**

**NO EXCEPTIONS**

**Be sure that you have completed and attached all of the information required in these specifications.**

**One (1) original (marked as "Original"), Nine (9) copies (marked as "Copies"), and one (1) USB drive of the proposal are required.**

**SPECIAL NOTE:**

Proposal packages must be sealed and clearly marked on the exterior showing the proposal name and reference number as listed in this solicitation.

Proposals must clearly indicate the responsible proposer's status and be signed by an individual authorized to enter into and bind that proposer into a contractual agreement.

Proposals received by the due date and time will be recorded in private at the City of Syracuse, Division of Purchase, and given to the appropriate City of Syracuse personnel.

Public attendance is not permitted.

Proposals submitted after the stated date and time will not be considered and will be returned to the firm unopened.

## Notice to Proposers

Please retain a copy of this complete document for your records. This is the only copy you will receive.

You will be forwarded notice of the awarded items only. The City of Syracuse reserves the right to waive any formalities and to reject or negotiate any and all proposals without assigning any reason.

Please be advised that any exceptions to these specifications may be cause for your proposal to be disqualified.

Any and all exceptions to this specification must be clearly and completely indicated. Attach additional pages if necessary.

Various reports, exhibits, information and data furnished by the City of Syracuse to the proposers are considered confidential. The City of Syracuse requires that confidential information not be made available to any individual, firm or organization without the prior written approval of the City of Syracuse.

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## Consultant for Vision Zero Action Plan Development

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## **1.0 Introduction**

### **1.1 Introduction**

The City of Syracuse seeks to create a Complete Streets Design Guide and Vision Zero Action Plan. This single document should provide both general guidelines for implementation of Complete Streets design principles across the City of Syracuse and specific actions that the City can take to address identified safety issues in line with a “Vision Zero” approach.

### **1.2 Scope of Services**

#### **Task 1: Stakeholder and public engagement**

This task is expected to continue throughout the process of developing the Vision Zero Action Plan. The City and Consultant will identify a list of agencies/stakeholders to constitute an Advisory Committee. This committee should consist of City departments, partner agencies (for example, County Health Department), and other key stakeholders that will be expected to provide technical expertise throughout the development of the Plan. The Syracuse Metropolitan Transportation Council (SMTC) will serve as the “Lead Stakeholder” due to the prominent role that SMTC Staff will take throughout the process to support the City’s efforts.

Additionally, the Consultant will develop a strategy for engaging with the wider public around the Vision Zero Action Plan. Consultant may propose various methods for this engagement including, but not limited to, surveys, open houses/public meetings, or “pop-up” community meetings. The goal is to build community support for the Vision Zero Action Plan, including buy-in on the identified priority locations and identified interventions.

#### **Task 2: Goals and objectives**

Using guidance from the Vision Zero Network, including the “Safe System” approach, a set of City of Syracuse-specific goals and objectives will be developed. The process of identifying these goals and objectives should include consultation with the Advisory Committee, as well as public engagement. Also, within this task, the Consultant will work with the Advisory Committee to identify Communities of Concern, utilizing relevant data (such as Census data) and public input.

#### **Task 3: High crash network identification**

A common feature of Vision Zero Action Plans is the identification of a “high crash network.” The Consultant will work with the Advisory Committee to identify such a network within the City of Syracuse. This should use, as a starting point, the City of Syracuse Safety Assessment completed by the SMTC in 2021. That assessment utilized crash data from 2014 through 2018 and identified 83 Focus Areas on City-owned roads, from which 12 Hot Spots (seven intersections and five road segments) were identified. The Consultant will identify high crash network locations that are also within the identified Communities of Concern.

#### **Task 4: Implementation plan**

Using the information and analysis in Tasks 2 and 3, the Consultant will work with the Advisory Committee to formulate an implementation plan. This should include:



- Policy recommendations that cut across all City departments, with roles and responsibilities identified
- Safety countermeasures and Complete Streets design guidelines by street typology (for example: residential streets, curbed vs. uncurbed streets, commercial corridors, signalized vs. unsignalized intersections, park roads, City facilities)
- Guidance for road closures / Work Zone Traffic Control to ensure safe multi-modal mobility in and around work zones
- Fleet / freight vehicle safety recommendations
- Other recommendations as needed to address the goals and objectives developed in Task 2

Recommendations should be organized by the anticipated timeframe for implementation (0-3 years, 3-5 years, 5+ years). City departments and partner agencies involved in implementation should be identified.

The Action Plan should also describe an appropriate timeframe for updating data, tracking project implementation, and revising the implementation plan.

#### **Task 5: Concept plans for short-term design recommendations**

The Consultant will develop concept plans for the locations identified for short-term design interventions. These locations are expected to be, at a minimum, the 12 locations identified in the 2021 City of Syracuse Safety Assessment. These are not expected to be engineering-level drawings, but should provide an adequate level of detail and reference documented safety countermeasures (with sources cited, i.e. ITE, NACTO, FHWA, NYSDOT) to enable City DPW and/or Engineering to then develop stamped plans for implementation.

#### **Task 6: Complete Streets Design Guide and Vision Zero Action Plan final document**

The Consultant will summarize all work completed through this process in a public-friendly, highly graphical report. This will include all stakeholder and public engagement, goals and objectives, data analysis, development of implementation plan, and concept plans. The final product should function as both a hard-copy printed report and as an electronic document.

Examples of approaches and final products that the City seeks to emulate include:

- [Minneapolis, MN](#)
- [Sommerville, MA](#)
- [Ann Arbor, MI](#) (including plans, examples, and project lists in [Appendix](#))
- [Hoboken, NJ](#)

### 1.3 RFP Schedule:

Date(s)	Milestone(s) / Event(s)
August 20, 2023	City Issuance of RFP. The City issues this RFP
September 14, 2023	Submission deadline of Written Questions. Firms/Consultants are permitted to submit written questions, for purposes of clarifying this RFP.
September 28, 2023	Proposal Submission. Proposals are due by 2:30 p.m.
Oct – Nov, 2023	Evaluation Period. The RFP Committee will assess each Proposal
November 2023	Anticipated Project Award by Common Council

## **2.0 Proposal Submittal Requirements**

Only complete proposals addressed to Mr. Timothy M. Rudd, Director of the City of Syracuse Office of Management & Budget, Division of Purchase that are submitted prior to or by the appointed date and time, at the designated delivery address in this RFP #24-120, will be considered valid.

### 2.1 Instructions to Proposers

Please indicate company name on top of all proposal copies.

The non-collusive certification page and the signature page must be completed, signed and returned with your original proposal.

Please retain a copy of this complete document for your records. This is the only copy you will receive. You will be forwarded notice of the awarded items only. The City of Syracuse reserves the right to waive any formalities and to reject or negotiate any and all proposals without assigning any reason.

Send Sealed Proposals to:  
Mr. Timothy M. Rudd  
Director of the City of Syracuse Office of Management & Budget  
Division of Purchase  
Room 213 City Hall  
Syracuse, New York 13202

### 2.2 References

Proposers must submit a list of at least three (3) professional references where similar services have been provided for during the past five (5) years.

### 2.3 Proposals - Exhibits

Provide the specific Proposal exhibit materials outlined in this section. Present all materials in order, using the subsequent designations used herein. Number all sheets in sequence. Materials provided should be relevant and

brief. Although Consultant selection will be qualifications based, a Billing Rate Schedule must be submitted as indicated in the Scope of Services.

1. **PRELIMINARY PAGES**

- A. **COVER LETTER:** Please describe your interest in this project and your understanding of the project scope of work. This letter should be signed by an individual who is authorized to execute binding legal documents on behalf of the Proposer.
- B. **TITLE PAGE:** Project Name; Submitting Firm's Name, Address and Phone Number, Fax Number, E-mail Address, Submittal Due Date.
- C. **TABLE OF CONTENTS**
- D. **EXECUTIVE SUMMARY**

2. **FIRM QUALIFICATIONS AND PROJECT STAFFING**

**Team Information:** Provide the name and contact information for the lead Consultant and all sub-consultants if applicable and identify the Consultant's Proposed Project Manager for the Project. Please provide a list of all team members who will work on this Project and describe their relevant experience and include a copy of each team member's resume.

**Relevant Projects:** Provide a list of projects, locations and references for similar, public-sector projects that the Consultant and sub consultants, if applicable, have completed and/or begun in other communities.

**Project Approach:** Describe how your team will complete this project. Please include tasks you believe must be accomplished, how they would be executed and provide your insights regarding any additional or alternative methods you believe could benefit this project and think that the City should consider.

**Project Coordination:** Briefly describe the firm's approach to planning, organizing and managing the overall and daily project activities. Include strategies for maximizing the effectiveness and efficiency of the following: (1) Communication; (2) Problem Identification and Problem Solving; (3) Schedule Control; (4) Cost Control; and (5) Quality Control.

**Client References:** All proposers shall provide references from at least three (3) clients for which you have provided services similar to those we require. Include scope, client longevity and specific service descriptions. List the name of a responsible, knowledgeable owner's representative, and provide the individual's role on the project, and his or her current address and phone number.

**Work for the City:** For the lead firm, or if applicable for the respective joint-venture firms, provide information on all projects started (not only completed) for the City of Syracuse in the last ten (10) years.

**Professional Capability:** Briefly describe evidence of the firm's demonstrated ability to perform and in a professional, competent, and timely manner. Address issues including but not limited to the following:

- a. Financial stability.
- b. Ability to adequately staff the project.
- c. Ability to meet appropriate public relations needs.

3. **FEE PROPOSAL**

Proposer shall provide a Fee Proposal and Task Man Hour Breakdown to complete the proposed scope of work for the Project(s). The proposal must be a flat fee for all services described in the proposal. A list of direct

expenses (such as mileage, photocopying, travel, lodging, other direct costs, etc.) shall be provided. All expenses must be clearly identified. Consultant shall be paid on a time and expense method of payment.

#### 4. **PROPOSAL REVIEW CRITERIA**

Upon receipt of proposals, an RFP committee will review each proposal and recommend award. The City will have the option to award to one or more vendors. The award is subject to the approval of the Mayor and the Common Council of the City of Syracuse. Proposals will be reviewed on the basis of competency, experience and qualifications, previous experience working for the City of Syracuse, and ability to perform the services required. The Proposer should be willing and able to provide additional information that may be required by the RFP committee.

#### 5. **QUALIFICATIONS REVIEW CRITERIA**

Qualifications will be reviewed based on a variety of criteria including but not limited to the following:

1. The education, experience and expertise of the firm's principals and key employees;
2. The firm's specific experience, stability, and history of performance;
3. The firm's specific experience and history of performance on City of Syracuse projects;
4. The firm understands of the City's proposed scope of work and their project approach;
5. Ability of a firm to complete a project within the project schedule and within the project budget;
6. Billing Rates;
7. Availability of adequate personnel to perform the required work expeditiously; and
8. The recommendations and opinions of the firm's previous clients.

#### 6. **CITY'S STANDARD PROFESSIONAL SERVICES AGREEMENT**

After the Mayor and Common Council of the City of Syracuse have approved the selected consultant, an agreement will be drafted which contains the terms of the Consultant's Agreement (SAMPLE AGREEMENT attached hereto as Attachment "A" and incorporates the agreed upon final scope of services, fees and payment requirements. The selected Consultant is expected to enter into the Agreement as provided. As a general rule, changes proposed by the Consultant are not accepted and if the Consultant has any objections to the contract language, they should be stated as part of and at the time of their response to the RFP, so that the RFP Committee can take any contract issues into account during the deliberation process. Note that unless specifically modified in the Agreement, the Agreement fully incorporates relevant information provided in this Request for Proposals and its Addenda, and in the selected firm's submitted Proposal.

\* Note: The Corporation Counsel for the City reserves the right to make changes at the time the contract is awarded and being drafted for the actual project. All final language is subject to the approval of the Corporation Counsel.

#### 2.4 **Duration of Contract**

The term of this contract will be for eighteen (18) months with the option to renew for an additional twelve (12) month period with the approval of the Mayor and Common Council.

#### 2.5 **Project Award**

The City of Syracuse reserves the right to award one or more contracts if it deems to be in the best interest of the City.

The City of Syracuse reserves the right to waive any formalities and to reject or negotiate any and all proposals without assigning any reason.

Execution of the contract is subject to the approval of the Mayor and the Syracuse Common Council. The final contract is subject to the approval of the Corporation Counsel.

## 2.6 Budgetary Funding

It is understood by and between the parties hereto that the contract awarded after this RFP shall be deemed executory only to the extent of the monies appropriated and available for the purpose of this contract and no liability on account thereof shall be incurred by the City beyond monies appropriated and available for the purpose thereof.

## 2.7 Termination

The City of Syracuse reserves the right to terminate the contract awarded pursuant to this RFP, or any part of said contract, within thirty (30) days written notice of the City of Syracuse's intent to do so by the Director of Management and Budget to the contractor.

## 2.8 Examination of Solicitation Documents and Addenda

Prospective proposers shall examine solicitation documents carefully before submitting a proposal, and shall, if necessary, submit to the "ADDITIONAL INFORMATION" contact listed below, in writing, any questions or requests for clarification of any ambiguity, or correction of any inconsistency or error in the documents. Any and all questions or requests for information must be received in writing by email ten (10) business days prior to the proposal due date. No exceptions. The City of Syracuse's response to such a written request shall be issued in a written addendum to the RFP issued from the City of Syracuse Office of Management and Budget, Division of Purchase and shall be binding on all proposers.

Only written addenda issued by the Division of Purchase shall be binding. No officer, employee, or agent of the City of Syracuse is authorized to clarify or amend the solicitation documents by any other method. Any such clarification or amendment, if given, is not binding on the City of Syracuse.

## 2.9 Additional Information

Should the proposer need additional information regarding this RFP, he/she should contact Stacy Jennis, Assistant Director of Purchase, City of Syracuse Division of Purchase via mail or e-mail at the address noted below:

Stacy Jennis  
Assistant Director of Purchase  
City of Syracuse  
233 E Washington Street, Rm 213  
Syracuse, NY 13202  
(315) 448-8435  
Email: [Stennis@syr.gov](mailto:Stennis@syr.gov)

All questions and/or requests for additional information must be received no later than 4:00 p.m. on Thursday, September 14, 2023. Questions received after this date will not be answered.

## 2.10 Exceptions

Any and all exceptions to this specification must be clearly and completely indicated. Attach additional pages if necessary.

## 2.11 Note to Proposers

Please be advised that any exceptions to these specifications may cause for your proposal to be disqualified.

## 2.12 Confidentiality

To protect the confidentiality of the information contained in this RFP, you will agree not to disclose any information to any parties inside your organization, other than those with a need to know. You are prohibited from disclosing any information contained in this RFP to any parties outside of your organization without the express, written authorization of the City of Syracuse.

## 2.13 Unbalanced Proposals

The City of Syracuse, through the Director of the Office of Management and Budget, Division of Purchase, reserves the right to reject any and all proposals not deemed in the best interest of the City and to reject as informal such proposals, as in the Director's opinion, are incomplete, conditional, obscure, or which contain irregularities of any kind, including unbalanced proposals.

By an unbalanced proposal, it is meant one in which the amount proposed for one or more separate items is substantially out of line with the current market price.

## 2.14 Insurance

A. No contractor shall commence work under this contract until he has obtained all the insurance required hereinafter, issued by a company duly authorized to do business in the State of New York and which has a Best's rating and financial size of at least B+, X and such insurance has been approved by the Owner. The contractor shall not allow any subcontractor to commence work on his subcontract until all similar insurance required of the subcontractor has been obtained and approved. Approval of the insurance by the Owner shall not relieve or decrease the liability of each contractor. CLAIMS MADE INSURANCE SHALL NOT BE ACCEPTABLE.

B. Worker's Compensation and Other Mandated Insurance. Each contractor shall take out and maintain during the life of this contract the statutory Worker's Compensation and Employer's Liability Insurance, and all other insurance required by law, for all of his employees engaged in work under this contract, and in case any such work is sublet, the contractor shall require the subcontractor to provide all similar insurance.

C. Bodily Injury and Property Damage Liability Insurance. Each contractor shall take out and maintain during the life of the contract a Comprehensive General Liability Insurance policy for Bodily Injury, including Accidental Death, and Property Damage, as shall protect him and any subcontractor performing work covered by this contract from claims for damages which may arise from operations under this contract, whether such operations be by himself, or by any subcontractor or by anyone directly or indirectly employed by either of them. The hazards insured against shall be as check below:

- Premises-Operations
- Explosions & Collapse
- Underground
- Products/Completed Operations
- CONTRACTUAL LIABILITY COVERAGE
- Board Form Property Damage
- Independent Contractors
- Personal Injury
- Automobile Liability, Including Owned, Hired and Non-Owned Automobiles

The policy limits shall be in an amount not less than One Million dollars single-limit bodily injury, including wrongful death, and property damage.

The City of Syracuse shall be named as additional insured on the certificate of insurance.

In addition to being named on the Certificate of Insurance, the City requires you to submit the Declarations page(s) or Endorsement Page(s) from your General Liability Insurance policy showing the endorsement that the City of Syracuse is indeed an additional insured.

Insurance Certificates and Policies. The certificate of Contractor's General Liability Insurance is to be filed with the City of Syracuse through the Office of Management and Budget. This certificate of insurance shall contain the following endorsement:

"IT IS UNDERSTOOD THAT THE \_\_\_\_\_ INSURANCE COMPANY WILL NOTIFY THE DIRECTOR OF MANAGEMENT AND BUDGET OF THE CITY OF SYRACUSE, NEW YORK, 221 CITY HALL, SYRACUSE, NEW YORK AND THE CORPORATION COUNSEL BY REGISTERED MAIL TWENTY (20) DAYS PRIOR TO ANY CANCELLATION OF THE POLICY".

## 2.15 Professional Liability, Errors & Omissions Insurance

The Consultant shall secure, at its expense, a professional liability insurance policy with contractual liability coverage. The professional liability insurance policy shall include coverage for errors and omissions resulting from services performed for the City of Syracuse. The insurance shall be in the minimum amount of \$2,000,000.00 per claim and \$2,000,000.00 as the aggregate limit of liability.

If coverage is provided on a "Claims-Made" basis and a retroactive date is used, the retroactive date must precede the commencement of work for the City of Syracuse. Coverage shall remain in effect for two (2) years following the completion of work. Failure to continue coverage during the contract period may be cause for cancellation.

The policy shall be in effect from the date on which services commence until final acceptance by the City of all work on the project and for a period of three years thereafter with the limits noted above.

## 2.16 Audits

Subject to Contractor's reasonable security and confidentiality procedures, the City, or any third party retained by the City to audit or provide financial reporting to the City, may at any time, upon prior reasonable notice to Contractor, during normal business hours, audit the books, records and accounts of Contractor to the extent that such books, records and accounts pertain to the services hereunder. Contractor shall maintain all such books, records and accounts for a period of at least three (3) years after the date of expiration or termination of this Agreement. The City's rights pursuant to this provision hereto shall survive the expiration or termination of this Agreement for a period of three (3) years after the date of such expiration or termination.

## 2.17 Tax Exempt Status

The City of Syracuse is exempt from the payment of Federal and State taxes for tangible personal property. The successful consultant will not be exempt from paying sales tax to suppliers of materials which are used in the fulfillment of the consultant's contractual obligations with the City, not will the successful consultant be authorized to use the City's tax-exempt certificate in securing such materials.

## 2.18 Freedom of Information Law

The New York State Freedom of Information Law as set forth in Public Officer Law, Article 6, Sections 84-90, mandates public access to government records. However, proposals submitted in response to this RFP may contain technical, financial background or other data, public disclosure of which could cause substantial injury to the proposal's competitive position or constitute a trade secret. Consultants who have a good faith belief that the information submitted in their proposals is protected from disclosure under the New York Freedom of Information Law, must clearly identify the pages of the proposals containing such information by typing in bold face on the top

of each page: "THE CONSULTANT BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW." The City of Syracuse assumes no liability for disclosure of information so identified, provided that the City has made a good faith legal determination that the information is not protected under applicable law or where disclosure is required to comply with an order or judgment of a court of competent jurisdiction.

## 2.19 Acceptance Period

All proposal information may be considered proprietary during the evaluation period. After award of the contract(s), all information will be considered public and will be made available for inspection by appointment and/or via the Freedom of Information Law (FOIL) process.

## 2.20 Syracuse Resident Employment Ordinance

This contract may be subject to the Resident Employment Ordinance # 9-2016 of the City of Syracuse. This Ordinance requires that City Construction contracts, Public Works contracts or Service contracts with a value of \$100,000 or more employ City of Syracuse residents. Compliance requires that one or more City residents perform twenty percent (20%) of total in-state Work Force Hours.

Small businesses that employ the equivalent of ten or fewer full-time employees are exempt.

The City shall have the authority to suspend and terminate the contract for violations of the Syracuse Resident Employment Ordinance.

A complete copy of the Ordinance can be found at:

<http://www.syr.gov.net/uploadedFiles/SyracuseResidentEmploymentOrdinance.pdf>

## 2.21 M/WBE

The City of Syracuse requires all contracts to be in compliance with the Minority and Women Business Enterprise (MWBE) Participation Program and Equal Employment Opportunity (EEO) Workforce Goals. The MWBE participation program requires a Good Faith Effort for firms submitting proposals to the City's RFP Committee. The effort requires a documented attempt to utilize an EEO workforce and local MWBE subcontractors from the City of Syracuse Certified MWBE Directory. A MWBE & Workforce plan must be approved by the Division of Contract Compliance, Office of Minority Affairs to be awarded a contract. The MWBE directory is located on the City of Syracuse website on the Neighborhood and Business Development webpage. The list can also be obtained by the Division of Contract Compliance, Office of Minority Affairs. All professional service contracts in excess of \$50,000 will require Minority and Women Business Participation Goals and EEO Goals. The MWBE subcontract goals will be 18% Minority and 12% Women. Although firms do not have to be certified as a MWBE (Minority and Women-Owned Business Enterprise) to propose on this Request for Proposal, MWBE certification can be considered by the RFP committee in its determination of the contract award.

Additional information concerning the City of Syracuse Minority and Women-Owned Business Enterprise Participation Program can be found at: [http://www.syr.gov.net/supplier\\_diversity.aspx](http://www.syr.gov.net/supplier_diversity.aspx).

## 2.22 EEO-Employment Information Report

Complete the Form H, EEO-Information Report HRC-1, which is attached hereto, to note the composition of your firm's workforce. If subcontractors are being utilized, submit a separate form showing their individual workforce composition. The EEO workforce goals will be 18% Minority and 12% Women.



## 2.23 Fair Employment and Licensure Opportunity Ordinance

This contract is subject to General Ordinance #45-2014 entitled the Fair Employment and Licensure Opportunity Ordinance of the City of Syracuse. This Ordinance requires that all City Contractors shall not include any question about a job applicant's prior criminal history on the job application and shall defer making any criminal history inquiry about a job applicant's past criminal convictions until after a conditional offer of employment is made. The City shall have the authority to suspend and terminate the contract for violations of the Fair Employment and Licensure Opportunity Ordinance.

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**3.0 Required Forms**

**3.1 DATA SHEET**

CONSULTANT'S NAME AND ADDRESS

\_\_\_\_\_  
\_\_\_\_\_

HAVE YOU ATTACHED?	YES	NO
COVER LETTER?	_____	_____
TABLE OF CONTENTS?	_____	_____
INTRODUCTION?	_____	_____
QUALIFICATIONS?	_____	_____
COMPANY OVERVIEW?	_____	_____
PROFESSIONAL REFERENCES?	_____	_____
PROPOSAL SHEET?	_____	_____
CERTIFICATE OF INSURANCE?	_____	_____
HAVE YOUR PROVIDED ONE (1) ORIGINAL, NINE (9) COPIES AND ONE (1) USB DRIVE OF PROPOSAL AS REQUIRED?	_____	_____
HAVE YOU SIGNED AND DATED YOUR PROPOSAL ON THE SIGNATURE FORM PROVIDED ALONG WITH ADDRESS, PHONE & FAX NUMBERS, AND INCLUDED IT WITH YOUR PROPOSAL?	_____	_____

SIGNED \_\_\_\_\_

TITLE \_\_\_\_\_

COMPANY \_\_\_\_\_

DATE \_\_\_\_\_

### 3.2 PROFESSIONAL REFERENCES

The consultant must provide at least three (3) professional references, including name, organization, phone number and e-mail address.

#### CONSULTANT'S NAME AND ADDRESS

\_\_\_\_\_  
\_\_\_\_\_

REFERENCE 1 NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE # \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

REFERENCE 2 NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE # \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

REFERENCE 3 NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE # \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

**4.0 Acknowledgment**

Compliance agreement between the City of Syracuse and

\_\_\_\_\_  
CONTRACTOR NAME

We, the above-named vendor, certify that we are in compliance with the City of Syracuse General Ordinance #45-2014 which includes the following language:

\*\*\* This contract is subject to the Fair Employment and Licensure Opportunity Ordinance of the City of Syracuse. This ordinance requires that all City contractors shall not include any question about a job applicant's prior criminal history on the job application and shall defer making any criminal history inquiry about a job applicant's past criminal convictions until after a conditional offer of employment is made. The City of Syracuse shall have the authority to suspend and terminate the contract for violations of the Fair Employment and Licensure Opportunity Ordinance. \*\*\*

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**5.0 M/WBE Participation Plan**

Form A  
City of Syracuse  
M/WBE Participation Plan (Page \_\_\_ of \_\_\_)

Project Address: \_\_\_\_\_ Agency: \_\_\_\_\_

Total Contract Amount: \_\_\_\_\_ MBE \$ Goal: \_\_\_\_\_ WBE \$ Goal: \_\_\_\_\_

**General/Prime Contractor Information**

Name of General/Prime Contractor: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other: \_\_\_\_\_

Tax I.D. or SS#: \_\_\_\_\_ \*Ethnicity: \_\_\_\_\_

List below the names of all proposed Minority/Women Business Enterprises that are Certified by the City of Syracuse, the services they will provide, the amount of money they will receive, the date the project will start, and it's estimated date of completion.

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Tax I.D. or Soc. Sec. #: \_\_\_\_\_ MBE  WBE  OTHER

Amount: \_\_\_\_\_ Type of work, services, supplies: \_\_\_\_\_

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Tax I.D. or Soc. Sec. #: \_\_\_\_\_ MBE  WBE  OTHER

Amount: \_\_\_\_\_ Type of work, services, supplies: \_\_\_\_\_

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Tax I.D. or Soc. Sec. #: \_\_\_\_\_ MBE  WBE  OTHER

Amount: \_\_\_\_\_ Type of work, services, supplies: \_\_\_\_\_

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

I hereby certify that the dollar amount to be contracted with the City of Syracuse Certified M/WBE sub contractors is at least \_\_\_\_\_ % of the total contract price for the above-named project, and that the foregoing and attached information is true and accurate and complete to the best of my knowledge.

**\*Note: This Plan must be approved by the City of Syracuse prior to execution of the contract.**

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature(s) of General/Prime Contractor or Designee

**For Official Use Only**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**\*For Neighborhood and Business Development Monitoring Purposes Only**  
Return To: Youlanda Johnson, MWBE Compliance Officer, Dept. Neighborhood & Business Development Room  
City Hall, 233 E Washington Street, Room 213, Syracuse, N.Y. 13202  
Phone: 448-8174 Fax: 448-8036  
Revised (5-13)

**6.0 Equal Employment Opportunity**

EMPLOYMENT INFORMATION REPORT HRC-1

FORM H  
 Human Rights Commission of  
 Syracuse and Onondaga County  
 John H Mulroy Civic Center  
 421 Montgomery St., 11<sup>th</sup> Floor  
 Syracuse, New York 13202  
 315-435-3567

SECTION A – COMPANY IDENTIFICATION (To be answered by all respondents)

Report unit for which this report is filed. (If a combined report covering two or more units, please so indicate and identify the area covered by this report)

A NAME OF REPORTING UNIT \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS (NUMBER & STREET) \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

SECTION B – REPORTING UNIT INFORMATION

Number of Employees at Reporting Unit: \_\_\_\_\_

JOB CATEGORIES	ALL EMPLOYEES			MINORITY GROUP EMPLOYEES																
	TOTAL	MALE	FEMALE	MALE					FEMALE											
				AFRICAN AMERICAN	LATINO	NATIVE AMERICAN	PAC ISLANDER OR ASIAN	MULTI RACIAL	AFRICAN AMERICAN	LATINO	NATIVE AMERICAN	ASIAN OR PAC ISLANDER	MULTI RACIAL							
Officials & Mgrs.																				
Professionals																				
Technicians																				
Sales Workers																				
Office & Clerical																				
Craftsman Skilled																				
Operatives Semi-Skilled																				
Laborer Unskilled																				
Service Worker																				
TOTALS																				

SECTION C – REMARKS

Use this item to give any identification data appearing on the last report which differs from that given above, explain major changes in employment, changes in composition of reporting units and other pertinent information.

---

SECTION D – SIGNATURE AND IDENTIFICATION  
(To be answered by all respondents)

---

NAME (SIGNATURE)                      ADDRESS (NUMBER AND STREET                      DATE OF REPORT

---

NAME (TYPE OR PRINT)                      CITY                      TELEPHONE #

---

TITLE                      STATE                      ZIP CODE

---

WILLFULLY FALSE STATEMENTS ON THIS REPORT ARE PUNISHABLE BY LAW

**7.0 Disclosure Statement**

The Common Council by Ordinance No. 514 adopted on September 24, 1973 required information from all persons, partnerships, corporations, trusts and associations transacting business with the City of Syracuse relative to any proposed business transaction including but not limited to land purchase, construction, purchase and lease agreement.

To obtain said information the Office of Management and Budget, Division of Purchase of the City of Syracuse requests that you provide the appropriate information by filling out the form below which applies to you.

**VENDORS**

PERSON Name \_\_\_\_\_  
Business Address \_\_\_\_\_ Telephone \_\_\_\_\_

**PARTNERSHIPS**

Names of Each Partner \_\_\_\_\_  
Assumed Name \_\_\_\_\_  
Where Assumed Name Certificate Was Filed \_\_\_\_\_  
Business Address \_\_\_\_\_ Telephone \_\_\_\_\_

**TRUST**

Name of Trust \_\_\_\_\_  
Principal of Trust \_\_\_\_\_  
Business Address \_\_\_\_\_ Telephone \_\_\_\_\_

**ASSOCIATION**

Name of Association \_\_\_\_\_  
Name of Each Principal of Association \_\_\_\_\_  
Name and Address \_\_\_\_\_  
Address of Association \_\_\_\_\_ Telephone \_\_\_\_\_



**\*FOREIGN OR DOMESTIC CORPORATION**

Name of Corporation \_\_\_\_\_

Foreign Corporation

Yes \_\_\_\_\_ No \_\_\_\_\_

Domestic Corporation

Yes \_\_\_\_\_ No \_\_\_\_\_

If foreign, State of Incorporation \_\_\_\_\_

Business Address \_\_\_\_\_

Officers of Corporation

President \_\_\_\_\_

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

List Others, if any \_\_\_\_\_

List of Directors

Names and Addresses \_\_\_\_\_

Name of Stockholders in privately owned and operated corporation:

Name	Address	Number of Shares
------	---------	------------------

\_\_\_\_\_

Total Number of Shares issued by aforementioned corporation \_\_\_\_\_

The ordinance specifically provides that a corporation required to file reports with the Security Exchange Commission need not provide such information.

**8.0 Non-Collusive Certification**

These prices have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any competitor,

Unless otherwise required by law, the prices which have been proposed have not been knowingly disclosed and will not knowingly be disclosed prior to opening, directly, or indirectly, to any other competitor; and

No attempt has been made or will be made by the respondent to induce any other person, partnership or corporation to submit or not to submit a quote for the purpose of restricting competition. I hereby affirm under the penalties of perjury that the foregoing statement is true. I also acknowledge notice that a false statement made in the foregoing is punishable under Article 210 of the Penal Law.

Non-Discrimination Questionnaire

Complete All Items:

Is Your Firm:	Yes	No
Currently employing less than 25 persons, exclusive of the parents, spouse or children of the employer?	_____	_____
Quoting an amount which, added to the award amounts of other non-construction City of Syracuse contracts during this calendar year, totals less than \$10,000.00	_____	_____
During the performance of this contract, the contractor or vendor agrees:		
That he/she will not discriminate against any employee or applicant for employment because of race, religion, age, color, sex, or national origin.	_____	_____
That he/she will cooperate with the Human Rights Commission of Syracuse and Onondaga County in implementing the Fair Employment Program adopted pursuant to Ordinance #302, adopted by the Common Council on May 21, 1973, a copy of which is on file in the Office of the City Clerk.	_____	_____
That he/she will provide to said Commission relevant information or reports required under said ordinance or administrative regulations adopted pursuant thereto.	_____	_____

## **9.0 Disclosure of Prior Non-Responsibility Determinations**

### **Background:**

Under New York State Finance Law § 139-k(2), covered governmental entities are obligated to obtain specific information regarding prior non-responsibility determinations. This information must be collected in addition to the information that is separately obtained pursuant to State Finance Law § 163(9). In accordance with State Finance Law § 139-k, an Offerer must be asked to disclose whether there has been a finding of non-responsibility made within the previous four (4) years by a Government Entity due to: (a) a violation of State Finance Law § 139-j or (b) the intentional provision of false or incomplete information to a Government Entity. The terms "Offerer" and "Governmental Entity" are defined in State Finance Law § 139-k(1). State Finance Law § 139-j sets forth detailed requirements about the restrictions on Contacts during the procurement process. A violation of State Finance Law § 139-j includes, but is not limited to, an impermissible Contact during the restricted period (for example, contacting a person or entity other than the designated contact person, when such Contact does not fall within one of the exemptions).

As part of its responsibility determination, a covered governmental entity must consider whether an Offerer fails to timely disclose accurate or complete information regarding the above non-responsibility determination. In accordance with law, no Procurement Contract shall be awarded to any Offerer that fails to timely disclose accurate or complete information under this section, unless a finding is made that the award of the Procurement Contract to the Offerer is necessary to protect public property or public health safety, and that the Offerer is the only source capable of supplying the required Article of Procurement within the necessary timeframe.

### **Instructions:**

The attached form is to be completed and submitted by the individual or entity seeking to enter into a Procurement Contract.

9.1 Offerer Disclosure of Prior Non-Responsibility Determinations

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name and Title of Person Submitting this Form: \_\_\_\_\_

\_\_\_\_\_

Contract Procurement Number: \_\_\_\_\_

Date: \_\_\_\_\_

1. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years?

(Please circle):                      No    Yes

If yes, please answer the next questions:

2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law § 139-j?

(Please circle):                      No    Yes

3. Was the basis for the finding of non-responsibility due to the intention provision of false or incomplete information to a Governmental Entity?

(Please circle):                      No    Yes

4. If you answered yes to any of the above questions, please provide detail regarding the finding of non-responsibility below.

Governmental Entity: \_\_\_\_\_

Date of Finding of Non-Responsibility: \_\_\_\_\_

Basis of Finding of Non-Responsibility: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Add additional pages as necessary)

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information? (Please circle):

    No    Yes

6. If yes, please provide details below.

Government Entity: \_\_\_\_\_

Date of Termination or Withholding of Contract: \_\_\_\_\_

Basis of Termination or Withholding: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Add additional pages as necessary)

Offerer certifies that all information provided to the Governmental Entity with respect to State Finance Law § 139-k is complete, true and accurate.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

DRAFT

**10.0 Signature Page #24-120**

The undersigned hereby declares that he/she is the only person interested in this proposal, that the proposal is in all respects fair and without collusion or fraud, and that no member of the Common Council or other officer of the City of Syracuse, or any person in the employ of said City, is directly or indirectly interested in this quote, or in the supplies or work to which it relates or in any portion of the profits thereof.

The undersigned also declares he/she carefully examined the form of contract and specifications and the drawings therein referred to on file in the office of the Division of Purchase, and will provide all necessary machinery, tools, apparatus, and other means of construction and do all the work and furnish all the materials called for by said contract and specifications, and the requirements under them.

The undersigned hereby declares that he/she has read and acknowledged the non-collusive bidding certifications, non-discrimination questionnaire and quote signature page set forth above, agrees to abide by the requirements therein and affirms under the penalties of perjury that all statements, figures or affirmations set forth therein are true and accurate.

Entity Making Proposal \_\_\_\_\_

SIGN HERE



Signature of Authorized Agent \_\_\_\_\_

Entity's Address \_\_\_\_\_

Print Name and Title of Authorized Person  
\_\_\_\_\_

Dated \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**11.0 Attachment "A": Sample Agreement**

"SAMPLE"

PROFESSIONAL SERVICE AGREEMENT

AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2023 by and between the City of Syracuse, a municipal corporation organized and existing under the laws of the State of New York, having offices at 233 East Washington Street, Syracuse, New York 13202 (hereinafter the "City") and \_\_\_\_\_, having offices at \_\_\_\_\_ (hereinafter the "Consultant").

WITNESSETH

WHEREAS, it is the intention of the City of Syracuse to retain a Consultant to provide professional services for \_\_\_\_\_ on an as-needed basis (hereinafter referred to as the "Project"); and

WHEREAS, the Consultant has responded to the City's Request for Proposals (RFP) and based upon Consultant's response to the RFP, the City wishes to retain the Consultant and the Consultant wishes to render certain professional services in connection with the Project; and

WHEREAS, the Mayor of the City of Syracuse and the Common Council, by Ordinance No. \_\_\_\_\_-2023 dated \_\_\_\_\_, 2023, authorized this Agreement and this Agreement is subject to such authorization;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the City and Consultant agree as follows:

ARTICLE 1. Consultant's Services

The Consultant shall perform all services set forth in its response to the City's RFP (the "proposal"), which is incorporated by reference and made a part of this Agreement. In addition, the Consultant shall perform and be responsible for all services set forth in the City's Scope of Services, which is attached hereto as Appendix "A" and made a part of this Agreement. The Consultant's listing of services in its response to the City's RFP shall not diminish, alter, or change the services required by this Agreement and/or the City's RFP document dated \_\_\_\_\_, which is also incorporated herein by reference and made a part of this Agreement. In the event of a conflict or ambiguity, the provisions of this Agreement shall be controlling.

The Consultant shall perform all services on specific projects as subsequently authorized in writing by work orders issued by the City Engineer under this Agreement, which work orders shall thereafter be incorporated by reference as part of this Agreement.

ARTICLE 2. City's Responsibilities and Rights

Section 201. The City shall provide the Consultant with full information regarding its requirements for the Project, including the design objectives, space and time requirements, site requirements, and any special equipment or systems needed for the Project.

Section 202. The Consultant shall have access to all information which the City possesses regarding the Project.

Section 203. The City shall furnish the services of other Consultants when such services are deemed necessary by it.

Section 204. The City's use of a clerk-of-the-works or other Consultants for the Project is solely for its benefit and shall not diminish or change the Consultant's responsibilities hereunder.

Section 205. All papers, documents, drawings, and other materials concerning the Project produced by Consultant shall be and remain the property of the City, whether or not the Project is undertaken. The City shall have the right to use such without limitation and without the payment of any additional compensation.

### ARTICLE 3. Compensation

Section 301. The compensation to be provided the Consultant for providing the services hereunder shall not exceed the authorization established by the Mayor and Common Council of the City in its Ordinance authorizing this Agreement and such authorization shall be in full payment and satisfaction for the rendering of the Consultant's services hereunder. The authorization fixed by the Mayor and Common Council for this Agreement is a not to exceed fee of \$ . Further, each individual work order issued hereunder will have a not to exceed amount agreed upon in advance by the Consultant and the City Engineer, which amount shall not be exceeded by the Consultant. The Consultant shall be paid in accordance with its fee proposal set forth in its "billing rate schedule" document, which is attached hereto as Appendix "B" and made a part of this Agreement.

Section 302. The cost associated with any necessary surveys, subsurface explorations, or other special investigations duly authorized by the Commissioner of the Department of Neighborhood and Business Development and/or the City Engineer by reimbursing Consultant's direct cost plus 10% of the direct cost when said services are provided by a subcontractor to Consultant, provided, however, that any cost authorized in accordance with Section 302 herein shall not exceed the total contract amount authorized by this Agreement.

Section 303. The Mayor and Common Council only may authorize additional services and fix the compensation therefore. Any services rendered by the Consultant in connection with the Project will be deemed part of the services agreed to be provided herein unless the Mayor and Common Council give prior approval authorizing such services as additional services.

Section 304. All payments shall be subject to a 5% deduction as retainage. The retainage shall be paid when the City Engineer approves all construction Consultants' final applications for payment, provided all other services required to be performed are satisfactorily completed.

Section 305. Such payments shall be made monthly in proportion to the services performed in each phase. Payments for the Project Administration and Construction Phase services shall be made in proportion to the completion of the underlying Project work. No payments shall be made unless the services of the prior phase have been completed and the terms of this Agreement have been complied with by the Consultant. Requests for payment shall certify the amount and nature of the services completed, the basis for such, and shall be subject to the normal City payment procedures. The City Engineer may request additional information prior to payment.

Section 306. Consultant's acceptance of the final payment under this Agreement shall constitute and operate as a release to the City of all claims and liabilities arising out of the Project and the work hereunder.

Section 307. If this Agreement is terminated other than for cause or the Project abandoned by the City without the Consultant causing or contributing, directly or indirectly, to the abandonment, the Consultant shall be paid the reasonable value of services performed up to the date of termination or abandonment but in no event more than the limits set forth above for each phase of service. The City shall have the absolute right to abandon all or part of the Project or to suspend all or part of the Project or the services hereunder and such shall not be considered a breach of contract.

Section 308. The City does not guarantee any minimum level of work orders to be issued as all work done under this Agreement will be subject to the availability of sufficient funds.

### ARTICLE 4. General Provisions

#### Section 401. Insurance

The Consultant shall secure, at its expense, a general liability insurance policy with contractual liability coverage and professional liability insurance policy from an insurance carrier licensed to do business



in New York State. The general liability insurance policy shall be in the minimum amount of \$1,000,000.00 per occurrence and \$1,000,000.00 as the aggregate limit of liability. The professional liability insurance shall be in the minimum amount of \$2,000,000.00 per claim and \$2,000,000.00 as the aggregate limit of liability. The policy shall be in effect from the day on which services commence until final acceptance by the City of all work on the Project and for a period of three years thereafter with the limits noted above. The City shall be named as an additional insured on the Consultant's general liability policy, and the Certificate of Insurance shall provide for thirty (30) days prior written notice of cancellation by mail to the City Division of Purchase. The Consultant shall provide the City with the declaration page from its general liability insurance policy showing the endorsement that the City of Syracuse is an additional insured. The policies shall contain an endorsement providing that the Consultant shall indemnify the City, its agents, servants and employees against claims brought against the City arising out of the negligence of the Consultant in the performance of professional services for the City. The certificates and notices shall be sent to Sarah Eaton, Contract Clerk, Division of Purchase, Room 213, City Hall, 233 East Washington Street, Syracuse, New York 13202.

Section 402. Indemnity and Defense

The Consultant shall defend (with counsel approved by the City's Corporation Counsel), indemnify, and hold harmless the City, all its officers, employees, or agents from any and all liability, suits, claims, damage, cost, or expense arising from injury or death to persons, damage to property, or claims against the City arising from or caused in whole or in part by the Consultant's performance of services to the City pursuant to this Agreement.

The Consultant shall defend (with counsel approved by the City's Corporation Counsel), indemnify, and hold harmless the City, all its officers, employees, or agents from any and all liability, suits, claims, damage, cost, or expense arising from injury or death to persons, damage to property, or claims against the City arising from or caused by: 1) any willful misconduct or intentional act of the Consultant; and 2) any infringement of any claimed copyright or patent right of designs, plans, drawings, or specifications resulting from the use or adoption of any designs, plans, drawings, or specifications furnished by the Consultant, his agents, servants, employees, officers, or subcontractors.

The Consultant shall reimburse the City for all costs or expenses incurred in the defense of any claim brought against the City, its officers, employees, or agents arising out of or caused in whole or in part by the negligence or intentional acts of the Consultant in the performance of professional services for the City.

Section 403. Termination

The City shall have the absolute right to terminate this Agreement and such action shall not be deemed a breach of contract. The City may terminate this Agreement immediately upon notice delivered or mailed to Consultant.

Section 404. Amendment & Extent of Agreement

This Agreement may only be amended by a written instrument signed by the City's Corporation Counsel and the Consultant, provided that no change with respect to compensation or additional services may be made without the prior authorization of the Mayor and Common Council. Except as provided above, the Consultant waives any right to rely on any oral or written communications from any person or any City officers, employees, and/or agents purporting to amend the provisions of this Agreement. This Agreement represents the entire agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral.

Section 405. Damages and Delays

The Consultant agrees that no charges or claims for damages shall be made by him for any delays or hindrances from any cause whatsoever.

Section 406. Governing Law

This Agreement shall be governed by the laws of the State of New York. It is agreed that each and every provision of law required by law to be included herein shall be deemed to be included as though set forth

at length. The parties agree that this Agreement does not waive or dispense with the requirements of any law, including but not limited to the Charter of the City of Syracuse.

Section 407. Third-Party Beneficiaries

The services of this Agreement are for the sole benefit of the City and neither this Agreement nor any service rendered hereunder shall give rise to or shall be deemed to or construed so as to confer any right, claim, or cause of action of any other party as a third-party beneficiary or otherwise, and Consultant agrees to defend, indemnify, and save harmless the City against any claims or causes of action by such third parties caused by the negligence of Consultant.

Section 408. Assignment and Subcontractors

Neither this Agreement nor the services agreed to be provided may be assigned, sublet, or contracted out without the approval of the Mayor and Common Council, provided, however, that the City Engineer may approve the use of subcontractors by the Consultant to perform specific project tasks. The Consultant shall be responsible for the work of all subcontractors.

Section 409. Bankruptcy

In addition to any other provisions of this Agreement with respect to its termination, this Agreement shall terminate immediately upon the filing by or against Consultant of any petition (voluntary or involuntary) in bankruptcy or for reorganization or for any arrangement under any bankruptcy or insolvency law or for a receiver or for a trustee involving any property of Consultant.

Section 410. Stipulation

The Consultant stipulates that no member of the Common Council of the City of Syracuse or any other City officer or employee forbidden by law is interested in or will derive income from or is a party to this Agreement.

Section 411. Non-Discrimination

The Consultant hereby agrees not to discriminate against any employee or applicant for employment on the basis of sexual, race, age, or affectional preference or orientation.

Section 412. Independent Contractor

The Consultant, in accordance with his status as an independent contractor, covenants and agrees that he will conduct himself consistent with such status, that he will neither hold himself out as nor claim to be an officer or employee of the City.

Section 413. Waiver

Failure of the City to insist upon strict performance of any of the covenants or conditions of this Agreement shall not be construed as a waiver or relinquishment of any of the covenants or conditions contained herein, but the same shall remain in full force and effect.

Section 414. Laws

Consultant, its agents and employees, shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations pertaining to the fulfillment of obligations under this Agreement.

Section 415. Fair Employment and Licensure Opportunity Ordinance

This contract is subject to General Ordinance No. 45-2014, the Fair Employment and Licensure Opportunity Ordinance of the City of Syracuse. This Ordinance requires that all City Contractors shall not include any question about

a job applicant's prior criminal history on the job application and shall defer making any criminal history inquiry about a job applicant's past criminal convictions until after a conditional offer of employment is made. The City shall have the authority to suspend and terminate the contract for violations of the Fair Employment and Licensure Opportunity Ordinance.

Section 416. Audits

Subject to Contractor's reasonable security and confidentiality procedures, the City, or any third party retained by the City, may at any time upon prior reasonable notice to the Contractor, during normal business hours, audit the books, records and account of the Contractor to the extent that such books, records and accounts pertain to the Services hereunder. Contractor shall maintain all such books, records and accounts for a period of at least three (3) years after the date of expiration or termination of this Agreement. The City's right to audit under this Article and Contractor's rights hereunder shall survive the expiration or termination of this Agreement for a period of three (3) years after the date of such expiration or termination.

Section 417. Severability

If any term of this Agreement is to any extent invalid, illegal, or incapable of being enforced, such term shall be excluded to the extent of such invalidity, illegality, or unenforceability; all other terms hereof shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed as of the date noted below.

CITY OF SYRACUSE

Attest:

By:

\_\_\_\_\_  
Benjamin R. Walsh, Mayor

\_\_\_\_\_  
Patricia McBride, City Clerk

CONSULTANT

By:

\_\_\_\_\_  
PC

STATE OF NEW YORK )  
COUNTY OF ONONDAGA ) ss.:  
CITY OF SYRACUSE )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2023 before me personally came Benjamin R. Walsh, Mayor of the City of Syracuse, with whom I am personally acquainted, who, being by me duly sworn did depose and say: that he resides in the City of Syracuse, New York; that he is Mayor of the City of Syracuse, the corporation described in and which executed the within instrument; that he knows the corporate seal of said City of Syracuse and it was so affixed pursuant to the Charter of the City and that he signed said instrument as Mayor of said City of Syracuse by like authority; and the said Benjamin R. Walsh further says that he is acquainted with Patricia McBride and knows her to be the City Clerk of said City of Syracuse and that the signature of Patricia McBride was hereto subscribed pursuant to said Charter and in the presence of him, the said Benjamin R. Walsh, Mayor.

\_\_\_\_\_  
Notary Public

STATE OF NEW YORK )  
COUNTY OF \_\_\_\_\_ ) ss.:

On this \_\_\_\_\_ day of \_\_\_\_\_, 2023 before me personally came \_\_\_\_\_, to me known, who being by me duly sworn, did depose and say: that he/she resides in \_\_\_\_\_, that he/she is the \_\_\_\_\_ of \_\_\_\_\_ PC, the corporation described in and which executed the above instrument; that he/she knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation and that he/she signed his/her name thereto by like order.

\_\_\_\_\_  
Notary Public



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# DEPARTMENT OF PUBLIC WORKS

CITY OF SYRACUSE, MAYOR BEN WALSH

November 8, 2023

**Jeremy Robinson**  
Commissioner

**Ann Fordock**  
Deputy Commissioner

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

Ms. Patricia McBride  
Director of Management and Budget  
City Hall Room 231  
Syracuse, New York 13202

**Re: Request for Mayoral Approval for Renewal of the Agreement between Rubicon Global, LLC. ("Rubicon") and the City of Syracuse for Turn-by-Turn Directions for the City's Sanitation Vehicles**

Dear Ms. McBride:

Please prepare the following legislation for the next meeting of the Common Council requesting authorization to renew the agreement between Rubicon and the City of Syracuse for Turn-by-Turn Directions for the City's Sanitation Vehicles, exercising the first three (3) month extension of the two (2) available extensions. The three (3) month pilot authorized on Ordinance 161-2023 was for the time period July 26, 2023 – October 25, 2023. This agreement renewal is for the time period of October 26, 2023 – January 25, 2023.

Please amend Ordinance 161-2023 to renew for the first three (3) month extension for the time period October 26, 2023 – January 25, 2023. 2024

Rubicon offered the first three (3) months of the pilot agreement at no cost to the City. Rubicon will charge the City \$6,200 for each month the agreement is extended. Total costs are not to exceed \$37,000. All costs associated with this agreement shall be charged to 01.81600.540530.

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

Very truly yours,

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)

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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:** November 15, 2023  
**SUBJECT:** Amend Ordinance #161-2023 – Rubicon Global, LLC. (“Rubicon”)

---


On behalf of the Department of Public Works, I am requesting to renew the agreement between Rubicon and the City of Syracuse for Turn-by-Turn Directions for the City's Sanitation Vehicles, exercising the first three (3) month extension of the two (2) available extensions. The three (3) month pilot authorized on Ordinance 161-2023 was for the time period July 26, 2023- October 25, 2023. This agreement renewal is for the time period of October 26, 2023-January 25, 2024.

Please amend Ordinance 161-2023 to renew for the first three (3) month extension for the time period October 26, 2023 - January 25, 2024.

Rubicon offered the first three (3) months of the pilot agreement at no cost to the City. Rubicon will charge the City \$6,200 for each month the agreement is extended. Total costs are not to exceed \$37,000. All costs associated with this agreement shall be charged to 01.81600.540530.

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

11/22/23  
Date

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

Office 315 448-8252  
Fax 315 448-8116

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# DEPARTMENT OF PUBLIC WORKS

CITY OF SYRACUSE, MAYOR BEN WALSH

**Jeremy Robinson**  
Commissioner

**Ann Fordock**  
Deputy Commissioner

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

November 8, 2023

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

**RE: Request to Amend Ordinance #511-2023 by Waiver of RFP for Contract SYGOV 24-124 with Collier Engineering & Design CT PC for Traffic and Transportation Engineering Services**

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 amend Ordinance 511-2023 authorizing an extension of Contract SYGOV 24-124 with Collier Engineering & Design CT PC for Traffic and Transportation Engineering Services, good through June 30, 2024 with a not to exceed amount of \$250,000. We are requesting that the not to exceed amount go from \$250,000 to \$500,000 and extend the contract end date to December 31, 2025 and all other terms and conditions remain the same.

They are the sole firm working on the ongoing Fiber Optic Trunk Replacement Program, the program has been delayed due to lack of bidders. We now have a contractor in place and the project is moving ahead but we need Collier Engineering & Design CT PC to be available through the end of the project to perform all project inspections.

Expenditures are not to exceed \$500,000.00 and will be charged to account #01.81800.541500 or another appropriate account as designated by the Commissioner of Finance.

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

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)



# 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:** November 15, 2023  
**SUBJECT:** Amend Agreement – Collier Engineering & Design CT PC

---


On behalf of the Department of Public Works, I am requesting that the City of Syracuse waive the RFP process and amend Ordinance 511-2023 authorizing an extension of Contract SYGOV 24-124 with Collier Engineering & Design CT PC for Traffic and Transportation Engineering Services, good through June 30, 2024 with a not to exceed amount of \$250,000. We are requesting that the not to exceed amount go from \$250,000 to \$500,000 and extend the contract end date to December 31, 2025 and all other terms and conditions remain the same.

They are the sole firm working on the ongoing Fiber Optic Trunk Replacement Program, the program has been delayed due to lack of bidders. We now have a contractor in place and the project is moving ahead but we need Collier Engineering & Design CT PC to be available through the end of the project to perform all project inspections.

Expenditures are not to exceed \$500,000.00 and will be charged to account #01.81800.541500 or another appropriate account as designated by the Commissioner of Finance.

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

11/22/23  
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)



Ordinance No.

2023

**ORDINANCE AUTHORIZING THE  
DEPARTMENT OF PUBLIC WORKS  
TO PROCEED WITH THE 2023/2024  
INNER HARBOR ELECTRICAL UPGRADES  
CAPITAL IMPROVEMENT PROJECT**

BE IT ORDAINED, that this Common Council hereby authorizes the Department of Public Works to proceed with the 2023/2024 Inner Harbor Electrical Upgrades Capital Improvement Project under which the City will be taking ownership of parcels in the Inner Harbor which currently have the lighting, boat docks and receptacles on the private owners electrical service, and once ownership is assumed the City plans to remove the electrical from the private owner and replace with City owned equipment, at a total cost not to exceed \$500,000; with this proposed change the City will be able to upgrade lighting in the area and have the boat docks electrically fed from City owned electrical service; and the Director of Management & Budget is hereby authorized to purchase any equipment, materials and supplies necessary to complete the above referenced Capital Improvement Program and enter into a contract or contracts for services relative to the Inner Harbor Electrical Upgrades Program in the manner provided by law; charging the cost thereof to the proceeds from the sale of bonds authorized contemporaneously herewith by ordinance of this Common Council.



# DEPARTMENT OF PUBLIC WORKS

CITY OF SYRACUSE, MAYOR BEN WALSH

November 13, 2023

**Jeremy Robinson**  
Commissioner

**Ann Fordock**  
Deputy Commissioner

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

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

**Re: 2023/2024 Inner Harbor Electrical Upgrades Capital Improvement Program**

Dear Ms. McBride:

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

- Ordinance authorizing the Department of Public Works to proceed with the 2023/2024 Inner Harbor Electrical Upgrades Capital Improvement Program at a cost not to exceed \$500,000.00.
- Ordinance to authorize the sale and issuance of bonds to defray the cost and expense of 2023/2024 Inner Harbor Electrical Upgrades Capital Improvement Program at a cost not to exceed \$500,000.00.

The City will be taking ownership of parcels in the Inner Harbor. Currently lighting, boat docks and receptacles are served on the private owners electrical service. The City plans to remove the electrical from the private owner and replace with City owned equipment. This change will allow the City to upgrade lighting in this area and have the boat docks be electrically fed from City owned electrical service.

These funds will be appropriated to an account to be determined by the Commissioner of Finance within the Department of Public Works.

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)



City of Syracuse

AUTHORIZATION TO PROCEED WITH CIP PROJECT

Date:	11/13/23	Department:	Public Works
Project Name:	2023 2024 Inner Harbor Electrical Upgrades		
Project Cost:	\$500,000		
Contact Name:	Jeremy Robinson		
Project Description:	The City will be taking ownership of parcels in the Inner Harbor. Currently lighting, boat docks and receptacles are served on the private owners electrical service. The City plans to remove the electrical from the private owner and replace with City owned equipment. This change will allow the City to upgrade lighting in this area and have the boat docks be electrically fed from City owned electrical service.		

Projected Time Line & Funding Source(s)

Estimated Start Date: 12/1/2023 Estimated Completion Date: as required

Funding Source:	Dollar Amount:
Local Share: Cash Capital	\$0
Local Share: Bonds (complete schedule below)	\$500,000
State Aid/Grant (identify)	\$0
Federal Aid/Grant (identify) (TIP)	\$0
Other (identify) Syracuse University	\$0
Other (identify) Onondaga County	\$0
Total Project Funding (must equal cost):\$	
	\$500,000

Estimated Project Borrowing Timeline

Year	Fiscal Year	Estimated Amount to Borrow
1	2024	\$500,000
2	0	\$0
3	0	
4		
5		
Total Estimated Amount to Borrow (if different than "Local Share: Bonds" above, explain)		\$ 500,000

Approval to proceed with request for legislation is hereby granted.

Project in CIP Plan: Yes  No Reason ("No"): CIP 2022/23

Director of Administration: [Signature]

Date: \_\_\_\_\_

Director of Management & Budget: [Signature]

Date: 11-20-23 [Signature]

Commissioner of Finance: [Signature]

Date: 11/21/23

Ordinance No.

2023

**ORDINANCE AUTHORIZING THE  
DEPARTMENT OF PUBLIC WORKS  
TO PROCEED WITH THE 2023/2024  
MARKET AREA PATHWAY CAPITAL  
IMPROVEMENT PROGRAM**

BE IT ORDAINED, that this Common Council hereby authorizes the Department of Public Works to proceed with the 2023/2024 Market Area Pathway Capital Improvement Program to address the issue of the lack of proper sidewalks and pedestrian crossings at the existing intersection of Park Street and Hiawatha Boulevard by providing accommodations for non-motorists to reach the regional market area from the adjacent residential neighborhoods, at a total cost not to exceed \$650,000; and the Director of Management & Budget is hereby authorized to purchase any equipment, materials and supplies necessary to complete the above referenced Capital Improvement Program and enter into a contract or contracts for services relative to the installation of proper sidewalks and pedestrian crossings in the manner provided by law; charging the cost thereof to the proceeds from the sale of bonds authorized contemporaneously herewith by ordinance of this Common Council.



# DEPARTMENT OF PUBLIC WORKS

CITY OF SYRACUSE, MAYOR BEN WALSH

November 13, 2023

**Jeremy Robinson**  
Commissioner

**Ann Fordock**  
Deputy Commissioner

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

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

**Re: 2023/2024 Market Area Pathway Capital Improvement Program**

Dear Ms. McBride:

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

- Ordinance authorizing the Department of Public Works to proceed with the 2023/2024 Market Area Pathway Capital Improvement Program at a cost not to exceed \$650,000.00.
- Ordinance to authorize the sale and issuance of bonds to defray the cost and expense of 2023/2024 Market Area Pathway Capital Improvement Program at a cost not to exceed \$650,000.00.

The existing intersection of Park St and Hiawatha Blvd lacks proper sidewalks and pedestrian crossings. Work will provide accommodations for non-motorists to reach the regional market area from the adjacent residential neighborhoods. The project area includes Park St, Hiawatha Blvd, and related areas.

These funds will be appropriated to an account to be determined by the Commissioner of Finance within the Department of Public Works.

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)



City of Syracuse

AUTHORIZATION TO PROCEED WITH CIP PROJECT

Date:	11/13/23	Department:	Public Works
Project Name:	2023 2024 Market Area Pathway		
Project Cost:	\$650,000		
Contact Name:	Jeremy Robinson		
Project Description:	The existing intersection of Park St and Hiawatha Blvd lacks proper sidewalks and pedestrian crossings. Work will provide accommodations for non-motorists to reach the regional market area from the adjacent residential neighborhoods. The project area includes Park St, Hiawatha Blvd, and related areas.		

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

Estimated Start Date: 12/1/2023 Estimated Completion Date: as required

Funding Source:	Dollar Amount:
Local Share: Cash Capital	\$0
Local Share: Bonds (complete schedule below)	\$650,000
State Aid/Grant (identify)	\$0
Federal Aid/Grant (identify) (TIP)	\$0
Other (identify) Syracuse University	\$0
Other (identify) Onondaga County	\$0
Total Project Funding (must equal cost):\$	
	\$650,000

**Estimated Project Borrowing Timeline**

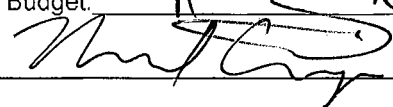
Year	Fiscal Year	Estimated Amount to Borrow
1	2024	\$650,000
2	0	\$0
3	0	
4		
5		
Total Estimated Amount to Borrow (if different than "Local Share: Bonds" above, explain)		\$ 650,000

Approval to proceed with request for legislation is hereby granted.

Project in CIP Plan: Yes  No  Reason ("No"):  
CIP 2022/23

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

Director of Management & Budget:  Date: 11-20-23

Commissioner of Finance:  Date: 11/21/23

Ordinance No.

2023

**ORDINANCE AUTHORIZING THE  
DEPARTMENT OF PUBLIC WORKS TO  
PROCEED WITH THE 2023/2024 TRAFFIC  
MANAGEMENT CENTER EQUIPMENT  
CAPITAL IMPROVEMENT PROGRAM**

BE IT ORDAINED, that this Common Council hereby authorizes the Department of Public Works to proceed with the 2023/2024 Traffic Management Center Equipment Capital Improvement Program, which will include the costs associated with the repair and/or replacement of failed and functionally obsolete traffic cameras, servers, proprietary software and related network items in the Traffic Management Center and deployed in the field, at a total cost not to exceed \$30,000; and the Director of Management & Budget is hereby authorized to purchase any equipment, materials and supplies necessary for the Traffic Management Center Equipment Capital Improvements Program in the manner provided by law; charging the cost thereof to the proceeds from the sale of bonds authorized contemporaneously herewith by ordinance of this Common Council.

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# DEPARTMENT OF PUBLIC WORKS

CITY OF SYRACUSE, MAYOR BEN WALSH

November 13, 2023

**Jeremy Robinson**  
Commissioner

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

**Ann Fordock**  
Deputy Commissioner

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

**Re: 2023/2024 Traffic Management Center Equipment Capital Improvement Program**

Dear Ms. McBride:

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

- Ordinance authorizing the Department of Public Works to proceed with the 2023/2024 Traffic Management Center Equipment Capital Improvement Program at a cost not to exceed \$30,000.00.
- Ordinance to authorize the sale and issuance of bonds to defray the cost and expense of 2023/2024 Traffic Management Center Equipment Capital Improvement Program at a cost not to exceed \$30,000.00.

The Traffic Management Center monitors and updates several hundred interconnected signals across the City from a control room at DPW. The TMC allows the City to respond to changes in the transportation network by utilizing software controllers to address congestion, special events, and other items. The TMC allows DPW to monitor signals and address signal outages and other maintenance and safety issues. Equipment needs include state of good repair purchases for failed and functionally obsolete traffic cameras, servers, proprietary software, and related network items in the TMC and deployed in field.

These funds will be appropriated to an account to be determined by the Commissioner of Finance within the Department of Public Works.

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

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City of Syracuse

AUTHORIZATION TO PROCEED WITH CIP PROJECT

Date:	11/13/23	Department:	Public Works
Project Name:	2023 2024 Traffic Management Center Equipment		
Project Cost:	\$30,000		
Contact Name:	Jeremy Robinson		
Project Description:	The Traffic Management Center monitors and updates several hundred interconnected signals across the City from a control room at DPW. The TMC allows the City to respond to changes in the transportation network by utilizing software controllers to address congestion, special events, and other items. The TMC allows DPW to monitor signals and address signal outages and other maintenance and safety issues. Equipment needs include state of good repair purchases for failed and functionally obsolete traffic cameras, servers, proprietary software, and related network items in the TMC and deployed in field.		

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

Estimated Start Date: 12/1/2023 Estimated Completion Date: as required

Funding Source:	Dollar Amount:
Local Share: Cash Capital	\$0
Local Share: Bonds (complete schedule below)	\$30,000
State Aid/Grant (identify)	\$0
Federal Aid/Grant (identify) (TIP)	\$0
Other (identify) Syracuse University	\$0
Other (identify) Onondaga County	\$0
Total Project Funding (must equal cost):	\$30,000

**Estimated Project Borrowing Timeline**

Year	Fiscal Year	Estimated Amount to Borrow
1	2024	\$30,000
2	0	\$0
3	0	
4		
5		
Total Estimated Amount to Borrow (if different than "Local Share: Bonds" above, explain)		\$ 30,000

Approval to proceed with request for legislation is hereby granted.

Project in CIP Plan: Yes X No Reason("No"):  
CIP 2022/23

Director of Administration:

Date: \_\_\_\_\_

Director of Management & Budget:

Date: 11-20-23

Commissioner of Finance:

Date: 11/21/23



# DEPARTMENT OF ENGINEERING

CITY OF SYRACUSE, MAYOR BEN WALSH

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

17 November 2023

**John Kivlehan**  
Design & Construction

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

**Kelly Haggerty**  
Public Buildings

**Marc Romano**  
Mapping & Surveying

**Request for Legislation: An Ordinance Amending Original Ordinance No. 455-2019 as last Amended by Ordinance No. 415-2022 Authorizing the Mayor to enter into an Agreement with the New York State Department of Transportation for the Scoping, Preliminary, Right of Way and Detailed Design Phases of the Creekwalk Improvements, TAP 2018 Project, PIN 3950.74 in the amount of \$1,185,366.00, for a total agreement amount of \$1,488,366.00. Amend to add local funds of \$162,000 to account for the balance between available funds and actual construction costs. For a total amount not to exceed \$1,650,366.00.**

Dear Ms. McBride:

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

An Ordinance Amending Original Ordinance No. 455-2019 as last Amended by Ordinance No. 634-2021 Authorizing the Mayor to enter into an Agreement with the New York State Department of Transportation for the Scoping, Preliminary, Right of Way and Detailed Design Phases of the Creekwalk Improvements, TAP 2018 Project, PIN 3950.74 in the amount of \$303,000.00 . Amend to add the Construction and Construction Phase in the amount of \$1,185,366.00, for a total agreement amount of \$1,488,366.00. Amend to add local funds of \$162,000 to account for the balance between available funds and actual construction costs, for a new agreement amount of \$1,650,366.00 (the approved Consultant costs to date, & the actual bid result for construction resulted in a \$162,000 shortfall in funding, to be charged to existing appropriate authorized accounts). The total agreement cost is \$1,650,366.00 (\$1,488,366.00 + \$162,000.00 = \$1,650,366.00).

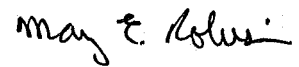
**Dept. of Engineering**  
233 E. Washington St.  
City Hall, Room 401  
Syracuse, N.Y. 13202  
Office 315 448-8200  
Fax 315 448-8488

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). For the Right of Way Acquisition phase, NYSDOT procures the right of way for us, and we pay our 20% local share to them directly. The Account number designated by the Commissioner of Finance is 07.599807.701232002.80405. Per the above amendment, the \$162,000.00 shortfall is to be charged to the following existing authorized project account numbers: 701016016, 701016017, 701016018, 701016019, 701016119, 701076022 (all with same prefix 07.599807.project #.80405)

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

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

Very Truly Yours,



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:** November 20, 2023  
**SUBJECT:** Amend Ordinance #455-2019 - NYSDOT

**Julie Castellitto**  
Assistant Director


On behalf of the Department of Engineering, I am requesting that the City of Syracuse authorize permission to amend Original Ordinance No. 455-2019 as last Amended by Ordinance No. 634-2021 Authorizing the Mayor to enter into an Agreement with the New York State Department of Transportation for the Scoping, Preliminary, Right of Way and Detailed Design Phases of the Creekwalk Improvements, TAP 2018 Project, PIN 3950.74 in the amount of \$303,000.00. Amend to add the Construction and Construction Phase in the amount of \$1,185,366.00, for a total agreement amount of \$1,488,366.00. Amend to add local funds of \$162,000 to account for the balance between available funds and actual construction costs, for a new agreement amount of \$1,650,366.00 (the approved Consultant costs to date, & the actual bid result for construction resulted in a \$162,000 shortfall in funding, to be charged to existing appropriate authorized accounts). The total agreement cost is \$1,650,366.00 (\$1,488,366.00 + \$162,000.00 = \$1,650,366.00).

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). For the Right of Way Acquisition phase, NYSDOT procures the right of way for us, and we pay our 20% local share to them directly. The Account number designated by the Commissioner of Finance is 07.599807.701232002.80405. Per the above amendment, the \$162,000.00 shortfall is to be charged to the following existing authorized project account numbers: 701016016, 701016017, 701016018, 701016019, 701016119, 701076022 (all with same prefix 07.599807.project #.80405).

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

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

11/22/23  
Date

Office 315 448-8252  
Fax 315 448-8116

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

Ordinance No.

2023

**ORDINANCE AMENDING ORDINANCE  
NO. 587-2022 AUTHORIZING A CONTRACT  
WITH C&S ENGINEERS, INC., RELATIVE TO  
PROVIDING SCOPING AND PRELIMINARY  
DESIGN SERVICES FOR THE EAST BRIGHTON  
AVENUE PAVING PROJECT (THURBER  
STREET TO SENECA TURNPIKE), PIN 3756.80**

BE IT ORDAINED, that Ordinance No. 587-2022 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 C&S Engineers, Inc., under the following terms:

- (1) C&S Engineers, Inc. shall provide all required scoping, preliminary design, and detailed design services for the East Brighton Avenue Paving Project (Thurber Street to Seneca Turnpike), PIN No. 3756.80; and
- (2) The City shall pay to C&S Engineers, Inc. an amount not to exceed \$752,000.00\* for scoping, preliminary design and detailed 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 #07.599807.700375680 or another appropriate account as designated by the Commissioner of Finance, with subsequent reimbursement of 80% of the cost from the Federal

government through the Transportation Improvement Program (TIP), 15% of the cost from Marchiselli funds and the remaining 5% to be funded with existing local capital account funds previously authorized by Ordinance No. 703-2021.

\_\_\_\_\_ = New Material

\* previously read \$356,000.00

DRAFT



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# DEPARTMENT OF ENGINEERING

CITY OF SYRACUSE, MAYOR BEN WALSH

17 November, 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

**Request for Legislation: An Ordinance Amending Original Ordinance No. 587-2022 Authorizing a Consultant Agreement with C&S Engineers, Inc. for the Scoping & Preliminary Design Service Fee for the East Brighton Avenue Paving Project (Thurber Street to Seneca Turnpike), PIN 3756.80, for an amount not to exceed \$356,000.00. Amend to add the Detail Design Fee.**

Dear Ms. McBride:

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

An Ordinance Amending Original Ordinance No. 587-2022 Authorizing a Consultant Agreement with C&S Engineers, Inc. for the Scoping & Preliminary Design Service Fee for the East Brighton Avenue Paving Project (Thurber Street to Seneca Turnpike), PIN 3756.80, for an amount not to exceed \$356,000.00. Amend to add the Detail Design Fee for an amount not to exceed \$396,000.00, for a new total amount not to exceed \$752,000.00.

This project is being funded 80% with federal funds, 15% Marchiselli Funds and 5% with existing local capital account funds previously authorized by Ordinance No. 703 of 2021. Costs will be charged to Capital Account No. 07.599807.700375680.

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 C&S Engineers, Inc. to the Mayor, and the Mayor approved of the selection of C&S Engineers. 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)

18



# 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 and Budget ↗

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

**DATE:** 17 November 2023

**RE:** Memorandum of Approval – C&S Engineers, Inc. Detail Design Service Fee for the East Brighton Avenue Paving Project (Thurber St. to E. Seneca Turnpike), PIN 3756.80.

You previously approved the selection, scope of services and fee for C&S Engineers, Inc. to provide scoping & preliminary design services for the East Brighton Avenue Paving Project, PIN 3756.80 for a not to exceed fee of \$356,000.00. We have now completed the negotiations regarding the scope of services and fees with C&S Engineers, Inc. for Detail Design.

We have negotiated an estimated maximum total cost not to exceed \$396,000.00 for C&S Engineers, Inc. to complete the Detail Design of this project as detailed in their scope of services. We will negotiate a fee for Construction support & Inspection services with C&S Engineers, Inc. once the design process is complete. This will require amending this agreement at a later date.

Please advise if you approve C&S Engineers, Inc. proposed total maximum fee not to exceed \$396,000.00 (Detail Design) for the East Brighton Avenue Paving Project (Thurber St. to E. Seneca Turnpike), PIN 3756.80 (total fee not to exceed \$752,000.00).

Upon your approval of the fee, we will present this to the Common Council for its approval.

YES  NO

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

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

Signature: *Tim Rudd* Date: *11/22/23*

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Please return document to John Kivlehan, Department of Engineering

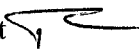




# OFFICE OF MANAGEMENT & BUDGET

CITY OF SYRACUSE, MAYOR BEN WALSH

**Timothy M. Rudd**  
Director

**TO:** Mayor Ben Walsh  
**FROM:** Timothy M. Rudd, Director of Management and Budget   
**DATE:** November 17, 2023  
**SUBJECT:** Amend Intermunicipal Agreement – Onondaga County

---

**Julie Castellitto**  
Assistant Director


On behalf of the Department of Information Technology, I am requesting the City amend the expiration date and total cost of the Intermunicipal Agreement with Onondaga County previously authorized by ordinance #1007-14 and previously amended by #733-15, #1065-16, #574-18, #325-19 and #150-20 and #271-21.

The original ordinance authorized the IMA with Onondaga County to provide assistance with the implementation of Peoplesoft in the amount of \$125,000. Expenditures will be charged to Information Technology's budget line 541500.01.16800.

Please amend the ordinance so that the expiration date is March 30, 2024, with the yearly spend at \$90,000/year to cover the costs of Peoplesoft and Kronos resources provided by the County.

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

11/22/23  
Date

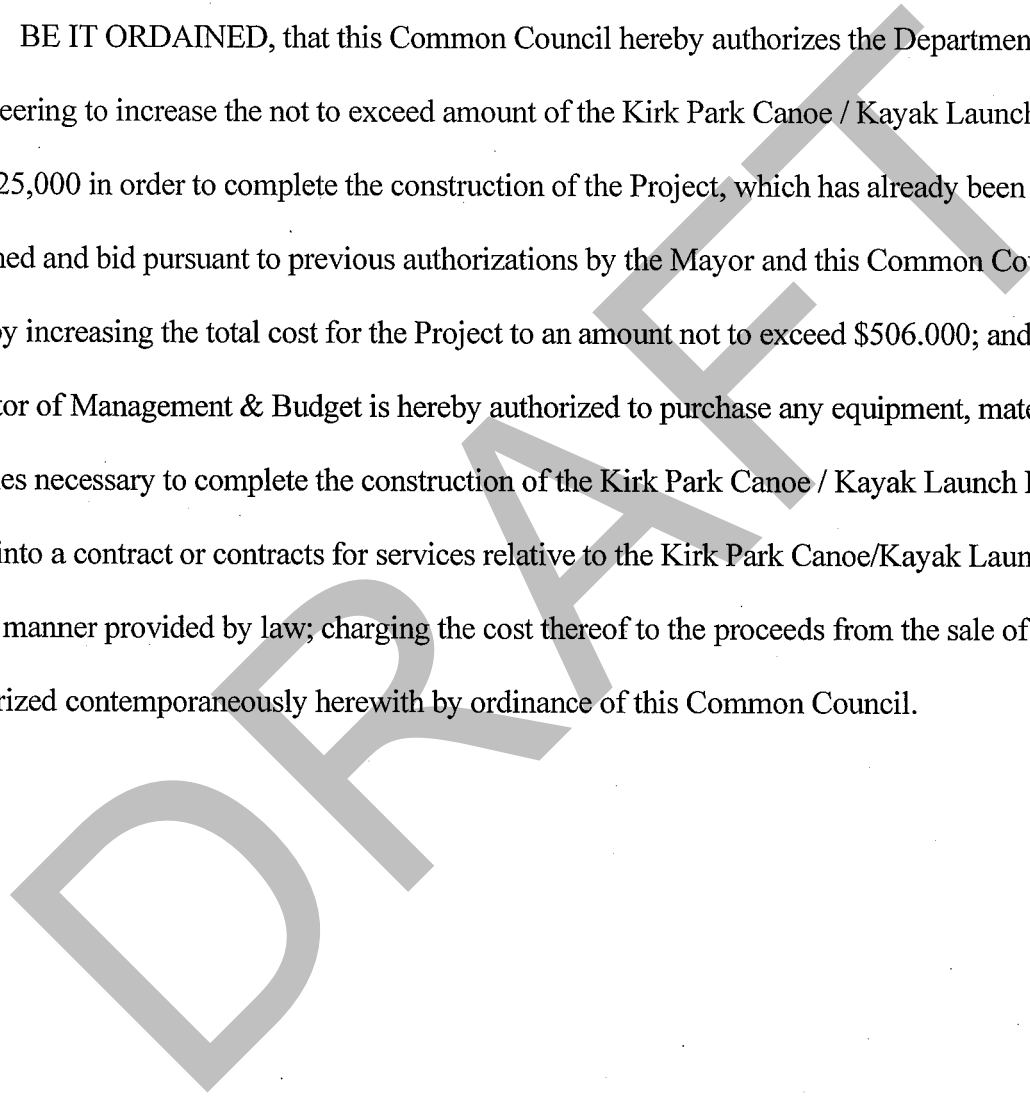
Office of Management  
and Budget  
233 E Washington St  
Room 213  
Syracuse, N.Y. 13202

Office 315 448-8252  
Fax 315 448-8116

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

**ORDINANCE AUTHORIZING THE  
DEPARTMENT OF ENGINEERING  
TO INCREASE THE NOT TO EXCEED  
AMOUNT OF THE KIRK PARK  
CANOE / KAYAK LAUNCH PROJECT**

BE IT ORDAINED, that this Common Council hereby authorizes the Department of Engineering to increase the not to exceed amount of the Kirk Park Canoe / Kayak Launch Project by \$125,000 in order to complete the construction of the Project, which has already been fully designed and bid pursuant to previous authorizations by the Mayor and this Common Council, and thereby increasing the total cost for the Project to an amount not to exceed \$506.000; and the Director of Management & Budget is hereby authorized to purchase any equipment, materials and supplies necessary to complete the construction of the Kirk Park Canoe / Kayak Launch Project and enter into a contract or contracts for services relative to the Kirk Park Canoe/Kayak Launch Project in the manner provided by law; charging the cost thereof to the proceeds from the sale of bonds authorized contemporaneously herewith by ordinance of this Common Council.





# DEPARTMENT OF ENGINEERING

CITY OF SYRACUSE, MAYOR BEN WALSH

48-41

17 November 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: Authorization and Bonding for the Kirk Park Canoe/Kayak Launch along Onondaga Creek for a cost not to exceed \$125,000.00.**

Dear Ms. McBride:

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

- An Ordinance to authorize the sale and issuance of bonds to defray the cost and expense of the Kirk Park Canoe/Kayak Launch Project at a cost not to exceed \$125,000.00.
- An Ordinance authorizing the Department of Engineering to proceed with the Kirk Park Canoe/Kayak Launch Project at a cost not to exceed \$125,000.00.

The Kirk Park Canoe/Kayak Launch along Onondaga Creek is currently being funded with \$381,000 in grant funding from the U.S. Fish & Wildlife Service Natural Resource Damage Assessment & Restoration Program authorized by Council Ordinance No. 415-2019. SEQRA has been completed and authorized by Common Council as an Unlisted Action with no significant adverse environmental impact by Council Ordinance No. 648-2022. This project has been fully designed and bid, and the low bidder's cost came in above budget, so we are requesting additional funding in the amount not to exceed \$125,000 to complete the construction of this project.

Account number to be designated by the Commissioner of Finance. The project will be paid for out of this account and other appropriate previously authorized existing account and the total project cost will not exceed \$506,000.00.

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:	11/17/23	Department:	Engineering
Project Name:	Kirk Park Canoe/Kayak Launch along Onondaga Creek		
Project Cost:	\$125,000		
Contact Name:	Mary Robison, PE		
Project Description:	The Kirk Park Canoe/Kayak Launch along Onondaga Creek is currently being funded with \$381,000 in grant funding from U.S. Fish & Wildlife Service Natural Resourc Damage Assessment & Restoration Program auth. By Council Ord. No. 415-2019. The project has been fully designed and bid, and the low bidder's cost came in above budget, so we are requesting additional funding in the amount not to exceed \$125,000 to complete the construction of this project.		

Projected Time Line & Funding Source(s)

Estimated Start Date: 2024 Estimated Completion Date: as required

Funding Source:	Dollar Amount:
Local Share: Cash Capital	\$0
Local Share: Bonds (complete schedule below)	\$125,000
State Aid/Grant (identify)	\$0
Federal Aid/Grant (identify) (TIP)	\$0
Other (identify) Syracuse University	\$0
Other (identify) Onondaga County	\$0
<b>Total Project Funding (must equal cost):</b>	<b>\$125,000</b>

Estimated Project Borrowing Timeline

Year	Fiscal Year	Estimated Amount to Borrow
1	2023/24	\$125,000
2	0	\$0
3	0	
4		
5		
Total Estimated Amount to Borrow (if different than "Local Share: Bonds" above, explain)		\$ 125,000

Approval to proceed with request for legislation is hereby granted.

Project in CIP Plan: Yes \_\_\_ No X Reason("No"):

Project is not listed in Engineering 2023/24 CIP. Engineering has other projects on the CIP in 23/24 that we are not progressing to offset this additional funding needed to complete the project.

Director of Administration: [Signature] Date: \_\_\_\_\_

Director of Management & Budget: [Signature] Date: 11-20-23

Commissioner of Finance: [Signature] Date: 11/21/23



# Office of Zoning Administration

CITY OF SYRACUSE, MAYOR BEN WALSH

November 14, 2023

**Jacob R. Dishaw**  
Zoning Administrator

**Meira Hertzberg**  
Zoning Attorney

**Cristian Toellner**  
Zoning Planner II

**Zhitong Wu**  
Zoning Planner II

**Haohui Pan**  
Zoning Planner I

**Patrick Voorheis**  
Zoning Planner I

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

Re: SP-15-21M1 Special Permit Modification to renovate the exterior façade and interior structure for a mixed-use two-story building

Dear Ms. McBride,

On October 30, 2023, the City Planning Commission adopted the above noted resolution. Copies of the resolution are attached.

No members of the public spoke in favor nor in opposition to the proposal.

The City Planning Commission requests that the resolution be forwarded to the entire Common Council for consideration.

Sincerely,

Jacob R. Dishaw  
Zoning Administrator

Owner: Home HeadQuarters, Inc.  
538 Erie Blvd W, Suite 100  
Syracuse, New York 13202

Applicant: James Williams, Project Manager, Home HeadQuarters, Inc.  
538 Erie Blvd W, Suite 100  
Syracuse, New York 13202

GROWTH. DIVERSITY. OPPORTUNITY FOR ALL.

Office of Zoning Administration 300 South State Street, Suite 700 Syracuse, NY 13202  
Office: 315 448 8640 | [zoning@syr.gov](mailto:zoning@syr.gov) | [www.syr.gov](http://www.syr.gov)

A RESOLUTION APPROVING A SPECIAL PERMIT TO MODIFY THE EXTERIOR  
FACADE AND INTERIOR STRUCTURE OF A MIX-USE BUILDING  
ON PROPERTY SITUATED AT 310-12 SOUTH AVENUE

We, the duly appointed members of the City Planning Commission of the City of Syracuse, do this 30<sup>th</sup> day of October, 2023, adopt the following resolution:

- WHEREAS, the applicant, James Williams from the Home HeadQuarter Inc., is requesting to change the exterior facade including windows, doors, and siding, and renovate the interior structure of a mixed-use two-story building. The proposed changes triggered the necessity for a modification of the approved Special Use Permit (SP-15-21M1) The first floor of the building contains an existing restaurant (B and B Cocktail Lounge) and there are two apartment units on the second floor. The project additionally includes a site plan modification of vehicle and bike parking spaces on 324-342 South Ave for the B and B Lounge. Pursuant to ReZone, Articles 4 and Article 2, Section 2.8B of the City of Syracuse, as amended; and
- WHEREAS, the City Planning Commission held a Public Hearing on the application commencing October 30, 2023, at 6:00 p.m. in the Common Council Chambers, City Hall, Syracuse, New York, heard all those desiring to be heard, and duly recorded their testimony; and
- WHEREAS, the applicant updated the application submission of a revised site plan, and location survey, on October 19, 2023, in response to review comments along with the Transportation Planner's concerns about bike parking and sidewalk encroachment.
- WHEREAS, the City Planning Commission has studied the proposal and all submittals by the applicant and all interested parties; and
- WHEREAS, the subject property is a trapezoid-shaped lot at South Avenue with 38.05 feet of frontage along South Avenue, a lot depth of 57 feet, and lot area of  $\approx$  1962.225 square feet; and
- WHEREAS, the property lies within a Neighborhood Center, MX-2 zone district. The Neighboring properties to the south and east are in a Mixed-Use, MX-2 Zone District and the properties to the north and west are in a Low-Density Residential, R2 Zone District
- WHEREAS, The exterior works include removing the existing faux brick and stone face and replacing the new cementitious siding; modifying the existing windows and door opening; and replacing the exterior façade with in-kind materials where applicable.
- WHEREAS, the applicant submitted a site plan, which illustrates an existing building with a lot of 1962.225 square feet known as 310-12 South Ave. The site plan includes 27 off-street surface parking and 5 bike racks, an 18 feet width Gazebo, a 27 feet width dumpster on 324-342 South Ave, an existing transitional parking lot for the Restaurant customers, and the apartment tenants at 310-12 South Ave.

- WHEREAS, the applicant submitted a floor plan ( BBL 310) dated May 28, 2021 and last which illustrates the interior changes of the first floor and the second floor.
- WHEREAS, the applicant submitted elevation plans (Sheets A-3.01 and A-302) dated May 28, 2021, which illustrate proposed changes of windows and siding on all facades.
- WHEREAS, the applicant intends to maintain one existing 16-inch by 28-foot wall signs totaling 37.3 square feet and an existing six-inch by 6-foot (3 square feet) awning sign situated on the front façade of the building.
- WHEREAS, the proposal necessitates 27 off-street parking spaces; and
- WHEREAS, the proposal was submitted to the City of Syracuse Departments of Engineering and Public Works for review; and
- WHEREAS, due consideration was given to the necessity, adequacy, and character of the proposed development, and vehicular and pedestrian circulation within the immediate vicinity; and
- WHEREAS, the proposed use is so located as not to be detrimental to adjoining zoning districts and permitted uses; and
- WHEREAS, the proposed use will not create hazardous or obnoxious conditions, and the public health, welfare, and safety will be protected; and
- WHEREAS, the proposal was found to be in character with the adjoining land use;
- WHEREAS, pursuant to Article 8 of the State Environmental Conservation Law, as amended and the regulations promulgated thereunder (collectively "SEQR"), the Commission is required to make a determination with respect to the environmental impact of any "action" (as defined by SEQR) to be taken by the Commission and the consideration of the Application constitutes such an action; and
- WHEREAS, the Commission reviewed the Application and the Environmental Assessment Form dated February 27, 2023, prepared by the applicant, and determined that the proposed action described therein constituted an "Unlisted" action (as said quoted terms are defined in SEQR); and
- WHEREAS, the Commission declares itself "Lead Agency" and finds that approval of the Application as set forth herein will not have a significant effect on the environment, and hereby issues a negative declaration pursuant to SEQR, a copy of which is attached hereto as Exhibit "A", which shall be filed in the office of the Commission;

NOW THEREFORE BE IT RESOLVED that

The Zoning Administrator, Chairperson, and Vice-Chairperson of the City Planning Commission of the City of Syracuse are entitled to execute any and all necessary documents related to the subject proposal.

We, the duly appointed members of the City Planning Commission of the City of Syracuse, do this 30<sup>th</sup> day of October 2023, APPROVE SP-15-21M1 per the request of James Williams to modify the existing Special Use Permit( SP-15-21), including change exterior facade including windows, doors, and siding, and renovate the interior structure of a mixed-use two-story building on property situated at 310-12 South Avenue pursuant to ReZone, Articles 4 and Article 2, Section 2.8B of the City of Syracuse, as amended;

BE IT FURTHER RESOLVED that said application be approved subject to compliance with the following conditions:

1. Applicant shall comply with the hours of operation Sunday through Saturday from 3:00 p.m. until 2:00 am;
2. The use in the subject building is limited to one restaurant on the first floor and two apartments on the second floor;
3. The subject premises shall be used, operated, and maintained in a neat and orderly condition at all times; all outside storage of junk, bottles, cartons, boxes, debris, and the like shall be restricted to appropriately screened enclosures not visible to the general public;
4. All construction, improvements and additions relating to this proposal, including those activities required in order to comply with the conditions of this approval, shall be completed by the applicant or its agents within twelve (12) months of the date of approval of this resolution by the City of Syracuse or this approval will be considered null and void; administrative extensions to this requirement for up to one year may be obtained from the Zoning Administrator at any time within the first twelve (12) months, after which, any and all extensions require approval from the City Planning Commission;
5. Improvements to the subject property and its use shall be substantially in accordance with the submitted plans on file in the City of Syracuse Office of Zoning Administration entitled:
  - Property Survey  
Information: "Billy Ray McDonald" "Billy Ray Denham" Part of Lots #1 Block 335 "A"  
City of Syracuse County of Onondaga State of New York Known As #310-312 South Avenue ; Licensed Land Surveyor: HANS B CHRISTOPHERSON; Scale: 1"= 20',  
Date:09/23/2015
  - Proposed Site Plan  
310-312 South Ave Building and 324-342 South Ave Parking Site Plan -HHQ Project -  
2023; Scale:1"=20'; Date: 2023
  - Floor Plan  
BBL 310, 310 South Avenue, Syracuse, NY 13204 (Sheet T1.00- E1.02)  
Architect: SEKOU G. COOKE, RA 102 CONCORD PLACE, SYRACUSE, NY 13202  
Scale: see specific in each sheet , Date: 05/28/2021



6. Signage for the proposal consists of one existing 16-inch by 28-foot (37.3 square feet) wall sign and an existing six-inch by 6-foot (3 square feet) awning sign situated on the front façade of the building

7. The applicant shall reapply for the modification of the Special Use Permit (SP-99-19M2) for transitional parking on 324-342 South Ave in accordance with the proposed site plan included in SP-15-21M1.

8. Any exterior lighting of the subject proposal shall be designed, located and maintained so as to prevent any direct rays of light from shining beyond the boundaries of the subject property;

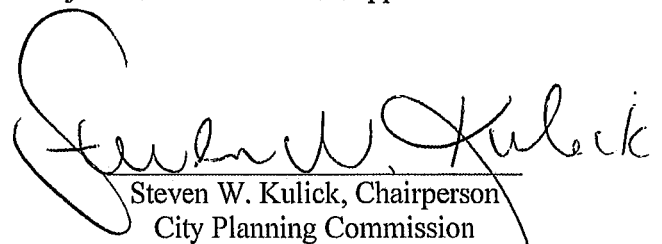
BE IT FURTHER RESOLVED that the applicant shall abide by the hours of operation as identified in the preamble to this resolution;

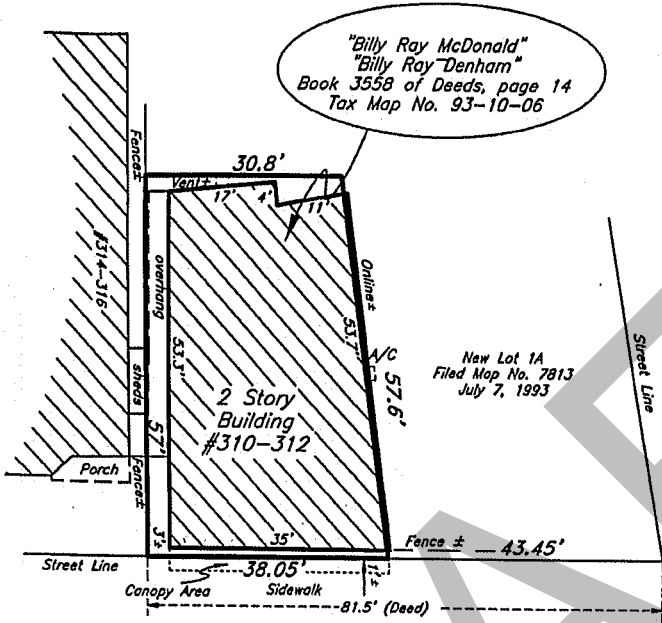
BE IT FURTHER RESOLVED that approval of this resolution does not relieve the applicant from compliance with any other regulatory or licensing provisions applicable thereto by the properly constituted Federal, State, County or City authorities to include, but not limited to the City of Syracuse Departments of Engineering and Public Works, and the Code Enforcement Office;

BE IT FURTHER RESOLVED, all previous conditions of the Special Use Permit (SP-15-21) remain in full force and effect, and shall not be violated;

BE IT FURTHER RESOLVED that if the conditions enumerated above are not complied with, this Special Permit shall be subject to revocation;

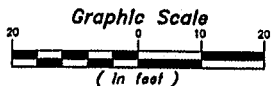
BE IT FURTHER RESOLVED that this resolution is subject to the consent and approval of the Common Council of the City of Syracuse.

  
Steven W. Kulick, Chairperson  
City Planning Commission



**SOUTH AVENUE**

S 02°06'30" E

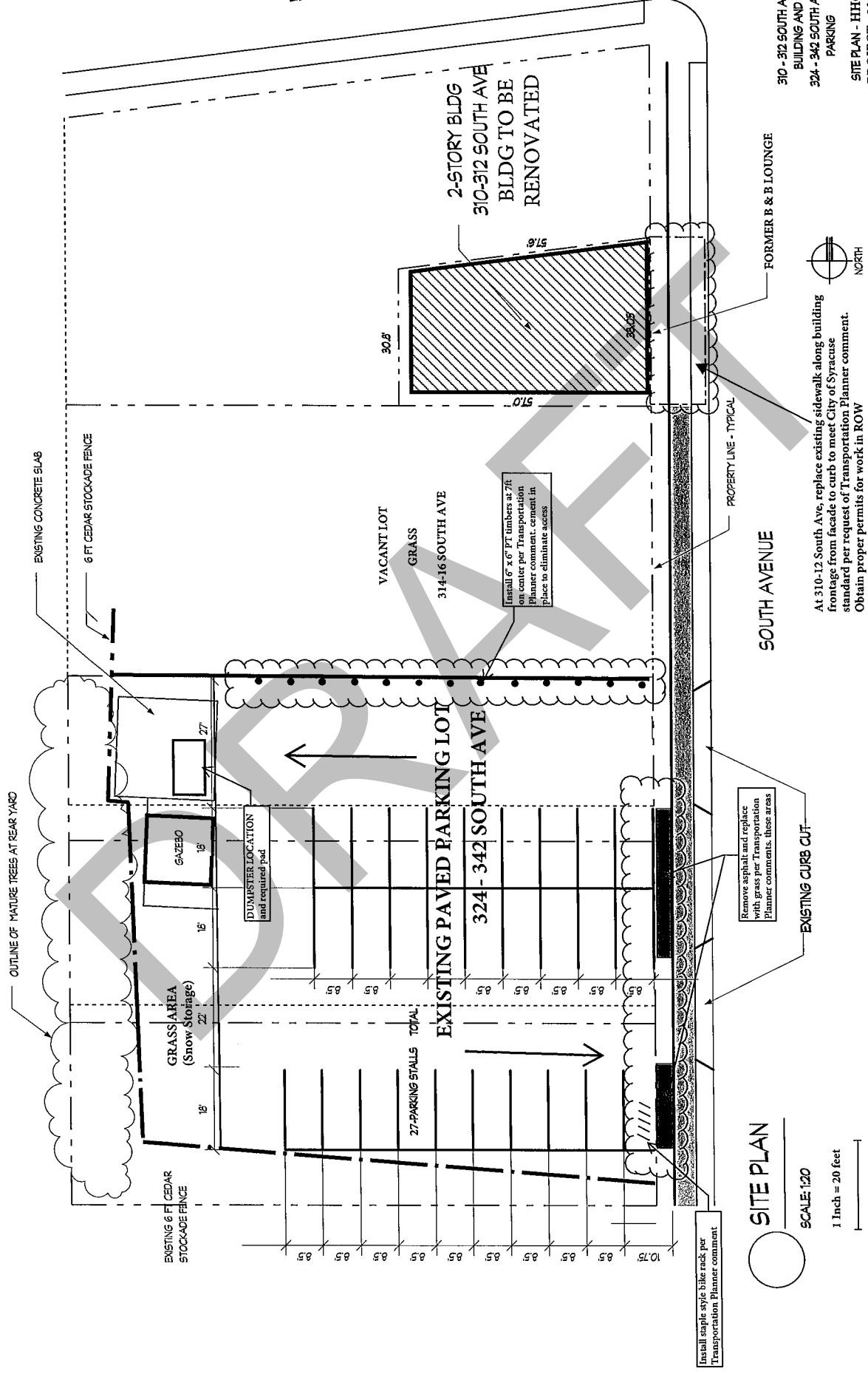


Subject to a Current Abstract of Title  
Not To Be Used For Construction Purposes.

Location Survey For Mortgage/Conveyance Purposes

<p>CERTIFIED TO:</p>	<p>"Billy Ray McDonald" "Billy Ray Denham" Part of Lots #1 &amp; #2 Block 335 "A" City of Syracuse County of Onondaga State of New York Known As: #310-312 South Avenue</p>
<p>Certifications are not transferable to additional institutions or subsequent owners. Certifications shall run only to the person for whom the survey is prepared, and on his behalf to the title company, governmental agency and lending institution listed hereon, and to the assignees of the lending institution. This Certification shall be null &amp; void if a Re-Survey/Update of Survey Map is done by others, except by the undersigned surveyor or his successor. Utilities &amp; Underground Structures Not Certified. Property corner stakes, if any (found or set) as noted above. It is a violation of Article 145 of the N.Y.S. Education Law to alter this map without the direct consent of the undersigned surveyor or his successor. The undersigned surveyor hereby certifies that this map is made from an actual survey of the property shown hereon.</p>	<p><b>CHRISTOPHERSON</b> LAND SURVEYING Syracuse &amp; Tully, New York Phone: (315)-437-9848</p> <p>Made By: H.B.C. Date: 8/23/2015 Scale: 1"=20' File: 3648 Disk: CD1631</p>
<p>VOID UNLESS SIGNED WITH RED INK. <i>Hans B. Christopherson</i> Professional Land Surveyor</p>	<p>© COPYRIGHT 1998 All rights Reserved CHRISTOPHERSON Unauthorized duplication is a violation of applicable laws.</p> <p>Re-Certified: 4/16/2015 1/25/2018</p>

TALLMAN STREET



310 - 312 SOUTH AVE  
 BUILDING AND  
 324 - 342 SOUTH AVE  
 PARKING  
 SITE PLAN - HHQ  
 PROJECT - 2023



At 310-12 South Ave, replace existing sidewalk along building frontage from facade to curb to meet City of Syracuse standard per request of Transportation Planner comment. Obtain proper permits for work in ROW

**SITE PLAN**

SCALE: 1/20

1 Inch = 20 feet

0 20 (in feet)

Remove asphalt and replace with grass per Transportation Planner comments. these areas

PROPERTY LINE - TYPICAL

SOUTH AVENUE

VACANT LOT  
 GRASS  
 314-16 SOUTH AVE

EXISTING PAVED PARKING LOT  
 324 - 342 SOUTH AVE

EXISTING 6 FT CEDAR STOCKADE FENCE

OUTLINE OF MATURE TREES AT REAR YARD

EXISTING CONCRETE SLAB  
 6 FT CEDAR STOCKADE FENCE

GRASS AREA (Snow Storage)

GAZEBO

DUMPSTER LOCATION and required pad

27-PARKING STALLS TOTAL

Install staple style bike rack per Transportation Planner comment









**Agency Use Only [If applicable]**

<b>Project:</b>	Sp-15-21M1
<b>Date:</b>	10/30/2023

**Short Environmental Assessment Form  
Part 2 - Impact Assessment**

**Part 2 is to be completed by the Lead Agency.**

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing: a. public / private water supplies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input checked="" type="checkbox"/>	<input type="checkbox"/>







# DEPARTMENT OF ASSESSMENT

CITY OF SYRACUSE, MAYOR BEN WALSH

43

November 22, 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: Sale of Real Property at 200 East Genesee Street**

Dear Ms. McBride:

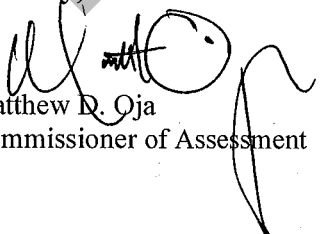
The Department of Assessment requests a Local Law to authorize the sale of all right, title, and interest in the real property located at 200 E Genesee Street (SBL 103.-29-01.0). The property contains a seven-story structure containing 48,879 square feet of gross building area, most recently used as a municipal office building.

The contract purchaser will be Hanover Real Estate Development ("Hanover") and the sale price will be eight hundred and fifty thousand dollars (\$850,000).

After a competitive Request for Proposal ("RFP") process conducted by the City in 2021 and 2022, Hanover was selected for its proposal to redevelop this City asset into a mixed-income, mixed-use property, consistent with the City's goals of creating quality residential space and enhancing the vibrancy of the surrounding neighborhood. Hanover plans to construct several commercial spaces on the first floor of the property and develop approximately thirty-nine (39) residential apartments – some market-rate, some income-restricted – on the upper six stories.

Also included in the sale will be the attached one-story 4,616-square-foot structure that sits within the right of way of East Genesee Street and benefits from a revocable permission authorized by the Common Council via Ordinance 395 of 2021.

Sincerely,

  
Matthew D. Oja  
Commissioner of Assessment

**Department of  
Assessment**  
233 E. Washington St  
City Hall, Room 130  
Syracuse, N.Y. 13202  
  
Office 315 448 8270  
assessment@syr.gov

GROWTH. DIVERSITY. OPPORTUNITY FOR ALL.

2

1<sup>st</sup> Deputy Chief  
Richard F. Shoff, Jr.



AA  
Deputy Chiefs  
Richard H. Trudell  
Julie L. Shulsky  
Mark M. Rusin

**SYRACUSE POLICE DEPARTMENT**

Joseph L. Cecile, Chief

November 16<sup>th</sup>, 2023

Patricia McBride  
City Clerk  
City Hall  
Syracuse, New York 13202

Dear Ms. McBride,

**I hereby request that you take the necessary action to have legislation introduced at the next regular meeting of the Syracuse Common council to authorize the Syracuse Police Department to enter into a contractual agreement with Axon Enterprises, Inc..**

This agreement, if approved, will provide the Police Department with Dash Cameras and related software. The term of the agreement will be from 01-15-24 through 01-14-29 (60 months).

The products and services included in the agreement fall under Sourcewell Contract #010720-AXN.

Expenditures made under this request for FY 24, not to exceed \$19,534, will be charged to account 540530.01.31230. For fiscal years 25-29 the Police Department will be requesting an annual amount not to exceed \$22,852 be included in its operating budget under account 540530.01.31230. Total cost of the 60 month agreement will be \$105,802.

Thank you for your consideration in this matter.

Sincerely,

Richard Shoff, Jr.  
First Deputy Chief of Police


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# 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 and Budget   
**DATE:** November 17, 2023  
**SUBJECT:** Agreement – Axon Enterprises, Inc.

---

**Julie Castellitto**  
Assistant Director

On behalf of the Department of Police, I am requesting the City to enter into a contractual agreement with Axon Enterprises, Inc..


This agreement, if approved, will provide the Police Department with Dash Cameras and related software. The term of the agreement will be from 01-15-24 through 01-14-29 (60 months).

The products and services included in the agreement fall under Sourcewell Contract #010720-AXN.

Expenditures made under this request for FY 24, not to exceed \$19,534, will be charged to account 540530.01.31230. For fiscal years 25-29 the Police Department will be requesting an annual amount not to exceed \$22,852 be included in its operating budget under account 540530.01.31230. Total cost of the 60 month agreement will be \$105,802.

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

11/22/23  
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)

**1st Deputy Chief**  
Richard F. Shoff, Jr.



**Deputy Chiefs**  
Richard H. Trudell  
Julie L. Shulsky  
Mark M. Rusin

**SYRACUSE POLICE DEPARTMENT**

Joseph L. Cecile, Chief

November 16, 2023

Ms. Patricia McBride  
City Clerk's Office  
231 City Hall  
Syracuse, N.Y. 13202

**Re: Renewal of MOU between the Syracuse Police Department Special Weapons and Tactics Team and the Madison County Sheriff's Office Special Weapons and Tactics Team**

Dear Ms. McBride,

I hereby request that you prepare the necessary legislation for the next regular meeting of the Syracuse Common Council to allow the Department of Police to renew an MOU with the Madison County Sheriff's Office. The purpose of this agreement is to continue the relationship between the City of Syracuse Police Department and its Special Weapons and Tactics Team and the Madison County Sheriff's Office Special Weapons and Tactics Team and the use of the combined Tactical Teams' resources.

We have reviewed this agreement with the Corporation Counsel and it is recommended that the Chief of Police be authorized to execute it on behalf of the City. This agreement shall be for a period of (3) years beginning on 01/01/24 and terminating on 12/31/26 and may be renewed with the approval of each legislative body.

This is no cost associated with this agreement.

Very truly yours,

*DCR F. Shoff #310*  
Richard Shoff, Jr.  
First Deputy Chief of Police



# 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 and Budget  
**DATE:** November 17, 2023  
**SUBJECT:** MOU – Madison County Sheriff's Office

**Julie Castellitto**  
Assistant Director


On behalf of the Department of Police, I am requesting the City to renew an MOU with the Madison County Sheriffs Office. The purpose of this agreement is to continue the relationship between the City of Syracuse Police Department and its Special Weapons and Tactics Team and the Madison County Sheriffs Office Special Weapons and Tactics Team and the use of the combined Tactical Teams' resources.

We have reviewed this agreement with the Corporation Counsel and it is recommended that the Chief of Police be authorized to execute it on behalf of the City. This agreement shall be for a period of (3) years beginning on 01/01/24 and terminating on 12/31/26 and may be renewed with the approval of each legislative body.

This is no cost associated with this agreement.

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

11/22/23  
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.syrgov.net](http://www.syrgov.net)



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# DEPARTMENT OF NEIGHBORHOOD & BUSINESS DEVELOPMENT

CITY OF SYRACUSE, MAYOR BEN WALSH

November 20, 2023

Ms. Patricia McBride  
City Clerk  
231 City Hall  
Syracuse, New York 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 – Authorization to enter into a Choice Neighborhood Partnership Agreement and Co-Apply for a Choice Neighborhoods Implementation Grant to execute the comprehensive transformation plan of the East Adams Street (New 15<sup>th</sup> Ward) Neighborhood**

Ms. McBride:

Please prepare legislation for the upcoming Common Council Meeting to authorize the City’s ability to enter into a Choice Neighborhood Partnership Agreement. This Agreement will enable the Syracuse Housing Authority (SHA) to be lead applicant – with the City of Syracuse (City) serving as co-applicant – to the U.S. Department of Housing and Urban Development (HUD) for the FY2023 Choice Neighborhood Implementation (CNI) Grant (Docket No.FR-6500-N-34) for \$50,000,000 to execute the Connecting the New 15th Ward Transformation Plan.

The Choice Neighborhood Partnership Agreement will commit the SHA, McCormack Baron Salazar, Inc. (MBS), the City of Syracuse School District (SCSD), Urban Strategies, Inc. (USI), and the City to working collaboratively relative to the Transformation Plan for McKinney Manor and Pioneer Homes and the surrounding Neighborhood in Syracuse throughout the entirety of the Grant. The goal of the transformation plan is to reimagine the 118-acre neighborhood adjacent to the elevated viaduct of I-81 to create a mixed-use, mixed-income neighborhood where all families can thrive and have genuine opportunities for successful futures.

In collaboration with the above-mentioned partners, the \$50,000,000 in funding from HUD would allocate 70% or \$35,000,000 to redevelop public housing, ensuring 1:1 replacement of all current units. Other funding will be used to support the “People” plan, including relocation and case management support, as well as the funding of Critical Community Improvements (CCIs), or the “Neighborhood” plan. The resolution affirming SHA’s commitment to apply for CNI and enter a Partnership Agreement is attached. Please contact me with any questions at [mcollins@syr.gov](mailto:mcollins@syr.gov).

Sincerely,

Michael Collins  
Commissioner

**Department of Neighborhood  
& Business Development**  
300 State Street S  
7<sup>th</sup> Floor  
Syracuse, NY 13202

Office 315 448 8100

Cc: Sharon Owens, Deputy Mayor  
Michelle Sczpanski, Deputy Commissioner of Neighborhood Development  
Sarah Walton, Director of E. Adams Neighborhood Redevelopment

GROWTH. DIVERSITY. OPPORTUNITY FOR ALL.

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# 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:** November 21, 2023  
**SUBJECT:** Choice Neighborhood & Partnership Agreement – New 15<sup>th</sup> Ward Transformation Plan

**Julie Castellitto**  
Assistant Director


On behalf of the Department of Neighborhood & Business Development, I am requesting to enter into a Choice Neighborhood Partnership Agreement. This Agreement will enable the Syracuse Housing Authority (SHA) to be lead applicant - with the City of Syracuse (City) serving as co-applicant - to the U.S. Department of Housing and Urban Development (HUD) for the FY2023 Choice Neighborhood Implementation (CNI) Grant (Docket No.FR-6500-N-34) for \$50,000,000 to execute the Connecting the New 15th Ward Transformation Plan.

The Choice Neighborhood Partnership Agreement will commit the SHA, McCormack Baron Salazar, Inc. (MBS), the City of Syracuse School District (SCSD), Urban Strategies, Inc. (USI), and the City to working collaboratively relative to the Transformation Plan for McKinney Manor and Pioneer Homes and the surrounding Neighborhood in Syracuse throughout the entirety of the Grant. The goal of the transformation plan is to reimagine the 118-acre neighborhood adjacent to the elevated viaduct of I-81 to create a mixed-use, mixed-income neighborhood where all families can thrive and have genuine opportunities for successful futures.

In collaboration with the above-mentioned partners, the \$50,000,000 in funding from HUD would allocate 70% or \$35,000,000 to redevelop public housing, ensuring 1:1 replacement of all current units. Other funding will be used to support the "People" plan, including relocation and case management support, as well as the funding of Critical Community Improvements (CCIs), or the "Neighborhood" plan. The resolution affirming SHA's commitment to apply for CNI and enter a Partnership Agreement is attached.

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

11/22/23  
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)



**RESOLUTION AUTHORIZING THE SYRACUSE HOUSING AUTHORITY TO ENTER INTO A CHOICE NEIGHBORHOOD'S PARTNERSHIP AGREEMENT WITH THE CITY OF SYRACUSE, MCCORMACK BARON SALAZAR, INC., CITY OF SYRACUSE SCHOOL DISTRICT AND URBAN STRATEGIES, INC. RELATIVE TO THE COMPREHENSIVE TRANSFORMATION PLAN OF MCKINNEY MANOR AND PIONEER HOMES AND THE SURROUNDING EAST ADAMS STREET (NEW 15TH WARD) NEIGHBORHOOD**

WHEREAS, the United States Department of Housing and Urban Development ("HUD") has developed the Choice Neighborhoods Initiative, pursuant to which the HUD makes Choice Neighborhoods Implementation ("CNI") Grants to eligible applicants who have submitted comprehensive neighborhood revitalization strategies, called Transformation Plans that meet the criteria set forth in HUD's Fiscal Year (FY) 2023 NOFO for the Choice Neighborhoods Initiative -Implementation Grants (Docket No.FR-6500-N-34) ("NOFO"); and

WHEREAS, the Syracuse Housing Authority ("SHA"), the City of Syracuse, McCormack Baron Salazar, Inc. ("MBS"), the City of Syracuse School District ("SCSD"), Urban Strategies, Inc. ("USI") and other members of the community have undergone a comprehensive local planning process and are now moving forward with a Transformation Plan to revitalize and transform the East Adams St. / 15th Ward neighborhood; and

WHEREAS, SHA is a quasi-governmental, public body, corporate and politic, exercising exclusively public and essential government functions, and having all the powers necessary or convenient to carry out and effectuate the purposes and provisions of the New York Housing Authority Act; and

WHEREAS, the SHA as the owner of McKinney Manor and Pioneer Homes is submitting an application (the "Application") to HUD for a CNI Grant (the "Grant") in conjunction with the City of Syracuse in accordance with the NOFO. The SHA will serve as the Lead Applicant for the Grant; and

WHEREAS, the City of Syracuse will serve as the co-applicant and will serve as the Principal Team Member responsible for implementing the Neighborhood Strategy (the "Neighborhood Strategy") in the NOFO; and

WHEREAS, MBS is an accomplished developer with national experience revitalizing distressed urban communities and developing vibrant, mixed-finance, mixed-income, and mixed-use communities that leverage and strengthen community assets. MBS is responsible for implementing the Housing Strategy (the "Housing Strategy") in the NOFO; and

WHEREAS, USI is a 501(c)(3) not-for-profit corporation specializing in citizen-directed planning, community-based economic vitality, and community and supportive services and has partnered with MBS and public housing authorities nationwide to guide the human aspects of transformative neighborhood revitalization programs. USI will serve as the Principal Team Member responsible for implementing the People Strategy (the "People Strategy in the NOFO); and

WHEREAS, as part of the Application the SHA and the above referenced parties must execute a Choice Neighborhoods Partnership Implementation Agreement;

NOW, THEREFORE,

BE IT RESOLVED, that William Simmons, Executive Director of the Syracuse Housing Authority is hereby authorized to execute a Choice Neighborhood Partnership Agreement with the City of Syracuse, SCSD, MBS, and USI under the following terms:

1. The Choice Neighborhood Partnership Agreement will commit the SHA, City, MBS, and USI (hereinafter collectively referred to as "the Parties") to working collaboratively relative to the Transformation Plan for McKinney Manor and Pioneer Homes and the surrounding Neighborhood in Syracuse throughout the entirety of the term of the Grant.
2. The Parties will agree to collect, analyze, and share data related to Housing, Neighborhood and People with each other, as needed to evaluate the effectiveness of CNI strategies and programs, and to generate thorough and accurate reports measured against CNI performance metrics for HUD on a quarterly and annual basis. The data with respect to People shall be in accordance with the requirements of HUD and shall include but not be limited to the name, address, and demographic information.
3. The Parties will agree to the assignment of specific roles that bring their expertise to the Grant Implementation Process and leveraging their capacity to the success of the Project as part of the Grant application.

I, CHRISTOPHER MONTGOMERY, CHAIRMAN, of the Syracuse Housing Authority, do hereby certify that this resolution was adopted at a regular meeting of the Members of the Authority, held on November 16, 2023 and I do further certify that this resolution is a true and correct copy of the resolution adopted at such meeting and on file and of record.

IN TESTAMENT WHEREOF, I have hereunto set my hand and the seal of said Authority this 16<sup>th</sup> day of November 2023.



CHRISTOPHER MONTGOMERY, Chairperson,  
Syracuse Housing Authority



# DEPARTMENT OF PUBLIC WORKS

CITY OF SYRACUSE, MAYOR BEN WALSH

Date 11-7-23

**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-0392-23*

Dear Ms. McBride:

*Jake Barrett* is requesting an Encroachment Waiver for 8- 2'x 3' x 4' Steel Flower Boxes to act as barriers to prevent vehicle attacks in front of Catholic Charities at 529-35 N Salina St. The boxes will encroach 6' into the N Salina St Right-of-Way. The applicant's mailing address is as follows:

*1654 W Onondaga St*  
*Syracuse, NY 13204*

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  
 Central Permit Office  
 Ben Walsh, Mayor

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

Location of Proposed Work: 529-35 Salina St N

Permit #: PC-0392-23

Permit Type: Encroach (Minor)

Date: 11/7/2023

Contact: Catholic Charities

Phone #: 315-428-1646

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	11/03/2023	Approved	Martin Davis	no issues
DPW - Sanitation & Sewers	07/31/2023	Conditionally Approved	Vinny Esposito	planters can not cover any utility valves or vents. 5" clear walkway must be maintained.
DPW - Sidewalk Inspector	10/11/2023	Approved	Chris Ettinger	no issues
DPW - Traffic Control	08/01/2023	Conditionally Approved	Joe DiBello	no problem with request
DPW - Transportation Planner	09/27/2023	Conditionally Approved	Neil Milcarek-Burke	9/27/23 Revised submittals including planting and maintenance plan are acceptable.  8/3/23 Planting plan required. Maintenance plan required. Planters need to be maintained to not become impromptu litter refuse areas, and plant material must be specified and cared for.
Engineering - Design & Construction	09/06/2023	Conditionally Approved	Mirza Malkoc	<ul style="list-style-type: none"> <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>• Property owner is required to maintain the planters on a regular basis. If the planters are not maintained on a regular basis the property owner will be required to remove all the planters from the City's ROW at their own cost.</li> <li>• Any sidewalk disturbed/damaged shall be replaced in full flags, all replacement sidewalks shall meet current ADA standards, and additional sidewalk may need to be removed to meet the standard.</li> <li>• Pedestrian walk path along North Salina can't be impacted by the installation of the planters.</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>• Failure to adhere to City Standards &amp; Permit requirements or ADA standards shall result in rejection &amp; replacement of the work as ordered by the City Engineer, without question.</li> </ul>
Engineering - Mapping	08/01/2023	Not Applicable	Ray Willis	Deferring to the City Engineer, along with Design and Construction. Would placing these planters in the snow strip damage or cause compaction of the pavers? Also, would placing a planter of this size cause issue for vehicles using the 10' alley access?
Engineering - Sewers	09/06/2023	Conditionally Approved	Mirza Malkoc	All existing utilities in the area shall be located and avoided.
Zoning Planner	09/27/2023	Not Applicable	Cristian Toellner	Defer to other City Departments. Zoning does not regulate public right-of-ways.
Engineering - City Engineer	09/27/2023	Conditionally Approved	Mary Robison	- The proposed area for the planters is signed as a "Buses Only Pick Up/Drop Off Mon- Fri 9 am-6 pm". Planters shall not be placed to obstruct pedestrians getting on/off at bus stop.

Sufficient space shall be placed between planters for pedestrians to walk between bus pick up/drop off area and main sidewalk area.

- Planters shall not block snow storage space behind street curbing.
- Main Sidewalk area along N. Salina Street shall not be obstructed - 14' clear sidewalk as shown on survey.
- Planters shall not block alley access adjacent to the building or visibility for vehicles exiting the alley.
- Property owner shall be required to maintain the planters on a regular basis. If the planters are not maintained on a regular basis, the property owner will be required to remove all the planters from the City's ROW at their own cost.
- Any sidewalk disturbed/damaged shall be replaced in full flags, all replacement sidewalks shall meet current ADA standards, and additional sidewalk may need to be removed to meet the standard.
- Pedestrian walk path along North Salina can't be impacted by the installation of the planters.
- 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.
- Failure to adhere to City Standards & Permit requirements or ADA standards shall result in rejection & replacement of the work as ordered by the City Engineer, without question.
- Planters shall not be placed on top of any utilities. UFPO before installation to locate and protect utilities.
- The applicant shall indemnify the City & assume all liability for any damages or injuries caused to, from or as a result of this encroachment, its installation & maintenance.

DRAFT

Department of Public Works

**ENCROACHMENT PERMIT ROUTING FORM**

**ADDRESS:** 527-35 N Salina St Syracuse, 13208

**APPLICATION DATE:** 7-31-23

**PROPERTY:** 008.-19-11.0

**PERMIT APPLICATION:** PC-0392-23

**OWNER:** Catholic Charities

**MINOR OR MAJOR ENCROACHMENT**

**CONTRACTOR:**

**PHONE:** 315-428-1646

**EMAIL:** jbarrett@ccoc.us

**DESCRIPTION OF WORK:** Flower Box Barriers to be placed in front of 527-35 N Salina St for protection against Vehicle attacks that will encroach 6' into the City's 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

Department of Public Works

**ENGROACHMENT PERMIT ROUTING FORM**

**ADDRESS:** 527-35 N Salina St Syracuse, 13208

**APPLICATION DATE:** 7-31-23

**PROPERTY:** 008.-19-11.0

**PERMIT APPLICATION:** PC-0392-23

**OWNER:** Catholic Charities

**MINOR OR MAJOR ENGROACHMENT**

**CONTRACTOR:**

**PHONE:** 315-428-1646

**EMAIL:** jbarrett@ccoc.us

**DESCRIPTION OF WORK:** Flower Box Barriers to be placed in front of 527-35 N Salina St for protection against Vehicle attacks that will encroach 6' into the City's 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

Martin E. Davis, L.S.  
Deputy Commissioner



Ann Fordock  
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@syrgov.net](mailto:CentralPermitOffice@syrgov.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:

527 N. SALINA ST. SYRACUSE, NY 13203

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

Section, Block & Lot # (if known)

Property Owner (print name):

CATHOLIC CHARITIES OF ONONDAGA Co.

Mailing Address (if different):

1654 W. ONONDAGA ST. SYRACUSE, NY 13204

Phone #(s):

315-428-1646

Email Address(es):

JBARRETT@CCOC.US

PC-0392-23



Encroachment Permit Instructions and Application

Applicant / Owner's Representative (print name):

JAKE BARRETT

Mailing Address:

1654 W. ONONDAGA ST. SYRACUSE NY 13203

Phone #(s):

315-428-1646

Email Address:

JBARRETT@CLOC.US

Type of improvement requested:

BARRIERS TO DETER VEHICLE DOWNR ATTACKS

Describe the style &/or materials of the improvement:

STERIL FLOWER BOX (2' x 3' x 4'). WHEN FULL OF SOIL SHOULD WEIGH ~1000 LBS

Ex: a picket fence; a masonry bench

List the dimensions of the improvement in feet and inches:

8 BOXES x

Horizontal: 4' Vertical: 3'

What is the reason(s) for the improvement?

DEPT HOMELAND SECURITY REQUIREMENTS

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?

X Yes No

INSTALLATION OF CAMERAS AND LOOK DOWN HANDMADE

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?

6'

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):

[Handwritten Signature]

7-24-23

Date

Date



**PLANTERCRAFT**  
329 New Brunswick Ave  
Building 14  
Rahway, NJ 07065  
888 692 3000

**INVOICE**  
**ISSUE DATE**

C7108  
April 20, 2023

**BILL TO** Nancy Roberts  
Syracuse, NY  
Email: nroberts@ccoc.us

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
Corten Steel Planter	48"L x 24"W x 36"H Material: 1/8" Corten Steel Drainage holes 1-inch Raised feet Weight: 235lbs	8	1,255.00	\$10,040.00
Shipping	Included			\$0.00
Subtotal				\$10,040.00
Discount 10%				-\$1,004.00
Total				\$9,036.00
<b>AMOUNT DUE</b>				<b>\$9,036.00</b>

Thank you for being a valued customer  
Lead Time: 2-3 weeks.

Product Information

Product Details

Product Images

Product Videos

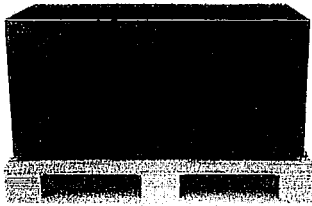
Product Reviews

Product Questions

### Plantercraft Customize Your Rectangular Corten Steel Planter

Color:Rectangle

Before Rust



Upon Delivery

After Rust

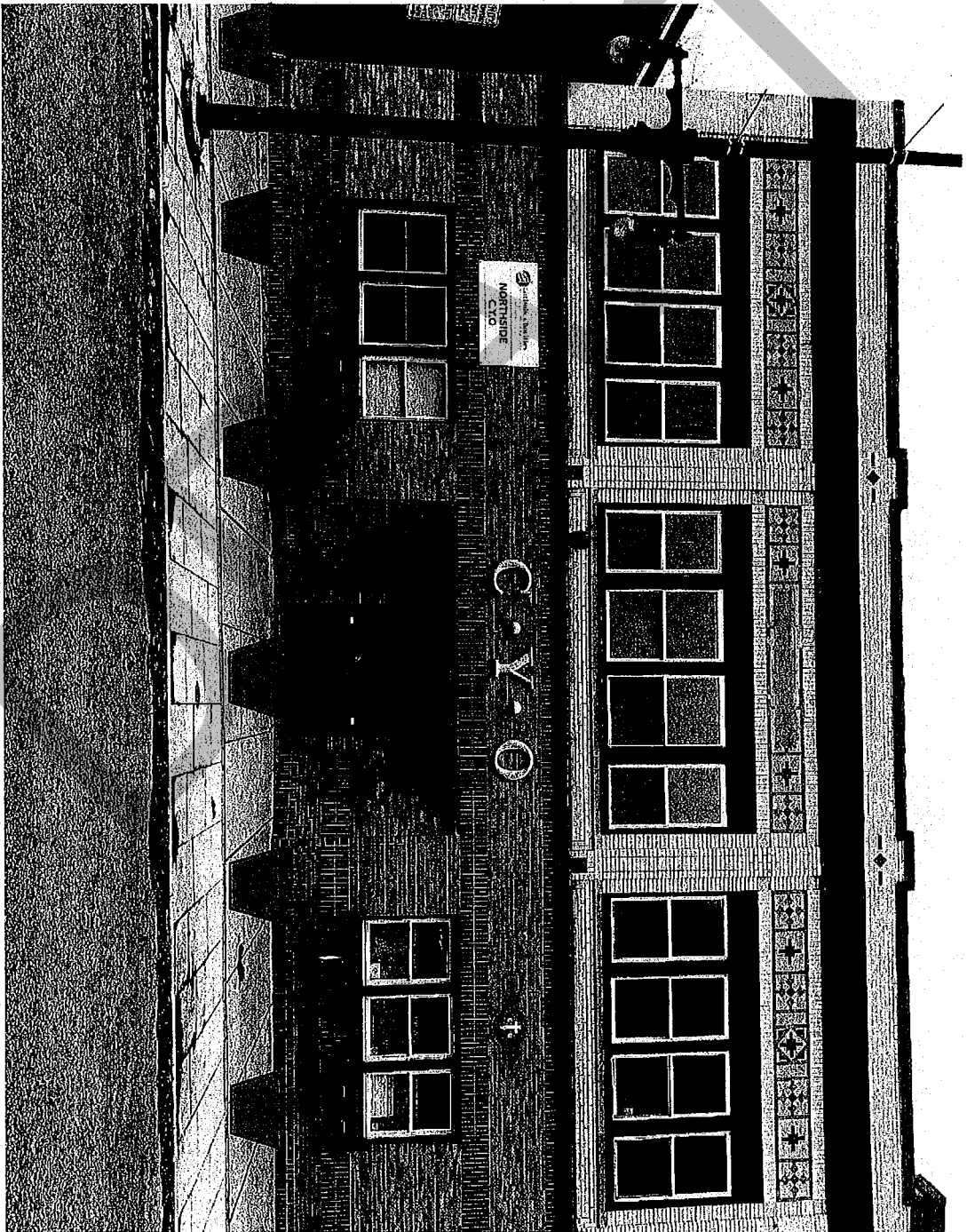


3-9 Months



DRAFT

Street level picture of  
527-535 N. Salina Street,  
commonly referred to as  
527 N. Salina Street.

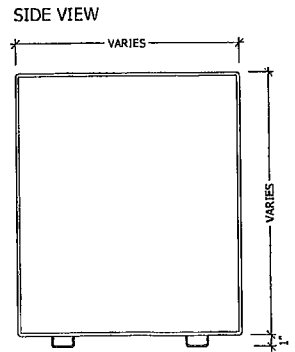
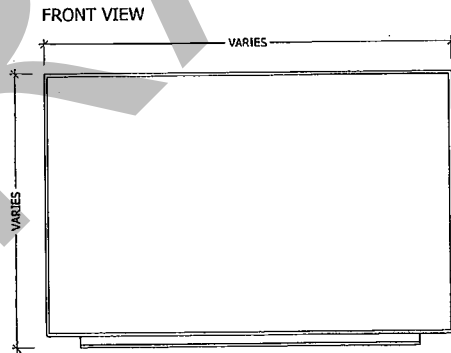
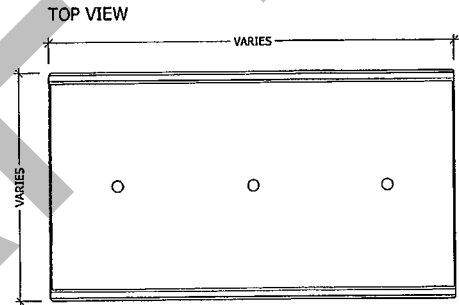
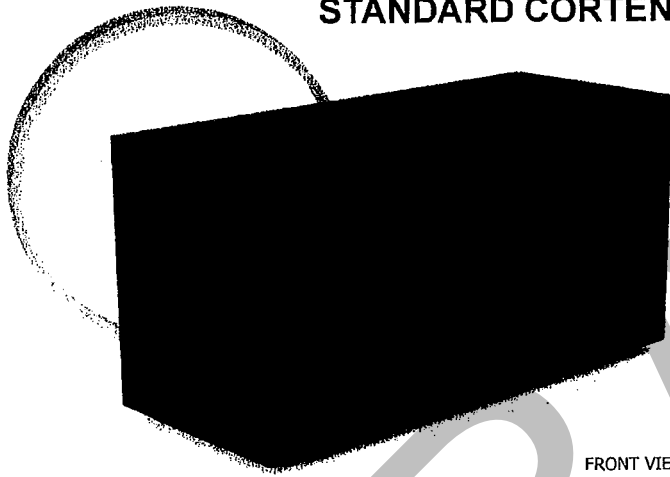


Securing CCOC Refugee Services Facility, 527 N. Salina Street,  
Syracuse, NY 13208

- EVALUATION



# STANDARD CORTEN STEEL RECTANGLE PLANTER



Standard size selection or custom size

- Manufactured from .125" Corten Steel
- Finish: Non weathered corten steel - Rust develops on site
- Fully assembled
- 1" lip profile
- 1" raised feet
- 1" drainage holes

PLANTERCRAFT.COM

1200 Fuller RD. Linden NJ 07036

1-888-892-3000

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- ELEVATION -



Location Survey on part of Lot #5, Block #9, City of Syracuse, County of Onondaga and State of New York.  
 Known as #529-535 North Salina Street.  
 THE UNDERSIGNED SURVEYOR HEREBY CERTIFIES THAT THIS IS AN ACCURATE MAP OF AN ACTUAL SURVEY.

DRAWN BY: MD  
 DATE: 7/01/23  
 SCALE: 1" = 20'  
 REVISIONS:

