


Tompkins County Development Corporation

Administration provided by  **TCAD**

**TOMPKINS COUNTY DEVELOPMENT CORPORATION
BOARD OF DIRECTORS MEETING**

• Thursday, January 16, 2014 •

**3:30 PM
Governor Daniel D. Tompkins Building
Legislative Chambers
121 E. Court Street
Ithaca NY 14850**

AGENDA

- 1. CALL TO ORDER**
- 2. PRIVILEGE OF THE FLOOR**
- 3. BUSINESS**
2014 Memorandum of Understanding with TCAD
- 4. STAFF REPORT**
- 5. APPROVAL OF MEETING MINUTES – December 18, 2013**
- 6. ADJOURNMENT**

**Memorandum of Understanding
Tompkins County Area Development, Inc. &
Tompkins County Development Corporation, Inc.**

AGREEMENT

AGREEMENT, made by and between Tompkins County Area Development, a not-for-profit corporation of the State of New York, having offices at 401 East State Street, Suite 402B, Ithaca, New York, 14850, hereinafter referred to as "TCAD", and Tompkins County Development Corporation, hereinafter referred to as "TCDC".

WITNESSETH

WHEREAS, TCAD, as the community's lead economic development agency, offers financial assistance, technical assistance and real estate development services. TCAD is responsible for creating and implementing the comprehensive economic development strategy for the county that provides leadership to create a supportive economic environment. TCAD administers the Tompkins County Empire Zone and Capital Tourism Grant Program. TCAD will provide administrative management to TCDC.

NOW, THEREFORE, in consideration of the agreements contained herein, the parties agree as follows:

1. The term of this agreement shall be from **January 1, 2014 through December 31, 2014**.
2. TCAD agrees to provide technical and administrative services as follows:
 - Organize meetings of the Board of Directors and Committees of the Board.
 - Staff and take minutes of meetings.
 - Maintain TCDC files and archives.
 - Distribute applications and supporting documents to the TCDC.
 - Comply with project public hearing and taxing authority notification requirements.
 - Respond to questions about projects.
 - Assist attorney with closings.
 - Comply with NYS Public Authority Accountability Act regulations including filing of annual reports and other required information.
 - Compile information for annual audit, work with auditors in this regard, update information online as required by NYS.
 - Create and maintain a web site as requested by law.
 - Monitor legislation impacting the TCDC.
 - Educate appropriate elected officials and their staff about the TCDC's position on current or proposed legislation impacting LDC's and their projects.
 - Recommend and advise the Board concerning changes to applications, policies, and by-laws.

- Educate board members on duties of public authority.
 - Promote the availability of TCDC incentives to potential applicants.
 - Meet with potential applicants to discuss TCDC incentives, policies and procedures.
 - Prepare applicants for TCDC meeting.
 - Create cost/benefit analysis.
 - Create job and wage report.
 - Create and update economic impact report.
 - Comply with NYS reporting requirements.
 - Meet with current customers on a periodic basis to monitor status of project.
3. TCDC agrees to pay TCAD a sum of **\$134,700**. Payments shall be made quarterly upon submission of an invoice. The parties acknowledge that this sum is for the above referenced services.
 4. The parties acknowledge that this sum also supports economic development services provided for Tompkins County by TCAD. **See the attached work plan that outlines these services.**
 5. It is mutually agreed between the parties that an independent contractor relationship is hereby established under the terms and conditions of this Agreement.
 6. The provision of this agreement shall be construed under the laws of the State of New York.

IN WITNESS THEREOF, the parties hereto have executed this agreement as of the day and year first above written.

DATE: _____

 Greg Hartz for TCAD

DATE: _____

 Martha Robertson for TCDC

**Tompkins County Development Corp.
Board of Directors Meeting DRAFT Minutes
December 18, 2013
TC Legislative Offices
121 E. Court Street, Ithaca, NY**

Present: Martha Robertson, Svante Myrick, Jim Dennis, Will Burbank, Grace Chiang, Rick Snyder

Excused: Nathan Shinagawa, Larry Baum

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

Guests Present: Ken Kamlet (Beechtree), Andy Sciarabba (SHBC, Lansing Market), Jane Marcham, Gary Ferguson (DIA), Kevin Sutherland (City of Ithaca), Scott Whittam (Harold's Square), John Johnston, Rochelle Morgan (Beechtree)

CALL TO ORDER The meeting was called to order at 3:10 PM

ADDITIONS TO THE AGENDA - NONE

PRIVILEGE OF THE FLOOR - NONE

BUSINESS

2014 Final Budget

Mr. Stamm reminded all that a draft 2014 budget was approved in October to meet the PAAA deadline. This is the final budget for 2014. There is a small increase on the expense side.

TCAD will be presenting its work plan at the January 2014 meeting after it has been approved by the TCAD Board.

Svante Myrick moved to approve 2014 final TCDC Budget. Jim Dennis seconded the motion. The motion passed unanimously.

STAFF REPORT

Mr. Stamm reported that it is hoped Kendal at Ithaca will come to the TCDC in the spring of 2014 for financing on their \$30M expansion project.

MINUTES

Jim Dennis made a motion to approve the minutes from the November 21, 2013 meeting. Svante Myrick seconded the motion. The motion passed.

The meeting adjourned at 3:15 PM