

**Tompkins County Development Corp.  
Board of Directors  
Meeting Minutes  
December 3, 2010  
Scott Heyman (Old Jail) Conference Room  
Ithaca, NY**

**Present:** Martha Robertson, Dan Cogan, Jim Dennis, Jeff Furman, Will Burbank, David Squires, Ed Marx

**Excused:** Larry Baum, Nathan Shinagawa

**Staff Present:** Ina Arthur (recording), Heather Filiberto, Michael Stamm, Mariette Geldenhuys

**Guests Present:**

**CALL TO ORDER** The meeting was called to order at 3:40 PM

**ADDITIONS TO THE AGENDA**

NONE

**PRIVILEGE OF THE FLOOR**

No one requested to speak

**BUSINESS**

TCAD Funding Request

Mr. Stamm presented the 2011 funding request from Tompkins County Area Development. The amount is \$100,000 for administration of the Tompkins County Development Corporation and support of economic development in the county. A draft budget and work plan for TCAD was included with the request. These draft documents will go to the TCAD Board on December 16<sup>th</sup> for final approval. The total funding request for economic development from both the TCDC and TCIDA is \$412,700.

Mr. Furman asked what the “additional” funding, over what was given in 2010, would support?

Mr. Stamm stated that that is a fair question. When TCAD has budget increases, support is asked from the County, City of Ithaca and businesses. The support from the IDA and TCDC helps to fill the gap in funding.

Mr. Furman asked why TCAD’s budget is increasing in 2011. Mr. Stamm replied that one area of increase will be due to moving the TCAD office to a larger space. There are one time moving expenses and the cost of a new conference room table and chairs.

Ms. Robertson asked for an update of the office relocation. Mr. Stamm commented that for a long time there has been a need to have a larger meeting space/conference room at TCAD. There is also a need for more storage space. TCAD has negotiated good terms with the new landlord and the cost per square foot is actually less than TCAD's current space. However, there is more square footage and thus an increase in office rent.

Mr. Furman stated that he would like to see the budget with the one-time costs pulled out so that they are not automatically rolled over to the next budget. He keeps seeing the costs to the IDA going up and he would like to see what more is being provided.

Mr. Stamm stated that the private sector income/support to TCAD does increase with each membership campaign (every three years). The County has asked TCAD to cover a number of initiatives that has required TCAD to hire two new staff persons and the County's support has not increased, it has decreased.

Ms. Robertson stated that the business investment seems to be flat since the membership campaign runs for three years. Also a number of these businesses are projects of the IDA.

Mr. Furman commented that the County employees don't get new offices. Mr. Stamm replied that a few years ago they did.

Mr. Dennis stated that TCAD is a lot different than a County office. Comparables would be TC3 and TCAT. Both these entities have had their budgets increase in 2011. The only thing he would comment on regarding the office move is that perhaps there might be cheaper offices out of the downtown area.

Mr. Burbank asked about the need for salary increases. Mr. Stamm stated that the TCAD Finance Committee authorizes a pool of money for salary increases that covers cost of living increases and performance related increases. Any increase in salary to a staff person is reviewed and authorized by TCAD's Human Resource Committee. This year the pool for increases is 2.4%. Mr. Stamm also stated that County employee salaries and benefit package should be looked at when looking at TCAD's salaries and benefits. A comparable salary in the County is usually 20% higher than TCAD's staff.

Mr. Burbank stated that it would be symbolic not to have salary increases.

Mr. Cogan stated that the IDA funds are funds for economic development. They are not County funds and should not have the County's constraints. Ms. Robertson reiterated that the IDA funds are not from property taxes. They are revenues from economic development projects.

Mr. Stamm stated that the office relocation timing may not be the best in terms of the economy but the opportunity in terms of space is here now.

Ms. Robertson asked about the Workforce Investment Board staff and their moving along with TCAD.

Mr. Stamm stated that yes the WIB staff will be housed in the TCAD offices. They currently do use TCAD's office equipment and "conference room."

Mr. Furman stated that his questions are not about the quality of work TCAD does; it is about the use of funds. He asked that besides the one-time costs of the move, he would like to see what TCAD contributes to the support of the WIB.

Ms. Robertson asked what the WIB paid in rent for 2010. Approximately \$8000.

Mr. Stamm asked the board for their comments on TCAD's 2011 Work plan.

Mr. Furman stated that he would like to see the accomplishments tracked against stated goals.

Ms. Robertson stated that with the new web site she would like to see more public information for TCDC and TCIDA projects including project applications posted to the web. Also, there needs to be more down with public hearing announcements. Perhaps a press release with each public hearing could be done. Mr. Burbank also asked that all legislators be made aware of public hearings.

Ms. Robertson also suggested doing more in terms of marketing the revolving loan funds and doing more with small start up businesses. Mr. Stamm commented that actually a number of the loan funds TCAD manages have been "loaned out." And TCAD actually does do a lot with small businesses and start ups in terms of technical support and referrals.

Ms. Robertson commented that opportunities with NYSERDA should be bolstered.

Mr. Furman stated that he would like to see more marketing outreach to environmental and socially just businesses. Perhaps as it relates to the community marketing collaborative video.

Mr. Stamm stated that is a good idea and suggested that Mr. Furman work with the group on this initiative. Mr. Dennis and Mr. Cogan concurred on the video suggestion.

Mr. Stamm also reported that TCAD's Planning Committee made a few additional suggestions after this version of the work plan was distributed. That committee suggested adding: succession planning, possible YEA (Youth Entrepreneurial) administration, and defining what TCAD means by "sustainability."

#### Final 2011 TCDC Budget

**Dan Cogan moved to approve the final 2011 TCDC budget including the administrative support to TCAD. Jim Dennis seconded the motion. The motion passed unanimously.**

#### **MINUTES**

**Dan Cogan moved to approve the minutes from the November 5, 2010 TCDC Board meeting. Will Burbank seconded the motion. The motion passed unanimously.**

Meeting adjourned at 4:30 PM