

## RESOLUTION

A regular meeting of the City of Syracuse Industrial Development Agency was convened in public session on October 15, 2019, at 8:30 o'clock a.m. in the Common Council Chambers, City Hall, 233 East Washington Street, Syracuse, New York.

The meeting was called to order by the Chairman and upon roll being called, the following members of the Agency were:

**PRESENT:** Michael Frame, Steven Thompson, Kathleen Murphy, Rickey T. Brown, Kenneth Kinsey

**THE FOLLOWING PERSONS WERE ALSO PRESENT:** Staff Present: Judith DeLaney, Susan Katzoff, Esq., John Vavonese, Lori McRobbie; Others Present: Joseph M. Marusa, Stephanie Pasquale, Jacob Waldron, Eric Ennis, Aggie Lane, Merike Treier, Timothy Lynn, Esq., Jake Dishaw, Jeremy Cali, Tom Douglas; Media Present: Rick Moriarty

The following resolution was offered by Rickey T. Brown and seconded by Kenneth Kinsey:

### **RESOLUTION AUTHORIZING A PROJECT AND AUTHORIZING THE EXECUTION AND DELIVERY OF CERTAIN DOCUMENTS IN CONNECTION THEREWITH AND THE EXPENDITURE OF FUNDS IN SUPPORT THEREOF**

**WHEREAS**, the City of Syracuse Industrial Development Agency (the "**Agency**") is authorized and empowered by Title 1 of Article 18-A of the General Municipal Law of the State of New York (the "**State**"), as amended, together with Chapter 641 of the Laws of 1979 of the State of New York, as amended from time to time (collectively, the "**Act**"), to promote, develop, encourage and assist in the acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing of industrial, manufacturing, warehousing, commercial, research and recreation facilities, for the purpose of promoting economically sound commerce and industry to advance the job opportunities, health, general prosperity and economic welfare of the people of the State, to improve their recreation opportunities, prosperity and standard of living; and

**WHEREAS**, to accomplish its stated purposes, the Agency is authorized and empowered under the Act to grant "financial assistance" (as defined in the Act) in connection with the acquisition, reconstruction and equipping of one or more "projects" (as defined in the Act); and

**WHEREAS**, the Agency has identified a need to enhance its ability to provide solutions, tools and economic development resources to streamline the process for businesses and entrepreneurs applying for one or more permits or licenses within the City to increase economic development for the benefit of the residents of the City of Syracuse, New York (the "**City**"); and

**WHEREAS**, Camino Technologies, Inc. ("**Camino**") with offices at 122 East 2<sup>nd</sup> Avenue, Suite 200, San Mateo, California 94401 builds next generation of customer service software technology for municipalities; and

**WHEREAS**, the City has been working with Camino to build an electronic permitting (ePermits) system, which would allow certain permit applicants to apply for permits remotely, edit submissions electronically, eliminate the need for paper copies, reduce time and inefficiencies inherent with multiple inter-municipal department review and reduce the time frames for issuing permits; and

**WHEREAS**, the City permit office has requested the Agency partner with them to undertake a project to build and implement a user-friendly, next generation permit management system through/with Camino, including the funding of up to \$100,000 to cover a portion of expenses and start-up software costs regarding Electronic Plan Review Software (EPRS) to improve customer experience, reduce applicant expenses and expedite the review process, the scope of which is described in **Exhibit "A"** attached hereto (the "**Camino Project**"); and

**WHEREAS**, the cost associated with the Camino Project is a one-time investment as it is the intent of the City to include ongoing costs into the next fiscal budget; and

**WHEREAS**, the Executive Director of the Agency seeks authority from the Agency to negotiate, execute and deliver a cooperation agreement (the "**Agreement**") with the City to expend the \$100,000 to pay for a portion of the Camino Project (the "**Funds**") in accordance with the terms hereof. The City and Camino have almost fully completed Phase 1 of the Camino Project. In order to avoid any interruption or delay in the Camino Project, the Funds are required to bridge the gap from now until the City can allocate money from its budget. The Funds would allow Phase I to be launched before the end of this calendar year affecting nearly 1,600 permits for HVAC and electrical. Phase II will follow shortly thereafter and be covered at least in part by the Funds as might a small portion of Phase III (the foregoing collectively, the "**Scope of Work**"); and

**WHEREAS**, pursuant to Article 8 of the Environmental Conservation Law of the State of New York, as amended, and the regulations of the Department of Environmental Conservation of the State of New York promulgated thereunder (collectively referred to hereinafter as "**SEQRA**"), the Agency has classified the Camino Project and has determined that the Camino Project constitutes a "Type II" action as that term is defined under SEQRA, and therefore no further review is required; and

**NOW, THEREFORE**, be it resolved by the members of the City of Syracuse Industrial Development Agency, as follows:

**Section 1.** Based upon the representations made to the Agency, the Agency makes the following findings and determinations:

(A) The Camino Project consists of a "Type II" action under SEQRA and therefore no further review is required; and

(B) The Agency has determined that the Camino Project will provide an enormous benefit which will foster and improve economic development in the City; and

(C) The Agency authorizes the expenditure of the Funds as set forth herein contingent upon the terms of this Resolution and the City executing and delivering the Agreement to accomplish the Camino Project; and

(D) The Executive Director of the Agency is hereby authorized, on behalf of the Agency, to negotiate, execute and deliver the Agreement, in accordance with the terms hereof to provide for the Scope of Work to be provided as part of the Camino Project, as presented at this meeting and attached hereto as **Exhibit "A"**, and expend the Funds for the City to engage Camino to undertake the Camino Project and perform and provide the Scope of Work as set forth herein, with changes in terms and form as shall be consistent with this Resolution and as the Chairman or Vice Chairman shall approve; and to do such further things or perform such acts as may be necessary or convenient to implement the provisions of this Resolution. The execution thereof by the Executive Director shall constitute conclusive evidence of such approval.

**Section 2.** Should any court of competent jurisdiction determine that the Agency is not authorized under the Act to participate in the Camino Project, the Agreement or provide the Funds, this Resolution shall automatically become null, void and of no further force and effect.

**Section 3.** No covenant, stipulation, obligation or agreement contained in this resolution or any document referred to above shall be deemed to be the covenant, stipulation, obligation or agreement of any member, officer, agent or employee of the Agency in his or her individual capacity. Neither the members nor officers of the Agency, nor any person executing any documents referred to above on behalf of the Agency, shall be liable thereon or be subject to any personal liability or accountability by reason of the execution or delivery thereof.

**Section 4.** A copy of this Resolution shall be placed on file in the office of the Agency where the same shall be available for public inspection during business hours.

**Section 5.** The Secretary of the Agency is hereby authorized to and may distribute copies of this Resolution and to do such further things or perform such acts as may be necessary or convenient to implement the provisions of this Resolution.

**Section 6.** This Resolution shall take effect immediately. A copy of this Resolution shall be placed on file in the office of the Agency where the same shall be available for public inspection during business hours.

The question of the adoption of the foregoing resolution was duly put to vote on a roll call, which resulted as follows:

	<u>AYE</u>	<u>NAY</u>
Michael Frame	X	
Steven Thompson	X	
Kathleen Murphy	X	
Kenneth Kinsey	X	
Rickey T. Brown	X	

The foregoing Resolution was thereupon declared duly adopted.

STATE OF NEW YORK )  
COUNTY OF ONONDAGA ) SS:

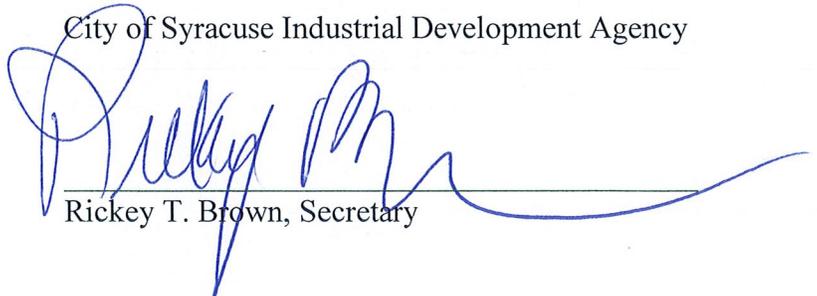
I, the undersigned Secretary of the City of Syracuse Industrial Development Agency, **DO HEREBY CERTIFY** that I have compared the annexed extract of the minutes of the meeting of the City of Syracuse Industrial Development Agency (the "**Agency**") held on October 15, 2019, with the original thereof on file in my office, and that the same (including all exhibits) is a true and correct copy of the proceedings of the Agency and of the whole of such original insofar as the same relates to the subject matters referred to therein.

**I FURTHER CERTIFY** that (i) all members of the Agency had due notice of such meeting, (ii) pursuant to Section 104 of the Public Officers Law (Open Meetings Law), such meeting was open to the general public and public notice of the time and place of such meeting was duly given in accordance with such Section 104, (iii) the meeting was in all respects duly held, and (iv) there was a quorum present throughout.

**I FURTHER CERTIFY** that, as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or rescinded.

**IN WITNESS WHEREOF**, I have set my hand and affixed the seal of the Agency this 26 day of November, 2019.

City of Syracuse Industrial Development Agency



Rickey T. Brown, Secretary

(SEAL)

**EXHIBIT "A"**  
**SCOPE OF WORK**

# Scope of Work

## Permit Management System

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### Overview

The City of Syracuse is looking to build out a series of innovative enhancements to our permitting and approvals process that will make housing and mixed-use development easier. The City of Syracuse is seeking a web-based permit management system to streamline approvals for Planning, Building, and Code Enforcement Division projects. The permit management system will be used for core operations such as tracking applications, code enforcement cases, coordinating plan reviews, recording fees, issuing violations and fines, and scheduling inspections. Key Functionality of this system will include:

- **An entirely online permit process for applicants.** Currently parts of the City's permitting process are available online, however functionality is limited. A new system will allow applicants to apply for every project, track project status, communicate with reviewers, and schedule inspections entirely online. This will lower the barrier for applicants who today may be required to come in-person to city hall during business hours. It will also allow inspectors and staff to access all functionality of the new system in-the-field
- **Automated review.** For certain types of permits, the City will allow applicants to apply for and receive permits with little or no staff involvement. The City will rely on the software to validate that required regulations are being complied with. This will allow applicants to pull permits on holidays, weekends, and after-hours, regardless of staff availability, freeing up staff time and expediting review of more complex projects.
- **Platform-based solution with an open developer API.** The City's current system does not offer an easy interface for connecting other software solutions. This limits staff's ability to upgrade infrastructure. For example, the City will explore moving the city to Electronic Plan Review which will offer lower costs and convenience for applicants, and a faster review process for staff. However, without easy API integration a switch to Electronic Review will not be possible.
- **Reporting.** The City's current system only provides a limited number of reports regarding permit types, number of permits, and permit status. Developing new reports and performing additional analysis is often complex and time intensive. A new system would be developed to provide real-time reporting on trends and analysis with an easily customizable and user friendly interface.

### Scope of Work

#### Phase 1: Pilot Permit System

- Launch a streamlined application portal for Electrical and HVAC projects with the following functionality:
  - Online application intake

- Electronic plan submission
- Online fee collection
- Automated alerts and status tracking
- Internal task management for reviews and inspections
- Automatically check against contractor licensing
- City address and parcel integration
- Permit / certificate issuance

## **Phase 2: Online Permit Guide / Testing and Improving Pilot**

- Run Camino's pilot system for live applicants and staff. Monitor usage and collect feedback to inform future changes.
- In parallel deploy an online Building Permit Guide within Camino as a resource to enhance our existing permit system. The Permit Guide is 'wizard-like' portal that helps applicants understand the approval process. The portal will automatically explain which permits are required, which zoning and building regulations apply, and calculate fees. This will lower costs for applicants who would otherwise need to spend time or money on research. It will also reduce frequent mistakes that lead to delays and increased costs in the permit process.

## **Phase 3: Expand Pilot**

- Expand system to include features needed for all permit types that don't require plan review. Additions include:
  - Online inspection scheduling
  - Inspection routing
  - Mobile accessibility for applicants
  - Mobile inspection application
  - Automated internal task assignment
  - User profile management
  - Multi-language support
- Configure additional permit types in Camino

## **Phase 4: Full Permit Management System**

- Configure system for all permit types. Add functionality for:
  - Workflow automation
  - Code enforcement
  - Management reporting
  - Record / land management.
- Migrate data from existing systems
- Electronic plan review integration
- File storage integration
- Finance system integration
- Public API

## **Phase 5: Future Enhancements**

- Evaluate usage of new system and make adjustments or enhancements.
- Explore addition of AI to workflows and reporting. The permit process generates a lot of data, and a new system will help us better understand trends and patterns that can lead to cost and time savings.