



Onondaga Civic Development Corporation

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

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Regular Meeting Agenda October 3, 2023

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 7, 2023 Meeting Minutes
- B. Treasurer's Report
- C. Payment of Bills
- D. Conflict of Interest

Action Items:

1. Review and Approve the 2024 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 7, 2023

The Regular meeting of the Onondaga Civic Development Corporation convened on Thursday, September 7, 2023 at 335 Montgomery Street, Floor 2M, Syracuse, New York, 13202 in the conference room.

Michael LaFlair called the meeting to order at 8:35 am with the following:

PRESENT:

Michael LaFlair
Mitch Latimer
Virginia Biesiada O'Neill
Vincent Cioci

ABSENT:

Kimberly Townsend
Alison Miller

ALSO PRESENT:

Robert M. Petrovich, President/CEO
Nancy Lowery, Secretary
Nate Stevens, Treasurer
Alexis Rodriguez, Assistant Treasurer, OCDC
Karen Doster, Recording Secretary
Len Rauch, Office of Economic Development
Christopher Andreucci, Harris Beach PLLC
Carrie Wojtaszek, Galaxy Events Company

APPROVAL OF REGULAR MEETING MINUTES – JULY 18, 2023

Upon a motion by Mitch Latimer, seconded by Virginia Biesiada O'Neill, the OCDC Board approved the regular meeting minutes of July 18, 2023. Motion was carried unanimously.

TREASURER'S REPORT

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

Upon a motion by Virginia Biesiada O'Neill, seconded by Vincent Cioci, the OCDC Board approved the Treasurer's Report for the month ending August 2023. Motion was carried unanimously.

PAYMENT OF BILLS

Alexis Rodriguez gave a brief review of the Payment of Bills, Schedule #110.

Upon a motion by Mitch Latimer, seconded by Vincent Cioci, the OCDC Board approved the Payment of Bills schedule #110 with General Expenses being \$478.61. Motion was carried unanimously.

CONFLICT OF INTEREST

Board members and staff verbally acknowledged they had no conflicts.

CANINE CARNIVAL 2023

Carrie Wojtaszek stated this year Canine Carnival is requesting \$5,000. She stated the event will be held at Jamesville Beach Park again. She stated they are going to do a one mile “Pawrade” to kick off the event and raise additional funds for local animal shelters. She stated they have over 60 different animal rescue booths and different related pet vendors coming on board. She stated they signed on a new sponsor, Upstate Honda Dealers, to help underwrite some additional costs as well. She stated they had Staff Works for quite a few years but they are based in Utica and they are going to do more Utica centralized things. She stated the funds they are requesting will primarily offset the cost of the event including operating expenses, tents, port a potties and things like that to make the event happen. She stated the goal each year is to raise money for the local nonprofit local shelters and to help them as there is quite an influx of pets, dogs in particular, inside the shelters. She stated this also serves the problem of helping to find them forever homes.

Virginia Biesiada O’Neill asked how the expenses this year compare to last year. Carrie Wojtaszek stated they are similar to where they were last year expenses compare. She stated they go out and get lots of quotes for tents and port-a-potties and encourage people to donate. She stated every

proceed they make from the event they actually give back so they work really hard in trying to keep those prices down. She stated after Covid everything went up.

Robert Petrovich asked what the \$20,000 management expenses are. Carrie Wojtaszek stated that is for the coordination of the entire event. She stated it is not just a one day event. She stated there is obviously staff the day of the event but also all the coordination of pulling the permits and working with county. She stated she has an entire team that works on this for months and months. She stated it goes to the Galaxy management team.

Robert Petrovich stated \$132,000 is an advertising expense and asked what is that and how is that number established. Carrie Wojtaszek stated she will provide a breakdown but it is a lot of radio. She stated much of it is in kind. She stated it is radio, TV and billboard so they do a strong advertising campaign around this event to encourage people to come out to the event.

Robert Petrovich asked if it is a pass through from Galaxy to others or is it a Galaxy cost. Carrie Wojtaszek stated it is per spot so it is a Galaxy cost, a billboard cost and through CNY Central.

Robert Petrovich asked if it is a gross or discounted cost. Carrie Wojtaszek stated it is a discounted cost. She stated they run a large quantity of spots similar to what they do for other events like Lights on the Lake or Taste of Syracuse. She stated being a local company they strive to make the community better. She stated they know in order to get people there they have to give frequent advertisements to tell people over and over again to mark their calendars to come out to the functions.

Virginia Biesiada O'Neill asked in addition to the \$5,000 from OCDC, where else does the funding come from. Carrie Wojtaszek stated they reach out to local community members. She stated a Earthwise Pet Center is a new sponsor and they have Peaceful Pets, Tractor Supply Company, various corporate vendors and the Veterinarian Medical Center. She stated any proceeds from the event are split across all the different animal shelters that come to the event. She stated she will provide a breakdown. She stated last year a little over \$20,000 was donated back to animal rescues over 12 years, Wayne Maher and the Priscilla Maher Animal Welfare Foundation had donated over \$300,000.

Robert Petrovich stated when backing out the advertising cost, Canine Carnival needs to raise \$32,000. He stated when you back out management expenses it brings it to \$12,000. He asked if only \$14,700 has been raised so far. Carrie Wojtaszek stated the \$14,700 was as of August 2 and they just raised another \$7,500 through Upstate Honda Dealers and on top of that they raise donations at the event. She stated a \$5 donation is encouraged at the door. She stated she will give the exact breakdown.

Upon a motion by Mitch Latimer, seconded by Vincent Cioci, the OCDC Board approved a resolution authorizing the disbursement of the Economic Growth Funds in the amount of \$5,000 to be used for Canine Carnival. Motion was carried unanimously.

ADJOURN

Upon a motion by Mitch Latimer, seconded by Vincent Cioci, the OCDC Board adjourned the meeting at 8:42 am. Motion was carried unanimously.

Nancy Lowery, Secretary



ONONDAGA CIVIC DEVELOPMENT CORPORATION
 335 MONTGOMERY STREET, 2ND FLOOR, SYRACUSE, NY 13202
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September 30, 2023

Revenue / Expense / Income	Current Period	Year to date	2023 Budget Amount	Current YTD Change to Budget
Operating/Non-Op Revenue	1,187	13,066	415,854	(402,788)
Administrative Expense	7,740	56,909	133,110	(76,201)
Operating/Program Expense	7,582	21,506	282,744	(261,238)
Net Ordinary Income	(14,135)	(65,350)	-	(65,350)

Current Assets	Current YTD	Prior YTD
Total Cash	478,239	592,983
Less Pass Through Received		
Available Cash	478,239	592,983
Receivables	50	292,429
Other	-	
Total	478,289	885,412

Receivables	
0-120 days	50
> 120 days	
Total	50

Onondaga Civic Development Corporation

Profit and Loss

September 2023

	TOTAL
Income	
45000 Non-Operating Revenue	
45030 Interest	
45030.1 Bank Interest	1,187.34
Total 45030 Interest	1,187.34
Total 45000 Non-Operating Revenue	1,187.34
Total Income	\$1,187.34
GROSS PROFIT	\$1,187.34
Expenses	
62000 Operating Expenses	
63000 Administrative Expense	7,739.82
64000 Economic Growth Fund	
64000.2 Service Contracts	5,000.00
Total 64000 Economic Growth Fund	5,000.00
65010 Office Expense	1,401.70
65010.1 Copier	389.13
Total 65010 Office Expense	1,790.83
65030 Legal	791.58
Total 62000 Operating Expenses	15,322.23
Total Expenses	\$15,322.23
NET OPERATING INCOME	\$ -14,134.89
NET INCOME	\$ -14,134.89

Onondaga Civic Development Corporation

Balance Sheet

As of September 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
100.5 M&T M-M Savings	323,807.76
101 Petty Cash	9.13
102 First Niagara Checking	5,881.09
103 M&T Checking	148,541.34
Total Bank Accounts	\$478,239.32
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	2,665.28
Total 451 Quasi Equity Rec	2,665.28
455 CoVid 19 Loans	
455.5 ReFit	4,500.00
455.91 Via Mondo	2,650.00
Total 455 CoVid 19 Loans	7,150.00
Total 450 Loans Rec.	9,815.28
Total Other Current Assets	\$9,815.28
Total Current Assets	\$488,104.60
Fixed Assets	
15000 Furniture and Equipment	9,060.00
Total Fixed Assets	\$9,060.00
TOTAL ASSETS	\$497,164.60
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
600 Accounts Payable	0.00
600.2 Mileage Reimbursement	-0.07
600.3 OED Contract	56,909.46
Total 600 Accounts Payable	56,909.39
Total Accounts Payable	\$56,909.39
Total Current Liabilities	\$56,909.39
Total Liabilities	\$56,909.39

Onondaga Civic Development Corporation

Balance Sheet

As of September 30, 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	-65,350.04
Total Equity	\$440,255.21
TOTAL LIABILITIES AND EQUITY	\$497,164.60

ONONDAGA CIVIC DEVELOPMENT CORPORATION
PAYMENT OF BILLS - SCHEDULE #111
October 3, 2023

GENERAL EXPENSES

1.	<u>HARRIS BEACH PLLC*</u>	\$	791.58
	Legal, Inv#8934561		
2.	<u>GALAXY MEDIA PARTNERS*</u>	\$	5,000.00
	Canine Carnival 2023		
3.	<u>TOSHIBA FINANCIAL SERVICES**</u>	\$	191.00
	Inv#511507568		
Total		\$	5,982.58

*Ratification of Checks dated September 18, 2023

**Ratification of Checks dated September 26, 2023

OCDC 2024 Budget

1. Operating Expenses/Program Expenses	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Service Contracts	\$ 76,500	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Onondaga County - Contractual Support Services	\$ 133,110	\$ 117,000	\$ 117,000	\$ 117,000	\$ 117,000
Rent	\$ 132,600	\$ -	\$ -	\$ -	\$ -
Copier	\$ 3,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Depreciation Expense	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Professional Fees	\$ 26,010	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
Office Expenses	\$ 15,810	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Insurance	\$ 10,000	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200
Meeting Expenses	\$ 10,000	\$ 250	\$ 250	\$ 250	\$ 250
Miscellaneous Expense	\$ 5,324	\$ 50	\$ 50	\$ 50	\$ 50
Total Operating/Program Expenses	\$ 415,854	\$ 153,000	\$ 153,000	\$ 153,000	\$ 153,000

2. Revenue	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Project Fees	\$ 306,510	\$ 120,750	\$ 120,750	\$ 120,750	\$ 120,750
Application Fees	\$ 10,710	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Property Sales	\$ 31,110	\$ -	\$ -	\$ -	\$ -
Rental Income	\$ 61,200	\$ -	\$ -	\$ -	\$ -
Other Income	\$ 5,610	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250
Interest Income	\$ 510	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Miscellaneous Income	\$ 204	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Total Revenue	\$ 415,854	\$ 153,000	\$ 153,000	\$ 153,000	\$ 153,000