

MICHAEL P. GALIME, MAYOR
CITY OF UTICA

UTICA CIVIC DEVELOPMENT CORPORATION
1 KENNEDY PLAZA
UTICA, NEW YORK 13502
PHONE: (315) 792-0195
FAX: (315) 797-6607



Agenda

Utica Civic Development Corporation
Regular Meeting – Wednesday, March 26, 2025 @ 8:50am
City Hall, Utica, New York

- I. Call to Order
- II. Approval of Minutes (December 26, 2024)
- III. Old Business
- IV. New Business
 - A. Authorities Budget Office documents - Approval
- V. Executive Session (if required)
- VI. Adjourn

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December 26, 2024 9:00a.m.
Utica Civic Development Corporation – Regular Meeting
City Hall, 1 Kennedy Plaza, Utica

Members Present: Vin Gilroy, Emmett Martin, John Zegarelli
Member Excused: Steve Deery John Buffa
Also Present: Jack Spaeth (Executive Director)
Others: Brian Thomas (Commissioner – UED)

1) CALL MEETING TO ORDER: The meeting was called to order by Mr. Gilroy at 9:00a.m.

2) APPROVAL OF MINUTES: A motion was made by Mr. Zegarelli, seconded by Mr. Martin to approve the minutes of the August 21, 2024 minutes.

3) OLD BUSINESS: none

4A) NEW BUSINESS: ARPA Funding

Mr. Thomas informed Agency members that the City received \$62 million in ARPA funds to be used for projects in the city. Per the agreement with the feds, all funds need to be obligated by 12/31/24, with all funds expended or under contract by 12/31/26. There are three projects and their subsequent funds that have not been obligated. They are: Business Assistance funding, Utica Center for Development at the YWCA, and Pathways to Justice. The total of these funds outstanding is \$1.75 million. Mr. Thomas is requesting that the UCDC hold (obligate) these funds until the projects are further along and to disburse the funds when requested.

After little conversation, Mr. Zegarelli made a motion, seconded by Mr. Martin to approve the UCDC to execute a Subrecipient Agreement with the City of Utica, in form acceptable to Agency counsel. All in favor.

5) ADJOURNMENT: There being no further business brought before the Agency, Mr. Martin made a motion to adjourn, seconded by Mr. Zegarelli and the meeting was adjourned at 9:07am.

Annual Report for Utica Civic Development Corporation
 Fiscal Year Ending: 12/31/2024

Run Date: 03/20/2025
 Status: CERTIFIED
 Certified Date: 03/20/2025

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?	No	
2.	As required by section 2800(9) of PAL, did the Authority prepare an assessment of the effectiveness of its internal controls?	Yes	www.cityofutica.com
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?	No	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	www.cityofutica.com
6.	Are any Authority staff also employed by another government agency?	Yes	City of Utica
7.	Has the Authority posted their mission statement to their website?	Yes	www.cityofutica.com
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.		www.cityofutica.com

Annual Report for Utica Civic Development Corporation
 Fiscal Year Ending: 12/31/2024

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Governance Information (Board-Related)

Question	Response	URL (If Applicable)
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 a 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):		www.cityofutica.com
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		www.cityofutica.com
7. Has the Board adopted bylaws and made them available to Board members and staff?	Yes	www.cityofutica.com
8. Has the Board adopted a code of ethics for Board members and staff?	Yes	www.cityofutica.com
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?	No	N/A
16. Has the board adopted a conditional/additional compensation policy governing all employees?	No	

Annual Report for Utica Civic Development Corporation
 Fiscal Year Ending: 12/31/2024

Run Date: 03/20/2025
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 Certified Date: 03/20/2025

Board of Directors Listing

Name	Buffa, John	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	No
Term Start Date	5/1/2019	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	Pleasure of Authority	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

Name	Deery, Steve	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	No
Term Start Date	3/19/2024	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	Pleasure of Authority	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

Annual Report for Utica Civic Development Corporation
 Fiscal Year Ending: 12/31/2024

Run Date: 03/20/2025
 Status: CERTIFIED
 Certified Date: 03/20/2025

Name	Gilroy, Jr, Vincent	Nominated By	Local
Chair of the Board	Yes	Appointed By	Local
If yes, Chair Designated by	Local	Confirmed by Senate?	No
Term Start Date	5/1/2019	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	Pleasure of Authority	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

Name	Martin, Emmett	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	No
Term Start Date	5/1/2019	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	Pleasure of Authority	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

Annual Report for Utica Civic Development Corporation
 Fiscal Year Ending: 12/31/2024

Run Date: 03/20/2025
 Status: CERTIFIED
 Certified Date: 03/20/2025

Name	Zegarelli, John	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	No
Term Start Date	5/1/2019	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	Pleasure of Authority	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

Annual Report for Utica Civic Development Corporation
 Fiscal Year Ending: 12/31/2024

Run Date: 03/20/2025
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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	Overtime paid by Authority	Performance Bonus	Extra Pay	Other Compensati on/Allowanc es/Adjustme nts	Total Compensati on paid by Authority	Individual also paid by another entity to perform the work of the Authority	If yes, Is the payment made by a State or local governme nt
Spaeth, Jack	Executive Director	Executive		CSEA		FT	No	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Yes	Yes

Annual Report for Utica Civic Development Corporation
 Fiscal Year Ending: 12/31/2024

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Benefit Information

During the fiscal year, did the Authority continue to pay for any of the above mentioned benefits for former staff or individuals affiliated With the Authority after those individuals left the Authority?	No
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Board Members

Name	Title	Severance Package	Payment for Unused Leave	Club Member-ships	Use of Corporate Credit Cards	Personal Loans	Auto	Transportation	Housing Allowance	Spousal / Dependent Life Insurance	Tuition Assistance	Multi-Year Employment	None of these Benefits	Other
Buffa, John	Board of Directors												X	
Deery, Steve	Board of Directors												X	
Gilroy, Jr, Vincent	Board of Directors												X	
Martin, Emmett	Board of Directors												X	
Zegarelli, John	Board of Directors												X	

Staff

Name	Title	Severance Package	Payment for Unused Leave	Club Member-ships	Use of Corporate Credit Cards	Personal Loans	Auto	Transportation	Housing Allowance	Spousal / Dependent Life Insurance	Tuition Assistance	Multi-Year Employment	None of these Benefits	Other
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Annual Report for Utica Civic Development Corporation
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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 Authority and not independently filing reports in PARIS?	No

Name of Subsidiary/Component Unit	Status
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Request Subsidiary/Component Unit Change

Name of Subsidiary/Component Unit	Status	Requested Changes
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Request Add Subsidiaries/Component Units

Name of Subsidiary/Component Unit	Establishment Date	Purpose of Subsidiary/Component Unit
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Request Delete Subsidiaries/Component Units

Name of Subsidiary/Component Unit	Termination Date	Reason for Termination	Proof of Termination Document Name
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Annual Report for Utica Civic Development Corporation
Fiscal Year Ending: 12/31/2024

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Summary Financial Information

SUMMARY STATEMENT OF NET ASSETS

			Amount
Assets			
Current Assets			
	Cash and cash equivalents		\$1.00
	Investments		\$0.00
	Receivables, net		\$0.00
	Other assets		\$0.00
	Total current assets		\$1.00
Noncurrent Assets			
	Restricted cash and investments		\$0.00
	Long-term receivables, net		\$0.00
	Other assets		\$0.00
	Capital Assets		
		Land and other nondepreciable property	\$0.00
		Buildings and equipment	\$0.00
		Infrastructure	\$0.00
		Accumulated depreciation	\$0.00
		Net Capital Assets	\$0.00
	Total noncurrent assets		\$0.00
Total assets			\$1.00
Liabilities			
Current Liabilities			
	Accounts payable		\$1.00
	Pension contribution payable		\$0.00
	Other post-employment benefits		\$0.00
	Accrued liabilities		\$0.00
	Deferred revenues		\$0.00
	Bonds and notes payable		\$0.00
	Other long-term obligations due within one year		\$0.00
	Total current liabilities		\$1.00
Noncurrent Liabilities			

Annual Report for Utica Civic Development Corporation

Fiscal Year Ending: 12/31/2024

Run Date: 03/20/2025

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Certified Date: 03/20/2025

	Pension contribution payable		\$0.00
	Other post-employment benefits		\$0.00
	Bonds and notes payable		\$0.00
	Long term leases		\$0.00
	Other long-term obligations		\$0.00
	Total noncurrent liabilities		\$0.00
Total liabilities			\$1.00
Net Asset (Deficit)			
Net Assets			
	Invested in capital assets, net of related debt		\$0.00
	Restricted		\$0.00
	Unrestricted		\$0.00
	Total net assets		\$0.00

SUMMARY STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET ASSETS

			Amount
Operating Revenues			
	Charges for services		\$0.00
	Rental and financing income		\$0.00
	Other operating revenues		\$0.00
	Total operating revenue		\$0.00
Operating Expenses			
	Salaries and wages		\$0.00
	Other employee benefits		\$0.00
	Professional services contracts		\$0.00
	Supplies and materials		\$0.00
	Depreciation and amortization		\$0.00
	Other operating expenses		\$0.00
	Total operating expenses		\$0.00
Operating income (loss)			\$0.00
Nonoperating Revenues			
	Investment earnings		\$0.00
	State subsidies/grants		\$0.00
	Federal subsidies/grants		\$0.00
	Municipal subsidies/grants		\$0.00
	Public authority subsidies		\$0.00

Annual Report for Utica Civic Development Corporation

Fiscal Year Ending: 12/31/2024

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	Other nonoperating revenues		\$0.00
	Total nonoperating revenue		\$0.00
Nonoperating Expenses			
	Interest and other financing charges		\$0.00
	Subsidies to other public authorities		\$0.00
	Grants and donations		\$0.00
	Other nonoperating expenses		\$0.00
	Total nonoperating expenses		\$0.00
	Income (loss) before contributions		\$0.00
Capital contributions			\$0.00
Change in net assets			\$0.00
Net assets (deficit) beginning of year			\$0.00
Other net assets changes			\$0.00
Net assets (deficit) at end of year			\$0.00

Annual Report for Utica Civic Development Corporation
 Fiscal Year Ending: 12/31/2024

Run Date: 03/20/2025
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 Certified Date: 03/20/2025

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

Annual Report for Utica Civic Development Corporation
 Fiscal Year Ending: 12/31/2024

Run Date: 03/20/2025
 Status: CERTIFIED
 Certified Date: 03/20/2025

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 Obligation	State Supported						
State Obligation	State Contingent Obligation						
State Obligation	State Moral Obligation						
Other State-Funded	Other State-Funded						
Authority Debt - General Obligation	Authority Debt - General Obligation						
Authority Debt - Revenue	Authority Debt - Revenue						
Authority Debt - Other	Authority Debt - Other						
Conduit		Conduit Debt					
Conduit		Conduit Debt - Pilot Increment Financing					
TOTALS							

Annual Report for Utica Civic Development Corporation
Fiscal Year Ending: 12/31/2024

Run Date: 03/20/2025
Status: CERTIFIED
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Real Property Acquisition/Disposal List

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

Annual Report for Utica Civic Development Corporation
Fiscal Year Ending: 12/31/2024

Run Date: 03/20/2025
Status: CERTIFIED
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Personal Property

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

Annual Report for Utica Civic Development Corporation
 Fiscal Year Ending: 12/31/2024

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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?	No	
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	www.cityofutica.com
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	N/A

Annual Report for Utica Civic Development Corporation

Fiscal Year Ending: 12/31/2024

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Certified Date: 03/20/2025

Grant Information

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

Annual Report for Utica Civic Development Corporation
Fiscal Year Ending: 12/31/2024

Run Date: 03/20/2025
Status: CERTIFIED
Certified Date: 03/20/2025

Loan Information

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

Annual Report for Utica Civic Development Corporation
Fiscal Year Ending: 12/31/2024

Run Date: 03/20/2025
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Bond Information

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

Annual Report for Utica Civic Development Corporation

Fiscal Year Ending: 12/31/2024

Run Date: 03/20/2025

Status: CERTIFIED

Certified Date: 03/20/2025

Additional Comments

Investment Report for Utica Civic Development Corporation

Fiscal Year Ending: 12/31/2024

Run Date : 03/14/2025
Status: UNSUBMITTED
Certified Date: N/A**Investment Information**

Question		Response	URL (If Applicable)
1.	Has the Authority prepared an Annual Investment Report for the reporting period as required by Section 2925 (6) of PAL?		
2.	Are the Authority's investment guidelines reviewed and approved annually?		
3.	Did the Authority have an independent audit of investments as required by Section 2925(3)(f) of PAL?		
4.	Has the Authority's independent auditor issued a management letter to the Authority in connection with its annual audit of investments?		

Additional Comments

Procurement Report for Utica Civic Development Corporation

Fiscal Year Ending: 12/31/2024

 Run Date: 03/14/2025
 Status: CERTIFIED
 Certified Date : 03/14/2025

Procurement Information:

Question		Response	URL (If Applicable)
1.	Does the Authority have procurement guidelines?	Yes	www.cityofutica.com
2.	Are the procurement guidelines reviewed annually, amended if needed, and approved by the Board?	Yes	
3.	Does the Authority allow for exceptions to the procurement guidelines?	Yes	
4.	Does the Authority assign credit cards to employees for travel and/or business purchases?	No	
5.	Does the Authority require prospective bidders to sign a non-collusion agreement?	No	
6.	Does the Authority incorporate a summary of its procurement policies and prohibitions in its solicitation of proposals, bid documents, or specifications for procurement contracts?	No	
7.	Did the Authority designate a person or persons to serve as the authorized contact on a specific procurement, in accordance with Section 139-j(2)(a) of the State Finance Law, "The Procurement Lobbying Act"?	Yes	
8.	Did the Authority determine that a vendor had impermissible contact during a procurement or attempted to influence the procurement during the reporting period, in accordance with Section 139-j(10) of the State Finance Law?	No	
8a.	If Yes, was a record made of this impermissible contact?		
9.	Does the Authority have a process to review and investigate allegations of impermissible contact during a procurement, and to impose sanctions in instances where violations have occurred, in accordance with Section 139-j(9) of the State Finance Law?	No	

Procurement Report for Utica Civic Development Corporation

Fiscal Year Ending: 12/31/2024

Run Date: 03/14/2025

Status: CERTIFIED

Certified Date : 03/14/2025

Procurement Transactions Listing:

The Authority has indicated that it had no procurement transactions during the reporting period.

Additional Comments

Utica Civic Development Corporation
Assessment of the Effectiveness of Internal Controls 2024

A. Define the Authority's Major Business Functions

It is hereby determined that the establishment of the Utica Civic Development Corporation (UCDC) pursuant to Section 1411 of the Not-for-Profit Corporation Law of the State of New York as an instrumentality of the City of Utica, New York for the specific purpose of:

- (a) promoting community and economic development and the creation of jobs in the non-profit and for-profit sectors for the citizens of the City by developing and providing programs for not-for-profit institutions, manufacturing and industrial businesses and other entities to access low interest tax-exempt and non-tax-exempt financing for their eligible projects; and
- (b) undertaking projects and activities within the City for the purpose of relieving and reducing unemployment, bettering and maintaining job opportunities, carrying on scientific research for the purpose of aiding the City by attracting new industry to the City or by encouraging the development of, or retention of, an industry in the City, and lessening the burdens of government and acting in the public interest, is in the best interest of the City and the purposes of the Corporation will lessen the burdens of City government, perform an essential governmental function of the City, and are in the public interest of the City.

B. Determine the Risks Associated with Its Operations

The Corporation owns no property and acts as a pass through of state granted benefits. Staff of the Corporation (Executive Director) is employed by the City of Utica. Checks received from project fees are immediately deposited into the Corporation's account. No cash is ever utilized for transaction purposes

C. Identify the Internal Control Systems in Place

The UCDC's existing controls will prevent significant fraud from occurring. The Executive Director presents all bills and vouchers to Corporation members. Two Corporation members must sign each check and reconciliations are provided for review and signatures at the end of each month. In addition, the Board oversees all expenditures and is provided with financial reports on a monthly basis.

Risk, as assessed, is low. The Board of Directors evaluates on a yearly basis.

D. Assess the Extent to Which the Internal Control System is Effective

To the knowledge of management, there has never been an outstanding issue with the effectiveness of the Internal Control System nor has any issue been brought to the attention of the Board of Directors through the annual audit.

E. Take Corrective Action

Should the event of fraud or a weakness in the effectiveness of the Internal Control System be identified, a corrective plan will be developed and adopted by the Board and monitored by management ensure that the vulnerability is addressed.

MICHAEL P. GALIME, MAYOR
CITY OF UTICA

UTICA INDUSTRIAL DEVELOPMENT AGENCY
1 KENNEDY PLAZA
UTICA, NEW YORK 13502
PHONE: (315) 792-0195
FAX: (315) 797-6607



MEMORANDUM

December 31, 2024

TO: New York State Authorities Budget Office

FROM: Jack Spaeth, Executive Director

RE: Utica Civic Development Corporation

New York State Local Public Authority Mission Statement and Measurement Report

Local Public Authority Name: Utica Civic Development Corporation

Fiscal Year: January 2024 – December 31, 2024

Enabling Legislation: Section 1411 of the Not-for-Profit Corporation Law

Mission Statement: The mission of the Utica Civic Development Corporation is to assist in the enhancement and diversity of the economy of the City of Utica by acting in support of projects in the City of Utica that create and/or retain jobs and promote private sector investment utilizing the statutory powers of the Local Development Corporation as set forth under the provisions of the laws of the State of New York. Adopted: June 14, 2019

The UCDC provides promoting community and economic development and the creation of jobs in the non-profit and for-profit sectors for the citizens of the City by developing and providing programs for not-for-profit institutions, manufacturing and industrial businesses and other entities to access low interest tax-exempt and non-tax-exempt financing for their eligible projects; and undertaking projects and activities within the City for the purpose of relieving and reducing unemployment, bettering and maintaining job opportunities, carrying on scientific research for the purpose of aiding the City by attracting new industry to the City or by encouraging the development of, or retention of, an industry in the City, and lessening the burdens of government and acting in the public interest, is in the best interest of the City and the

purposes of the Corporation will lessen the burdens of City government, perform an essential governmental function of the City, and are in the public interest of the City.

2024 Measurements:

Goals:

- **Assist not-for-profits within the City through bond financing to help them reduce financing costs for capital projects undertaken by their Agencies which will help them control costs so that they can better serve the individuals within the City that they assist.**
- **To communicate with government, education, labor, business and economic development agencies to maximize development potential and sustainability of the economy in the City of Utica**
- **To work cooperatively with City administration to further economic development progress**

Objectives:

- **Issuing Tax-exempt or Taxable bonds to finance eligible not for profit and commercial projects. Issuing of tax-exempt bonds for projects that are eligible for financing in compliance with federal and NYS legislation.**
- **Facilitating the securing of public and private grants for economic development projects through the NYS Consolidated Funding Application process and others available.**
- **Complying with the State Environmental Quality Review Act (SEQRA) on all projects assisted by the City of Utica UDC.**
- **To improve the quality of life in the City of Utica;**
- **Collaborating with City planning and zoning departments to ensure proposed development opportunities meet the overall goals of the City's development plans.**
- **To increase the City of Utica's tax base**

Authority Stakeholder(s): City of Utica, New York

Authority Beneficiaries: City of Utica residents

Authority Customers: All eligible business entities

Authority self-evaluation of prior year performance: UCDC had reached out to a number of NFP prospects but no projects were initiated.

Governance Certification:

1. Have the board members acknowledged that they have read and understand the mission of the public authority? Board of Directors Response: **Yes**
2. Who has the power to appoint management of the public authority? Board of Directors Response: **Mayor of the City of Utica**
3. If the Board appoints management, do you have a policy you follow when appointing the management of the public authority. Board of Directors Response: **N/A**
4. Briefly describe the role of the Board and the role of management in the implementation of the mission.

Board of Directors Response: **The role of the Board regarding the implementation of the public authority's mission is to provide strategic input, guidance, oversight, mission authorization, policy setting and validation of the authority's mission, measurements and results. The role of management is to collaborate with the board in strategy development / strategy authorization and to implement established programs, processes, activities and policies to achieve the public authority's mission**

5. Has the Board acknowledged that they have read and understood the response to each of these questions? Board of Directors Response: **Yes**