



Onondaga Civic Development Corporation

335 MONTGOMERY STREET FLOOR 2M, SYRACUSE, NY 13202

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Regular Meeting Agenda January 16, 2024

8:30A.M. Call to Order the Organizational Meeting

8:35A.M. Call to Order the Regular Meeting

- A. Approval of October 3, 2023 Meeting Minutes
- B. Treasurer's Report
- C. Payment of Bills
- D. Conflict of Interest

Action Items:

1. Issue Audit Services RFP

The Agency is proposing to issue a request for proposals for a firm able to provide all necessary consulting services to enable the agency to comply with all applicable government laws and regulations; all board policies, carry out the mission of the Agency and any other relevant work as directed by the Board.

Agency Action Requested

- a. A resolution of the Board to authorize the issuance of a request for proposals for audit services.

Representative: Robert Petrovich OCDC, President & CEO.

2. Issue Legal Services RFP

The Agency is proposing to issue a request for proposals for a firm able to provide all necessary consulting services to enable the agency to comply with all applicable government laws and regulations; all board policies, carry out the mission of the Agency and any other relevant work as directed by the Board.

Agency Action Requested

- a. A resolution of the Board to authorize the issuance of a request for proposals for legal services.

Representative: Robert Petrovich OCDC, President & CEO.

Adjourn

ONONDAGA CIVIC DEVELOPMENT CORPORATION
Regular Meeting Minutes
October 3, 2023

The Regular meeting of the Onondaga Civic Development Corporation convened on Thursday, October 3, 2023 at 335 Montgomery Street, Floor 2M, Syracuse, New York, 13202 in the conference room.

Michael LaFlair called the meeting to order at 8:37 am with the following:

PRESENT:

Michael LaFlair
Kimberly Townsend
Alison Miller
Mitch Latimer
Vincent Cioci

ABSENT:

Virginia Biesiada O'Neill

ALSO PRESENT:

Robert M. Petrovich, President/CEO
Nancy Lowery, Secretary
Nate Stevens, Treasurer
Alexis Rodriguez, Assistant Treasurer
Karen Doster, Recording Secretary
Len Rauch, Office of Economic Development
Christopher Andreucci, Harris Beach PLLC
Mike Lisson, Grossman St. Amour, PLLC
Brianah Lane, Grossman St. Amour PLLC

APPROVAL OF REGULAR MEETING MINUTES – SEPTEMBER 7, 2023

Upon a motion by Mitch Latimer, seconded by Alison Miller, the OCDC Board approved the regular meeting minutes of September 7, 2023. Motion was carried unanimously.

TREASURER'S REPORT

Alexis Rodriguez gave a brief review of the Treasurer's Report for the month ending September, 2023

Upon a motion by Alison Miller, seconded by Mitch Latimer, the OCDC Board approved the Treasurer's Report for the month ending September 2023. Motion was carried unanimously.

PAYMENT OF BILLS

Alexis Rodriguez gave a brief review of the Payment of Bills, Schedule #111.

Upon a motion by Vincent Cioci, seconded by Kimberly Townsend, the OCDC Board approved the Payment of Bills schedule #111 with General Expenses being \$5,982.58. Motion was carried unanimously.

CONFLICT OF INTEREST

Nancy Lowery stated based upon the items on the agenda today a conflict of interest is not necessary.

REVIEW AND APPROVE THE 2024 OCDC BUDGE

Upon a motion by Alison Miller, seconded by Vincent Cioci, the OCDC Board approved the OCDC 2024 Budget. Motion was carried unanimously.

Nancy Lowery stated unless something comes up the Board there will not be a December meeting. She stated all the required committee meetings have been met.

ADJOURN

Upon a motion by Vincent Cioci, seconded by Mitch Latimer, the OCDC Board adjourned the meeting at 8:40 am. Motion was carried unanimously.

Nancy Lowery, Secretary



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December 31, 2023

Revenue / Expense / Income	Current Period	Year to date	2023 Budget Amount	Current YTD Change to Budget
Operating/Non-Op Revenue	1,822	18,104	415,854	(397,750)
Administrative Expense	21,905	90,978	133,110	(42,133)
Operating/Program Expense		22,308	282,744	(260,436)
Net Ordinary Income	(20,084)	(95,182)	-	(95,182)

Current Assets	Current YTD	Prior YTD
Total Cash	484,656	549,083
Less Pass Through Received	50	
Available Cash	484,606	549,083
Receivables	309	285,288
Other	-	
Total	484,914	834,371

Onondaga Civic Development Corporation

Profit and Loss

December 2023

	TOTAL
Income	
45000 Non-Operating Revenue	
45020 Internet & Copier	191.00
45030 Interest	
45030.1 Bank Interest	1,630.56
Total 45030 Interest	1,630.56
Total 45000 Non-Operating Revenue	1,821.56
Total Income	\$1,821.56
GROSS PROFIT	\$1,821.56
Expenses	
62000 Operating Expenses	
63000 Administrative Expense	21,905.49
Total 62000 Operating Expenses	21,905.49
Total Expenses	\$21,905.49
NET OPERATING INCOME	\$ -20,083.93
NET INCOME	\$ -20,083.93

Onondaga Civic Development Corporation

Balance Sheet

As of December 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
100.5 M&T M-M Savings	327,088.78
101 Petty Cash	9.13
103 M&T Checking	157,557.74
Total Bank Accounts	\$484,655.65
Accounts Receivable	
300 A/R General	0.00
301 A/R Pass thru receivable	50.00
Total 300 A/R General	50.00
Total Accounts Receivable	\$50.00
Other Current Assets	
450 Loans Rec.	
451 Quasi Equity Rec	
451.2 Sly Tech	635.32
Total 451 Quasi Equity Rec	635.32
455 CoVid 19 Loans	
455.5 ReFit	4,500.00
455.91 Via Mondo	2,500.00
Total 455 CoVid 19 Loans	7,000.00
Total 450 Loans Rec.	7,635.32
Total Other Current Assets	\$7,635.32
Total Current Assets	\$492,340.97
Fixed Assets	
15000 Furniture and Equipment	9,060.00
Total Fixed Assets	\$9,060.00
TOTAL ASSETS	\$501,400.97
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
600 Accounts Payable	0.00
600.2 Mileage Reimbursement	-0.07
600.3 OED Contract	90,977.49
Total 600 Accounts Payable	90,977.42
Total Accounts Payable	\$90,977.42
Total Current Liabilities	\$90,977.42
Total Liabilities	\$90,977.42

Onondaga Civic Development Corporation

Balance Sheet

As of December 31, 2023

	TOTAL
Equity	
31500 Reserve for Contracts	296,575.00
31700 Reserved for Micro Loan loss	35,288.00
31725 Downtown Comm GIS Pre-payment	1,500.00
Total 31500 Reserve for Contracts	333,363.00
31600 Equity - Unreserved	-296,574.77
32000 Unrestricted Net Assets	468,817.02
Net Income	-95,181.70
Total Equity	\$410,423.55
TOTAL LIABILITIES AND EQUITY	\$501,400.97

ONONDAGA CIVIC DEVELOPMENT CORPORATION
PAYMENT OF BILLS - SCHEDULE #112
January 16, 2024

GENERAL EXPENSES

1. <u>HARRIS BEACH PLLC*</u>	\$	168.00
Legal, Inv#8940456		
2. <u>TOSHIBA AMERICA BUSINESS SOLUTIONS*</u>	\$	37.15
Inv#6122622		
3. <u>TOSHIBA FINANCIAL SERVICES*</u>	\$	249.00
Inv#512447947		
4. <u>TOSHIBA FINANCIAL SERVICES**</u>	\$	174.00
Inv#513810580		
5. <u>TOSHIBA FINANCIAL SERVICES***</u>	\$	174.00
Inv#516175155		
6. <u>TOSHIBA FINANCIAL SERVICES****</u>	\$	174.00
Inv#518460969		
	Total	\$ 976.15

*Ratification of Checks dated October 17, 2023

**Ratification of Checks dated October 31, 2023

***Ratification of Check dated November 29, 2023

****Ratification of Check dated January 8, 2024