

**Members:**

**Hon. Matthew J. Driscoll, Chair**  
Mayor  
City of Syracuse

**Daniel G. Lowengard**  
Superintendent of Schools  
Syracuse City School District

**Hon. Calvin Corriders, Treasurer**  
Commissioner  
Board of Education

**Dr. Ruben Cowart**  
President and CEO  
Syracuse Community Health Center

**Hon. Bea González**  
President  
Syracuse Common Council

**Hon. Nancy K. McCarty**  
Commissioner  
Board of Education

**Hon. Laurie Menkin**  
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**Kenneth Mokrzycki**  
Director of Administration  
City of Syracuse

**Hon. Van B. Robinson**  
Councilor  
City of Syracuse

**Hon. William M. Ryan**  
Councilor  
City of Syracuse

**Secretary to the Board:**

**Christine M. Fix**  
Director of Intergovernmental Affairs  
City of Syracuse

**Advisory Staff:**

**Joseph W. Barry, III, Esq.**  
Senior Assistant Corporation Counsel  
City of Syracuse

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Assistant to the Superintendent  
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# JSCB

## Joint Schools Construction Board

[www.jscb.us](http://www.jscb.us)

### **MEETING MINUTES FOR 5/17/07**

**Board Members present:** Mayor Driscoll, Superintendent Dan Lowengard Calvin Corriders, Dr. Ruben Cowart, Bea Gonzalez, Laurie Menkin, Nancy McCarty, Ken Mokrzycki, Van Robinson, Bill Ryan

**Board Members absent:** None

Meeting minutes from 5/10/07 were accepted and put into the record.

The Secretary reported that she had received, by 5:00 pm on May 10, 2007, four sets of Requests for Clarification regarding the Program Manager RFP. The Advisory Staff prepared answers to those requests which were distributed to the Board. The clarifications were then posted on the JSCB website on May 17, 2007 and mailed on the same day to all of the attendees at the pre-submittal meeting who had signed in.

Information regarding a seminar hosted by Hancock and Estabrook was distributed to all Board Members.

An e-mail letter of introduction from PRES Energy, Cicero, NY, dated May 15, 2007 was distributed to all Board Members.

The Bond Underwriter Proposal interview process began on schedule at 8:45am with Citigroup and First Albany making public presentations. A copy of the letter sent to both firms which included the interview process and evaluation criteria is attached.

At 9:10am a motion to adjourn into Executive Session, as outlined in the interview process, was made by Councilor Van Robinson. The motion was seconded by Council President Bea González and was voted on by the Board. The Board then adjourned to Executive Session.

At 10:05am, Board Members returned to the regular meeting and filled out their evaluation sheets. The sheets were reviewed by the Board Secretary, Commissioner of Finance Brian Roulin and Senior Assistant Corporation Counsel Joe Barry. The Secretary reported that First Albany Capital was selected as the JSCB Bond Underwriter.

The Board then passed Resolution #11 of 2007 authorizing the award of the Bond Issuance Underwriter contract to First Albany Capital. The motion was made by Calvin Corriders and seconded by Dr. Ruben Cowart and passed unanimously.

The meeting was adjourned. Next Board meeting will be held on May 31, 2007 from 8:30 am to 10:30 am in the SyraStat room in City Hall.

***Board minutes prepared by Christine M. Fix, JSCB Secretary. A complete audio recording is available upon request***



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May 11, 2007

Dear \_\_\_\_\_,

Thank you for responding to the JSCB Bond Underwriter Request for Qualifications. At the May 10, 2007 JSCB Meeting, the Board chose your firm as one of the top two candidates to proceed to the interview process.

As Secretary to the JSCB, I am confirming our phone conversation yesterday to invite your firm to make a presentation as outlined in the attached document. This presentation would take place at the next regular Board meeting scheduled for Thursday May 17, 2007 in the SyraStat room of Syracuse City Hall.

We are asking that you arrive by 7:30am so that we can be sure that your technical needs are accommodated. Please contact me prior to the presentation date so I know what you will require.

Please do not hesitate to contact me should you have additional questions. My cell is (315) 427-6633 or by email at [cfix@ci.syracuse.ny.us](mailto:cfix@ci.syracuse.ny.us).

Sincerely,

Christine M. Fix  
JSCB Secretary

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### Bond Underwriter Interview Process May 17, 2007

The following process will be followed during the May 17, 2007 meeting to govern the interview portion of the Bond Underwriter RFP selection.

#### TIMELINE:

|                 |  |
|-----------------|--|
| 8:30 – 8:45am   | JSCB housekeeping                        |
| 8:45 – 8:55am   | Citigroup public presentation            |
| 8:55 – 9:00am   | transition                               |
| 9:00 – 9:10am   | First Albany public presentation         |
| 9:10 – 9:20am   | transition to Executive Session          |
| 9:20 – 9:40am   | Citigroup Executive Session interview    |
| 9:40 – 9:45am   | transition                               |
| 9:45 – 10:05am  | First Albany Executive Session interview |
| 10:05 – 10:15am | transition to Regular meeting            |
| 10:15 – 10:25am | JSCB voting and selection                |
| 10:25 – 10:30am | Resolution to adopt                      |

#### CRITERIA FOR PUBLIC PRESENTATION

The firms are asked to describe the “value added” of their firm being selected for this specific role for this specific project. In other words, “Why are you the perfect fit?” This presentation should not contain any specifics that would violate their firm’s confidentiality or offer any advantage to the competing firm by disclosing their strategies. The firms can present this information in any form they deem necessary and should contact the JSCB Secretary so that audio/visual and computer equipment is available and can be set up beforehand. Space accommodations need to also be considered.

#### CRITERIA FOR EXECUTIVE SESSION PRESENTATION

The firms will be asked to give specifics/strategies/measurements for outcomes relating to three specific goals. They are:

- Provide specific examples and ideas of how your firm would structure the bonds in order to minimize the local costs of the project.
- Knowledge of and experience with New York State Education Aid Formula and what operating issues during the year do you see from the pledge and set aside of aid money.
- The JSCB seeks to add one or more minority firms as co-managers and expects that they will be active participants. Discuss how your firm will work with co-managers in furtherance of JSCB expectations in this area.

There maybe additional questions from Board members regarding your RFP submission.

**IMPORTANT:** Strict adherence to the timelines and criteria will be monitored.

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