



To: Vito Sciscioli, Jim Corbett, Julie Cerio
CC: John Sidd
From: Katelyn Wright
Date: August 15, 2014
Re: Governance Committee Meeting – August 18, 2014

The Greater Syracuse Property Development Corporation will hold a meeting of the Governance Committee on **Monday, August 18, 2014 at 8:00 A.M.** in the Syracuse/Onondaga County Economic Development Office conference room at 333 W. Washington Street, Syracuse, NY 13202.

I. Call to order

II. Roll Call

III. Proof of Notice

IV. Minutes – January 10, 2014

V. New Business

Amendments to the Disposition Policy

- Clarification and simplifying the discount program for Teachers, Firefighters, and Police

VI. Discussion

Amendments to the Disposition Policy

- Land Banking of properties for affordable housing development and other purposes
 - o Circumstances that warrant non-competitive sales

VII. Adjournment



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PUBLIC MEETING NOTICE

GREATER SYRACUSE PROPERTY DEVELOPMENT CORPORATION

MEETING OF THE GOVERNANCE COMMITTEE

IS SCHEDULED FOR

Monday, August 18, 2014

AT 8:00 A.M.

AT

WASHINGTON STATION
333 West Washington Street, Suite 130
Syracuse, NY 13202

For more information, please contact Katelyn Wright at 315-422-2301 or kwright@syracuselandbank.org



Minutes

Greater Syracuse Property Development Corporation
GOVERNANCE COMMITTEE MEETING
Friday, January 10, 2014, 8:00 AM
333 W. Washington Street, Suite 130
Syracuse, NY 13202

Committee Members Present: Vito Sciscioli, Jim Cobett, Mary Beth Primo

Others Present: Katelyn Wright, John Sidd, Anna Wilson, Rocci DeCaro, James Shattell

I. Call to order

Mr. Sciscioli called the meeting to order at 8:10 AM.

II. Roll Call

Mr. Sciscioli noted that Mary Beth Primo was not yet present.

III. Proof of Notice

Mr. Sciscioli noted that the meeting was properly advertised.

IV. Minutes

Jim Corbett moved to adopt the minutes of the November 25, 2013 Governance Committee meeting. Vito Sciscioli seconded. **ALL COMMITTEE MEMBERS PRESENT UNANIMOUSLY VOTED TO ADOPT THE MINUTES OF THE NOVEMBER 25, 2013 GOVERNANCE COMMITTEE MEETING.**

V. Discussion

Presentation on Deconstruction by Rocci DeCaro and James Shattell of Reclaim Syracuse

Mr. Shattell and Mr. DeCaro gave a presentation on deconstruction and answered questions of the board regarding their experience in the field. They indicated that a deconstruction would typically cost 20-30% more than traditional demolition, but that cost may be reduced if a volume of work were available and allowed deconstruction contractors to gain some efficiency. They indicated that they had foreign buyers for certain materials recycled from existing buildings, such as timbers, and that they were eager to explore opportunities to recycle materials into household products that might be marketed as sustainable and having a historic connection to the community from which the properties are deconstructed. They indicated that they would be willing and able to bid on a single job or a large number of deconstruction jobs if the opportunity presented itself.

VI. New Business

Substantial amendments to exiting policies and the adoption of several new policies have been recommended by the Land Bank's legal counsel in preparation for the GSPDC's annual meeting (January 21, 2014) at which all GSPDC policies are to be readopted and in order to better comply with Public Authorities Law and guidance from the Authorities Budget Office.

• **Travel and Discretionary Funds Policy**

Mr. Sidd explained that the policy proposed is an amendment to the Travel Policy amendment to Travel Policy adopted by the Board of Directors on 9/11/2012 and that, per guidance from the Authorities Budget Office, it now addresses the use of discretionary funds. Vito Sciscioli asked what funds were considered discretionary funds and Mr. Sidd indicated that funds not otherwise budgeted would be considered discretionary. Vito Sciscioli moved that the Governance Committee recommend its adoption by the Board of Directors. Mary Beth Primo seconded this motion. All committee members present unanimously voted to recommend the full Board adopt the Travel and Discretionary Funds Policy as proposed.

- **Compensation, Reimbursement, Attendance Policy**

Mr. Sidd explained that this is a new policy and that the Authorities Budget Office recommends that public authorities adopt such a policy and that it addresses attendance, reimbursement, and compensation of board members. Jim Corbett moved that the Governance Committee recommend its adoption by the Board of Directors. Mary Beth Primo seconded this motion. All committee members present unanimously voted to recommend the full Board adopt the Compensation, Reimbursement, and Attendance Policy as proposed.

VII. Adjournment

Marty Beth Primo moved to adjourn the meeting. Jim Corbett seconded this motion. All Committee members present unanimously agreed to adjourn the meeting at 8:54 A.M.

DRAFT

GREATER SYRACUSE PROPERTY DEVELOPMENT CORPORATION
DISPOSITION OF REAL AND PERSONAL PROPERTY POLICY

SECTION 1. PURPOSE. This policy (the "Policy") sets forth guidelines for the Land Bank's disposal of real and personal property in accordance with the mission and purpose of the Land Bank and all applicable law.

SECTION 2. DEFINITIONS.

a. "Land Bank" shall mean the Greater Syracuse Property Development Corporation.

b. "Contracting Officer" shall mean the person responsible for the Land Bank's compliance with, and enforcement of, this Policy and such person shall be the Executive Director of the Land Bank.

c. "Dispose" or "disposal" shall mean transfer of title or any other beneficial interest in personal or real property in accordance with Section 2897 of the New York Public Authorities Law.

d. "Property" shall mean personal property in excess of five thousand dollars (\$5,000) in value, real property regardless of value, and any other interest in property, to the extent that such interest may be conveyed to another person for any purpose, excluding an interest securing a loan or other financial obligation of another party.

SECTION 3. GENERAL DUTIES.

a. The Land Bank shall:

- i. maintain adequate inventory controls and accountability systems for all property owned by the Land Bank and under its control;
- ii. periodically inventory such property to determine which property may be disposed of;
- iii. produce a written report of such in accordance with Section 3(b); and
- iv. transfer or dispose of such property as promptly as possible in accordance with this Policy.

b. The Land Bank shall:

- i. publish, not less frequently than annually, a report listing all real property owned by the Land Bank. Such report shall consist of a list and full description of all real and personal property disposed of during

such period. The report shall contain the price received by the Land Bank and the name of the purchaser for all such property sold by the Land Bank during such period; and

- ii. deliver copies of such report to all agencies required by law including the Comptroller of the State of New York, the Director of the Budget of State of New York, the Commissioner of the New York State Office of General Services, the Director of the Authority Budget Office and the New York State Legislature (via distribution to the majority leader of the senate and the speaker of the assembly).
- iii. maintain and make available for public review and inspection a complete inventory of all real property dispositions by the Land Bank. Such inventory shall include a complete copy of the sales contract including all terms and conditions including, but not limited to, any form of compensation received by the Land Bank or any other party which is not included within the sale price. All property dispositions shall be listed on the property disposition inventory established pursuant to this subsection (iii) of this Section 3(b) within one week of disposition. Such records shall remain available for public inspection in the property disposition inventory indefinitely.

SECTION 4. TRANSFER OR DISPOSITION OF PROPERTY.

a. **Supervision and Direction.** Except as otherwise provided herein, the Contracting Officer shall have supervision and direction over the disposition and sale of property of the Land Bank. The Land Bank shall have the right to dispose of its property for any valid purpose.

b. **Custody and Control.** The custody and control of Land Bank property, pending its disposition, shall be performed by the Contracting Officer.

c. **Method of Disposition.** Unless otherwise permitted, the Land Bank shall dispose of property for not less than its fair market value by sale, exchange, or transfer, for cash, credit, or other consideration as provided for herein, with or without warranty, and upon such other terms and conditions as the Land Bank or the Contracting Officer deems proper. The Contracting Officer may execute such documents for the transfer of title or other interest in property and take such other action as is necessary or proper to dispose of such property under the provisions of this section. Provided, however, except in compliance with all applicable law, no disposition of real property, or any interest in real property shall be made unless an appraisal of the value of such property has been made by an independent appraiser and included in the record of the transaction, and, provided further, that no disposition of any other property, which because of its unique nature or the unique circumstances of the proposed transaction is not readily valued by reference to an active market for similar property shall be made without a similar appraisal.

d. **Validity of Deed, Bill of Sale, Lease, or Other Instrument.** A deed, bill of sale, lease, or other instrument executed by or on behalf of the Land Bank, purporting to transfer title or any other interest in property of the Land Bank in accordance herewith shall be conclusive evidence of compliance with the provisions of this Policy and all applicable law insofar as concerns title or other interest of any bona fide grantee or transferee who has given valuable consideration for such title or other interest and has not received actual or constructive notice of lack of such compliance prior to transfer of title of such property.

e. **Bids for Disposal; Advertising.**

- i. Except as permitted by applicable law, all disposals or contracts for disposal of property made or authorized by the Land Bank shall be made after publicly advertising for bids except as provided in Section 4(f).
- ii. Whenever public advertising for bids is required under subsection (i) of this Section 4(e):
 1. the advertisement for bids shall be made at such time prior to the disposal or contract, through such methods, and on such terms and conditions as shall permit full and free competition consistent with the value and nature of the property proposed for disposition;
 2. all bids shall be publicly disclosed at the time and place stated in the advertisement;
 3. the award shall be made with reasonable promptness by notice to the responsible bidder whose bid, conforming to the advertisement for bids, will be most advantageous to the Land Bank, price and other factors considered; provided, that all bids may be rejected at the Land Bank's discretion.

f. **Disposal of Property by Negotiation or Public Auction.** Disposals and contracts for disposal of property may be negotiated or made by public auction without regard to Section 4(e) but subject to obtaining such competition as is feasible under the circumstances, if:

- i. the personal property involved has qualities separate from the utilitarian purpose of such property, such as artistic quality, antiquity, historical significance, rarity, or other quality of similar effect, that would tend to increase its value, or the personal property is to be sold in such quantity that, if it were disposed under subsections (i) and (ii) of this Section 4(e), would adversely affect the state or local market for

such property, and the estimated fair market value of such property and other satisfactory terms of disposal can be obtained by negotiation;

- ii. the fair market value of the property does not exceed fifteen thousand dollars;
- iii. bid prices after advertising therefore are not reasonable, either as to all or some part of the property, or have not been independently arrived at in open competition;
- iv. the disposal will be to the state or any political subdivision, and the estimated fair market value of the property and other satisfactory terms of disposal are obtained by negotiation;
- v. the disposal is made pursuant to Section 4(g); or
- vi. such action is otherwise authorized by law.

g. **Disposal of Property for Less than Fair Market Value.**

- i. No asset owned, leased or otherwise in the control of the Land Bank may be sold, leased, or otherwise alienated for less than its fair market value except if:
 - 1. the transferee is a government or other public entity, and the terms and conditions of the transfer require that the ownership and use of the asset will remain with the government or any other public entity; or
 - 2. the purpose of the transfer is within the purpose, mission or governing statute of the Land Bank; or
 - 3. such action is otherwise authorized by law.
- ii. In the event a below fair market value asset transfer is proposed, the following information must be provided to the Board of Directors of the Land Bank and the public:
 - 1. a full description of the asset;
 - 2. an appraisal of the fair market value of the asset and any other information establishing the fair market value sought by the Land Bank;

3. a description of the purpose of the transfer, and a reasonable statement of the kind and amount of the benefit to the public resulting from the transfer, including but not limited to the kind, number, location, wages or salaries of jobs created or preserved as required by the transfer, the benefits, if any, to the communities in which the asset is situated as are required by the transfer;
 4. a statement of the value to be received compared to the fair market value;
 5. the names of any private parties participating in the transfer, and if different than the statement required by subsection 4 of this Section 4(g)(ii), a statement of the value to the private party; and
 6. the names of other private parties who have made an offer for such asset, the value offered, and the purpose for which the asset was sought to be used.
- iii. Before approving the disposal of any property for less than fair market value, the Board of Directors of the Land Bank shall consider the information described in subsection (ii) of this Section 4(g) and make a written determination that there is no reasonable alternative to the proposed below market transfer that would achieve the same purpose of such transfer.

h. **Board Approval for Disposition of Property.** The Land Bank shall not sell, lease, encumber, or alienate real property, improvements, or personal property unless authorized by a majority vote of the Board of Directors.

i. **Explanatory Statement.**

- i. An explanatory statement shall be prepared of the circumstances of each disposal by negotiation of:
 1. any personal property which has an estimated fair market value in excess of fifteen thousand dollars;
 2. any real property that has an estimated fair market value in excess of one hundred thousand dollars, except that any real property disposed of by lease or exchange shall only be subject to subsections (3) and (4) of this Section 4(i);

3. any real property disposed of by lease if the estimated annual rent over the term of the lease is in excess of fifteen thousand dollars;
 4. any real property or real and related personal property disposed of by exchange, regardless of value, or any property any part of the consideration for which is real property.
- ii. Each explanatory statement shall be transmitted to the persons or agencies entitled to receive copies of the report required under applicable law not less than ninety (90) days in advance of such disposal, and a copy thereof shall be preserved in the files of the Land Bank.

SECTION 5. BUYER QUALIFICATIONS; APPLICATION; CONSIDERATION; DISCOUNT/PREFERENCE PROGRAMS; ENFORCEMENT; LEASING.

a. **Buyer Qualifications.**

- i. All disposals of Land Bank property shall be made to qualified buyers. A person submitting a bid or offer to purchase property owned by the Land Bank (an "Applicant") must meet the following requirements to be considered a "qualified buyer":
 1. The Applicant's Principal Residence for the year immediately preceding the date of the Applicant's application was in Onondaga County or a county adjoining Onondaga County, or the Applicant has agreed to engage a property manager located in Onondaga County or a county adjoining Onondaga County to manage the property which is being disposed of pursuant to this policy. The term "Principal Residence" means the property that the Applicant uses as his or her residence. If the Applicant uses more than one property as his or her residence, the Applicant's Principal Residence is the property in which the Applicant lives for the majority of the time during the year and not less than half of the year.
 2. In the event the Land Bank requires the Applicant to complete any renovations or repairs with regard to the property being disposed of pursuant to this Policy, the Applicant has submitted satisfactory evidence that he or she has a feasible plan and adequate financing to complete the necessary renovations or repairs;
 3. If requested by the Land Bank, the Applicant has completed a home-buyer education course;

4. The Applicant is not disqualified pursuant to subsection (ii) of Section 5(a); and
5. The Applicant has completed an application pursuant to Section 5(b).

ii. An Applicant is disqualified if:

1. At the time of the Applicant's application, there are unpaid and past due taxes with respect to any real property owned by the Applicant which is located in Onondaga County;
2. A property owned by the applicant has been foreclosed upon for tax-delinquency by the City of Syracuse or County of Onondaga and transferred to the Land Bank;
3. At the time of the Applicant's application, the Applicant owes the City of Syracuse or Onondaga County amounts for past due bills, fines, or fees;
4. There are open code violations or a history of code violations with respect to real property owned by the Applicant;
5. Multiple nuisance abatement cases or proceedings have been commenced with respect to real property owned by the Applicant; or
6. The Applicant, or any spouse, parent, sibling or child of the Applicant, possessed an interest in the property for which the Applicant is applying to purchase at the time such property was foreclosed upon by the City of Syracuse or the County of Onondaga for tax delinquency.

b. **Applications.** Land Bank staff shall develop purchase application forms which Applicants shall be required to complete, so that the Land Bank can evaluate the qualifications of Applicants and select Applicants with development plans that are consistent with the Land Bank's mission and purpose and the comprehensive plans of the municipalities in which the Land Bank's real property is located. The information requested in such applications may vary depending on the type of property that the Land Bank is intending sell. The Land Bank may require Applicants to submit redevelopment plans and/or management plans as part of the application process. The Land Bank shall require Applicants to submit a contract to purchase with each application. In addition, the Land Bank shall require Applicants to submit a \$500 good faith deposit (\$25 of which shall be nonrefundable) with each application, except that

applications to purchase residential side-lots or community garden properties will require only a \$25 application fee.

c. **Consideration.** In accordance with the terms and conditions of the Land Bank's discount/preference programs, the Land Bank may accept monetary payments, secured financial obligations, covenants and conditions related to the present and future use of any property being disposed of pursuant to this Policy, contractual commitments of the buyer or lessee, and such other forms of consideration deemed appropriate by the Board of Directors.

d. **Discount/Preference Programs.** The Land Bank has adopted the following discount and/or preference programs in order to support, through the sale of land bank property, private development activities which further the Land Bank's mission and purpose:

- i. **Community Garden/Green Space Program.** The Land Bank recognizes the economic, environmental, and social value of community gardens and green space. Accordingly, the Land Bank may sell or lease certain unimproved residential parcels for a nominal fee to Applicants who plan to develop such parcels into community gardens or green spaces. Any lease agreement entered into by the Land Bank and a lessee pursuant to this Community Garden/Green Space Program will require the lessee to be responsible for all property maintenance and upkeep; obtain any required permits for use or development; comply with all local building, zoning, and property maintenance ordinances; obtain approval from the Land Bank prior to installing improvements exceeding \$1,000 in value or placing any signs on the property; and furnish the Land Bank with liability waivers signed by each gardener who will have the right to use the property.
- ii. **Residential Side-Lot Program.** Certain vacant residential lots acquired by the Land Bank may not be readily marketable because of their size, location, or other characteristics. The Land Bank may sell certain vacant residential lots for a discounted price to property owners who own lots which are directly adjacent to such vacant lots. Owners of adjacent, well-maintained properties are the mostly likely purchasers to take care of these vacant lots in many instances, thereby enhancing the value of the buyer's property, beautifying the surrounding neighborhood, and improving surrounding property values.
- iii. **Affordable Housing Development Program.** Due to the community benefit derived from the development of affordable housing, the Land Bank may sell certain properties, including properties with vacant buildings, at a discounted price to Applicants who plan to develop income-restricted affordable housing. In order to qualify for this discount, the development must be subject to restrictive covenants or

otherwise regulated by an affordable housing funder for a defined affordability period.

- iv. **Public Safety Employees and Teacher Discount Program.** ~~The Land Bank will offer any Applicant who is a City of Syracuse police officer, City of Syracuse fire fighter, or Syracuse City School District teacher a sales price discount and/or closing cost assistance for homes located in the City of Syracuse which he or she will occupy as his or her Principal Residence for a period of at least five (5) years. The total amount of such sales price discount, closing cost assistance, or combination thereof shall be equal to 10% of the listing price of the property being disposed of pursuant to this Policy. Based on the availability of funds, the Land Bank will offer any Applicant who is a City of Syracuse police officer, City of Syracuse fire fighter, or Syracuse City School District teacher a grant to be applied to closing costs, prepaids and/or to the purchase price as may be allowed by the Applicant's first mortgage lender for homes located in the City of Syracuse and which the Applicant will occupy as his or her Principal Residence for a period of at least five (5) years. Grants are awarded as deferred loans, meaning there is no requirement to repay the grant amount if the Applicant remains an owner-occupant of the property for at least 5 years. The grant will be secured by a second mortgage on the property which will provide that the grant shall be repayable in full should the Applicant move or sell the property within 5 years of taking ownership. The amount of each grant shall be determined by the Land Bank upon its approval of a sale to the Applicant but shall not exceed an amount equal to 10% of the purchase price of the property being disposed of pursuant to this Policy.~~
- v. **Affordable Home Ownership Program.** The Land Bank will offer a sales price discount and/or closing cost assistance to Applicants who have a household income equal to or below 80% of the area median income (income limits based on household size and updated by HUD annually). The total amount of such sales price discount, closing cost assistance, or combination thereof shall be equal to 10% of the listing price of the property being disposed of pursuant to this Policy.
- vi. **Home Owner Choice Program.** The Land Bank may provide a preference to Applicants who plan to occupy a property being disposed of pursuant to this Policy which is move-in ready or requires only minimal renovations, provided that the Applicant intends to occupy such property for at least five (5) years.
- vii. **Tenant to Home Owner Program.** The Land Bank may provide a preference to Applicants who occupy a property being disposed of pursuant to this Policy as tenants at the time the Land Bank acquires such property. The Land Bank will encourage all first time homebuyers

to take home owner education courses and to receive other financial counseling.

- viii. **Geographically Targeted Revitalization Programs.** From time to time, the Land Bank may reduce the sales price of properties in a clearly defined geographic area in order to attract multiple private investors, such that the investors might leverage one another's investments. These targeted programs will be created by resolution of the Board of Directors. The resolution will define the geographic boundaries of the program, whether it is limited to a certain category of real property, the percentage by which the sales price is to be discounted, and the duration of the program. These programs will be advertised on the Land Bank's website and in other promotional materials during the course of the program, and the justification for discounting the sales price will be stated in the resolution disposing of each property.
- ix. **Additional Discount/Preference Programs.** From time to time, the Land Bank may adopt by resolution of the Board of Directors additional discount or preference programs in furtherance of its purpose or mission.

e. **Enforcement.** In the event the real property disposition is being made in conjunction with a development plan proposed by the Applicant and approved by the Land Bank or with conditions imposed by the Land Bank, the Land Bank shall take appropriate measures to secure the Applicant's completion of the development plan or compliance with the conditions.

f. **Leasing.** It may be in the best interest of the Land Bank and the furtherance of its mission to lease its real property under certain circumstances, including but not limited to the following circumstances:

- i. **Existing Occupants.** In order to avoid displacing persons occupying real property at the time it is acquired by the Land Bank, the Land Bank may enter into lease agreements with any such persons. The Land Bank may offer occupants relocation assistance if the real property is not habitable or if the occupants are unwilling to enter into lease agreements.
- ii. **Properties Pending Sale.** The Land Bank may lease an occupied parcel of real property for which a sale is pending in order to allow the occupant to enhance the value of the real property and prevent vandalism to which vacant properties are susceptible.

SECTION 6. MISCELLANEOUS.

a. **Modification and Amendment; Filing.** These guidelines are subject to modification and amendment at the discretion of the Land Bank and shall be filed annually with all local and state agencies as required under applicable law.

b. **Posting on the Land Bank Website.** This Policy shall be posted on the Land Bank's website.

c. **Annual Review.** This Policy shall be reviewed annually by the Land Bank and approved by the Board of Directors of the Land Bank.

Land Banking for Affordable Housing Development

In some instances the Land Bank will acquire a dense concentration of properties in a geographic and may bank them for a period of time until a coordinated redevelopment plan can be developed with relevant stakeholders such as the municipality, community development corporations, neighborhood associations, etc. Once a plan has been developed, certain properties may be appropriate for the Land Bank to hold for a period of time until a housing partner has received funds for their redevelopment. Properties identified as appropriate for affordable housing development through such a planning effort may be awarded noncompetitively to a housing partner and held for them for a pre-determined period of time subject to a municipally sponsored redevelopment plan. Other properties in the plan may be determined appropriate for sale to private developers or individuals, particular terms of sale may be required, and/or a disposition hierarchy specific to that geographic area may be established. The Land Bank will defer to the municipality for this guidance.

In other instances the Land Bank acquires a scattered assortment of properties and moves to list them for sale. Housing partners will receive some advance notice of this listing. These properties will be listed for sale and competing offers may be submitted, but a preference for affordable housing and the quality of the development plan will weigh in the housing partner's favor.

In both instances the Land Bank will take into consideration that funds may not yet have been raised for these particular projects and the Land Bank may approve the sale with a closing date to occur no later than X months in the future.