

BATAVIA DEVELOPMENT CORPORATION (BDC)
Governance Committee Meeting
Meeting Minutes December 9, 2019
9:30am

Attendance

BDC Attendees: Pier Cipollone, Marty Moore, Wesley Bedford, Nathan Varland, Jake Whiting and Andrew Maguire
(Director of Economic Development)

Excused:

Guest/Media:

Call to Order

The meeting was called to order at 9:36 a.m. at City Hall.

Agenda Additions

Governance Topics:

The Governance Committee reviewed the following policies and recommend them for approval to the BDC Board.

Board and Committee Nominations-

BDC By-laws Review-

Investment Policy-

Disposition of Property Policy

Procurement Policy-

Conflict of Interest Policy-

Anti-Nepotism Policy-

Whistle Blower Policy -

Defense and Indemnification Policy-

Code of Ethics Policy-

Loan Policy-

Sexual Harassment Policy-

NYS Local Public Authority Evaluation of Prior Year Performance- A. Maguire presented the NYS Local Public Authority Evaluation of Prior Year Performance. The evaluation was based on the 2012 Mission and Measurement Report for the Authority, moving forward the agency would complete an annual Mission and Measurement Report, giving the board a basis for the Evaluation of Prior Year Performance Report. Overall in 2019 the BDC helped foster \$1.048 million private capital investment in the City. These projects pledged 22 jobs. \$81,000 in loans were granted to start new businesses in the city. The Governor's \$10 million Downtown Revitalization Initiative (DRI) award winning projects are making progress and that BDC is playing a critical role assisting projects. Other positive momentum surrounded partnerships with local to state organizations, management of a \$600,000 building improvement fund is continuing and projects are in all stages but continue to move forward, and efforts to advance the city's Brownfield Opportunity Area.

NYS Local Public Authority Mission & Measurement Report-A. Maguire presented the agency with the 2020 Local Public Authority Mission & Measurement Report. The following goals were set for 2020.

2020 Measurements:

1. Secure capital/ business commitments of \$2.5 million.
2. Secure business pledges to create 25 jobs.
3. Secure a micro-enterprise grant/ loan program for the City of Batavia to foster new start-up businesses.
4. Achieve the BDC's 2020-2021 budget from a bottom-line financial operation performance (EBITDA) standpoint.

5. Successfully administer and implement the Batavia DRI Building Improvement program, Business Improvement Fund and Revolving Loan Fund Grants.
6. Close 5 loans in the BDC loan commitments.
7. Encourage, enable and incentivize downtown building owners to add new upper floor apartments and new residential living in the City of Batavia.
8. Participate in the City's environmental investigation and planning around the BOA Creek Park site.
9. Continue to enhance the BDC's value and build strong relationships with the City of Batavia government, schools, businesses and residents, and other economic development organizations.

M. Moore made a motion to recommend the policies above, seconded J. Whiting and it was approved by all members present.

Adjournment

The meeting stood adjourned at 9:45 a.m.

DRAFT