



To: Board of Directors; Greater Syracuse Property Development Corporation
John Sidd
From: Katelyn Wright
Date: May 15, 2020
Re: Board of Directors Meeting – May 19, 2020

The Greater Syracuse Property Development Corporation will hold a regular meeting of the Board of Directors on **Tuesday, May 19, 2020 at 8:00 A.M.** via conference call.

Please join my meeting from your computer, tablet or smartphone.

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- I. Call to order**
- II. Roll Call**
- III. Proof of Notice**

- IV. Executive Summary & Financial Statements**
- V. New Business**
 - A. Authorize the Land Bank to apply for CDBG funds for demolitions
 - B. Authorize the Land Bank to contract for multiple demolitions
 - C. Authorize the Land Bank to contract with McConnell Concrete to replace condemned sidewalks
 - D. Authorize the Land Bank to contract out for periodic inspections
 - E. Extend NJ Jones option to purchase 1525-39 South Ave
 - F. Authorize the Land Bank to enter into a MOU with the Center for Court Innovation

- VI. Old Business**
 - A. MOU with Jubilee

- VII. Discussion**
 - A. 2020-21 City budget
 - B. Re-opening for regular business – next steps

- VIII. Adjournment**



PLEASE POST

PLEASE POST

PLEASE POST

PUBLIC MEETING NOTICE

GREATER SYRACUSE PROPERTY DEVELOPMENT CORPORATION

HAS SCHEDULED A REGULAR MEETING OF THE BOARD OF DIRECTORS

FOR

8:00 AM Tuesday, May 19, 2020

This meeting will take place via conference call:

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/347792877>

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For more information, please contact Katelyn Wright at 315-422-2301 or

kwright@syracuselandbank.org

**GREATER SYRACUSE PROPERTY DEVELOPMENT CORPORATION
CERTIFICATE REGARDING NO CONFLICT OF INTEREST**

MEETING DATE: May 19, 2020

The Greater Syracuse Property Development Corporation (the “GSPDC”) has this day considered numerous business items (each a “Transaction”) including, but not limited to, the sale of real or personal property to, undertaking projects with or on behalf of, and entering contracts with, certain individuals and business entities (each a “Stakeholder”).

I, the undersigned director, officer or employee of GSPDC, **DO HEREBY CERTIFY**, as follows:

1. I do not have any interest with regard to any Transaction which would cause the Transaction to be deemed a “related party transaction” (as defined in Section 102[a][24] of the New York Not-For-Profit Corporation Law), and no Relative (as defined in Section 102[a][22] of the New York Not-For-Profit Corporation Law) of mine or entity in which I have an ownership or beneficial interest has any such interest.
A “related party” as defined under Section 102(a)(23) of the New York Not-For-Profit Corporation Law means: (a) any director, officer or key employee of the GSPDC or any affiliate of the GSPDC; (b) any relative of any director, officer or key employee of the GSPDC or any affiliate of the GSPDC; or (c) any entity in which any individual described in clauses (a) and (b) above has a thirty-five percent or greater ownership or beneficial interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of five percent.
A “related party transaction” as defined under Section 102(a)(24) of the New York Not-For-Profit Corporation Law means any transaction, agreement or any other arrangement in which a related party has a financial interest and in which the GSPDC or any affiliate of the GSPDC is a participant.
2. I do not have any interest in, or relationship with, any Stakeholder which would violate the GSPDC’s Code of Ethics, Section 1614 of the New York Not-for-Profit Corporation Law, Sections 73 or 74 of the New York Public Officers Law, or Section 4.15 of the Intermunicipal Agreement between Onondaga County and the City of Syracuse dated March 27, 2012 or which would create a potential conflict of interest as defined pursuant to Article VIII of the Bylaws of the GSPDC.
3. The nature and extent of any interest I may have in any Stakeholder or Transaction is described in Exhibit A annexed hereto, such disclosure to be made a part of and set forth in the official minutes of the GSPDC.

BOARD OF DIRECTORS:

Vito Sciscioli, Chair

Michael LaFlair

El-Java Williams Abdul-Qadir

Patrick Hogan

Julie Cerio

STAFF:

Katelyn E. Wright

Luke Avery-Dougherty

David Rowe

Joel Kaigler

Terri Luckett

Shavel Edwards

Daniel Stazzone

Kevin Cook



Executive Summary
May 19, 2020 Board of Directors Agenda

I. Financial Statements

Financial statements through the end of March were emailed directly to the board and can be found on p. 8 of this packet.

II. New Business

A. Authorize the Land Bank to apply for CDBG funds for demolitions

We have already allocated all of our 2019-20 City demo funds and are down to our last two AG funded demos, but recently identified several properties that pose a health/safety hazard and should be demolished sooner rather than later. We've informed NBD that we plan to apply for CDBG funding to complete these demolitions and they encouraged us to proceed.

We are seeking the board's authorization to apply for \$200,184.05 in CDBG funds to demolish the following properties:

211-1/2 W Beard Ave	1965 E Fayette St
126 Hatch St	309 Rich St
105 Hatch St	102 Elk St
2114 Midland Ave	

B. Authorize the Land Bank to contract for multiple demolitions

We put multiple properties out to bid to get demolition prices earlier this month and received three responses. We plan to apply to the City for CDBG blight removal funds for several properties where demolition is relatively urgent for health/safety reasons. We also have enough CRI 4.2 funds left to complete two more demolitions that will clear the way for RNI infill construction projects.

	Bronze	Crisafulli	Scanlon
211-1/2 W Beard Ave	\$ 52,900.00	\$ 30,200.00	\$ 46,646.00
126 Hatch St	\$ 18,900.00	\$ 17,150.00	\$ 17,272.00
105 Hatch St	\$ 22,900.00	\$ 18,550.00	\$ 22,879.00
2114 Midland Ave	\$ 21,500.00	\$ 20,200.00	\$ 22,726.00
1965 E Fayette St	\$ 29,800.00	\$ 38,300.00	\$ 26,895.00
309 Rich St	\$ 22,500.00	\$ 20,195.00	\$ 24,246.00
102 Elk St	\$ 23,900.00	\$ 21,985.00	\$ 27,380.00
234-36 Garfield	\$ 25,400.00	\$ 25,675.00	\$ 24,008.00
422 Shonnard	\$ 25,400.00	\$ 25,125.00	\$ 24,608.00

We are seeking the board's authorization to contract with the lowest bidders for these demolitions, contingent upon us securing the funds to do so.

Address	Contractor	Demo Cost	Water Kill	Condemnation	Air Monitoring	Insurance	Developers Fee	Total Cost	Source of Funds
211-1/2 W Beard Ave	Crisafulli	\$ 30,200.00	\$ 1,000.00	\$ 300.00	\$ 1,200.00	\$ 1,812.00	\$ 3,451.20	\$ 37,963.20	CDBG
126 Hatch St	Crisafulli	\$ 17,150.00	\$ 1,000.00	\$ 300.00	\$ 1,200.00	\$ 1,029.00	\$ 2,067.90	\$ 22,746.90	CDBG
105 Hatch St	Crisafulli	\$ 18,550.00	\$ 1,000.00	\$ 300.00	\$ 1,200.00	\$ 1,113.00	\$ 2,216.30	\$ 24,379.30	CDBG
2114 Midland Ave	Crisafulli	\$ 20,200.00	\$ 1,000.00	\$ 300.00	\$ 1,200.00	\$ 1,212.00	\$ 2,391.20	\$ 26,303.20	CDBG
1965 E Fayette St	Scanlon	\$ 26,895.00	\$ 1,000.00	\$ 300.00	\$ 1,200.00	\$ 1,613.70	\$ 3,100.87	\$ 34,109.57	CDBG
309 Rich St	Crisafulli	\$ 20,195.00	\$ 1,000.00	\$ 300.00	\$ 1,200.00	\$ 1,211.70	\$ 2,390.67	\$ 26,297.37	CDBG
102 Elk St	Crisafulli	\$ 21,985.00	\$ 1,000.00	\$ 300.00	\$ 1,200.00	\$ 1,319.10	\$ 2,580.41	\$ 28,384.51	CDBG
234-36 Garfield	Scanlon	\$ 24,008.00	\$ 1,000.00	\$ 300.00	\$ 1,200.00	\$ 1,440.48	\$ 2,794.85	\$ 30,743.33	CRI 4.2
422 Shonnard	Scanlon	\$ 24,608.00	\$ 1,000.00	\$ 300.00	\$ 1,200.00	\$ 1,476.48	\$ 2,858.45	\$ 31,442.93	CRI 4.2

C. Authorize the Land Bank to contract with McConnell Concrete to replace condemned sidewalks

We last RFP'd for sidewalk replacement contractors in 2018 and McConnell bid the lowest price per square foot at \$10/sq. ft. We've been awarding sidewalk replacements to them ever since. They raised their rates this spring and so we issued a new RFP. We received the following bids:

- McConnell - \$11/sq. ft.
- Lostumbo - \$12.50/sq. ft.

The following sidewalks were condemned by the City. It will be considerably more cost effective for us to hire our own contractor rather than let the City complete the replacement and bill us. You will note that one of these is slated for demolition. We have contacted DPW and informed them that we plan to use our own contractor and that we plan to wait on the two E Fayette St properties until after the demolition is complete. We're seeking the board's authorization to contract with McConnell concrete for the replacement of the sidewalks listed below.

	City	McConnell
170 Fernwood	\$ 3,752.50	\$ 2,200.00
1961 E Fayette	\$ 2,963.00	\$ 1,815.00
1965 E Fayette	\$ 13,124.00	\$ 7,920.00
	\$ 19,839.50	\$ 11,935.00

D. Authorize the Land Bank to contract out for periodic inspections

Earlier this month we issued an RFP for periodic inspection services.

Contractor	House	Lot	Post Sign
Tim Redmond	\$ 4.25	\$ 2.25	\$ 5.00
Cassoni Enterprises	\$20-30	\$10	\$15
Last House on the Block Ministries	\$ 9.00	?	?
Dignity Works	\$ 4.75	\$ 4.75	\$ 3.00
United Field Services	\$ 15.00	\$ 15.00	\$ 15.00

We've been very happy with the quality of Tim Redmond's work for the past few years and he was the lowest bidder this time so we're seeking the board's authorization to contract with Tim Redmond for periodic inspection services for the next 12 months.

E. Extend NJ Jones option to purchase 1525-39 South Ave

In mid-2019, we issued an RFP for the redevelopment of this site and received a proposal from NJ Jones Plumbing, who proposed to build two mixed-use multi-story buildings on the site. We gave him an option to purchase, which gave him the site control needed to apply for CFA funding. He was awarded \$135,000 in CFA funding in December. The option to purchase initially gave him until 12/31/19 to secure all the necessary funding to start this project and apply for his permits, although we anticipated that this agreement might need to be extended.

We're now seeking the board's authorization to extend this purchase agreement through 9/1/20. Shortly before COVID shut down our in-person meetings, I met with Nadante Jones and his architect. They recently emailed me updated construction drawings and site plans developed, which are developed to the point that they're ready to request a pre-development meeting with the City to refine their plans before applying for construction permits. These preliminary drawings can be found starting on p. 12 of your packet. They have requested a pre-development meeting with the City's permitting staff (which I understand are taking place virtually). I have requested a little more detail on the status of the status of their project financing and hope to have that available for you before our 5/19 meeting. If that information is not available by 5/19, I'd recommend this item be tabled until we can get that status update.

F. Authorize the Land Bank to enter into a MOU with the Center for Court Innovation

Enclosed in your packet you'll see a draft scope of services between the City of Syracuse and the Center for Court Innovation in which the CCI's local Peacemaking project is providing community engagement support for their Cities RISE initiative funded by the AG's office. Last year Center for Community Progress recommended we engage "ambassadors" who live in neighborhoods impacted by the land bank and have credibility as neighborhood activists, educate them on the land bank, and pay them stipends for their time to educate their neighbors. This grassroots strategy would help to correct some of the misconceptions about the Land Bank that run rampant in our community. Since NBD and CCI are developing a similar ambassador program designed to educate Syracuse residents about code enforcement, tenants' rights, and housing issues, we were hesitant to develop a duplicative/competing program. We'd like to contribute financially to CCI's program and have their ambassadors cross-trained on the Land Bank. I look forward to discussing this with you further on Tuesday.

III. Old Business

A. MOU with Jubilee

Still waiting for additional information from Jubilee, but have had a few conversations with them about the additional information we need.

IV. Discussion

- A. 2020-21 City budget
- B. Re-opening for regular business – next steps

Greater Syracuse Property Development Corporation
Balance Sheet
As of March 31, 2020

	Mar 31, 20	Mar 31, 19
ASSETS		
Current Assets		
Checking/Savings		
10000 · Checking	3,209,774.63	3,730,944.26
Total Checking/Savings	3,209,774.63	3,730,944.26
Accounts Receivable		
11001 · Accounts Receivable	-450.00	975.00
Total Accounts Receivable	-450.00	975.00
Other Current Assets		
12001 · Undeposited Funds	0.00	25,860.00
12100 · Contract Receivable		
12112 · '19 - '20 CDBG Receivable	23,962.20	0.00
12111 · EPA_Brownfield_Petroleum	148,260.44	0.00
12110 · EPA_Brownfield_Hazardous	448,260.44	0.00
12106 · '19-'20 CRI Receivable	88,000.00	2,000,000.00
12107 · '19 CDBG Receivable	38,952.75	81,823.62
12108 · City of Syracuse '19-'20	375,000.00	0.00
12109 · HOME	55,258.00	0.00
Total 12100 · Contract Receivable	1,177,693.83	2,081,823.62
12200 · Reimbursement Receivable	21,700.00	31,393.70
12300 · Forbearance Receivable	0.00	700.00
12500 · Prepaid Insurance	39,145.00	76,124.11
12900 · Prepaid Expense	10,415.54	8,670.70
Total Other Current Assets	1,248,954.37	2,224,572.13
Total Current Assets	4,458,279.00	5,956,491.39
Fixed Assets		
14000 · Computer	13,399.86	13,399.86
15000 · Furniture and Equipment	6,381.08	6,381.08
16000 · Software and Website	13,050.00	13,050.00
17000 · Accumulated Depreciation	-28,604.75	-25,776.10
Total Fixed Assets	4,226.19	7,054.84
Other Assets		
18000 · Cost of Properties Held	829,636.14	1,138,793.10
Total Other Assets	829,636.14	1,138,793.10
TOTAL ASSETS	5,292,141.33	7,102,339.33
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
20000 · Accounts Payable	148,104.21	123,716.27
Total Accounts Payable	148,104.21	123,716.27
Credit Cards		
20002 · M&T Visa 7079	2,218.12	0.00
20001 · M&T Visa Community Card	-406.53	1,564.57
Total Credit Cards	1,811.59	1,564.57
Other Current Liabilities		
20900 · 401(K) Liability		
21000 · 401(k) Payable	713.01	1,096.61
Total 20900 · 401(K) Liability	713.01	1,096.61

Greater Syracuse Property Development Corporation
Balance Sheet
As of March 31, 2020

	Mar 31, 20	Mar 31, 19
20500 · Down Payment on Property Sale	17,657.00	33,814.00
22000 · Accrued Expenses	6,520.00	32,915.79
Total Other Current Liabilities	24,890.01	67,826.40
Total Current Liabilities	174,805.81	193,107.24
Long Term Liabilities		
28000 · Deferred Grant Inflow		
29503 · Community Fou. Lead Grant #2	150,000.00	0.00
29020 · EPA_Brownfield_Petroleum '19-22	142,250.13	0.00
29010 · EPA_Brownfield_Hazardous '19-22	441,332.85	0.00
28003 · County Loan Guarantee '14	0.00	150,000.00
28004 · County Deconstruction '14	11,030.17	16,910.17
28006 · County Bank Purchase	139,663.91	139,663.91
28012 · County 2017	2,940.34	14,001.08
28013 · Neighbors for Neighbors '17-'18	32,988.08	279,502.97
28014 · AG Rehab '17	0.00	295,000.00
28015 · City of Syracuse '18-'19	0.00	264,073.09
28017 · CRI 2019 Demo	29,037.80	1,379,900.00
28018 · CRI 2019 Rehab	200,000.00	600,000.00
28019 · County- Building Stabilization	110,425.00	0.00
28020 · County-Purchase of Vacant Prop.	117,600.00	0.00
28021 · City of Syracuse '19-'20	245,130.95	0.00
28022 · HOME	55,258.00	0.00
29000 · Americorps Grant	3,520.35	3,520.35
Total 28000 · Deferred Grant Inflow	1,681,177.58	3,142,571.57
29500 · Parks Conservancy Grant	1,000.00	1,000.00
29502 · Community Foundation Lead Grant	15.27	43,750.00
Total Long Term Liabilities	1,682,192.85	3,187,321.57
Total Liabilities	1,856,998.66	3,380,428.81
Equity		
32000 · Unrestricted Net Assets	3,835,441.21	3,945,708.50
Net Income	-400,298.54	-223,797.98
Total Equity	3,435,142.67	3,721,910.52
TOTAL LIABILITIES & EQUITY	<u>5,292,141.33</u>	<u>7,102,339.33</u>

Greater Syracuse Property Development Corporation
Profit & Loss Current Month & Year to Date
March 2020

	Mar 20	Jan - Mar 20
Ordinary Income/Expense		
Income		
40000 · Government Grants		
41002 · County- Building Stabilization	0.00	14,575.00
40160 · EPA_Brownfield_Petroleum		
40160.1 · EPA BP - Admin/Developer Fees	0.00	175.06
40160 · EPA_Brownfield_Petroleum - Other	0.00	5,835.25
Total 40160 · EPA_Brownfield_Petroleum	0.00	6,010.31
40150 · EPA_Brownfield_Hazardous		
40150.1 · EPA BH - Admin/Developer Fees	0.00	201.77
40150 · EPA_Brownfield_Hazardous - Other	0.00	6,725.82
Total 40150 · EPA_Brownfield_Hazardous	0.00	6,927.59
40010 · City of Syracuse	76,562.90	189,943.10
40030 · Admin/Developer's Fee	1,198.20	2,812.86
40040 · Onondaga County	0.00	7,400.00
40060 · NY Attorney General		
40060.1 · CRI Admin/Developer Fees	0.00	5,703.31
40060 · NY Attorney General - Other	300.00	61,213.64
Total 40060 · NY Attorney General	300.00	66,916.95
40100 · CDBG Grant Income	24,464.00	59,202.09
Total 40000 · Government Grants	102,525.10	353,787.90
40090 · Neighbors for Neighbors Income	13,920.01	46,780.01
48000 · Side Lot Application Income	0.00	200.00
49000 · Rental Income	1,000.00	3,000.00
49500 · Sale of Property	54,827.00	221,233.18
Total Income	172,272.11	625,001.09
Cost of Goods Sold		
50000 · Cost of Sales		
500VI · Vacant COS Inventorial		
50010 · Property Purchase Cost	1,057.00	9,061.00
50050 · Debris Removal - Initial	26,676.00	104,362.00
50090 · Renovation Inventory	75,759.96	106,759.96
50100 · Stabilization	7,690.00	25,760.00
50170 · Architectural Prof. Services	2,275.00	3,025.00
50180 · Land Survey Prof. Services	6,025.00	10,525.00
50999 · Spec Reclass to/from Inventory	3,567.00	49,305.70
Total 500VI · Vacant COS Inventorial	123,049.96	308,798.66
500PC · Periodic COS		
50025 · Property Materials and Supplies	1,886.06	2,430.55
50029 · General Inspections	3,003.00	9,148.00
50051 · Debris Removal - Periodic	31,727.55	48,049.95
50070 · Lawn Maintenance	2,400.00	7,464.50
50080 · Snow Removal	0.00	26,706.50
50110 · Demolition/Deconstruction	86,265.00	248,901.60
50111 · Renovation Expensed	0.00	18,989.14
50117 · Survey/Abatement Pre-Demo	5,026.00	13,907.00
50120 · Permits/Fees	50.00	200.00
50130 · Utilities	14,418.28	21,504.30
50190 · Evictions	0.00	1,840.00
50205 · Legal & Closing Costs	1,150.00	8,625.00
50220 · Brokerage - Sale	2,500.00	6,054.00

Greater Syracuse Property Development Corporation
Profit & Loss Current Month & Year to Date
March 2020

	Mar 20	Jan - Mar 20
53100 · Stabilization	0.00	100.00
53200 · Property Appraisal	0.00	225.00
Total 500PC · Periodic COS	148,425.89	414,145.54
Total 50000 · Cost of Sales	271,475.85	722,944.20
Total COGS	271,475.85	722,944.20
Gross Profit	-99,203.74	-97,943.11
Expense		
60000 · Accounting Fees	9,750.00	27,490.00
60100 · Automobile	604.62	1,839.14
60200 · Depreciation	214.98	680.84
60300 · Legal Fees	0.00	6,487.70
60400 · Office Expense	3,033.73	7,880.95
60500 · Payroll		
60535 · Employer 401(K) Match expense		
60545 · Forfeited amount of ER Match	-1,180.86	-1,180.86
60540 · Employer 401(k) Match	1,672.08	5,155.62
Total 60535 · Employer 401(K) Match expense	491.22	3,974.76
60510 · Salary	41,564.01	125,401.12
60520 · Payroll Taxes	3,239.54	10,692.07
60530 · Employee Health Insurance	3,687.19	10,526.83
60550 · Payroll Processing Fees	305.10	3,273.38
Total 60500 · Payroll	49,287.06	153,868.16
60600 · Professional Services	4,000.00	21,261.07
60602 · Relocation Assistance Expense	2,874.74	11,084.52
60700 · Insurance		
60702 · Liability	15,823.65	47,023.90
60700 · Insurance - Other	11,311.02	34,451.82
Total 60700 · Insurance	27,134.67	81,475.72
60800 · Telephone	384.82	1,159.61
60905 · Conference/Meeting	0.00	70.00
61000 · Bank Service Charge	0.00	-25.00
61200 · License and Fees	25.00	25.00
61300 · Events & Marketing	346.00	4,549.95
61400 · Rent Expense	2,616.12	7,848.36
Total Expense	100,271.74	325,696.02
Net Ordinary Income	-199,475.48	-423,639.13
Other Income/Expense		
Other Income		
70200 · Salvage Income	0.00	966.00
70300 · Rental Late Fee Income	0.00	70.00
70500 · Defaulting on Residency Req.	250.00	3,250.00
70600 · Project Extension Fees	4,250.00	18,250.00
71000 · Reimbursement Income		
71001 · Insurance Reimbursement	0.00	29.59
Total 71000 · Reimbursement Income	0.00	29.59
79000 · Misc. Income	50.00	775.00
Total Other Income	4,550.00	23,340.59
Net Other Income	4,550.00	23,340.59
Net Income	-194,925.48	-400,298.54

1525-1539 South Ave Commercial/ Apartments

Design Documents

2020FY

SCOPE

Probable cost per Building

Thomas J DiTullio Architect

OPINION OF PROBABLE CONSTRUCTION COST

DATE: 04/21/20

Item Cost		Sub-Total Costs per Scope	Overhead & Profit @ 5% U.N.O.	Opinion of Total Costs
ARCHITECTURAL/STRUCTURAL		\$651,413		
TOTAL ARCHITECTURAL COMPONENTS		\$651,413	\$32,570	\$683,983
HVAC		\$49,540		
TOTAL HVAC COMPONENTS		\$49,540	\$2,480	\$52,020
ELECTRICAL		\$48,054		
TOTAL ELECTRICAL COMPONENTS		\$48,054	\$2,400	\$50,454
PLUMBING		\$30,244		
TOTAL PLUMBING PROTECTION COMPONENTS		\$30,244	\$1,510	\$31,754
Site work per building		\$62,000	\$3,100	\$65,100
		\$0	\$0	\$0
OPINION OF CONSTRUCTION COST			\$883,310	

3,264 sf/ FLR sf

THOMAS J DiTULLIO

A r c h i t e c t

Katelyn Wright
Executive Director
Greater Syracuse Land Bank
431 East Fayette Street Suite 375
Syracuse, NY 13202

April 18, 2020

Re: Proposal for 1325-1339 South Avenue, NaDonte Jones

Please find enclosed are preliminary drawings for two buildings 68 feet by 48 feet, designed for mixed use, retail/ commercial use on the first floor and residential on the second floor. The design is wood framed building with 3 commercial tenants on the first floor and 4 two-bedroom apartments on the second floor. The buildings are labeled Building 1 and Building 2, with Building 1 having 4 tenants on the first floor, this includes Mr. Jones' business offices as one of the tenants.

The estimate summary sheet provided notes that the estimated cost per building is approximately \$883,310.00 with a total proposed cost approximately \$1.76 million dollars. This estimated cost includes a contingency of 10% for the preliminary design, cost usually are reduced as the design is refined and use for the retail spaces are assigned.

The fee for design services are attached and include the fee for consultants required for the project.

The project will be reviewed by the city of Syracuse as part of the new development program now in use, I will forward the project design documents to Youlanda Johnson, Construction Development Coordinator, Department of Neighborhood & Business Development, City of Syracuse.

If you have any questions, please feel free to contact me or Mr. Jones.



Thomas J DiTullio

Sent via email

enc

Cc: Sarah Stephens, SS Funding Procurement, N J Jones

THOMAS J DiTULLIO

A r c h i t e c t

April 2, 2020

NaDonte Jones
911 Milton Ave.
Syracuse, NY 13204

PROJECT DESCRIPTION

Proposal for Architectural services for two buildings 2-stories in height, approximately 3,265 square feet per floor of mixed use. Building 1 and Building 2 shall consist of retail tenants on the first floor, Building 1 proposed design consist of the owner's business and three additional tenant spaces, Building 2 proposes to consist of three retail tenant spaces. Both Building 1 and 2 proposed layouts of the second floor are to be 4 two-bedroom apartments of approximately 800 square feet each. The project will be classified as mixed-use B business, or M mercantile or A-2 Diner occupancies on the first floor and residential R-2 on the second floor.

Provide architectural services as follows: Preliminary design and construction documents with site plans for renovations to the building at 1525-1539 South Avenue, Syracuse. Provide services to any and all meeting for planning, zoning and permitting reviews for the city of Syracuse.

SCOPE OF SERVICES:

Programming / Preliminary Designs

- Measure and draw existing floor plan.
- Review of existing site and structures
- Provide programming, meet with city official to obtain authorized use of site of residential and business for noted address.
- Provide schematic design for the above.
- Provide construction documents for architectural, electrical, plumbing, mechanical, fire sprinkler system and fire safety systems.
- Obtain copies of survey for submission, cost to be added fee as incurred.
- Documents shall be prepared to comply with NYSUFPBC, New York state Uniform Fire Prevention and Building Codes and Energy Conservation Code.

SCHEDULE

1. Thomas DiTullio will start the project upon receipt of written authorization and retainer payment.
2. We anticipate the initial conceptual design within two weeks after meeting with city development department.

SERVICES SPECIFICALLY NOT INCLUDED BY the Architect

1. Services specifically not listed above.

SERVICES TO BE PROVIDED BY THE OWNER

1. Provide access to the site.
2. Review and approve documents in a timely manner.

ARCHITECTURAL FEE

The fee is for construction documents for 1525-1539 South Avenue, Syracuse, the fee is as follows:

Thomas J. DiTullio Architect shall provide the scope of architectural services as described and associated with this proposal for a lump sum fee of **Seventy-eight thousand Six hundred dollars (\$78,600)**.

A retainer Payment of ten percent of the lump sum shall be paid prior to commencement of work in the amount of **Seven thousand eight hundred sixty dollars (\$7,860.00)** for design and preliminary tasks.

The remaining fee shall be billed as follows; a payment of 40% of the lump sum fee **\$31,440.00** at 60% completion of construction documents, third payment of **\$19,650.00** after project review and completion to 90% with the balance due **\$19,650.00** upon receipt of completed and stamped architectural drawings.

All mechanical, electrical, heating and fire safety (fire alarms, sprinklers and smoke detection) design is by a consultant selected by the architect and approved by the owner and paid by the architect, any change orders or additional work not provided for as part of the original proposal shall be billed to the owner with an additional 15% fee of consultant fee for administration and coordination of documents paid to the architect.

Any additional requested and approved work shall be billed at rates per TJD architects Billing rates that are attached.

ACCEPTANCE AND AUTHORIZATION



Thomas J. DiTullio R.A.

June 20, 2019

Date

Client or his representative

Date

THOMAS J DiTULLIO

A r c h i t e c t

2020 BILLING RATES

PERSONNEL

HOURLY RATE

Principal	\$185.00
Architecture and Design/ Drafting CADD	\$ 125.00
Clerical	\$ 75.00

CONSULTANTS

Professional Services, Engineering, Civil Engineering, Testing, Etc. Fee/Cost plus 15%

REIMBURSABLES CHARGE

PRINTING

Copying - 8½" x 11" Black & White	\$ 0.05 per side
Copying - Color	\$ 0.50 per side
Prints – Blackline	\$1.00 per sq. ft.

TRAVEL

Mileage	IRS Standard Mileage Rate per mile
Tolls & Fares.....	As Incurred
Meals, Lodging.....	As Incurred

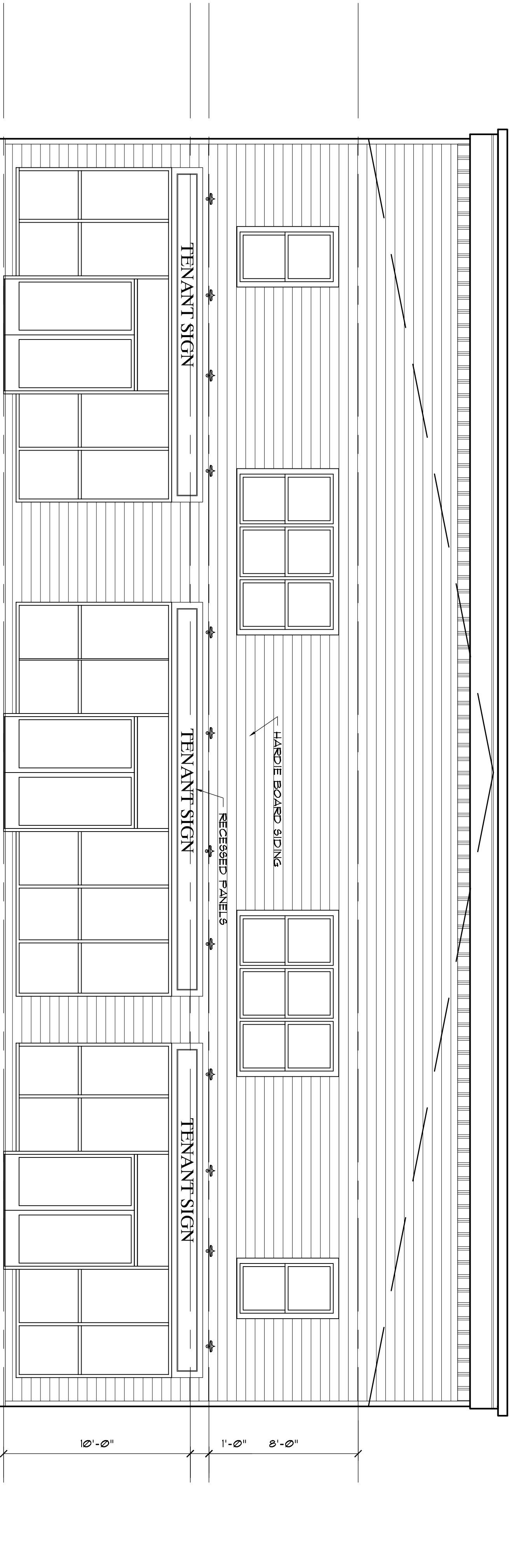
MAILING

First Class Mail.....	No Additional Charges *
Express Mail, Bulk Shipping	As Incurred

MISCELLANEOUS OUT-OF-POCKET EXPENSES As Incurred

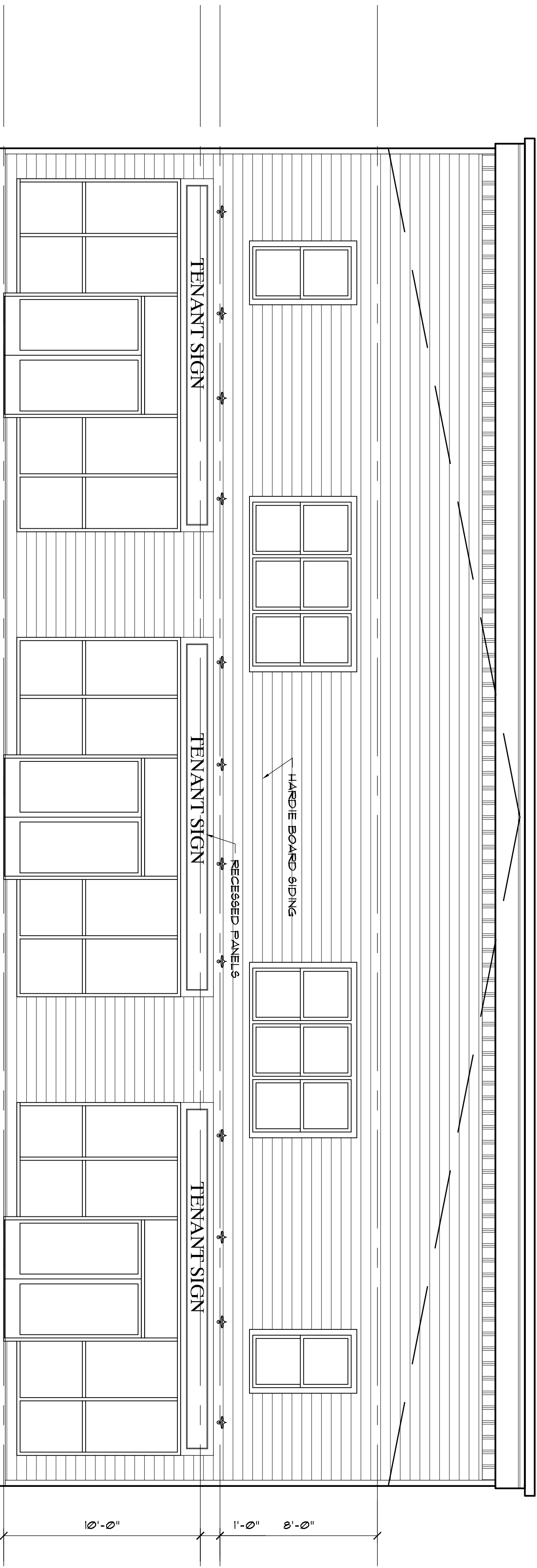
TELEPHONE, FACSIMILE , COMPUTER SERVICES No Additional Charges *

* except in special circumstances pre-agreed upon



FRONT ELEVATION BLDG 2

SCALE: 1/4" = 1'-0"



FRONT ELEVATION BLDG 1

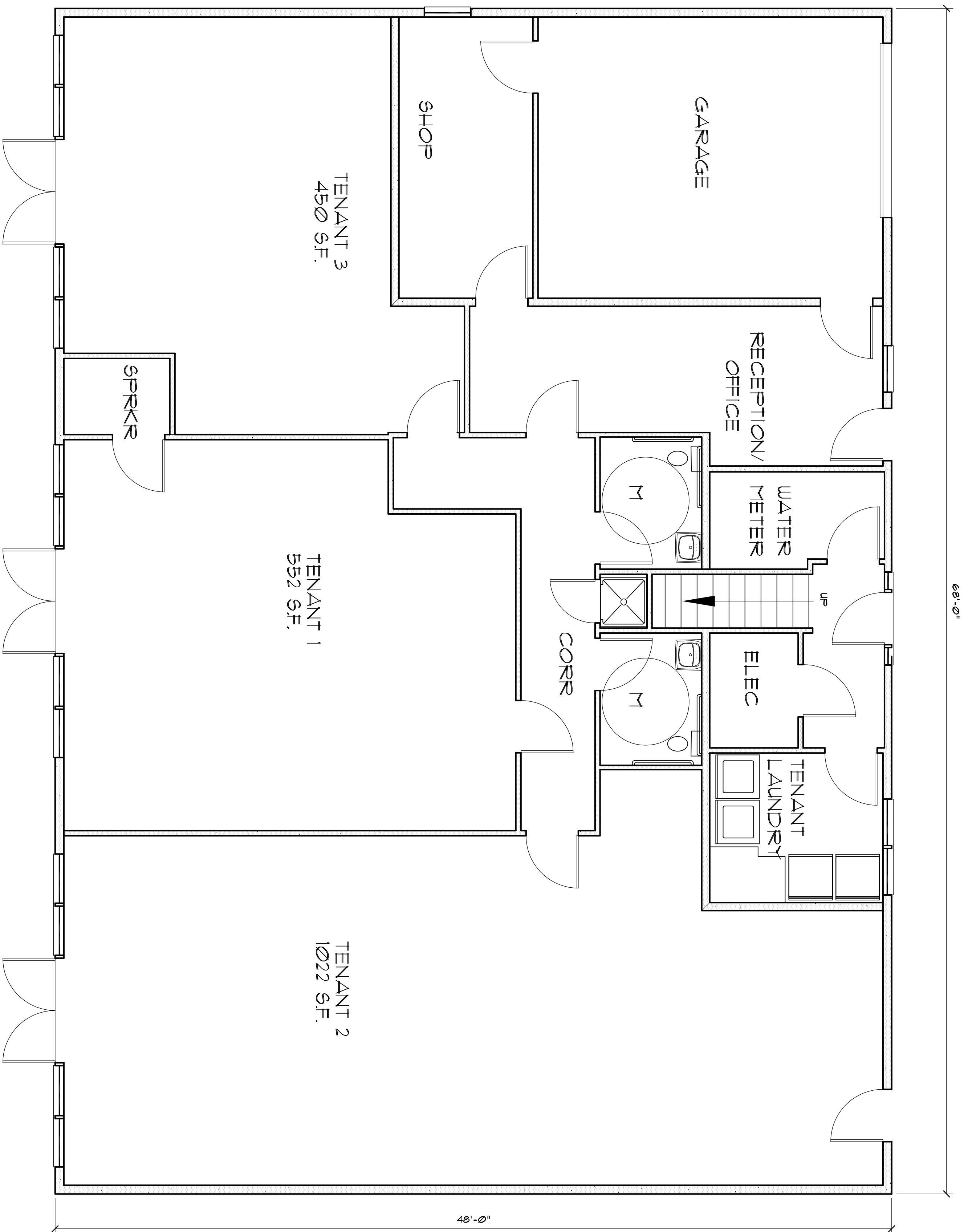
SCALE: 1/4" = 1'-0"

SCHEMATIC

1525 - 1539 SOUTH AVENUE
REDEVELOPMENT MIXED USE
NADONTE JONES

THOMAS J. DITULLIO
ARCHITECT
237 WHITTIER AVE. SYRACUSE, NY 13204
PHONE 315-423-1637
FAX 315-423-3321
DGN BY: RECORD DATE: 5/20/19 JOB NO. SFD-1901
DITULLIO

A-1



FIRST FLOOR BLDG 1

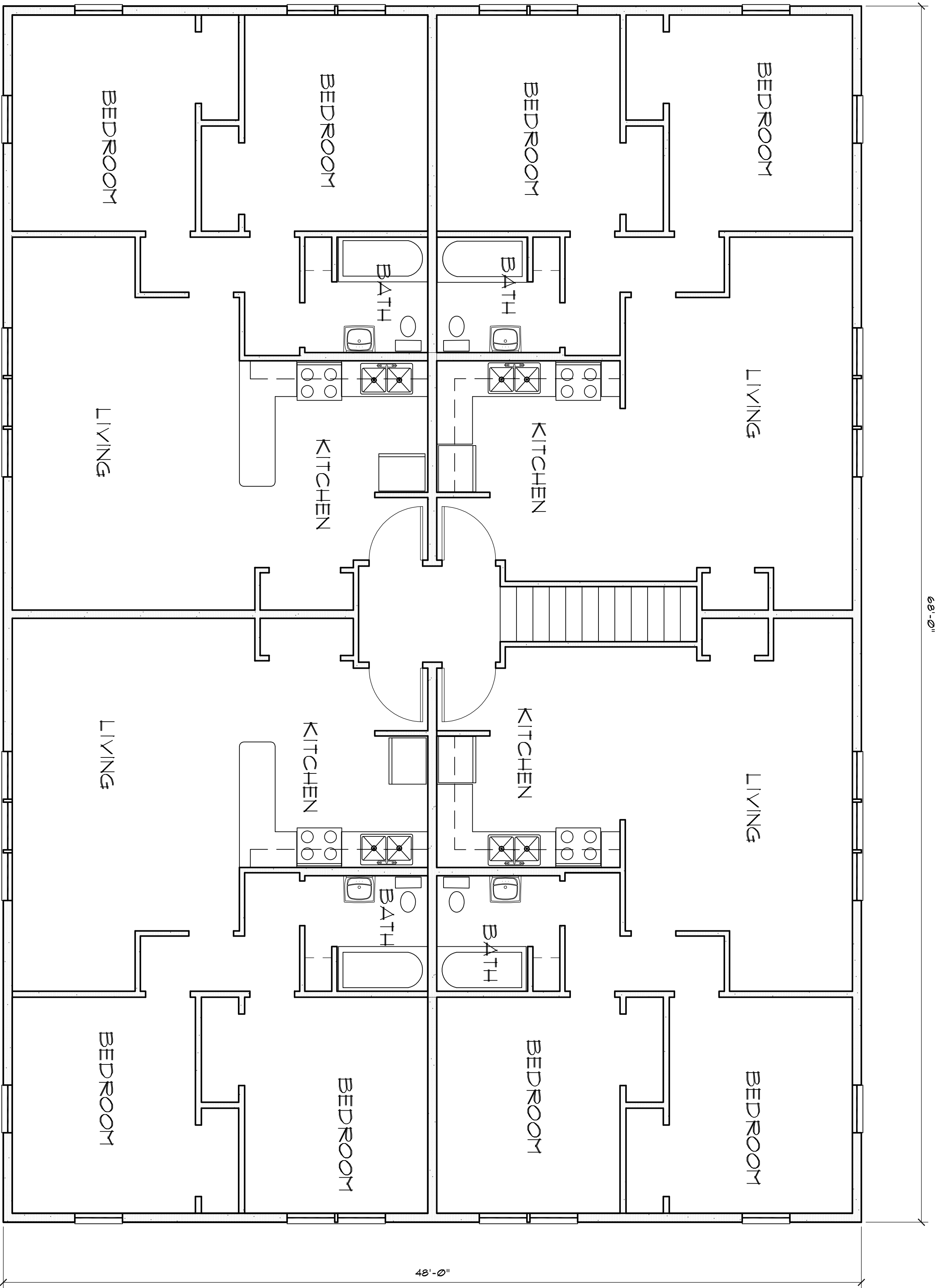
SCALE: 1/4" = 1'-0"

SCHEME 1

1525 - 1539 SOUTH AVENUE
REDEVELOPMENT MIXED USE
NADONTE JONES

THOMAS J. DITULLIO
ARCHITECT
237 Whittier Ave., Syracuse N.Y. 13204
Phone 315-427-1637
Fax 315-423-3321
DRN BY: RECORD DATE 5/20/19 JOB NO. SFD-1501
T.DITULLIO

A-2



68'-0"

48'-0"

2 - 120 SF 2 BR UNITS
2 - 160 SF 2 BR UNITS

SECOND FLOOR PLAN BLDG 142

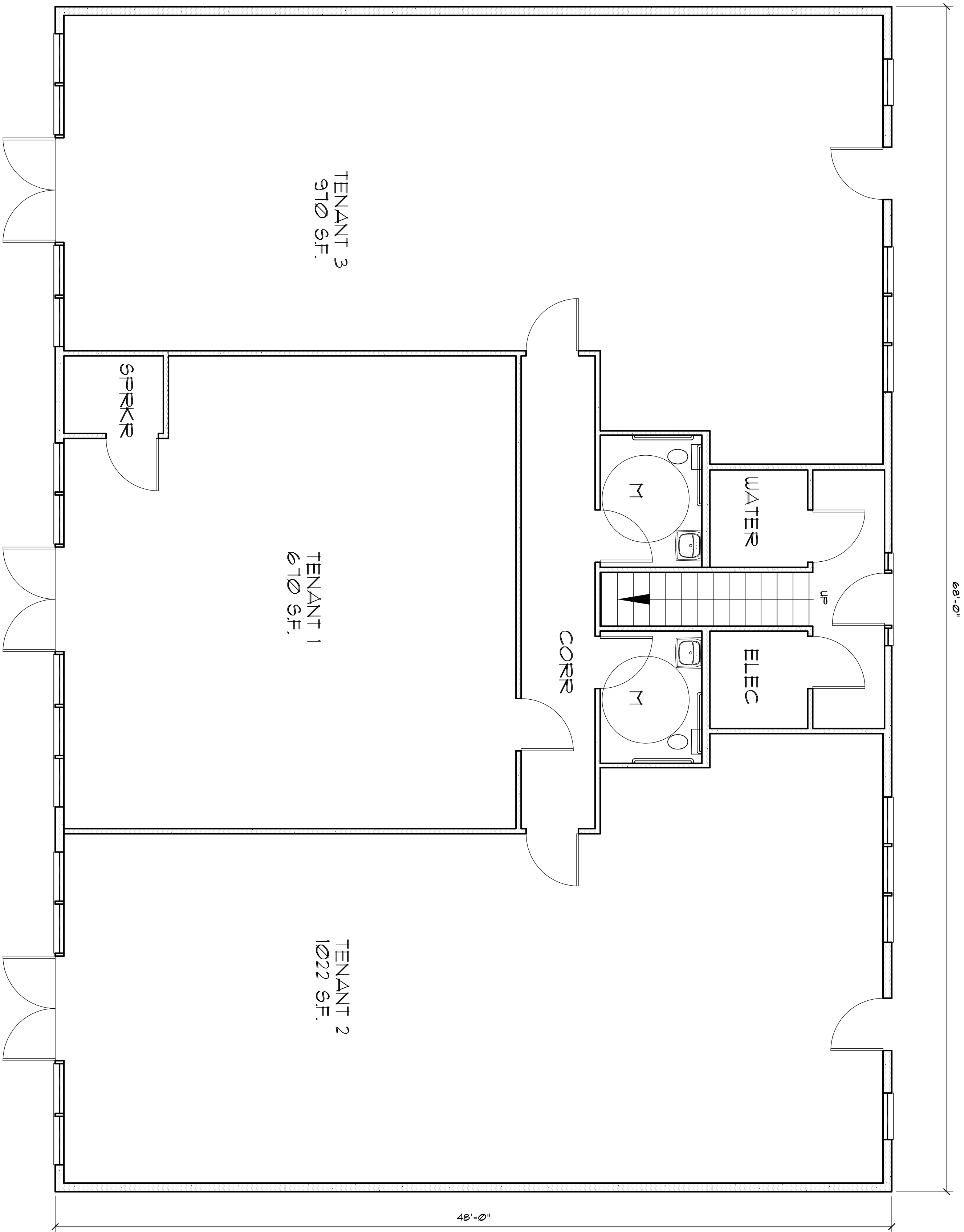
SCALE: 1/4" = 1'-0"

SCHEME 1

1525 - 1539 SOUTH AVENUE
REDEVELOPMENT MIXED USE
NADONTE JONES

THOMAS J. DITULLIO
ARCHITECT
237 Whittier Ave., Syracuse N.Y. 13204
Phone 315-427-1637
Fax 315-423-3321
DRN BY: RECORD DATE 5/20/19 JOB NO. SFD-1501
T.DITULLIO

A-3



FIRST FLOOR PLAN BLDG 2

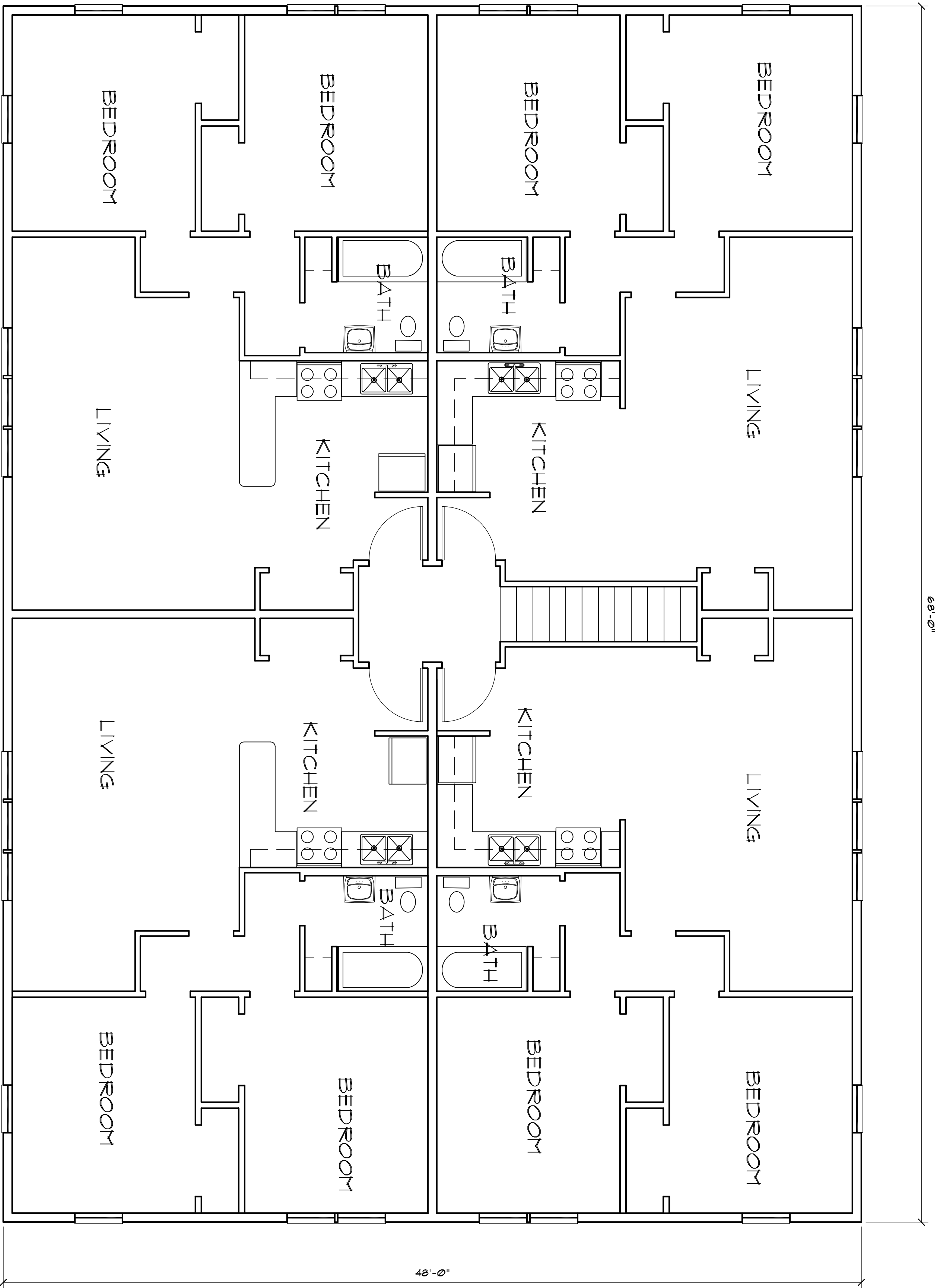
SCALE: 1/4" = 1'-0"

SCHEME 1 & 2

1525 - 1539 SOUTH AVENUE
REDEVELOPMENT MIXED USE
NADONTE JONES

THOMAS J. DITULLIO
ARCHITECT
237 Whittier Ave., Syracuse N.Y., 13204
Phone 315-427-1637
Fax 315-423-3321
DRN BY: T.DITULLIO
RECORD DATE 5/20/19 JOB NO. SFD-1501

A-4



2 - 120 SF 2 BR UNITS
 2 - 160 SF 2 BR UNITS

SECOND FLOOR PLAN BLDG 2

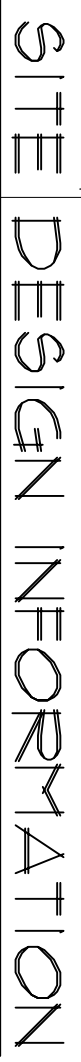
SCALE: 1/4" = 1'-0"

SCHEME 142

**1525 - 1539 SOUTH AVENUE
 REDEVELOPMENT MIXED USE
 NADONTE JONES**

**THOMAS J. DITULLIO
 ARCHITECT
 237 Whittier Ave., Syracuse N.Y. 13204
 Phone 315-427-1637
 Fax 315-423-3321
 DRN BY: RECORD DATE 5/20/19 JOB NO. SFD-1501
 T. DITULLIO**

A-5



MINIMUM SIDE YARD NONE REQUIRED

FRONT YARD NONE REQUIRED
REAR YARD NONE REQUIRED

MAX COVERAGE 100%

1525 - 1539 SOUTH AVENUE

ADDITIONAL MIXED USE

NADON THE JONES

THOMAS J. DITULLIO
ARCHITECT

237 Whittier Ave. Syracuse N.Y. 13204
Phone 315-427-1637
Fax 315-423-3321

DRN BY: RECORD DATE: 5/20/19 JOB NO. SPD-1901
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RECORD DATE: 5/20/19 JOB NO. SPD-1901
TDT11110

§ 1

**Enterprise Community Partners Cities RISE Program
(Request to enter into agreements with sub-grantees)**

COMMUNITY ENGAGEMENT PARTNER – SCOPE OF WORK

OVERVIEW

This Agreement (“Agreement”) is between the Center for Court Innovation, a project of the Fund for the City of New York (CBO Partner) and the City of Syracuse to establish an agreed upon partnership to carry out Community Engagement as part of the Cities RISE Phase III process. All communications regarding this partnership will be coordinated through the City of Syracuse’s Department of Neighborhood and Business Development.

CBO Partner will work with City of Syracuse to ensure successful and meaningful community engagements with their constituents. Detailed below are the roles and responsibilities of the City of Syracuse and the CBO Partner. This Agreement serves as an agreement between the two parties to the following expectations in order to ensure a strong partnership, a successful project, and timely payment.

EXPECTATIONS

CBO Partner

The CBO Partner will hire four (4) current residents of the City of Syracuse to serve as community ambassadors responsible for conducting outreach and education. Each ambassador will work a minimum of 20 hours per week on efforts related to housing, code enforcement, social cohesion/relationship building and neighborhood quality of life concerns in the City of Syracuse. Each resident ambassador hired should be assigned a specific geographic area within the City of Syracuse (Northside, Southside, Eastside, and Westside). The ambassador assigned to each quadrant should have high levels of familiarity and cultural competency of the area in which they are serving. In areas in which sizable populations of residents speak languages besides English, the CBO partner should aim to hire an individual who is able to communicate proficiently and effectively in those languages.

Topics covered will be mutually agreed upon by the City of Syracuse Department of Neighborhood and Business Development can take place in multiple formats, which may include:

- General education around tenant and landlord rights and responsibilities, requirements of the housing code, and code enforcement process
- Relationship building with residents that to help address quality of life related concerns,
- Outreach to tenants in cases where owner has denied entry for an interior inspection approximately 3-5 times per week at the direction of DOCE staff,
- Document outcome of visit in tablet (i.e. answered/did not answer, they want an inspection, they do not want an inspection)
- Education and outreach that advances efforts of the city’s housing partners, including the Greater Syracuse Land Bank, and others as relevant
- Education and outreach regarding the Division of Code Enforcement and the city’s housing partners as relevant, including what each organization does, what types of processes they follow, and how and when to contact each
- Education and outreach regarding programs provided for residents and landlords, including classes for first-time homebuyers, financial education or funding opportunities

- Education and outreach to neighbors of properties where demolitions funded by the City of Syracuse or its housing providers as relevant are slated to occur notifying them of the event

Case management and outreach formats will be mutually agreed upon by the City of Syracuse based on key need areas for the Department of Neighborhood and Business Development and its housing partners. Case management and outreach topics can take place in multiple formats, which may include:

- Door-to-door outreach
- Tabling at events
- Organizing special events designed to increase awareness
- Working with NBD Planning team member to facilitate referrals to appropriate agency partner
- Assisting tenant with making appointment with DOCE, and coordinating / attending follow up inspection if requested by tenant
- Following up with tenant with reminders regarding scheduled inspections or to verify whether issues initially reported have been addressed
- Property condition surveys and data gathering
- Other specific outreach to owners, tenants, or business owners as relevant
- Providing feedback and representing resident interests on long-term neighborhood planning efforts, including residential and commercial investments

Based on feedback from ambassador outreach, the CBO partner will coordinate ambassadors to work alongside NBD planning team partner to provide ongoing feedback regarding neighborhood priorities, concerns, and the status of implementation efforts. Topics covered will be mutually agreed upon by the City of Syracuse and can take place in multiple formats, which may include

- Assist with identifying priorities for fund or resource deployment in designated based on resident feedback and providing feedback to NBD planners and/or staff of NBD housing partners
- Identifying problem properties, blocks, landlords, ect
- Communicating status updates from NBD planning staff and/or its housing partners to residents as relevant
- Notifying residents regarding public meetings or other opportunities to participate in planning processes
- prioritization of resident concerns and priorities as part of a longer-term neighborhood plan development and implementation
- Work with residents to identify ideas for solutions to challenges, and/or working with NBD staff to coordinate further follow up or action;
- Assist NBD planning staff with information gathering related to neighborhood stakeholder mapping and how to most effectively reach and involve residents in planning efforts

The CBO partner and ambassadors will identify opportunities and work to implement special projects identified by residents as budget constraints allow that work to increase neighborhood social cohesion or that promote creative placemaking, or neighborhood beautification, with particular attention paid to ensuring and promoting opportunities for resident leadership development.

The CBO Partner should aim to having hiring completed by May 1, 2020. In the event that applicable public health guidelines set by the State of New York, the City of New York,

Onondaga County, or the City of Syracuse, result in hiring freezes or delays for the CBO partner, the CBO partner may request an extension in writing to the City of Syracuse Department of Neighborhood and Business Development without voiding this agreement.

In addition to the ambassadors, CBO Partner will also enter into an agreement with the Greater Syracuse Land Bank that allows the CBO Partner to further advance this work by providing stipends to residents who are unable to commit to full time positions for hourly work that supports the activities outlined above, by July 1, 2020.

ROLES + RESPONSIBILITIES

CBO Partner will:

Management and coordination

- Designate one point of contact, Leah Russell, who will be in communication with the City of Syracuse
- Ensure employees adhere to all City guidelines and procedures reviewed in the onboarding training
- Ensure employees documentation of outreach effort in accordance with procedures mutually agreed upon by the CBO Partner and the City of Syracuse
- Participate in short debrief meetings at regular intervals as requested by the City of Syracuse

Logistics and Outreach

- Participate in required trainings to be conducted by the City of Syracuse
- Participate in regular check-ins with NBD staff planner regarding outreach efforts and needed support

Staffing and Documentation

- Coordinate with City of Syracuse to ensure that materials created for distribution are appropriate for intended audience
- Documentation of outreach efforts in accordance with procedures mutually agreed upon by the CBO Partner and the City of Syracuse

Deliverables

- Complete and document on average 5-10 points of contact related to ongoing case management weekly in accordance with protocol mutually agreed upon by the City of Syracuse and CBO partner
- Identify and complete at least one neighborhood special project with residents by the end of the two year grant term
- Enter into an agreement with the Greater Syracuse Land Bank by July 1, 2020 that, at minimum, enables the CBO partner to compensate residents with additional stipend pay in exchange for supporting the types of outreach activities outlined above

City of Syracuse will:

- Commit one staff person to serve as the main point of contact, Michelle Sczpanski, to work with the CBO partner's primary contact throughout the project
- Commit one staff planner as a primary point of contact for each geographic area of the City (Northside, Southside, Eastside, Westside)
- Provide ongoing guidance and support to Subcontractor between March 2020 and the end of the project to ensure deliverables are met executed

- Send at least one representative of the City of Syracuse to speak and actively participate in all meetings. Such representative shall be present solely for the purposes of promoting community engagement and will not utilize information shared at the meetings for purposes of enforcement.
- Support Partner by providing print and large format materials as needed for meetings
- Complete the training curriculum required for ambassador participation
- Provide support for community meetings
- Assist with technical content development for fliers or outreach materials
- Provide engagement materials for meetings (survey, discussion poster, context information etc.)
- Help train facilitators or meeting leaders as required
- Help collate the feedback received from meetings
- Ensure timely payment of invoices

Compensation:

Compensation includes subgrantee staff and program salaries and fringe, subgrantee administrative costs, community ambassador salaries and fringe, outreach materials and multi-language material translation, and food and special project support.

*Note: payment will be dependent on Hester Street's receipt of funds from Enterprise (program sponsor)

All checks should be made out to the Fund for the City of New York/ Center for Court Innovation

Please send all payments directly to:

Center for Court Innovation

ATTN: Fiscal Department

520 Eighth Avenue, 18th Floor

New York, NY 10018

Staff Roles:

CBO Partner Staff 1 (Name + Title):

_Leah Russell, Peacemaking Project Coordinator, Center for Court Innovation

Term: This Agreement shall be effective as of [April 1, 2020] and terminate on [March 31, 2022].

All modifications to this Agreement shall be in writing and agreed to by all parties. Each party may terminate the Agreement upon 30-day prior written notice to the other parties.

Signatures

City of Syracuse

Center for Court Innovation