



To: SEDCO Board of Directors
From: Vaughn Davis
Date: December 15, 2023
Re: SEDCO Board of Directors Meeting Agenda – December 15, 2023

The Syracuse Economic Development Corporation **Board of Directors Meeting on Friday December 15, 2023, at 3:30 PM held in person in the iLab Conference Room in City Hall, 233 East Washington Street, Syracuse, NY 13202.**

I. Call Meeting to Order

II. Roll Call – 1

III. Proof of Notice - 2

IV. Minutes – 3

Approval of minutes from the November 2, 2023, Board meeting.

VI. New Business

ARPA Micro Enterprise Fund Requests - 4

Review and discussion of the loan financing requests submitted as part of the American Rescue Plan Act (ARPA) Small Business Assistance Fund for consideration.

1. Syracuse Soap works

ARPA Community Impact Fund Requests - 5

Review and discussion of the loan financing requests submitted as part of the American Rescue Plan Act (ARPA) Community Impact Fund for consideration.

1. CNY Pizza, LLC

Traditional SEDCO Financing - 6

Review and discussion of the loan financing requests submitted for consideration for Traditional SEDCO financing.

1. Jordan Davis Services, LLC

2024 Board Meeting Schedule – 7

Mayor’s office to reduce gun violence – 8

2024 SEDCO Budget Review - 9

VII. Adjourn



PLEASE POST

PLEASE POST

PLEASE POST

PUBLIC MEETING NOTICE

THE SYRACUSE ECONOMIC DEVELOPMENT CORPORATION

HAS SCHEDULED

A

BOARD OF DIRECTORS MEETING

ON

THURSDAY, DECEMBER 15, 2023

AT 3:30 PM

IN THE INNOVATION LAB (iLAB) CONFERENCE ROOM

LOCATED AT

SYRACUSE CITY HALL

233 E. WASHINGTON STREET, SYRACUSE, NY 13202

For more information, please contact Vaughntorrien Davis at VDavis@syrgov.net

Minutes

Syracuse Economic Development Corporation
Board of Directors Meeting
Thursday, November 2, 2023
3:30 – 4:30 PM

Meeting was held in-person at:
The iLab at City Hall
233 E. Washington Street
Syracuse, NY 13202

Board Members Present: Eric Ennis, Andrew Fish, Steve Gross, Karolina Marcinkowski,
Ashanti Dickerson

Board Members Excused: Mark Barbee, Sheena Solomon, Rita Paniagua, Patrick Lannon, Calvin
corridors Jr, Richard Driscoll

Staff Present: Vaughn Davis, Suzanne Macpherson, Jakia Durham Kelly, Fred Marty, Esq.

I. Call Meeting to Order

Mr. Ennis called the meeting to order at 3:47 PM.

II. Roll Call

Mr. Ennis acknowledged that all Board Members were present except for Mark Barbee, Sheena Solomon, Rita Paniagua, Patrick Lannon, Calvin corridors Jr, Richard Driscoll.

Mr. Ennis made note that a quorum was not present, and the board members agreed to discuss the agenda items presented and a report would be made to the entire board to hold a vote following the meeting via email.

III. Proof of Notice

Mr. Ennis made note acknowledging proof of notice was out in a timely manner.

IV. Minutes

Mr. Ennis reviewed the meeting minutes from the October 5, 2023 Board meeting. No further discussion was held regarding the minutes and the board members present recommended for approval.

V. New Business

American Rescue Plan Act (ARPA) Community Impact Fund Requests

Mr. Davis introduced One (1) request that was reviewed due to a sensitive timeframe was expedited. He provided background that the request is eligible for up to \$25,000 in financing with a maximum term of five (5) years at 3.0% interest and eligible for up to \$5,000 in forgiveness from the Small Business Assistance Fund.

The project was discussed and reviewed, with a separate vote taking place with the SEDCO Board of Directors by email.

New Business:

1. Dominick's Market Inc.: Request of \$22,000

Mr. Davis provided an overview of the request for assistance from Dominick's Market Inc. to provide financing in the amount of \$22,000 for a term of (5) years (120 months) at 3.0% interest. The Board members present recommended the applicant's request for approval as part of the subsequent vote by the Board by way of email.

VI. Adjourn

The meeting adjourned at 4:01 PM.

ELECTRONIC CORRESPONDENCE WITH SEDCO BOARD:

Following the board meeting, an email correspondence was sent to the SEDCO Board providing a summary of the meeting, and the request that was discussed, and how the board members present recommend proceeding for each item. Included in an email was the following resolution below, requesting board action and votes cast electronically by email.

Motion presented to the Board of Directors by Eric Ennis, President to approve the following items that were discussed, considered, and recommended for approval by a meeting of five (5) board members that occurred on November 2, 2023, the SEDCO Board of Directors approves the following actions:

1. The Meeting Minutes from the October 5, 2023 Board of Directors Meeting;
2. Dominick's Market Inc. in the amount of \$22,000 from the ARPA Small Business Assistance Fund based on the terms structured in the recommendation above.

All members of the board of directors voted to APPROVE the presented items 1-2.

SEDCO ARPA Lending Programs Application Summary
Financial Request Analysis
Fund Type: _____



<i>PART I: APPLICANT INFORMATION</i>					
Business Name	Business Address	Business/Industry Category:	Year Founded	Current # of employees	Total Amount Requested
					\$

<i>PART II: BUSINESS LOCATION</i>			
Neighborhood Location:		Located within ARPA-designated Census Tract?	<input type="checkbox"/> Y <input type="checkbox"/> N

<i>PART III: BUSINESS OWNERSHIP</i>					
Owner Name(s)	Residential Address:	% Owner	Credit Score	Total Covid-19 Assistance Received?	\$
				Previously Assisted by SEDCO/SIDA Covid Programs?	<input type="checkbox"/> Y <input type="checkbox"/> N
				Did the business experience a decline in 2021/22?	<input type="checkbox"/> Y <input type="checkbox"/> N

<i>PART IV: USE OF ARPA FUNDS:</i>		
Summary of the Requested Use of Funds:	Impact of Covid-19:	Efforts Taken Since March 2020:

<i>PART V: BUSINESS FINANCIALS</i>				
Business Financials			Supporting Documents Submitted	
	FY 2022	FY 2023 (Interim)	The following documents were submitted with the request:	
Total Sales	\$	\$	Completed Application	
Total Income (Loss)	\$	\$	2022 Corporate Tax Returns	
Total Expenses	\$	\$	2022 Personal Tax Returns	
Net Profit (Loss)	\$	\$	2023 Interim Financials	
			Personal Financial Statement	
			NYS-45 Form	

<i>PART VI: PROPOSED BUDGET + PERSONAL FINANCIALS</i>					
Proposed SEDCO ARPA Budget			Personal Financial Statement		
Amount	Expense/Item	Purpose		Owner #1	Owner #2
\$			Total Assets	\$	\$
\$			Total Liabilities	\$	\$
\$			Net Worth	\$	\$
\$			Eligible for Forgiveness?	Y <input type="checkbox"/> N	
\$			Staff Recommendation:	\$	
\$					

Other Notes



December 15, 2023

Memorandum To: **SEDCO Board of Directors**
 From: Vaughntorrien Davis
 Re: CNY Pizza, LLC | Community Impact Fund
 Staff Recommendation: **\$125,000.00** in SEDCO Loan Financing

Borrower:

CNY Pizza owns two Pavone's Franchises and is in the process of updating the dining room and kitchens for both locations. One located on Butternut Street and the other on South Warren Street. The updates are projected to take 2 weeks and will include:

- New Flooring
- Updated lights and fixtures
- Updated Kitchen equipment
- Updated furniture

The applicant is putting up a portion of the \$160,000 project budget and is also seeking traditional financing from a local credit union to assist with the costs so there are funds left to operate the business.

Proposed Project:

The owner Randal Hon is renovating and updating the Pavone's franchises located at 500 Butternut and 349 S. Warrant St. The upgrades will include a complete renovation of the dining rooms, kitchens, and Service Station.

SEDCO Loan Request (from applicant) – \$200,000.00

Usage of Funds:

The funds requested are to go toward financing the applicant's renovations and upgrades to the South Warren St. and Butternut St. locations.

The funds they're requesting will go towards:

- The demolition/renovations
- Purchasing new light fixtures and furniture.
- Purchasing new kitchen equipment.
- Payroll

SOURCES & USES:

Project Budget:

a. Payroll	\$9,700.00
b. Renovation	\$25,000.00
c. Equipment	\$85,000.00
d. Furniture/Fixtures	\$40,300.00
TOTAL INVESTMENT	\$160,000.00

Project Sources:

a. SEDCO Community Impact financing	\$125,000.00
b. <u>Owner Equity</u>	<u>\$35,000.00</u>
TOTAL INVESTMENT	\$160,000.00

Recommendation:

After consulting with the Loan Review Committee, Staff is recommending the SEDCO Board of Directors approve the applicant's request in the total amount of \$125,000.

Based on the maximum terms available as part of the Community Impact Fund, SEDCO would structure the interest rate at 3.0% for this loan, with a term of Ten (10) years (120 months) to reflect the term of the lease. The first three (3) months would be an interest-only period giving the applicant time to complete the project and begin generating revenue.

Collateral:

SEDCO would seek to hold a subordinate lien through a UCC filing on all the furniture, fixtures and equipment purchased with the funds for capital upgrades. SEDCO will also secure a personal guarantee from R. Hon as the founder and director of the applicant entity.

SEDCO ARPA Lending Programs Application Summary
Financial Request Analysis
Fund Type: _____



<i>PART I: APPLICANT INFORMATION</i>					
Business Name	Business Address	Business/Industry Category:	Year Founded	Current # of employees	Total Amount Requested
					\$

<i>PART II: BUSINESS LOCATION</i>			
Neighborhood Location:		Located within ARPA-designated Census Tract?	<input type="checkbox"/> Y <input type="checkbox"/> N

<i>PART III: BUSINESS OWNERSHIP</i>					
Owner Name(s)	Residential Address:	% Owner	Credit Score	Total Covid-19 Assistance Received?	\$
				Previously Assisted by SEDCO/SIDA Covid Programs?	<input type="checkbox"/> Y <input type="checkbox"/> N
				Did the business experience a decline in 2021/22?	<input type="checkbox"/> Y <input type="checkbox"/> N

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\$			Total Assets	\$	\$
\$			Total Liabilities	\$	\$
\$			Net Worth	\$	\$
\$			Eligible for Forgiveness?	Y <input type="checkbox"/> N	
\$			Staff Recommendation:	\$	
\$					

Other Notes



Board of Directors Meetings

2024 Schedule

Board of Directors Meeting

(Place of meeting to be determined)

January 11, 2023

February 1, 2023

March 7, 2023

April 4, 2023

May 2, 2023

June 6, 2023

July 11, 2023

August 8, 2023

September 5, 2023

October 3, 2023

November 7, 2023

December 5, 2023

Note: Agenda items and related documentation should be provided a minimum of **30 days** prior to each scheduled meeting date. Items should be sent to the attention of Vaughn Davis by e-mail at VDavis@syrgov.net or by mail at the address below:

Syracuse Economic Development Corporation
300 South State St., Suite 700
Syracuse, NY 13202

*** SEDCO Loan Committee Meetings will be scheduled on an as needed basis a week prior to a scheduled Board of Directors Meeting***



ARPA Safer Street Syracuse Revolving Loan Fund

Following inclusion within the City of Syracuse's funding priorities for the \$123 Million allocation from the American Rescue Pland Act (ARPA), the Syracuse Economic Development Corporation (SEDCCO) is proposing the following use of funds for a \$172,000 allocation designed to establish a revolving loan fund (RLF) to provide financial capital to support vendors participating in The office of the Mayor's "Safer Street Syracuse" initiative with funding in the form of bridge loans to provide startup capital so that they can begin assisting the city's youth with conflict mediation, mentorship and case management, individual and group therapy. The program is designed to build capacity and develop a viable, long term program that prevents violent crime by serving the city's "at risk" youth.

DBE ONE STOP INITIATIVE:

Purpose: Assists the vendors associated with safer streets with startup capital to begin mentoring and servicing the community's "at risk" individuals within the 18 to 27 age range with hopes to reduce gun violence in the city.

Services Provided:

- Conflict Mediation
 - Mentorship and case management
 - Individual and group therapy
-

ARPA 'SAFER STREET SYRACUSE' REVOLVING LOAN FUND (RLF):

Purpose: provide bridge loan financing to those firms enrolled in and participating in the Safer Street Syracuse Initiative.

Eligibility Criteria:

Only firms that are enrolled and participating in the Safer Street Syracuse initiative who have provided a project budget identifying how much funding they will receive from the grant program.

- Good Life Philanthropic Youth Foundation
- OG's Against Gun Violence
- Northside Learning Center
- Project H.E.A.L
- Salvation Army

Proposed Loan Structure:

- Maximum Loan Size: \$90,000.00
- Interest Rate: Between 1-2 %
- Term: Up to 2 Years (24 months)
- Use of Funds: working capital designed to cover expenses attributed to assisting with outreach and servicing of the community's youth

SYRACUSE ECONOMIC DEVELOPMENT CORPORATION
PROPOSED ANNUAL BUDGET
FISCAL YEAR ENDING DECEMBER 31, 2023

	<u>2021</u>	<u>2022</u>	<u>2022</u>	<u>2022</u>	<u>2023</u>	<u>2023</u>	<u>2024</u>	
	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>	
GRANT INCOME	1,800,000	4,000,000	4,000,000	4,000,000	600,000	-	6,444,600	4811-0-0
BANK INTEREST INCOME	181	400	7,280	7,280	10,000	63,519	80,000	4200-0-0
CD INTEREST INCOME - SCFCU	1	1	1	1	1	1	1	4214-0-0
INTEREST INC. SCFCU SECONDARY	2,250	3,000	3,750	3,750	3,750	3,000	3,000	4215-0-0
LOAN INTEREST INCOME - UNREST	102,078	121,627	143,601	143,600	142,000	145,385	133,043	4315-0-0
LOAN LATE FEE	20	100	3,534	100	-	133	150	4315-1-0
INTEREST INCOME - DEYS	-	42,902	-	-	-	-	-	4317-0-0
TOTAL REVENUE	1,904,530	4,168,030	4,158,166	4,154,732	755,751	212,038	6,660,794	
OFFICE EXPENSE	3,918	2,500	8,783	8,783	4,200	5,773	7,500	5005-0-0
SEDCO SALARY	28,811	43,311	72,421	72,421	80,000	173,152	288,000	5011-0-9
SEDCO FICA	1,989	3,273	5,221	5,221	3,149	5,559	20,733	5133-0-9
SEDCO HEALTH	9,934	14,756	20,082	20,082	12,212	24,983	92,436	5145-0-9
SEDCO RETIREMENT	3,927	4,107	3,927	3,927	3,927	3,927	26,018	5155-0-9
PROF SERVICES	31	1,000	4,241	4,241	4,240	13,412	15,000	5020-0-0
PROF SERVICES - AUDIT/ACCTING	19,150	14,500	14,953	14,953	14,500	22,800	15,000	5020-1-0
LEGAL FEES	3,061	8,500	4,523	4,523	4,523	1,032	2,000	5030-0-0
INSURANCE - DIRECTORS	1,356	1,500	1,356	1,356	1,356	1,356	1,356	5031-0-0
DEVELOPMENT GRANTS	970	250,000	-	-	-	-	-	5034-0-0
DEV GTS - MIDLAND/LINCOLN/BELL	-	595	-	-	-	-	-	5055-5-0
COVID RELIEF GRANT-HUD	320,501	100,000	28,200	28,200	-	-	-	5056-0-0
BAD DEBT EXPENSE	-	20,000	-	-	-	-	-	5076-0-0
MISC - BANK CHARGES	537	450	234	234	450	-	200	5300-0-0
TOTAL EXPENSES	394,186	464,491	163,941	163,941	128,557	251,994	468,243	
CURRENT PROFIT (LOSS)	1,510,344	3,703,539	3,994,225	3,990,791	627,194	(39,957)	6,192,551	