

Annual Report for Jefferson County Local Development Corporation
 Fiscal Year Ending:09/30/2013

Run Date: 11/13/2014
 Status: CERTIFIED

Governance Information (Authority-Related)

Question	Response	URL (if applicable)
1. Has the Authority prepared its annual report on operations and accomplishments for the reporting period as required by section 2800 of PAL?	Yes	http://jcida.com/wp-content/uploads/sites/11/2013/08/JCLDC-Projects-2012-2013.pdf
2. As required by section 2800(9) of PAL, did the Authority prepare an assessment of the effectiveness of its internal controls?	Yes	http://jcida.com/wp-content/uploads/sites/11/2013/08/JCLDC-Annual-Assmt-of-Internal-Controls-093013.pdf
3. Has the lead audit partner for the independent audit firm changed in the last five years in accordance with section 2802(4) of PAL?	Yes	N/A
4. Does the independent auditor provide non-audit services to the Authority?	No	N/A
5. Does the Authority have an organization chart?	Yes	http://jcida.com/wp-content/uploads/sites/11/2013/08/JCLDC-Organizational-Chart-as-of-09-01-13.pdf
6. Are any Authority staff also employed by another government agency?	No	
7. Has the Authority posted their mission statement to their website?	Yes	http://jcida.com/wp-content/uploads/sites/11/2013/08/JCLDC-Form-of-Mission-Statement-090513.pdf
8. Has the Authority's mission statement been revised and adopted during the reporting period?	No	N/A
9. Attach the Authority's measurement report, as required by section 2824-a of PAL and provide the URL.		http://jcida.com/wp-content/uploads/sites/11/2013/08/JCLDC-Authority-Mission-Statement-Performance-Measurements-13-141.pdf

Governance Information (Board-Related)

Question	Response	URL
1. Has the Board established a Governance Committee in accordance with Section 2824(7) of PAL?	Yes	N/A
2. Has the Board established an Audit Committee in accordance with Section 2824(4) of PAL?	Yes	N/A
3. Has the Board established Finance Committee in accordance with Section 2824(8) of PAL?	Yes	N/A
4. Provide a URL link where a list of Board committees can be found (including the name of the committee and the date established):		http://jcida.com/jefferson-county-local-development-corporation-governance-reporting/
5. Does the majority of the Board meet the independence requirements of Section 2825(2) of PAL?	Yes	N/A
6. Provide a URL link to the minutes of the Board and committee meetings held during the covered fiscal year		http://jcida.com/jefferson-county-local-development-corporation-governance-reporting/
7. Has the Board adopted bylaws and made them available to Board members and staff?	Yes	http://jcida.com/wp-content/uploads/sites/11/2013/08/JCLDC-By-laws-amended-08-29-13.pdf
8. Has the Board adopted a code of ethics for Board members and staff?	Yes	http://jcida.com/wp-content/uploads/sites/11/2013/08/JCLDC-Code-of-Ethics-Policy-090513.pdf
9. Does the Board review and monitor the Authority's implementation of financial and management controls?	Yes	N/A
10.Does the Board execute direct oversight of the CEO and management in accordance with Section 2824(1) of PAL?	Yes	N/A
11.Has the Board adopted policies for the following in accordance with Section 2824(1) of PAL?		
Salary and Compensation	Yes	N/A
Time and Attendance	Yes	N/A
Whistleblower Protection	Yes	N/A
Defense and Indemnification of Board Members	Yes	N/A
12.Has the Board adopted a policy prohibiting the extension of credit to Board members and staff in accordance with Section 2824(5) of PAL?	Yes	N/A
13.Are the Authority's Board members, officers, and staff required to submit financial disclosure forms in accordance with Section 2825(3) of PAL?	Yes	N/A
14.Was a performance evaluation of the board completed?	Yes	N/A
15.Was compensation paid by the Authority made in accordance with employee or union contracts?	Yes	N/A
16.Has the board adopted a conditional/additional compensation policy governing all employees?	No	

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Board of Directors Listing

Name	Pfaff, Michelle D	Name	Docteur, Michael J
Chair of Board	No	Chair of Board	No
If yes, Chair designated By.		If yes, Chair designated By.	
Term Start Date	09/03/2009	Term Start Date	01/03/2012
Term Expiration Date	Pleasure of Authority	Term Expiration Date	12/31/2013
Title		Title	
Has the Board member appointed a designee?		Has the Board member appointed a designee?	
Designee Name		Designee Name	
Ex-officio	No	Ex-officio	No
Nominated By	Local	Nominated By	Local
Appointed By	Local	Appointed By	Local
Confirmed by Senate?		Confirmed by Senate?	
Has the Board member/designee signed the acknowledgement of fiduciary duty?	Yes	Has the Board member/designee signed the acknowledgement of fiduciary duty?	Yes
Complied with training requirement of Section 2824?	Yes	Complied with training requirement of Section 2824?	No
Does the Board member/designee also hold an elected or appointed State gove	No	Does the Board member/designee also hold an elected or appointed State gove	No
Does the Board member/designee also hold an elected or appointed municipal government position?	No	Does the Board member/designee also hold an elected or appointed municipal government position?	Yes

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Board of Directors Listing

Name	Walldroff, W. Edward	Name	Burto, Kent D
Chair of Board	No	Chair of Board	No
If yes, Chair designated By.		If yes, Chair designated By.	
Term Start Date	09/03/2009	Term Start Date	02/07/2012
Term Expiration Date	Pleasure of Authority	Term Expiration Date	12/31/2015
Title		Title	
Has the Board member appointed a designee?		Has the Board member appointed a designee?	
Designee Name		Designee Name	
Ex-officio	No	Ex-officio	No
Nominated By	Local	Nominated By	Local
Appointed By	Local	Appointed By	Local
Confirmed by Senate?		Confirmed by Senate?	
Has the Board member/designee signed the acknowledgement of fiduciary duty?	Yes	Has the Board member/designee signed the acknowledgement of fiduciary duty?	Yes
Complied with training requirement of Section 2824?	Yes	Complied with training requirement of Section 2824?	Yes
Does the Board member/designee also hold an elected or appointed State gove	No	Does the Board member/designee also hold an elected or appointed State gove	No
Does the Board member/designee also hold an elected or appointed municipal government position?	No	Does the Board member/designee also hold an elected or appointed municipal government position?	No

Board of Directors Listing

Name	Hirschey, Urban C	Name	Converse, David J
Chair of Board	No	Chair of Board	Yes
If yes, Chair designated By.		If yes, Chair designated By.	Elected by Board
Term Start Date	09/09/2009	Term Start Date	09/03/2009
Term Expiration Date	Pleasure of Authority	Term Expiration Date	Pleasure of Authority
Title		Title	
Has the Board member appointed a designee?		Has the Board member appointed a designee?	
Designee Name		Designee Name	
Ex-officio	No	Ex-officio	No
Nominated By	Local	Nominated By	Local
Appointed By	Local	Appointed By	Local
Confirmed by Senate?		Confirmed by Senate?	
Has the Board member/designee signed the acknowledgement of fiduciary duty?	Yes	Has the Board member/designee signed the acknowledgement of fiduciary duty?	Yes
Complied with training requirement of Section 2824?	Yes	Complied with training requirement of Section 2824?	Yes
Does the Board member/designee also hold an elected or appointed State gove	No	Does the Board member/designee also hold an elected or appointed State gove	No
Does the Board member/designee also hold an elected or appointed municipal government position?	Yes	Does the Board member/designee also hold an elected or appointed municipal government position?	No

Board of Directors Listing

Name	DiMonda, Donald
Chair of Board	No
If yes, Chair designated By.	
Term Start Date	12/11/2012
Term Expiration Date	12/31/2016
Title	
Has the Board member appointed a designee?	
Designee Name	
Ex-officio	No
Nominated By	Local
Appointed By	Local
Confirmed by Senate?	
Has the Board member/designee signed the acknowledgement of fiduciary duty?	Yes
Complied with training requirement of Section 2824?	Yes
Does the Board member/designee also hold an elected or appointed State gove	No
Does the Board member/designee also hold an elected or appointed municipal government position?	No

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Staff Listing

Name	Title	Group	Department / Subsidiary	Union Name	Bargaining Unit	Full Time/Part Time	Exempt	Base Annualized Salary	Actual salary paid to the Individual	Over time paid by Authority	Performance Bonus	Extra Pay	Other Compensation/Allowances/Adjustments	Total Compensation	Individual also paid by another entity to perform the work of the Authority	If yes, Is the payment made by a State or local government
Alexander, Donald C	Chief Executive Officer	Executive				FT	Yes	1,921.94	1,921.94	0	0	0	0	1,921.94	No	
Eaton, Lyle V	Chief Financial Officer	Executive				FT	Yes	1,113.72	1,113.72	0	0	0	0	1,113.72	No	
Hanley, Mary A	Director of Marketing	Managerial				FT	Yes	919.28	919.28	0	0	0	0	919.28	No	
Hume, Ana I	Secretary	Administrative and Clerical				PT	No	180.00	180	0	0	0	0	180	No	
Matteson, Jay M	Ag Coordinator	Executive				FT	Yes	1,404.03	1,404.03	0	0	0	0	1,404.03	No	
Nuffer, Joy E	Office Assistant	Administrative and Clerical				FT	Yes	582.78	582.78	0	0	0	0	582.78	No	
Sampson, Lorri L	Office Cleaner	Technical and Engineering				PT	No	63.96	63.96	0	0	0	0	63.96	No	
Sampson, Peggy S	Executive Assistant	Administrative and Clerical				FT	Yes	723.76	723.76	0	0	0	0	723.76	No	
Zembiec, David J	Deputy CEO	Executive				FT	Yes	1,773.87	1,773.87	0	0	0	0	1,773.87	No	

Benefit Information

During the fiscal year, did the Authority continue to pay for any of the above mentioned benefits for No

Board Members

Name	Title	Severance Package	Payment for Unused Leave	Club Member- ships	Use of Corporate Credit Cards	Personal Loans	Auto	Transpo- rtation	Housing Allow- ance	Spousal / Dependent Life Insurance	Tuition Assist- ance	Multi- Year Employ- ment	None of These Benefits	Other
Burto, Kent D	Board of Directors												X	
Converse, David J	Board of Directors												X	
DiMonda, Donald	Board of Directors												X	
Docteur, Michael J	Board of Directors												X	
Hirschey, Urban C	Board of Directors												X	
Pfaff, Michelle D	Board of Directors												X	
Walldroff, W. Edward	Board of Directors												X	

Staff

Name	Title	Severance Package	Payment for Unused Leave	Club Member- ships	Use of Corporate Credit Cards	Personal Loans	Auto	Transpo- rtation	Housing Allow- ance	Spousal / Dependent Life Insurance	Tuition Assist- ance	Multi- Year Employ- ment	None of These Benefits	Other
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No Data has been entered by the Authority for this section in PARIS

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Subsidiary/Component Unit Verification

Is the list of subsidiaries, as assembled by the Office of the State Comptroller, correct? Yes
Are there other subsidiaries or component units of the Authority that are active, not included in the PARIS reports submitted by this Aut No

Name of Subsidiary/Component Unit	Status	Requested Changes
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Subsidiary/Component Unit Creation

Name of Subsidiary/Component Unit	Establishment Date	Entity Purpose
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Subsidiary/Component Unit Termination

Name of Subsidiary/Component Unit	Termination Date	Termination Reason	Proof of Termination
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No Data has been entered by the Authority for this section in PARIS

Summary Financial Information

SUMMARY STATEMENT OF NET ASSETS

<u>Assets</u>	
Current Assets	
Cash and cash equivalents	\$1,735,917
Investments	\$0
Receivables, net	\$1,221,106
Other assets	\$421
Total Current Assets	\$2,957,444
Noncurrent Assets	
Restricted cash and investments	\$0
Long-term receivables, net	\$0
Other assets	\$0
Capital Assets	
Land and other nondepreciable property	\$0
Buildings and equipment	\$0
Infrastructure	\$0
Accumulated depreciation	\$0
Net Capital Assets	\$0
Total Noncurrent Assets	\$0
Total Assets	\$2,957,444

Summary Financial Information

SUMMARY STATEMENT OF NET ASSETS

Liabilities

Current Liabilities

Accounts payable	\$10,456
Pension contribution payable	\$0
Other post-employment benefits	\$0
Accrued liabilities	\$0
Deferred revenues	\$0
Bonds and notes payable	\$0
Other long-term obligations due within one year	\$0
Total Current Liabilities	\$10,456

Noncurrent Liabilities

Pension contribution payable	\$0
Other post-employment benefits	\$0
Bonds and notes payable	\$0
Long Term Leases	\$0
Other long-term obligations	\$0
Total Noncurrent Liabilities	\$0

Total Liabilities	\$10,456
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Net Asset (Deficit)

Net Asset

Invested in capital assets, net of related debt	\$0
Restricted	\$0
Unrestricted	\$2,946,988
Total Net Assets	\$2,946,988

Summary Financial InformationSUMMARY STATEMENT OF REVENUE, EXPENSES AND CHANGE IN NET ASSETSOperating Revenues

Charges for services	\$39,062
Rental & financing income	\$30,228
Other operating revenues	\$0
Total Operating Revenue	\$69,290

Operating Expenses

Salaries and wages	\$33,130
Other employee benefits	\$0
Professional services contracts	\$3,194
Supplies and materials	\$0
Depreciation & amortization	\$0
Other operating expenses	\$23,403
Total Operating Expenses	\$59,727

Operating Income (Loss)	\$9,563
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Nonoperating Revenues

Investment earnings	\$3,057
State subsidies/grants	\$0
Federal subsidies/grants	\$0
Municipal subsidies/grants	\$0
Public authority subsidies	\$0
Other nonoperating revenues	\$0
Total Nonoperating Revenue	\$3,057

Summary Financial InformationSUMMARY STATEMENT OF REVENUE, EXPENSES AND CHANGE IN NET ASSETSNonoperating Expenses

Interest and other financing charges	\$0
Subsidies to other public authorities	\$0
Grants and donations	\$0
Other nonoperating expenses	\$0
Total Nonoperating Expenses	\$0
Income (Loss) Before Contributions	\$12,620
Capital Contributions	\$0
Change in net assets	\$12,620
Net assets (deficit) beginning of year	(\$522,544)
Other net assets changes	\$3,456,912
Net assets (deficit) at end of year	\$2,946,988

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Current Debt

Question	Response
1. Did the Authority have any outstanding debt, including conduit debt, at any point during the reporting period?	No
2. If yes, has the Authority issued any debt during the reporting period?	

New Debt Issuances List by Type of Debt and Program

No Data has been entered by the Authority for this section in PARIS

Schedule of Authority Debt

Type of Debt	Statutory Authorization (\$)	Outstanding Start of Fiscal Year (\$)	New Debt Issuances (\$)	Debt Retired (\$)	Outstanding End of Fiscal Year (\$)
State Obligation					
State Guaranteed					
State Supported					
State Contingent Obligation					
State Moral Obligation					
Other State Funded					
Authority Obligation					
General Obligation					
Revenue					
Other Non-State Funded					
Conduit					
Conduit Debt					
Conduit Debt - Pilot Increment Financing					

Real Property Acquisition/Disposal List

This Authority has indicated that it had no real property acquisitions or disposals during the reporting period.

Personal Property

This Authority has indicated that it had no personal property disposals during the reporting period.

Property Documents

Question	Response	URL (if applicable)
1. In accordance with Section 2896(3) of PAL, the Authority is required to prepare a report at least annually of all real property of the Authority. Has this report been prepared?	Yes	http://jcida.com/wp-content/uploads/sites/11/2013/08/JCLDC-Annual-Property-Report-093013.pdf
2. Has the Authority prepared policies, procedures, or guidelines regarding the use, awarding, monitoring, and reporting of contracts for the acquisition and disposal of property?	Yes	http://jcida.com/wp-content/uploads/sites/11/2013/08/JCLDC-Disposition-of-Real-Property-Guidelines-0
3. In accordance with Section 2896(1) of PAL, has the Authority named a contracting officer who shall be responsible for the Authority's compliance with and enforcement of such guidelines?	Yes	

Grant Information

This Authority has indicated that it did not award any grants during the reporting period.

Loan Information

1.	Source of Loan Funds: Private	2.	Source of Loan Funds: Private
	Name of Loan Recipient: Current Applications Inc.		Name of Loan Recipient: Current Applications Inc.
	Address Line1: PO Box 321		Address Line1: PO Box 321
	Address Line2: 275 Bellew Ave South		Address Line2: 275 Bellew Ave South
	City: WATERTOWN		City: WATERTOWN
	State: NY		State: NY
	Zip - Plus4: 13601		Zip - Plus4: 13601
	Province/Region:		Province/Region:
	Country: USA		Country: USA
	Original Amount of Loan: \$75,000		Original Amount of Loan: \$187,500
	Date Loan Awarded: 12/16/2010		Date Loan Awarded: 07/07/2011
	Interest Rate(%): 5		Interest Rate(%): 5
	Length of Loan(# of years		Length of Loan(# of years
	to repay): 1		to repay): 20
	Amount of Loan Prinicipal Repaid		Amount of Loan Prinicipal Repaid
	to Date: \$7,947.00		to Date: \$9,493.72
	Purpose of Loan: Commercial Property		Purpose of Loan: Commercial Property
	Construction/Acquisition/Revitalization/I		Construction/Acquisition/Revitalization/I
	mprovement		mprovement
	Was the Loan expected to result		Was the Loan expected to result
	in new jobs being created? No		in new jobs being created? No
	If yes, how many jobs were planned		If yes, how many jobs were planned
	to be created?		to be created?
	If yes, how many jobs have been		If yes, how many jobs have been
	created to date?		created to date?
	Have the terms of the loan been		Have the terms of the loan been
	completed? No		completed? No

Loan Information

3. Source of Loan Funds: Private
Name of Loan Recipient: Florelle Tissue Corp. USA
Address Line1: PO Box 662
Address Line2: 1 Bridge Street
City: BROWNVILLE
State: NY
Zip - Plus4: 13615
Province/Region:
Country: USA
Original Amount of Loan: \$250,000
Date Loan Awarded: 10/07/2010
Interest Rate(%): 3
Length of Loan(# of years
to repay): 10
Amount of Loan Prinicipal Repaid
to Date: \$0.00
Purpose of Loan: Business Expansion/Startup

Was the Loan expected to result
in new jobs being created? Yes
If yes, how many jobs were planned
to be created? 50
If yes, how many jobs have been
created to date? 0
Have the terms of the loan been
completed? No

4. Source of Loan Funds: Private
Name of Loan Recipient: The Lodge at Ives Hill, Inc.
Address Line1: 1200 Jewell Drive
Address Line2:
City: WATERTOWN
State: NY
Zip - Plus4: 13601
Province/Region:
Country: USA
Original Amount of Loan: \$166,666
Date Loan Awarded: 05/05/2011
Interest Rate(%): 5
Length of Loan(# of years
to repay): 20
Amount of Loan Prinicipal Repaid
to Date: \$6,264.59
Purpose of Loan: Business Expansion/Startup

Was the Loan expected to result
in new jobs being created? Yes
If yes, how many jobs were planned
to be created? 13
If yes, how many jobs have been
created to date? 12
Have the terms of the loan been
completed? No

Loan Information

5. Source of Loan Funds: Private
 Name of Loan Recipient: Watertown Industrial Center Local Develop
 Address Line1: 800 Starbuck Avenue
 Address Line2: Suite 800
 City: WATERTOWN
 State: NY
 Zip - Plus4: 13601
 Province/Region:
 Country: USA
 Original Amount of Loan: \$200,000
 Date Loan Awarded: 02/04/2010
 Interest Rate(%): 3
 Length of Loan(# of years
 to repay): 20
 Amount of Loan Prinicipal Repaid
 to Date: \$20,278.29
 Purpose of Loan: Commercial Property
 Construction/Acquisition/Revitalization/I
 mprovement
Was the Loan expected to result
 in new jobs being created? No
If yes, how many jobs were planned
 to be created?
If yes, how many jobs have been
 created to date?
Have the terms of the loan been
 completed? No

Bond Information

This Authority has indicated that it did not have any outstanding bonds during the reporting period.

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Additional Comments: