



To: SEDCO Board of Directors
From: Eric Ennis, Executive Director
Date: August 29, 2022
Re: SEDCO Board of Directors Meeting Agenda – August 30, 2022

The Syracuse Economic Development Corporation **Board of Directors Meeting on Tuesday August 30, 2022 at 4:00 PM** held via Microsoft Teams: [Click here to join the meeting](#)

I. Call Meeting to Order

II. Roll Call – 1

III. Proof of Notice - 2

IV. Minutes – 3

Approval of minutes from the July 26, 2022 Board meeting.

V. New Business –

ARPA Lending Programs Community Impact Fund Requests – 4

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

Project Requests under Consideration:

1. Polish Community Home Inc.
 - *Attachment: Memo to the SEDCO Board of Directors*
2. XO Taco, LLC
 - *Attachment: Memo to the SEDCO Board of Directors*
3. Extra Kleen Foods & Deli
 - *Attachment: Memo to the SEDCO Board of Directors*

SEDCO Accounting Transition to QuickBooks – 5

Allocation of funds to facilitate the transition of accounting and bookkeeping software to QuickBooks.

EPA Brownfield Revolving Loan Fund Request for Proposals (RFP) – 6

Discussion regarding new funding opportunity through the Environmental Protection Agency (EPA) regarding loan financing for redevelopment of brownfields and sites with suspected contamination.

VI. Organizational Updates

VII. Adjourn



PLEASE POST

PLEASE POST

PLEASE POST

PUBLIC MEETING NOTICE

THE SYRACUSE ECONOMIC DEVELOPMENT CORPORATION

HAS SCHEDULED

A

BOARD OF DIRECTORS MEETING

ON

TUESDAY AUGUST 30, 2022

At 4:00 PM.

Via Microsoft Teams

Meeting Link:

[Click here to join the meeting](#)

Meeting ID: 262 308 016 878

Passcode: bCYij9

[Download Teams](#) | [Join on the web](#)

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

Minutes
Syracuse Economic Development Corporation
Board of Directors Meeting
Tuesday, July 26, 2022
4:00 – 5:00 PM

Meeting was held via Cisco Webex
Syracuse, NY 13202

Board Members Present: Richard Driscoll, Patrick Lannon, Jennifer Tifft, Stephen Gross, Sheena Solomon, Pastor Ashanti Dickerson.

Board Members Excused: Mr. Fish, Mr. Barbee, Mr. Petragnani, Ms. Marcinkowski and Mr. Greene.

Staff Present: Eric Ennis, Fred Marty, Esq., Jacky Duong, Vaughn Davis, Cole King, Brianca Hill and Nate Pan.

I. Call Meeting to Order

Ms. Tifft called the meeting to order at 4:20 PM.

II. Roll Call

Ms. Tifft acknowledged that all Board Members were present except for Mr. Fish, Mr. Barbee, Mr. Petragnani, Ms. Marcinkowski and Mr. Greene.

III. Proof of Notice

Ms. Tifft made note acknowledging proof of notice was out in a timely manner.

IV. Minutes

Ms. Tifft asked for a motion approving the minutes from the July 26, 2022 Board meeting.

Mr. Petragnani made the motion. Mr. Lannon seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED THE MEETING MINUTES FROM JULY 26, 2022.**

V. New Business

American Rescue Plan Act (ARPA) Community Impact Fund Requests

Mr. Davis introduced a total of two (2) request that was reviewed and considered by committees convened as part of the Community Impact Fund. He provided background that these requests are eligible for up to \$200,000 in financing with a maximum term of 15 years at 2.0% interest. The projects were discussed and reviewed, with a separate vote taking place with the SEDCO Board of Directors.

1. Cedric Stevens LLC: Approval of \$200,000

Ms. Tifft asked for a motion to approve Cedric Stevens LLC. for \$200,000 for a period of 15 years (180 months) at 2.0% interest, with an interest-only period of six (6) months during the time of construction. Mr. Gross made a motion for approval. Ms. Solomon Seconded the motion.

2. Pyramids Halal Meats Inc.: Approval of \$200,000

Ms. Tifft asked for a motion to approve Pyramids Halal Meats Inc. for \$200,000 for a period of 15 years (180 months) at 2.0% interest, with an interest-only period of six (6) months during the time of construction. Mr. Driscoll made a motion for approval. Mr. Lannon seconded the motion.

ALL BOARD MEMBERS VOTED TO APPROVE CEDRIC STEVENS LLC AND PYRAMIDS HALAL MEATS FOR COMMUNITY IMPACT FUND ASSISTANCE.

VI. Adjourn

Ms. Tifft asked for a motion to adjourn the monthly board meeting. Ms. Solomon made the motion. Mr. Petragnani seconded the motion. **ALL BOARD MEMBERS PRESENT APPROVED TO ADJOURN THE MEETING.**

The meeting adjourned at 5:02 PM.



August 30, 2022

Memorandum To: SEDCO ARPA Community Impact Fund | Board of Directors

From: Vaughntorrien Davis

Re: Syracuse Polish Community Inc.
SEDCO Loan Request – \$200,000.00

Background:

Syracuse Polish Home is a not-for-profit hospitality and education center that was founded in 1919 as a cultural meeting place for Polish immigrants. It is currently located at 915 Park Avenue. The project will help contribute to the revitalization of a community staple that not only provides banquet and various hospitality services; the staff also assists the elderly, holds classes and job fairs for the public.

Proposed Project:

The Syracuse Polish Community, Inc. project is a renovations and construction. The project will include repairs to the leaky roof as it is the cause of major water damage throughout the building. They also would like to use the requested funds for the replacement of a sewer pipe, the replacement of the floor in the bowling alley, installation of an accessibility ramp, restroom conversion to an accessible unisex restroom, plumbing for the kitchen and restroom in the Archive/Museum.

Loan Request:

The funds received from SEDCO will be used for a to repairs to the roof and various parts of the location that is 100 years old. These repairs include a leaky roof, the replacement of a sewer pipe, floor replacement for the bowling alley in the basement, installation of an accessibility ramp, and the conversion of one of the restrooms to a unisex/accessible restroom.

Sources & Uses:

Project Budget:

a. Building Roof replacement	\$ 75,000.00
b. Sewer Pipe Replacement	\$ 25,000.00
c. Repair and replace damaged flooring (bowling alley)	\$ 15,000.00
d. Bathroom renovation	\$ 15,000.00
e. Accessibility Ramp	\$ 10,000.00
f. <u>New plumbing</u>	<u>\$ 60,000.00</u>
TOTAL INVESTMENT	\$200,000.00

Project Sources:

a. <u>SEDCO Community Impact financing</u>	<u>\$200,000.00</u>
TOTAL INVESTMENT	\$200,000.00

Impact of Covid-19:

Due to the pandemic and subsequent quarantine the applicant has had to reduce their staff by half. They have not been able to hold any fundraisers or charge dues and they had to discontinue providing meals to the senior members. They've also had to add PPE that they provide to their staff as an added expense.

Borrower:

The Polish Community Inc was founded in 1919 and is the sole owner and principal behind the applicant entity Syracuse Polish Home.

Collateral:

SEDCO would seek to hold a mortgage lien on the 915 Park Avenue property for the total amount of the loan.

Recommendation:

Staff is recommending that the Board of Directors approve this loan amount of \$100,000.00. The applicant's roof is the root cause of most of the issues listed. We believe that when the roof is repaired (\$75,000.00) the applicant can hold fundraisers to obtain funds to complete the remaining projects. The remainder of the funds can be put towards the replacement of the sewer pipe (\$25,000.00).

Based on the maximum terms available as part of the Community Impact Fund, SEDCO would structure the interest rate at 1.5% for this loan, with a term of fifteen (15) years (180 months). The first 6 months would be an interest-only period for the project to fully get underway prior to principal and interest payments being collected.



August 30, 2022

Memorandum To: SEDCO ARPA Community Impact Fund | Board of Directors

From: Vaughntorrien Davis

Re: XO Taco, LLC
SEDCO Loan Request – \$200,000.00

Background:

XO Taco, LLC is a local restaurant/pub known for its Mexican cuisine was founded in 2018 and is in the process of expanding by adding an additional story to the restaurant, located at 713 E. Fayette St. Due to the impacts of COVID they’ve had staffing issues, supply chain shortages the project has been delayed. Now that we’ve returned to some form of normalcy the applicant is eager to continue bringing this project to fruition.

This expansion will allow XO Taco to conduct additional business by providing space for private and community events. Also, the applicant is looking to use this opportunity to create more opportunities for employment.

Proposed Project:

The project is an expansion project to add an additional story on a one story structure where XO Taco currently operates. The investment planned/proposed would be to construct the additional story on the building to allow an additional space for XO Taco to operate. It would provide an event space for any private/community events, overflow seating for the restaurant, and additional storage/prep space for the operation.

Loan Request:

The funds received from SEDCO will be used for a combination of uses including site work construction, the purchase of materials, Architect Fees, and Permitting fees.

Sources & Uses:

Project Budget:

a. Site Work/ Demolition	\$ 52,548.00
b. Building Construction & Renovation	\$ 496,120.00
c. Equipment	\$ 102,523.98
d. Furniture & Fixtures	\$ 61,455.02
e. Engineering/Architect Fees	\$ 20,000.00
f. Legal Fees	\$ 5,000.00
g. Permitting Fees	\$ 7,100.00
h. <u>Management/Developer Fee</u>	<u>\$ 45,600.00</u>
TOTAL INVESTMENT	\$ 790,347.00

Project Sources:

a. SEDCO Community Impact financing	\$200,000.00
b. <u>Owner Equity</u>	<u>\$590,347.00</u>
TOTAL INVESTMENT	\$790,347.00

Impact of Covid-19:

Because of the issues with staffing, supply chain shortages and overall focus on existing operations, the progress of the project has been slow/delayed. Now, with all those variables leveling off, we are eager to continue to see the project to fruition. We have a full internal staff as well as contractors, architects, subcontractors ready to go with plans to move forward.

Borrower:

Christopher Bily is the sole owner and principal behind the applicant entity XO Taco, LLC.

Collateral:

SEDCO would seek to hold a subordinate mortgage lien on the 713 E. Fayette Street property for the loan amount. A personal guarantee from Christopher Bily would also be secured as the owner of the borrowing entity.

Recommendation:

Staff is recommending that the Board of Directors approve this loan amount as presented. The project is in the Commercial Corridor of downtown amongst other entities we've aided too.

Based on the maximum terms available as part of the Community Impact Fund, SEDCO would structure the interest rate at 2.0% for this loan, with a term of fifteen (15) years (180 months). The first 6 months would be an interest-only period to allow the project to fully get underway prior to principal and interest payments being collected.



August 30, 2022

Memorandum To: SEDCO ARPA Community Impact Fund | Board of Directors
From: Vaughntorrien Davis
Re: Extra Kleen Food & Deli
SEDCO Loan Request – \$70,000.00

Background:

Extra Kleen Food & Deli is a minimart that is located at 231 Hawley Ave on the northside. The applicant has indicated that the building is old and in need of remodeling and repairs. This project will ensure that there's an establishment in a community that will provide food and other necessities to the community that doesn't have access to a supermarket.

Proposed Project:

The applicant's focus is to replace a leaky roof that has escalated to the point that it's become difficult to conduct day to day operations and to replace the part of the ceiling and floor that have sustained damage. The applicant would like to start work as soon as possible to avoid any delays that comes with the changing of the seasons.

Loan Request:

The funds received from SEDCO will be used for reconstruction of a new roof for the Hawley location. This will involve a tear away and an installation of a new roof that's caused damage to the interior of the building.

The remainder of the funds will be used to replace the damaged ceiling and floor tiles that have been damaged caused by water.

SOURCES & USES:

Project Budget:

Table with 2 columns: Item, Amount. Rows include Building Construction & Renovation (\$50,000.00), Equipment (\$15,000.00), Permitting Fees (\$ 5,000.00), and TOTAL INVESTMENT (\$70,000.00).

Project Sources:

Table with 2 columns: Item, Amount. Rows include SEDCO Community Impact financing (\$70,000.00) and TOTAL INVESTMENT (\$70,000.00).

Impact of Covid-19:

The impact that the pandemic has resulted in the owner losing all his employees and working in the market without any help. And like a lot of businesses the spike in material costs have put a hold on any project that the applicant had planned. They've also had issues finding a contractor who has the availability to complete the project before winter.

Borrower:

Bassam Awawda is the sole owner and principal behind the applicant entity Extra Kleen Foods & Deli.

Collateral:

SEDCO would seek to hold a subordinate mortgage lien on the 231 Hawley Ave property for the loan amount. A personal guarantee from Bassam Awanda would also be secured as the owners of the borrowing entity.

Recommendation:

Staff is recommending that the Board of Directors approve this loan amount as presented as the applicant provides a necessary service to a community that isn't close to a supermarket.

Based on the maximum terms available as part of the Community Impact Fund, SEDCO would structure the interest rate at 2.0% for this loan, with a term of fifteen (15) years (180 months). The first 6 months would be an interest-only period for the project to fully get underway prior to principal and interest payments being collected.



August 25, 2022

Memorandum To: SEDCO Board of Directors

From: Vaughn Davis

Re: Agency Financial Reporting System Transition (Macola Software System to QuickBooks)

The purpose of this memo is to provide an overview of the request to the SEDCO Board to authorize a motion to recommend to the Board of Directors approval of a transition of SEDCO's financial reporting software to QuickBooks and to further authorize funding in an amount not to exceed \$6,750.00 for transition costs.

Background:

Over many years, the City's Department of Neighborhood and Business Development has used the Macola Software System to manage its financial reporting. This has included the necessary reporting required by the Division of Neighborhood Development as well as the other independent corporations managed by the City's Division of Business Development: including SEDCO, as well as the Syracuse Industrial Development Agency (SIDA) and the Syracuse Local Development Corporation (SLDC).

Currently, the reporting in the current system is limited and has not been easy to produce in depth on a quarterly basis. Concurrent with this longstanding concern, the financial reporting for the Community Development side will be transitioning over to PeopleSoft and in the future be managed by the City's Department of Finance.

Considering this, SEDCO staff has been in discussions with Michael Lisson of Grossman St. Amour, which provides independent accounting firm for SEDCO, SIDA, and SLDC regarding options for a transition to a financial reporting system that would be easier to use and more adaptive to the specific needs of the three entities.

Mr. Lisson who in the past has advised of the benefits moving away from the use of Macola, is recommending a transition to QuickBooks. He advises this system would meet the needs of the three entities and reports could be easily tailored to provide information the respective Boards would like to see, i.e., detailed budgets for income and expenses, commitments made and where they stand at any given time.

Mr. Lisson has provided staff with an estimate of costs for the transition in the amount of **\$16,000.00** as outlined below. He has provided these anticipated costs as an estimate "not to exceed" amount, with the expectation that the final cost SEDCO and the other agencies will likely be less.

Request:

Staff is requesting the SEDCO Finance Committee make a recommendation to the Board of Directors to approve a transition to QuickBooks and further authorize the Agency to fund 50% of the startup costs not to exceed **\$6,750.00**. This number also includes a **\$2,500.00** annual fee which will be ongoing after the first year on an annual basis. A request will be made to the SEDCO Board of Directors to also approve the transition and fund 50% of the expenses (\$6,750 including \$2,500.00 first year annual fee).

As its funds and reporting needs are limited the SLDC will be asked to fund only the \$2,500.00 annual fee.

Total Budget Breakdown / Use of Funds:

Project Expenses:

QuickBooks Startup Costs:	\$2,000.00
Annual Fee: (\$2,500.00 each entity)	\$7,500.00
Grossman St. Amour (startup assistance agreement)	\$4,000.00
Misc. Expenses	\$2,500.00
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Total	\$16,000.00

Project Sources:

Total Contribution from SEDCO:	\$6,750.00
Total Contribution from SIDA:	\$6,750.00
Total Contribution from SLDC:	\$2,500.00
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Total	\$16,000.00