

Minutes
Board of Directors Meeting
Tuesday, April 28, 2020
2:30 pm
WebEx

Board Members Present: Mayor Ben Walsh, Vice-Chair Helen Hudson, Treasurer David Delvecchio
Staff Present: Michael Collins, Meghan Ryan, Esq.

I. Call Meeting to Order

Mayor Walsh called the meeting to order at 2:33 P.M.

II. Roll Call

Mayor Walsh noted all Board members were present.

III. Proof of Notice

Mayor Walsh acknowledged notice of the meeting had been timely and properly provided.

IV. Minutes

Mayor Walsh asked for a motion to approve the minutes from the December 17, 2019 Board of Directors meeting. Ms. Hudson made a motion to approve the minutes. Mr. Delvecchio seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED THE MINUTES FROM THE DECEMBER 17, 2019 BOARD OF DIRECTORS MEETING.**

V. New Business

1) Resolution No. 3430

Resolution No. 3430 was introduced by Mr. Delvecchio. He noted that the budget is a one-page budget. It consolidates all the funds. There are 3 funds of the Agency. Mr. Delvecchio stated that payroll is the biggest fund. It is a revolving fund. SURA is reimbursed by the City for the payroll. Some of the payroll costs such as workers' compensation, are billed back to the City. The audit costs are absorbed by SURA. The budget also shows lease income. It also accounts for taxes paid on various parcels owned by SURA that are not tax-exempt. This current budget is consistent with the SURA budgets from the last few years. Ms. Hudson asked a question about payroll being the biggest expenditure. Mr. Delvecchio advised that it is as it includes salaries and FICA. H stated that salary and related items are pretty big expense costs. They are consistent from year to year in terms

of that dollar amount. The SURA budget is very straight-forward. Mayor Walsh asked if a motion was needed to approve the budget. Ms. Ryan indicated that a motion was necessary. Mayor Walsh asked for a motion to approve the resolution. Mr. Delvecchio made the motion. Ms. Hudson seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED RESOLUTION NO. 3430 APPROVING THE 2020-2021 BUDGET FOR THE SYRACUSE URBAN RENEWAL AGENCY.**

VI. Items for Discussion

1) SURA Financial Statements for Fiscal Year Ending June 30, 2019

Mr. Delvecchio shared SURA's basic financial statements and required communications from Bonadio & Co., LLP, SURA's auditors. He indicated that the audited financials are the required statements of the Agency. There are other accounting items in there as well. The first 40 pages show an unmodified opinion. This means that the financial statements were fairly presented. The auditors were able to develop the statement from our records. Everything is complete. Mr. Delvecchio indicated that SURA does not have any questioned costs. That means that something was done that would have to be repaid to the federal government or the State. There is none of that.

Mr. Delvecchio direct everyone to page 41 where the auditors point out an issue with internal control over financial reporting. There are two items they speak to. Those items are consistent with what the Board has talked about over the years. The first finding is that SURA is required to have the audit done within 90 days. SURA typically cannot. It is very difficult to get it done within that time period. This past year the audit was done more quickly so we were able to move it along. The relationship between the City and SURA makes the 90 days hard. Mr. Delvecchio indicated that it is difficult because the SURA payroll is so integrated with the City. They have to make sure the numbers agree with the City's. The City has 60 days to pay any claims so that does not leave a lot of time to get the SURA audit consolidated and coordinated with the City. This past year was much better. The auditor's report is dated December 18th, which is sooner than the year before but not within 90 days. It still came out earlier than the City audit. The Mayor asked why the Board is just viewing the audit now if it came out in December. Ms. Ryan advised that Mr. Delvecchio circulated it to the Mayor and Ms. Hudson months ago but there was no Board meeting held to discuss it until now.

Mr. Collins asked a question about the engagement letter. Mr. Delvecchio said that the auditors can come in anytime but sometime around June they will ask for the engagement letter. They are under contract already so they can come in at any time. Mr. Collins asked if showing that the auditors are engaged by the City would that help the time requirement issue. Mr. Delvecchio advised that the State is concerned if the audit is not filed at all. Typically, after the lapse of 90 days, Mr. Delvecchio will contact the ABO (Authorities Budget Office) to let them know the audit will be late. The end of March is usually the final deadline. State funding can be held back if the audit is not done but we have never been in that situation. The same auditors are used for the City and SURA. SURA's audit

is independent from the City. SURA is not the only one to have difficulty meeting the 90 day time requirement.

The second finding in the report is getting the transactions done more timely. Mr. Delvecchio said it is because there are not enough people working on it. Invoices do not go out as fast as we would like. There is a part-time payroll person that works on it. There has been work to streamline the processes. The finding relates to things not being billed back to the City as quickly as they should be. Mr. Collins and Mr. Delvecchio will discuss how to better the process and assign some tasks. There is a need for more accounting focus. The Mayor said this is the same problem with the City audit. He asked if the introduction of KRONOS would help. Mr. Delvecchio said that that would be more for time-keeping. This would require accounting intervention such as processing invoices, etc. Mr. Delvecchio with talk to Mr. Collins about getting the fiscal office in NBD more involved.

Mayor Walsh asked if a formal Board action was necessary related to the audit. Ms. Ryan advised that no action was necessary.

VII. Adjournment

There being no further business to discuss, Mayor Walsh asked for a motion to adjourn the meeting. Ms. Hudson made the motion. Mr. Delvecchio seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION TO ADJOURN THE MEETING AT 2:48 P.M.**