



## **Onondaga Civic Development Corporation**

333 WEST WASHINGTON STREET, SUITE 130, SYRACUSE, NY 13202

PHONE: 315.435.3770 • FAX: 315.435.3669 • ONGOVED.COM

### **Regular Meeting Agenda October 13, 2022**

**8:30A.M. Call to Order the Finance Committee**

**8:35A.M. Call to Order the Audit Committee**

**8:40 A.M. Call to Order the Regular Meeting**

- A. Approval of September 6, 2022 Meeting Minutes
- B. Treasurer's Report
- C. Payment of Bills
- D. Conflict of Interest

#### **Action Items:**

**1. New Board Member Welcome**

Vincent Cioci, CEO, Luck Grove Telecom, Inc.

**Representative:** Robert Petrovich, President and CEO, OCDC

**2. Review and Approve the Draft 2023 OCDC Budget**

**Action Requested:**

A Resolution of the Board approving the OCDC 2023 Budget.

**Representative:** Nate Stevens, Treasurer

#### **Adjourn**

**ONONDAGA CIVIC DEVELOPMENT CORPORATION**  
**Regular Meeting Minutes**  
**September 6, 2022**

The Regular meeting of the Onondaga Civic Development Corporation convened on Monday, September 6, 2022 at 333 West Washington Street, Syracuse, New York, 13202 in the large conference room on the 1<sup>st</sup> floor.

Michael LaFlair called the meeting to order at 8:36 am with the following:

**PRESENT:**

Michael LaFlair  
Mitch Latimer  
Kimberly Townsend  
Kevin Kuehner  
Virginia Biesiada O'Neill

**ABSENT:**

Alison Miller  
Vincent Cioci

**ALSO PRESENT:**

Robert M. Petrovich, President/CEO  
Nancy Lowery, Secretary  
Nate Stevens, Treasurer  
Karen Doster, Recording Secretary  
Christopher Andreucci, Harris Beach  
Karen Doster, Recording Secretary  
Alexis Rodriguez, Office of Economic Development  
Matt Pelligra, Office of Economic Development  
Carrie Wojtaszek, Galaxy Media

**APPROVAL OF REGULAR MEETING MINUTES – JUNE 7, 2022**

Upon a motion by Mitch Latimer, seconded by Virginia Biesiada O'Neill, the OCDC Board approved the regular meeting minutes of June 7, 2022. Motion was carried unanimously.

**TREASURER'S REPORT**

Nate Stevens gave a brief review of the Treasurer's Report for the month ending May 2022.

Upon a motion by Virginia Biesiada O'Neill, seconded by Mitch Latimer, the OCDC Board approved the Treasurer's Report for the month ending August 2022. Motion was carried unanimously.

### PAYMENT OF BILLS

Nate Stevens gave a brief review of the Payment of Bills, Schedule #104.

Upon a motion by Mitch Latimer, seconded by Virginia Biesiada O'Neill, the OCDC Board approved the Payment of Bills scheduled #104 with General Expenses being \$39,446.35. Motion was carried unanimously.

### CONFLICT OF INTEREST

Karen Doster did a roll call asking Board Members and staff to recognize any conflicts. There were no conflicts.

### NEW BOARD MEMBER WELCOME

Postponed to October 2022 meeting.

### CANINE CARNIVAL

Carrie Wojtaszek stated they are excited to be doing the Canine Carnival once again. She stated Wayne Maher is coming back to the community where he spent so many years because he started this years ago in memory of his mom. She stated they are bringing it back to Jamesville Beach on Saturday, September 17. She stated the request started at \$20,000, then tiered it down to \$10,000 and now they are at the \$5,000 level with the goal that they go out and find private businesses that will step up to the plate and help fund the event. She stated the money they make from the event is donated back to local nonprofit and local shelters. She stated they plan to do that again this year.

She stated last year they were able to bring in a new partner, Staff Works for \$7,500. She stated they went back to them, explained they needed more funding and they were able to raise their funding to \$10,000 this year. She stated they are slowly replacing any of the funding they have received from the county in hopes that someday they can replace all of it. She stated obviously coming out of the Covid world and various different reasons it is taking a little longer than they had hoped. She stated the ask this year is \$5,000 and the money is going toward underwriting the event for the community.

Upon a motion by Virginia Biesiada O'Neill, seconded by Mitch Latimer, the OCDC Board approved a resolution approving the Economic Growth Funds application in the amount of \$5,000 to the Canine Carnival. Motion was carried unanimously.

#### HANCOCK AIR PARK-LAWN AND LANDSCAPE CONTRACT UPDATE

Robert Petrovich stated this is a cleanup item for the Board. He stated we have an annual contract that acquires common area mowing and maintenance at the Hancock Airpark. He stated as opposed to letting it go wild we executed a contract with a vendor who has provided service in the past at a price commensurate with past activities. He stated this is an information item and an update to the Board.

Nate Stevens stated it was \$10,204 and 3 vendors were solicited for the work.

Robert Petrovich stated this is a post activity ratification. He asked counsel if a retroactive resolution is needed. Chris Andreucci stated it should be reflected in the minutes that the Board has no problem with this and it ratifies the decision that they followed the procurement policy and this was the only result.

Upon a motion by Mitch Latimer, seconded by Virginia Biesiada O'Neil, the OCDC Board approved the ratification of the execution and delivery of the landscaping contract at the Hancock Airpark. Motion was carried unanimously.

Mike LaFlair adjourned the OCDC meeting at 8:39 am. Motion was carried unanimously.

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Nancy Lowery, Secretary



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September 30, 2022

Revenue / Expense / Income	Current Period	Year to date	2022 Budget Amount	Current YTD Change to Budget
Operating Revenue	3	85,291	407,700	(322,409)
Administrative Expense	7,718	56,113	100,000	(43,887)
Operating/Program Exp.	14,810	113,621	307,700	(194,079)
Net Ordinary Income	(22,526)	(84,444)	-	(84,444)

Current Assets	Current YTD	Prior YTD
Total Cash	592,983	753,264
Less Pass Through Received	-	-
Available Cash	592,983	753,264
Receivables	292,429	193,537
Other	-	-
Total	885,412	946,801

Receivables	
0-120 days	
> 120 days	292,429
Total	292,429

# Onondaga Civic Development Corporation

## Profit and Loss

September 2022

	TOTAL
Income	
45000 Non-Operating Revenue	
45030 Interest	
45030.1 Bank Interest	2.61
<b>Total 45030 Interest</b>	<b>2.61</b>
<b>Total 45000 Non-Operating Revenue</b>	<b>2.61</b>
<b>Total Income</b>	<b>\$2.61</b>
GROSS PROFIT	<b>\$2.61</b>
Expenses	
62000 Operating Expenses	
62890 Rent	8,933.57
63000 Administrative Expense	7,718.40
64000 Economic Growth Fund	
64000.2 Service Contracts	5,000.00
<b>Total 64000 Economic Growth Fund</b>	<b>5,000.00</b>
65010 Office Expense	
65010.1 Copier	616.47
65010.2 Internet	259.99
<b>Total 65010 Office Expense</b>	<b>876.46</b>
<b>Total 62000 Operating Expenses</b>	<b>22,528.43</b>
<b>Total Expenses</b>	<b>\$22,528.43</b>
NET OPERATING INCOME	<b>\$ -22,525.82</b>
NET INCOME	<b>\$ -22,525.82</b>

# Onondaga Civic Development Corporation

## Balance Sheet

As of September 30, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
100.5 M&T M-M Savings	317,467.07
101 Petty Cash	9.13
102 First Niagara Checking	5,881.09
103 M&T Checking	269,626.02
<b>Total Bank Accounts</b>	<b>\$592,983.31</b>
Other Current Assets	
450 Loans Rec.	
451 Quasi Equity Rec	
451.2 Sly Tech	17,429.14
<b>Total 451 Quasi Equity Rec</b>	<b>17,429.14</b>
455 CoVid 19 Loans	
455.1 Brasserie	15,000.00
455.5 ReFit	4,500.00
455.9 Back to the Future Chiropractic	2,500.00
455.91 Via Mondo	3,000.00
<b>Total 455 CoVid 19 Loans</b>	<b>25,000.00</b>
456 Syracuse Studios Loan	250,000.00
<b>Total 450 Loans Rec.</b>	<b>292,429.14</b>
<b>Total Other Current Assets</b>	<b>\$292,429.14</b>
<b>Total Current Assets</b>	<b>\$885,412.45</b>
Fixed Assets	
15000 Furniture and Equipment	11,975.00
<b>Total Fixed Assets</b>	<b>\$11,975.00</b>
<b>TOTAL ASSETS</b>	<b>\$897,387.45</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
600 Accounts Payable	0.00
600.2 Mileage Reimbursement	-63.07
600.3 OED Contract	56,113.35
<b>Total 600 Accounts Payable</b>	<b>56,050.28</b>
<b>Total Accounts Payable</b>	<b>\$56,050.28</b>
<b>Total Current Liabilities</b>	<b>\$56,050.28</b>
<b>Total Liabilities</b>	<b>\$56,050.28</b>



# Onondaga Civic Development Corporation

## Balance Sheet

As of September 30, 2022

	TOTAL
Equity	
31500 Reserve for Contracts	296,575.00
31700 Reserved for Micro Loan loss	54,200.00
31725 Downtown Comm GIS Pre-payment	1,500.00
<b>Total 31500 Reserve for Contracts</b>	<b>352,275.00</b>
31600 Equity - Unreserved	-296,574.77
32000 Unrestricted Net Assets	870,080.54
Net Income	-84,443.60
<b>Total Equity</b>	<b>\$841,337.17</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$897,387.45</b>

**ONONDAGA CIVIC DEVELOPMENT CORPORATION**  
**PAYMENT OF BILLS - SCHEDULE #105**  
**October 13, 2022**

**GENERAL EXPENSES**

1. <u>TOSHIBA FINANCIAL SERVICES*</u>	\$	319.95
Inv#480496751, Copier		
2. <u>CHARTER COMMUNICATIONS**</u>	\$	259.99
Inv#143965801090122, Internet		
3. <u>PRISCILLA MAHAR ANIMAL WELFARE FOUNDATION***</u>	\$	5,000.00
Canine Carnival Service Contract Payment 2022		
4. <u>WASHINGTON/WALTON COMPANY, LLC****</u>	\$	8,933.57
October 2022 Rent		
5. <u>TOSHIBA FINANCIAL SERVICES*****</u>	\$	296.52
Inv#482998317, Copier		
<b>Total</b>	<b>\$</b>	<b>14,810.03</b>

\*Ratification of Check dated September 7, 2022

\*\*Ratification of Check dated September 15, 2022

\*\*\*Ratification of Check dated September 16, 2022

\*\*\*\*Ratification of Check dated September 26, 2022

\*\*\*\*\*Ratification of Check dated September 30, 2022

## OCDC 2023 Draft Budget (as of September 30, 2022)

<b>1. Operating Expenses/Program Expenses</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 YTD</b>	<b>2023 Budget</b>
Service Contracts	\$ 26,365	\$ 75,000	\$ 10,500	\$ 76,500
Onondaga County - Contractual Support Services	\$ 110,523	\$ 130,500	\$ 56,113	\$ 133,110
Rent	\$ 112,160	\$ 130,000	\$ 89,926	\$ 132,600
Depreciation Expense	\$ 2,948	\$ 5,200	\$ -	\$ 5,304
Professional Fees	\$ 9,610	\$ 25,500	\$ 5,475	\$ 26,010
Office Expenses	\$ 8,327	\$ 15,500	\$ 5,860	\$ 15,810
Insurance	\$ 1,857	\$ 10,500	\$ 1,857	\$ 10,710
Seminars & Meetings	\$ 730	\$ 10,500	\$ -	\$ 10,710
Miscellaneous Expense	\$ -	\$ 5,000	\$ 3	\$ 5,100
<b>Total Operating/Program Expenses</b>	<b>\$ 272,520</b>	<b>\$ 407,700</b>	<b>\$ 169,734</b>	<b>\$ 415,854</b>

<b>2. Revenue</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 YTD</b>	<b>2023 Budget</b>
Project Fees	\$ 132,500	\$ 300,500	\$ 58,481	\$ 306,510
Application Fees	\$ 500	\$ 10,500	\$ -	\$ 10,710
Property Sales	\$ 11,422	\$ 30,500	\$ -	\$ 31,110
Rental Income	\$ 56,080	\$ 60,000	\$ 25,008	\$ 61,200
Other Income	\$ 3,529	\$ 5,500	\$ 1,778	\$ 5,610
Interest Income	\$ 313	\$ 500	\$ 24	\$ 510
Miscellaneous Income	\$ 78	\$ 200	\$ -	\$ 204
<b>Total Revenue</b>	<b>\$ 204,422</b>	<b>\$ 407,700</b>	<b>\$ 85,291</b>	<b>\$ 415,854</b>
<i>Revenue - Expenses</i>	<i>\$ (68,098)</i>		<i>\$ (84,444)</i>	