



To: SEDCO Board of Directors
From: Eric Ennis
Date: Wednesday, April 29, 2020
Re: SEDCO Board of Directors Meeting Agenda – April 30, 2020

The City of Syracuse Economic Development Corporation (SEDCO) Board of Directors Meeting on **Thursday, April 30, 2020 at 8:30 AM** held being virtually by conference call.

I. Call Meeting to Order

II. Roll Call – 1

III. Minutes – 2

Review and vote on the minutes from the March 19, 2020 Board meeting.

IV. New Business –

COVID-19 Temporary Loan Assistance Program – 3

Attachment:

1. *Loan Summary*

SEDCO Portfolio Report / Impacts of COVID-19 – 4

Review and discussion of the identified impacts of the ongoing pandemic for SEDCO borrowers and income cash flow.

Microloan Requests – 5

Attachment

1. *Summary Memo to Board of Directors*

CNY Uniforms Plus, LLC – 6

Request to amend terms, conditions, and loan amount for recently approved SEDCO loan.

V. Adjourn

Minutes
Syracuse Economic Development Corporation
Board of Directors Meeting
THURSDAY MARCH 19, 2020

Held Virtually via WebEx

Board Members Present: Jennifer Tifft, Sheena Solomon, Steve Gross, Nick Petragnani, Richard Driscoll, Michael Greene

Board Members Excused: David Mankiewicz, Michael Quigley, Ashanti Dickerson

Staff Present: Eric Ennis, John Vavonese, Fred Marty, Esq., Michael Lisson

I. Call Meeting to Order

Ms. Tifft called the meeting to order at 8:34 AM.

II. Roll Call

Ms. Tifft acknowledged that all Board Members were present except for Ashanti Dickerson, Michael Quigley, David Mankiewicz were excused.

IV. Minutes

Ms. Tifft asked for a motion approving the minutes from the February 6, 2020 Board meeting. Mr. Petragnani made the motion. Mr. Greene seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED MINUTES FROM THE FEBRUARY 6, 2020 BOARD MEETING.**

V. New Business

2019 Financial Statements

Ms. Tifft introduced Michael Lisson, SEDCO auditor from Grossman St. Amour.

Mr. Lisson reviewed the final statements with the board and made a presentation on various metrics including loan performance, net revenues, and an increase in output. Mr. Lisson noted there were no significant issues to report.

The board discussed whether SEDCO should create a formal loan loss reserve account, rather than accounting for individual loans where there is concern about ability to pay back.

Mr. Vavonese and Mr. Ennis agreed they would explore this idea further and talk with Mr. Lisson.

Ms. Tifft asked for a motion approving the 2019 Audited Financial Statements for the corporation. Mr. Petragnani made the motion. Mr. Driscoll seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED THE AUDITED FINANCIAL STATEMENTS FOR 2019.**

SEDCO COVID-19 Emergency Relief Program Proposal

Mr. Ennis outlined the structure and format for the proposed emergency loan fund that would be created and used to assist those businesses impacted by the COVID-19 pandemic with board support. He also noted a loan committee would be created for those members who would like to participate and review the loan requests.

Board members expressed their support for the proposal, and noted the importance of having personal guarantees that could be used as collateral.

Mr. Ennis also reported on the status of some borrowers who have already contacted him about difficulty making their next loan payment on April 1.

The board was supportive of creating a 60-90 day forbearance period that would extend out the period of existing SEDCO loans and allow them a two to three month period where no payments are required. This would be documented and could be reported back to the board in future meetings.

Mr. Ennis said he would continue to speak with borrowers and conduct outreach.

Ms. Tifft asked for a motion to a Review request to establish temporary loan fund as proposed to assist businesses affected by the ongoing COVID-19 pandemic. Mr. Greene made the motion. Mr. Petraghani seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED A MOTION TO ESTABLISH THE SEDCO COVID-19 EMERGENCY RELIEF PROGRAM.**

Mr. Ennis asked who would be interested in serving on the loan committee.

Mr. Dickerson, Mr. Greene, Mr. Petraghani, Mr. Gross, Ms. Tifft, and Ms. Solomon expressed a desire to participate.

Loan Portfolio Report

Mr. Ennis went over the delinquent report. He said he has been in contact with all the businesses, and will continue to engage with borrowers who are being affected by the pandemic.

VII. Adjourn

Ms. Tifft asked for a motion to adjourn the meeting. Mr. Greene made the motion. Mr. Petraghani seconded the motion. **ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED TO ADJOURN THE MEETING AT 9:36 A.M.**

SEDCO COVID-19 EMERGENCY RELIEF PROGRAM REPORT

Round	Applicant	Approved Amount	Neighborhood
1	Aladdin Transportation	\$ 16,000.00	Valley
	Community Media Group dba Eagle Newspapers	\$ 25,000.00	Eastwood
	Cueva Contract dba Interior Innovations	\$ 22,376.00	Near Eastside
	Green World 168 LLC dba Express Bottle Return	\$ 11,841.00	Eastside
	Hand in Health	\$ 10,250.00	Downtown
	Infinity Events dba SKY Armory	\$ 25,000.00	Downtown
	JOERIC LLC dba Unique Tea House	\$ 20,000.00	University Hill
	La Roasteria Inc. dba Café Kubal	\$ 10,000.00	Hawley Green
	Print Hub SYR	\$ 20,000.00	Near Westside
	500 West Onondaga Street LLC (The Spa @ 500)	\$ 20,400.00	Southwest
	Strides of CNY LLC	\$ 9,500.00	Lakefront
2	BTC Ventures	\$ 11,000.00	Downtown
	Dang's Café LLC	\$ 20,000.00	Court-Woodlawn
	Joro Companies dba Rid-O-Vit	\$ 20,000.00	Outer Comstock
	Sandi Ventures dba World of Beer	\$ 20,000.00	Lakefront
	Wunderbar Syr LLC	\$ 15,000.00	Downtown
3	American Limousine	\$ 15,000.00	Lakefront
	Anything But Beer	\$ 20,000.00	Downtown
	Armoured One	\$ 10,000.00	Eastwood
	Byblos Café LLC	\$ 20,000.00	Downtown
	Carstar Car Masters Collision	\$ 16,000.00	Park Avenue
	Cathy Cookie Kitchen	\$ 15,000.00	Downtown
	Eva's European Sweets	\$ 13,500.00	Far Westside
	Executive Clothing	\$ 3,000.00	Downtown
	Global African & Caribbean Market	\$ 13,000.00	Eastwood
	Munroe Enterprises LLC dba Subway	\$ 15,000.00	Eastside
	Salt City Coffee LLC	\$ 9,300.00	Southwest
	Wescott Coffee Company dba Recess Coffee	\$ 10,000.00	Westcott
	Safe Care Transportation	\$ 10,000.00	Southside
Total Approved Loans		\$ 446,167.00	

Key Metric	# of Borrowers
Total Loans Approved	29
Deemed 'Essential' by New York State	20
Aiding first responders in COVID-19 pandemic	2
Immigrant or Refugee Owned	3
Industry / Sector Breakdown:	<i>(see below)</i>
Food Service	12
Transportation	3
Manufacturing	3
Retail	3
Personal Services	3
Auto Repair	3
Other	2



April 28, 2020

Memorandum To: SEDCO Board of Directors
 From: Eric Ennis
 Re: SEDCO Microloan Requests | COVID-19 Emergency Relief Assistance

BACKGROUND:

Following completion of the first three rounds of the SEDCO COVID-19 Emergency Relief Program, a series of loan applications were submitted which were reviewed and considered by the Loan Committee. Based upon further discussion, the following requests have been recommended to proceed to the Board of Directors for approval. Information on the applicant, a summary of the request, and the recommended loan amount are included below.

Applicant	Description Request	Recommended Amount
Manlius Duck, Inc. dba Orange Crate Brewing	Bar and restaurant with locations in Manlius and Syracuse seeking assistance to remain open and continue food service, with 2 employees remaining on staff. Seeking financial assistance for payroll, utilities, food inventory, and rent.	\$ 15,000.00
Peaks Coffee Company Café LLC	An existing SEDCO borrower that has scaled back hours to operate on the weekends, shifting to online orders to go, with 1 employee that remains on staff. The financial request includes coffee inventory for roasting, supplies, payroll, and outstanding business expenses.	\$ 10,000.00
Spaghetti Warehouse Restaurant of CNY LLC	Restaurant that was operational for several weeks during COVID-19, and was performing to-go orders with 5 employees that remained on staff. Business has temporarily shut down, and is seeking financial assistance for inventory, supplies, utilities, and some payroll.	\$ 18,000.00
Syracuse Business Services, Inc. dba Zoey Advertising	Advertising agency that has shifted to working remotely and has retained all 9 employees. The financial request is strictly for payroll to maintain employment of all staff during the ongoing pandemic.	\$ 14,000.00
Syracuse Salt Company	A sole-proprietorship with 1 employee, this business produced salt for wholesale and retail, with restaurants being a major client. The applicant is seeking financial assistance to cover rent, utilities, and insurance expenses related to operating the business.	\$ 7,050.00

April 2020 Loan Portfolio Report

DESCRIPTION	PROJECT ADDRESS	ORIGINAL LOAN AMOUNT	OUTSTANDING BALANCE	MISSING PAYMENTS FOR APRIL	MONTHLY PAYMENT AMOUNT	ORIGINATION DATE	MATURITY DATE
DIRECT LOANS							
WILLOW STREET LOFTS, LLC	221 W DIVISION ST	400,000.00	358,999.98		416.67	6/28/2005	07/01/2027
RHS HOLDINGS LLC	202 WALTON ST, SUITE 204	75,000.00	24,257.24		321.93	8/31/2006	09/01/2026
JEFFERSON CLINTON COMMONS, (B)	120 E. WASHINGTON ST	800,000.00	544,361.36		1,500.00	12/9/2007	05/01/2035
JEFFERSON CLINTON COMMONS (A)	120 E. WASHINGTON ST	1,000,000.00	826,835.83		4,874.87	12/4/2007	10/01/2044
123 EAST WATER STREET LLC	104 SHINNICOCK LANE	35,000.00	16,216.29		186.07	4/30/2008	09/01/2029
JEFFERSON CLINTON COMMONS (C)	120 E. WASHINGTON ST	900,000.00	880,000.00		Annual (\$10K)	5/1/2008	09/01/2037
BALLE 31 INC.	127-29 W. FAYETTE ST	150,000.00	104,366.15		1,003.16	2/2/2009	02/01/2031
MARTINO - 2215-2211 S SALINA	232 W. BORDEN AVE	34,000.00	30,519.05		277.54	6/1/2019	05/01/2029
PEOPLE'S COMMUNITY DEV CORP	2306 S. SALINA ST	20,000.00	1,330.32		166.67	3/2/2011	06/01/2021
NEW AFRICA OF SYRACUSE INC	6005 QUAIL RIDGE DR	24,000.16	22,000.18	X	222.22	9/14/2011	06/01/2028
NEW AFRICA OF SYRACUSE (II)	6005 QUAIL RIDGE DR	45,000.00	25,409.27	X	290.04	9/26/2012	06/01/2028
NEAR WESTSIDE INITIATIVE	350 W. FAYETTE ST SUITE 405	80,000.00	59,417.44	X	690.58	4/9/2013	04/01/2028
STRATHMORE HUNTLEY GROUP	127 STOLP AVE	100,000.00	85,511.40	X	554.60	11/6/2014	05/01/2036
DOMINICK'S MARKET INC	101 RUBY RD	20,000.00	12,364.76	X	180.91	1/13/2014	05/01/2026
COMER CATERING	929 AVERY AVE	33,000.00	18,312.58	X	318.65	10/31/2014	05/01/2026
JERK HUT MATCH LOAN	212 E. KENNEDY ST	30,000.00	5,425.00		175.00	11/12/2015	02/01/2022
NEAR WESTSIDE INIT UNIT 4	110 MARCELLUS STREET UNIT #4	100,000.00	80,025.58	X	690.58	1/22/2016	09/01/2031
PROVIDENCE SERVICES	1201 E. FAYETTE ST #13	15,000.00	6,524.13		269.53	3/9/2017	04/01/2022
500 SOUTH AVE MATCH LOAN	500 SOUTH AVE	13,000.00	5,861.09	X	183.33	4/27/2017	11/01/2022
FREEDOM OF ESPRESSO	142-4 WALTON ST	64,000.00	47,062.52	X	845.65	8/2/2017	09/01/2024
SALON AMARE	451 S. WARREN ST	50,000.00	27,962.66		858.90	12/31/2017	01/01/2023
499 SYRACUSE CITY CENTRE	449 S. WARREN ST	100,000.00	63,426.28	X	1,796.87	1/31/2018	02/01/2023
WATER STREET BAGEL	235 E. WATER ST	100,000.00	90,556.24	X	965.61	7/16/2018	01/01/2029
KNOWING TREE	118 E. GENESEE ST	125,000.00	108,463.44	X	1,207.01	8/23/2018	09/01/2028
CNY ARTS	421 MONTGOMERY ST	100,000.00	100,000.00		N/A	9/12/2018	04/01/2020
TOPS MARKET	700 FIRST NORTH ST	300,000.00	264,999.26		2,896.82	10/15/2018	11/01/2028
LA ROASTERIA	208 N. TOWNSEND ST	118,100.00	118,100.00	X	295.25	11/5/2018	12/01/2020
PEAKS COFFEE	6507 EMILIE LANE	55,000.00	43,365.65	X	1,037.92	11/5/2018	12/01/2023
HOLIDAY OF NORTH SALINA	754 N. SALINA ST	98,100.00	98,100.00		245.25	1/25/2019	02/01/2021
1015 HIAWATHA BLVD	344 SIXTH NORTH ST	125,000.00	115,036.45	X	1,207.01	3/28/2019	04/01/2029
AMBERGATE HOLDINGS	102 LOCK ALLEY	68,000.00	77,784.81	X	443.68	7/1/2019	06/01/2021
CUEVA CONTRACT	1641 E. GENESEE STREET	9,700.00	97,000.00	X	242.50	10/29/2019	11/01/2021
ANYTHING BUT BEER	201 SOUTH SALINA STREET	28,000.00	28,000.00	X	528.39	1/21/2020	02/01/2025
ACROPOLIS PROEPRTY MANAGEMENT II	333-45 SOUTH SALINA STREET	125,000.00	123,754.39	X	1,766.74	1/23/2020	02/01/2027
TOTAL			\$ 4,511,349.35	19.00	\$ 26,659.95		
DEFERRED LOANS							
RJB PROPERTIES (CDBG MAIN ST)	111 TWIN OAKS DR	40,000.00	40,000.00		NO PYMT REQ	1/14/2016	01/14/2021
SWALLOW'S RESTAURANT	4802 LIMEHILL DRIVE	8,000.00	8,000.00		NO PYMT REQ	7/30/2015	07/20/2020
JERK HUT (CDBG MAIN ST)	212 E. KENNEDY ST	45,296.39	45,296.39		NO PYMT REQ	12/8/2017	11/08/2022
511-513 N STATE ST	102 NEWBURY HOLLOW LN	10,000.00	10,000.00		NO PYMT REQ	2/4/2016	02/04/2021
CERIO I (CDBG MAIN ST)	7496 THUNDERBIRD RD	22,960.00	22,960.00		NO PYMT REQ	5/19/2017	05/19/2022
CERIO II (CDBG MAIN ST)	7496 THUNDERBIRD RD	8,000.00	8,000.00		NO PYMT REQ	5/19/2017	05/19/2022
500 SOUTH AVE (CDBG MAIN ST)	500-12 SOUTH AVE	37,500.00	37,500.00		NO PYMT REQ	1/19/2018	04/27/2022
B&B LOUNGE (CDBG MAIN ST)	6159 BIRCHWOOD RD	42,900.00	42,900.00		NO PYMT REQ	1/12/2018	01/01/2023
PEPPINOS OFFICE (CDBG MAIN ST)	105 SEDGWICK DRIVE	18,000.00	18,000.00		NO PYMT REQ	5/19/2017	05/19/2022
PEPPINOS STORE (CDBG MAIN ST)	105 SEDGWICK DRIVE	50,000.00	50,000.00		NO PYMT REQ	11/1/2017	11/01/2022
CHANGE OF PACE (CDBG MAIN ST)	1806 GRAND BLVD	37,525.00	37,525.00		NO PYMT REQ	7/19/2018	06/19/2023
TOTAL			320,181.39				
GUARANTEED LOANS							
BLUE DOT REALTY			664,476.00			2/21/2013	02/28/2033
INCUBATOR CENTER ASSOCIATES			40,000.00			2/13/2008	02/13/2024
TOTAL			704,476.00				
TOTAL LOAN PORTFOLIO			4,831,530.74	19.00			