

BATAVIA DEVELOPMENT CORPORATION
DRAFT MEETING AGENDA- Monthly Meeting
Zoom Meeting ID: Meeting ID: 838 1399 5568 Passcode: 318340
Thursday, April 22nd, 2021
8:30 AM

Page Number	Topic	Action
	Call to Order	
	Presentations 1. Savarino Companies: Ellicott Station Project Update – Owner; Sam Savarino	Discussion
	Executive Session Motion to enter executive session under the Public Officers Law, Article 7, Open Meetings Law Section 105 for the following reasons: 1. The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion discipline, suspension, dismissal or removal of a particular person or corporation; or 2. The proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof. Enter Public Session	Vote Vote
Pgs. 2-6	Presidents Report & Activates 1. Agenda Additions 2. Approval of Meeting Minutes- March 25th, 2021 and April 1 st , 2021 3. Next Regular Meeting May 27 th , 2021 8:30 AM Via-Zoom 4. Confidential Board Evaluations	Vote Vote Discussion Discussion
	Governance- None at this time	
Pgs. 7-18 Pg. 19	Audit & Finance 1. March 2021 Financial Statements 2. 20-21 Budget to Actual	Discussion/Vote Discussion
Pg. 20 Pg. 21	Real Estate/BOA/DRI/NYMS 1. Batavia DRI - Building Improvement Fund- Update 2. Batavia DRI – Update 3. NYMS 2019 Grant – Update 4. NYMS 2020 Anchor Grant - Update 5. BOA – Update	Discussion Discussion Discussion Discussion Discussion
	Small Business – none at this time	
	Old Business – 1. RLF Funds – City of Batavia Usage of Funds Update – Ellicott Station	Discussion
Pgs. 22-41	New Business – 1. Approval of LaBella Associates NYMS 2021 Anchor Grant Administrative Services 2. City Centre Prospectus	Discussion/Vote Discussion
	Adjournment	Vote

BATAVIA DEVELOPMENT CORPORATION (BDC)

Live and Recorded Zoom Meeting: Zoom Meeting ID: 860 7148 0823, Passcode: 880751, Live and Recorded Meeting Minutes March 25th, 2021

Attendance

BDC Attendees: Pier Cipollone, Wesley Bedford, Andrew Maguire (Director) , Rachael Tabelski, Jake Whiting, Lori Aratari, Derek Geib, Chris Fix, Nate Varland;

Absent/Excused: S Pies

Media: Brian Quinn

Call to Order

At 8:33 a.m. L. Aratari, President of the BDC, called the meeting to order, which will be recorded and posted on the BDC website. The BDC will not enter executive session.

Presentations: RLF Grant Request for City of Batavia Infrastructure Project- Ellicott Place; City Manager, Rachael Tabelski, provided a synopsis of the Ellicott Place project and the proposed usage of funds. The City is checking into the ownership of the sidewalks that surround Ellicott Place which need to be replaced. The Revolving Loan Fund guidelines allow the City of Batavia or BDC can request usage of these funds for economic development purposes. The request is for \$35,000 as they continue to review the ownership structure and replacement of the sidewalks. A. Maguire supports this request and agrees this provides a public benefit to that project and the overall investment into Ellicott Place. The Balance of the fund is over \$230,000, with receivables from loans over \$100,000 from Batavia Players alone, and outstanding commitments to other RLF grants in the amount of \$60,000. N. Varland asked if the \$35,000 would cover the entire project. R. Tabelski states it will cover as much as they can do.

Motion of C. Fix to approve and recommend this usage of RLF Grant Funds to City Council for approval; seconded by N. Varland and approved by all members present.

Enter Executive Session

Motion of C. Fix to enter executive session under the Public Officers Law, Article 7, Open Meetings Law Section 105, at 8:33 a.m. for the following reasons:

- 1.The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion discipline, suspension, dismissal or removal of a particular person or corporation.
2. The proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

The motion was seconded by N. Varland and approved by all members present.

Enter Public Session

Motion of W. Bedford to enter back into public session at 9:35 a.m.; seconded by R. Tabelski and approved by all members present.

Chairman's Report

No agenda additions to be proposed.

President L. Aratari presented the meeting minutes from the February 25th, 2021 meeting.

motion of R. Tabelski to approve the meeting minutes as presented; seconded by W. Bedford and approved by all members present.

L. Aratari announced the next scheduled meeting for the BDC will be held on April 22nd, 2021 at 8:30 a.m. The meeting will be held Via Zoom, which will be live, recorded and posted on the BDC Website.

L. Aratari asked for the Confidential Board Evaluation forms by the April 22nd, 2021 meeting.

Committee Reports – None at this time.

Audit and Finance

Financial Statements- The February 2021 financial statements were reviewed with the board; a brief overview was provided by A. Maguire and will provide the Board with a Budget to Actual update at our April 22nd meeting. There will be more bills coming in for March and the fiscal year end to clean up outstanding.

Motion of R. Tabelski to approve the February 2020 financial statements; seconded by P. Cipollone approved by all members present.

City of Batavia 2021-2022 Budget- A. Maguire reports that the City of Batavia has passed their 21-22 Budget, which includes funding for the BDC at an amount of \$95,000 for operational costs.

Renewal of Liability Insurance – Philadelphia – Tompkins Insurance – A. Maguire states that the renewal of the Liability Insurance policy for fiscal year 21-22 for the BDC through Tompkins Insurance and provider Philadelphia will be \$724.06, a slight increase from last year. The coverage has been reviewed with agent Joe Teresi, the policy includes automobile coverage for board members and 3rd party contracted vendors. Cyber Security policy for the City covers the BDC as the BDC utilizes the City offices and server.

Motion of N. Varland to approve the renewal of the Liability Insurance Policy with Philadelphia and Tomkins Insurance; seconded by P. Cipollone approved by all members present.

Renewal of D/O Insurance – Selective – Lawley Genesee Insurance-A. Maguire states that the renewal of the Directors and Officers Insurance Policy for fiscal year 21-22 for the BDC through Lawley Genesee Insurance and provider Selective also increased to \$1596. Coverage remains the same and was discussed with agent Susie Boyce and is sufficient for our operations. R. Tabelski asked if the BDC would shop policies in the 22-23 fiscal year. A. Maguire will make sure Lawley and Tompkins shop the policies to providers.

Motion of R. Tabelski to approve renewal of Directors and Officers Insurance Policy with Selective and Lawley Genesee Insurance; seconded by R. Cohen approved by all members present.

Simplified Employee Pension Fund (SEP) – A. Maguire presented a Simplified Employee Pension Plan through Security Benefit with Advisor Christopher Philips at Cetera Investors. The Plan was reviewed for IRS compliance as a 501c3 entity and Freed Maxick Tax Account Nicole White confirmed this plan is compliant for a not for profit. The plan is the BDC's and the sole employee would be the participant and bear the annual maintenance costs. N. Varland states that many non-profits have a 403B plan so employees can also contribute pretax. A. Maguire states that was the first path investigated, however, being a one person employer, the cost to establish a 403b, which is typically shared by the participants, was substantial. Additionally, it would be extremely difficult to find an investment firm that would establish a 403b plan for a single employee not for profit. R. Tableski asked if the Housing Authority would take on an additional person as an authority. N. Varland states they are governmental and have a 457, but could inquire. A. Maguire states the SEP plan is acceptable. Lori and Rebecca will be the signers and President and Treasurer.

Motion of P. Cipollone to approve the BDC executing the Simplified Employee Pension documents and establishing the plan with Security Benefits with Cetera Investors; seconded by N. Varland approved by all members present

Real Estate/ BOA

DRI and Building Improvement Fund – A. Maguire states 39-43 Jackson is out to bid. 206 E. Main will require a full sprinkler system throughout the building, he will also need private line water work. Should be completed on time but there is a possibility of an extension needed.

New York Main Street 2020 Program – A. Maguire states one of the projects selected will no longer be delivering apartments and will require a reduction in grant funding to be NYMS compliant. The funds now vacated will be allocated to 206 E. Main Street's project to help offset the additional costs that were just discussed by \$25,000. New Grant award letters will be sent.

New York Main Street 2021 Program – A. Maguire has sent the local media outlets a press release for the new award the BDC received for Batavia Players project. All acceptance documentation has been sent to NYS OCR and will be waiting for the agreement documentation to come in. Admin RFP will be going out as well.

Small Business – None at this time.

Old Business- None at this time.

New Business –

Renewal of Economic Development Services – BDC and City of Batavia – 2021-2022 – L. Aratari states the BDC will receive \$95,000 as a contribution this year, down from \$110,000 the previous year but the BDC should remain whole fiscally and operational.

Motion of P. Cipollone to approve the Renewal of Economic Development Services between the BDC and City of Batavia for fiscal year 2021-2022; seconded by W. Bedford approved by all members present.

Adjournment

Motion of R. Tabela to adjourn the meeting; seconded by W. Bedford and approved by all member present. The meeting stood adjourned at 10:01 a.m.

BATAVIA DEVELOPMENT CORPORATION (BDC)
Special Meeting April 1st, 2021 @ 8:30am
Zoom Meeting ID: Meeting, Live and Recorded ID: 881 9381 7417Passcode: 100491

Attendance

BDC Attendees: Pier Cipollone, Wesley Bedford, Andrew Maguire (Director) , Steve Pies, Rachael Tabelski, Jake Whiting,
Lori Aratari, Chris Fix, Nate Varland

Absent/Excused: Rebecca Cohen; R. Tabelski; Derek Geib

Media: Brian Quinn; Batavia Daily News

Call to Order

At 8:30 a.m. L. Aratari, President of the BDC, called the meeting to order, which will be recorded and posted on the BDC website. The BDC will not enter executive session.

Presentations: None

Enter Executive Session No Motion

- 1.The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion discipline, suspension, dismissal or removal of a particular person or corporation.
2. The proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

Chairman's Report

No agenda additions to be proposed.

Committee Reports – None at this time.

Audit and Finance – None at this time

Real Estate/ BOA – None at this time.

Small Business – None at this time.

Old Business- None at this time.

New Business –

1. **RESOLUTION # 1- 2021: AUTHORIZE THE EXECUTION OF THE 2021 NEW YORK MAIN GRANT AGREEMENT.**

Motion by N. Varland to approve **RESOLUTION # 1- 2021: AUTHORIZE THE EXECUTION OF THE 2021 NEW YORK MAIN GRANT AGREEMENT**; Seconded by J. Whiting Approved by all members present.

2. **RESOLUTION # 2 – 2021: TO AMEND THE 2021 – 2022 BUDGET TO REFLECT THE RECEIPT OF \$417,000 FROM THE 2021 NEW YORK STATE MAIN STREET GRANT**

Motion by C. Fix to approve **RESOLUTION # 2 – 2021: TO AMEND THE 2021 – 2022 BUDGET TO REFLECT THE RECEIPT OF \$417,000 FROM THE 2021 NEW YORK STATE MAIN STREET GRANT**; Seconded by P. Cipollone Approved by all members present.

3. **REQUEST FOR PROPOSALS TO SUPPORT ADMINISTRATIVE FUNCTIONS RELATED TO THE 2021 NEW YORK MAIN STREET GRANT.** A. Maguire states the BDC will requesting administrative support for items' like SHPO review and Environmental Compliance that require expertise. That will go out shortly. P. Cipollone inquired about the admin acope available. A. Maguire states the admin and soft cost for an Anchor Grant projects allows for five percent of the cost, although this project will likely be under that.

Adjournment

W. Bedford *made a motion* to adjourn the meeting; seconded by P. Cipollone and approved by all member present. The meeting stood adjourned at 8:33 a.m.

Rev/Exp Comparison Control Report Parameters

Report ID:	MONTHLYP&L			
Year:	2020	Include Beg. Encumbrance:	Yes	
Period:	4	To:	3	Apply to Prior Years: No
Description:	Display	Apply % to Original Budget:	No	
Spacing:	Single	Print Parent Account:	No	
Acct Status:	Active	Use Alt Fund:	No	
Suppress Zero Accts.:	All	Grand Totals on Separate Page:	No	
Summary Only:	No	Include Req:	No	
		Exclude Rev Brackets:	Yes	

Account Table:

Alt. Sort Table:

Sort:	Sort	Subtotal	Page Break	Subheading
1	Fund	Yes	Yes	Yes
2	Type	Yes	No	Yes

BATAVIA DEVELOPMENT CORP

Rev/Exp Comparison Control Report

Period From: 4 To: 3

Account No.	Description	2020 Original Budget	2020 Adjusted Budget	2020 Actual Rev / Exp	2020 Encumbered	2020 Available Balance	2020 % Exp. Balance	2019 Actual Rev / Exp	2018 Actual Rev / Exp
Fund 001	BATAVIA DEVELOPMENT CORPORATION								
Type R	Revenue								
001.3100	APPROPRIATED FUND	0.00	6,529.00	0.00	0.00	6,529.00	0.00	0.00	0.00
001.4000.007	BALANCE (BUDGETARY REV GRANT REVENUE - GOVERNMENT.NATIONAL GRID - ELLICOTT STATION	0.00	100,000.00	0.00	0.00	100,000.00	0.00	0.00	0.00
001.4000.009	GRANT REVENUE - GOVERNMENT.DRI GRANT - BLDG IMPROVEMENT FUND	0.00	550,140.93	(5,537.86)	0.00	555,678.79	(1.01)	36,637.29	13,221.78
001.4000.010	GRANT REVENUE - GOVERNMENT.CTY OF BATAVIA OPPORTUNITY ZONE FUND	0.00	(20,000.00)	0.00	0.00	(20,000.00)	0.00	0.00	0.00
001.4120	BDC REVENUE	0.00	110,000.00	110,000.00	0.00	0.00	100.00	110,000.00	110,000.00
001.4900	OTHER OPERATING REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00
001.5900	OTHER NON OPERATING REVENUE	0.00	5,721.00	9,799.00	0.00	(4,078.00)	171.28	963.50	108.00
Total Type R	Revenue	0.00	752,390.93	114,261.14	0.00	638,129.79	15.19	151,600.79	123,329.78
Type E	Expense								
001.6000	SALARY EXPENSE	0.00	65,000.00	65,217.03	0.00	(217.03)	100.33	52,820.31	56,289.51
001.6100	FICA & MEDICARE	0.00	5,500.00	5,265.20	0.00	234.80	95.73	4,248.84	4,581.66
001.6110	STATE UNEMPLOYMENT	0.00	900.00	0.00	0.00	900.00	0.00	237.32	199.82
001.6111	FEDERAL UNEMPLOYMENT TAX	0.00	200.00	0.00	0.00	200.00	0.00	81.99	84.00
001.6120	HEALTH INSURANCE	0.00	3,000.00	3,008.13	0.00	(8.13)	100.27	2,266.39	3,162.10
001.6130	DISABILITY INSURANCE	0.00	200.00	143.32	0.00	56.68	71.66	84.29	178.32
001.6140	WORKERS COMP INSURANCE	0.00	750.00	622.00	0.00	128.00	82.93	585.00	650.00
001.6150	RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,602.74
001.7000	PROFESSIONAL SERVICES	0.00	35,000.00	10,381.91	0.00	24,618.09	29.66	11,405.15	38,456.10
001.7000.009	PROFESSIONAL SERVICES.DRI GRANT - BLDG IMPROVEMENT FUND	0.00	550,140.93	307.50	0.00	549,833.43	0.06	36,637.29	13,221.78
001.7000.010	PROFESSIONAL SERVICES.CTY OF BATAVIA OPPORTUNITY ZONE FUND	0.00	(140.19)	0.00	0.00	(140.19)	0.00	140.19	0.00
001.7100	SUPPLIES AND MATERIALS	0.00	1,500.00	149.51	0.00	1,350.49	9.97	6.85	638.78
001.7100.003	SUPPLIES AND MATERIALS.USDA RURAL DEVELOPMENT FRESH LAB GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19.20
001.8100	LEGAL/FILING FEES	0.00	2,000.00	373.80	0.00	1,626.20	18.69	725.62	784.98
001.8110	TELEPHONE	0.00	600.00	601.72	0.00	(1.72)	100.29	453.39	445.18
001.8120	TRAVEL AND TRAINING	0.00	1,500.00	0.00	0.00	1,500.00	0.00	973.50	1,644.73
001.8130	MARKETING AND PR	0.00	4,000.00	1,045.84	0.00	2,954.16	26.15	3,576.89	4,368.54

BATAVIA DEVELOPMENT CORP

Rev/Exp Comparison Control Report

Period From: 4 To: 3

Account No.	Description	2020 Original Budget	2020 Adjusted Budget	2020 Actual Rev / Exp	2020 Encumbered	2020 Available Balance	2020 % Exp. Balance	2019 Actual Rev / Exp	2018 Actual Rev / Exp
Fund 001	BATAVIA DEVELOPMENT CORPORATION								
Type E	Expense								
001.8510	DIRECTORS AND OFFICERS LIABILITY	0.00	1,600.00	1,451.00	0.00	149.00	90.69	966.00	1,451.00
001.8520	GENERAL LIABILITY	0.00	500.00	610.38	0.00	(110.38)	122.08	644.08	629.08
001.9000.007	NON OPERATING EXPENDITURES.NATIONAL GRID - ELLICOTT STATION	0.00	100,000.00	0.00	0.00	100,000.00	0.00	0.00	0.00
Total Type E	Expense	0.00	772,250.74	89,177.34	0.00	683,073.40	11.55	115,853.10	128,407.52
Total Fund 001	BATAVIA DEVELOPMENT CORPORATION	0.00	(19,859.81)	25,083.80	0.00	(44,943.61)	(126.30)	35,747.69	(5,077.74)

BATAVIA DEVELOPMENT CORP

Rev/Exp Comparison Control Report

Period From: 4 To: 3

Account No.	Description	2020 Original Budget	2020 Adjusted Budget	2020 Actual Rev / Exp	2020 Encumbered	2020 Available Balance	2020 % Exp. Balance	2019 Actual Rev / Exp	2018 Actual Rev / Exp
Fund 002	CREEK PARK LLC								
Type R	Revenue								
002.4900	OTHER OPERATING REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
Total Type R	Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
Total Fund 002	CREEK PARK LLC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
Grand Total		0.00	(19,859.81)	25,083.80	0.00	(44,943.61)	(126.30)	35,747.69	(4,977.74)

Revenue / Expense Control Report Parameters

Report ID:	MONTHLY			
Year:	2020	Include Beg. Encumbrance:	Yes	
Period:	3	To:	3	Apply to Budget Columns: No
Description:	Display	Apply % to Original Budget:	No	
Spacing:	Single	Print Parent Account:	No	
Acct Status:	Active	Grand Totals on Separate Page:	No	
Suppress Zero Accts.:	All	Include Req:	No	
Summary Only:	No	Use Alt Fund:	No	
% Fiscal Year:	100	Exclude Rev Brackets:	Yes	

Account Table:

Alt. Sort Table:

Sort:	Sort	Subtotal	Page Break	Subheading
1	Fund	Yes	Yes	Yes
2	Type	Yes	No	Yes

BATAVIA DEVELOPMENT CORP

Revenue / Expense Control Report

Fiscal Year: 2020 Period From: 3 To: 3

Account No.	Description	Curr. Month Total Rev / Exp	YTD Adjusted Budget	YTD Actual Rev / Exp	YTD Budget Balance	YTD Encumbered	YTD Available Balance	Percent Rev/Exp Balance
Fund 001	BATAVIA DEVELOPMENT CORPORATION							
Type R	Revenue							
001.3100	APPROPRIATED FUND BALANCE (BUDGETARY REV	0.00	6,529.00	0.00	6,529.00	0.00	6,529.00	0.00
001.4000.007	GRANT REVENUE - GOVERNMENT.NATIONAL GRID - ELLICOTT STATION	0.00	100,000.00	0.00	100,000.00	0.00	100,000.00	0.00
001.4000.009	GRANT REVENUE - GOVERNMENT.DRI GRANT - BLDG IMPROVEMENT FUND	44,321.21	550,140.93	(5,537.86)	555,678.79	0.00	555,678.79	(1.01)
001.4000.010	GRANT REVENUE - GOVERNMENT.CTY OF BATAVIA OPPORTUNITY ZONE FUND	0.00	(20,000.00)	0.00	(20,000.00)	0.00	(20,000.00)	0.00
001.4120	BDC REVENUE	0.00	110,000.00	110,000.00	0.00	0.00	0.00	100.00
001.5900	OTHER NON OPERATING REVENUE	0.00	5,721.00	9,799.00	(4,078.00)	0.00	(4,078.00)	171.28
Total Type R	Revenue	44,321.21	752,390.93	114,261.14	638,129.79	0.00	638,129.79	15.19
Type E	Expense							
001.6000	SALARY EXPENSE	5,752.74	65,000.00	65,217.03	(217.03)	0.00	(217.03)	100.33
001.6100	FICA & MEDICARE	464.29	5,500.00	5,265.20	234.80	0.00	234.80	95.73
001.6110	STATE UNEMPLOYMENT	0.00	900.00	0.00	900.00	0.00	900.00	0.00
001.6111	FEDERAL UNEMPLOYMENT TAX	0.00	200.00	0.00	200.00	0.00	200.00	0.00
001.6120	HEALTH INSURANCE	263.73	3,000.00	3,008.13	(8.13)	0.00	(8.13)	100.27
001.6130	DISABILITY INSURANCE	95.89	200.00	143.32	56.68	0.00	56.68	71.66
001.6140	WORKERS COMP INSURANCE	0.00	750.00	622.00	128.00	0.00	128.00	82.93
001.7000	PROFESSIONAL SERVICES	7,240.00	35,000.00	10,381.91	24,618.09	0.00	24,618.09	29.66
001.7000.009	PROFESSIONAL SERVICES.DRI GRANT - BLDG IMPROVEMENT FUND	0.00	550,140.93	307.50	549,833.43	0.00	549,833.43	0.06
001.7000.010	PROFESSIONAL SERVICES.CTY OF BATAVIA OPPORTUNITY ZONE FUND	0.00	(140.19)	0.00	(140.19)	0.00	(140.19)	0.00
001.7100	SUPPLIES AND MATERIALS	0.00	1,500.00	149.51	1,350.49	0.00	1,350.49	9.97
001.8100	LEGAL/FILING FEES	0.00	2,000.00	373.80	1,626.20	0.00	1,626.20	18.69
001.8110	TELEPHONE	52.75	600.00	601.72	(1.72)	0.00	(1.72)	100.29
001.8120	TRAVEL AND TRAINING	0.00	1,500.00	0.00	1,500.00	0.00	1,500.00	0.00
001.8130	MARKETING AND PR	91.36	4,000.00	1,045.84	2,954.16	0.00	2,954.16	26.15
001.8510	DIRECTORS AND OFFICERS LIABILITY	0.00	1,600.00	1,451.00	149.00	0.00	149.00	90.69
001.8520	GENERAL LIABILITY	0.00	500.00	610.38	(110.38)	0.00	(110.38)	122.08
001.9000.007	NON OPERATING EXPENDITURES.NATIONAL	0.00	100,000.00	0.00	100,000.00	0.00	100,000.00	0.00

BATAVIA DEVELOPMENT CORP

Revenue / Expense Control Report

Fiscal Year: 2020 Period From: 3 To: 3

Account No.	Description	Curr. Month Total Rev / Exp	YTD Adjusted Budget	YTD Actual Rev / Exp	YTD Budget Balance	YTD Encumbered	YTD Available Balance	Percent Rev/Exp Balance
Fund 001	BATAVIA DEVELOPMENT CORPORATION							
Type E	Expense							
001.9000.007	GRID - ELLICOTT STATION							
Total Type E	Expense	<u>13,960.76</u>	<u>772,250.74</u>	<u>89,177.34</u>	<u>683,073.40</u>	<u>0.00</u>	<u>683,073.40</u>	<u>11.55</u>
Total Fund 001	BATAVIA DEVELOPMENT CORPORATION	<u>30,360.45</u>	<u>(19,859.81)</u>	<u>25,083.80</u>	<u>(44,943.61)</u>	<u>0.00</u>	<u>(44,943.61)</u>	<u>(126.30)</u>
Grand Total		<u>30,360.45</u>	<u>(19,859.81)</u>	<u>25,083.80</u>	<u>(44,943.61)</u>	<u>0.00</u>	<u>(44,943.61)</u>	<u>(126.30)</u>

Balance Sheet Parameters

Report ID:

Year:	2021	Include Period 13:	No
Period:	4	To:	3
Sort By:	Fund	Page Break by Type:	Yes
Acct Status:	Active	Include Beginning Balances:	Yes
Description:	Display	Print Parent Account:	No
Spacing:	Single	Suppress Zero Accts:	No
Summary Only:	No	Use Alt Fund:	No

Account Table:

Alt. Sort Table:

Sort:	Sort	Subtotal	Page Break	Subheading
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BATAVIA DEVELOPMENT CORP

Balance Sheet

Fiscal Year: 2021 Period From: 4 To: 3

Account No.	Description		
Fund 001	BATAVIA DEVELOPMENT CORPORATION		
	ASSETS		
001.1000	CHECKING	102,188.48	
001.1001	GRANT CHECKING ACCOUNT	0.00	
001.1100	PROPERTY	0.00	
001.1300	ACCOUNTS RECEIVABLE	81,428.63	
001.1310	DUE FROM CREEKPARK LLC	17,228.00	
001.1400	PREPAID EXPENSE	0.00	
	TOTAL ASSETS		200,845.11

BATAVIA DEVELOPMENT CORP**Balance Sheet**

Fiscal Year: 2021 Period From: 4 To: 3

Account No.	Description	
Fund 001	BATAVIA DEVELOPMENT CORPORATION	
	LIABILITIES	
001.2000	ACCOUNT PAYABLE	(1,909.15)
001.2110	FICA PAYABLE	0.01
001.2120	FEDERAL WITHHOLDING PAYABLE	0.00
001.2130	STATE WITHHOLDING PAYABLE	0.00
001.2140	PAID FAMILY LEAVE	0.00
001.2200	UNEARNED REVENUE	0.00
001.2210	DEFERRED REVENUE	0.00
001.2300	ACCRUED LIABILITIES	0.00
	TOTAL LIABILITIES	(1,909.14)
	TOTAL LIABILITIES & FUND BALANCE	(1,909.14)
	CURRENT YEAR BALANCE	198,935.97

BATAVIA DEVELOPMENT CORP

Balance Sheet

Fiscal Year: 2021 Period From: 4 To: 3

Account No.	Description		
Fund 002	CREEK PARK LLC		
		ASSETS	
002.1000	CHECKING	17,328.00	
002.1100	PROPERTY	0.00	
002.1300	ACCOUNTS RECEIVABLE	0.00	
	TOTAL ASSETS		17,328.00

BATAVIA DEVELOPMENT CORP

Balance Sheet

Fiscal Year: 2021 Period From: 4 To: 3

Account No.	Description		
Fund 002	CREEK PARK LLC		
		LIABILITIES	
002.2000	ACCOUNT PAYABLE		0.00
002.2400	DUE TO BDC		(17,228.00)
	TOTAL LIABILITIES		<u>(17,228.00)</u>
	TOTAL LIABILITIES & FUND BALANCE		<u><u>(17,228.00)</u></u>
	CURRENT YEAR BALANCE		<u><u>100.00</u></u>

BDC Budget - 2020-2021 FYE
 Budget vs Actual
 22-Apr-21

Line	Fund	Revenues	Budget 2020-2021	Actual 2020-2021	DIFFERENCE
Operating Revenues					
1	1.4900.000	Charges for service, rental/financing income, Other	\$110,000	\$110,000	\$0
Non Operating Revenues					
2	1.4000.005	State subsidies/grants	\$0	\$0	\$0
3	1.4000.003	Federal subsidies/grants	\$0	\$0	\$0
4	1.4120.000	Municipal subsidies/grants	\$0		\$0
5	1.5900.000	Other Non Operating Revenue	\$0	\$0	\$0
6	1.4000.002	MICRO Grant Revenue	\$0		\$0
7	1.4000.006	ND Newberry PD 2018	\$0		\$0
8	1.4000.007	NG Main Street - Ellicott Station- Power House	\$0		\$0
9	1.4000.008	ESD Capital - Ellicott Station	\$0		\$0
	1.4000.009	DRI-BIF GRANT REV			\$0
9	1.4000.010	OPPORTUNITY FUND GRANT	\$0	\$0	\$0
10	1.5900.000	GCEDC referral fee	\$5,721	\$9,799	\$4,078
11	1.7000.009	Batavia DRI Building Improvement	\$0		\$0
12		Legal fee reimbursement from Creek Park Batavia LLC.	\$0		\$0
Total Revenue			\$115,721	\$119,799	\$4,078

BDC Revenue over \$4,078

Fund	Expenses	Budget 2020-2021			
Operating Expenses					
13	1.6000.000	Salaries and Wages	\$65,000	\$65,217 (\$217)	
14	1.6150	Retirement Contribution	\$0	\$0	
15	1.6100	FICA & Medicare	\$5,500	\$5,265 \$235	
16	1.6110	NYS Unemployment Insurance	\$900	\$0 \$900	
17	1.6111	Federal Unemployment Insurance	\$200	\$0 \$200	
18	1.6120	Health Insurance	\$3,000	\$3,008 (\$8)	
19	1.6130	Disability Insurance	\$200	\$143 \$57	
20	1.6140	Workers Comp Insurance	\$750	\$622 \$128	
21	1.7000.000	Professional Svc Contracts	\$35,000	\$36,245 (\$1,245)	
	1.7000.009	DRI-BIF ADMIN/ARCH (remaining)		\$0 \$0	
	1.7000.010	PROF SERV - NYMS GRANT		\$0 \$0	
22	1.7100.000	Supplies and Materials	\$1,500	\$149 \$1,351	
23	1.8510.00	D&O Insurance	\$1,600	\$1,451 \$149	
24	1.8520.000	General Liability	\$500	\$610 (\$110)	
25	1.8520.003	USDA freshLAB-GL	\$0	\$0 \$0	
26	1.8100.000	Legal/Filing Fees	\$2,000	\$373 \$1,627	
27	1.8110	Telephone	\$600	\$602 (\$2)	
28	1.8120.000	Travel & Training	\$1,500	\$0 \$1,500	
29	1.8130.000	Marketing & PR	\$4,000	\$1,046 \$2,954	
Non Operating Expenditures			\$122,250	\$114,731	\$7,519
BDC UNDEREXPENDED BY \$7,519					

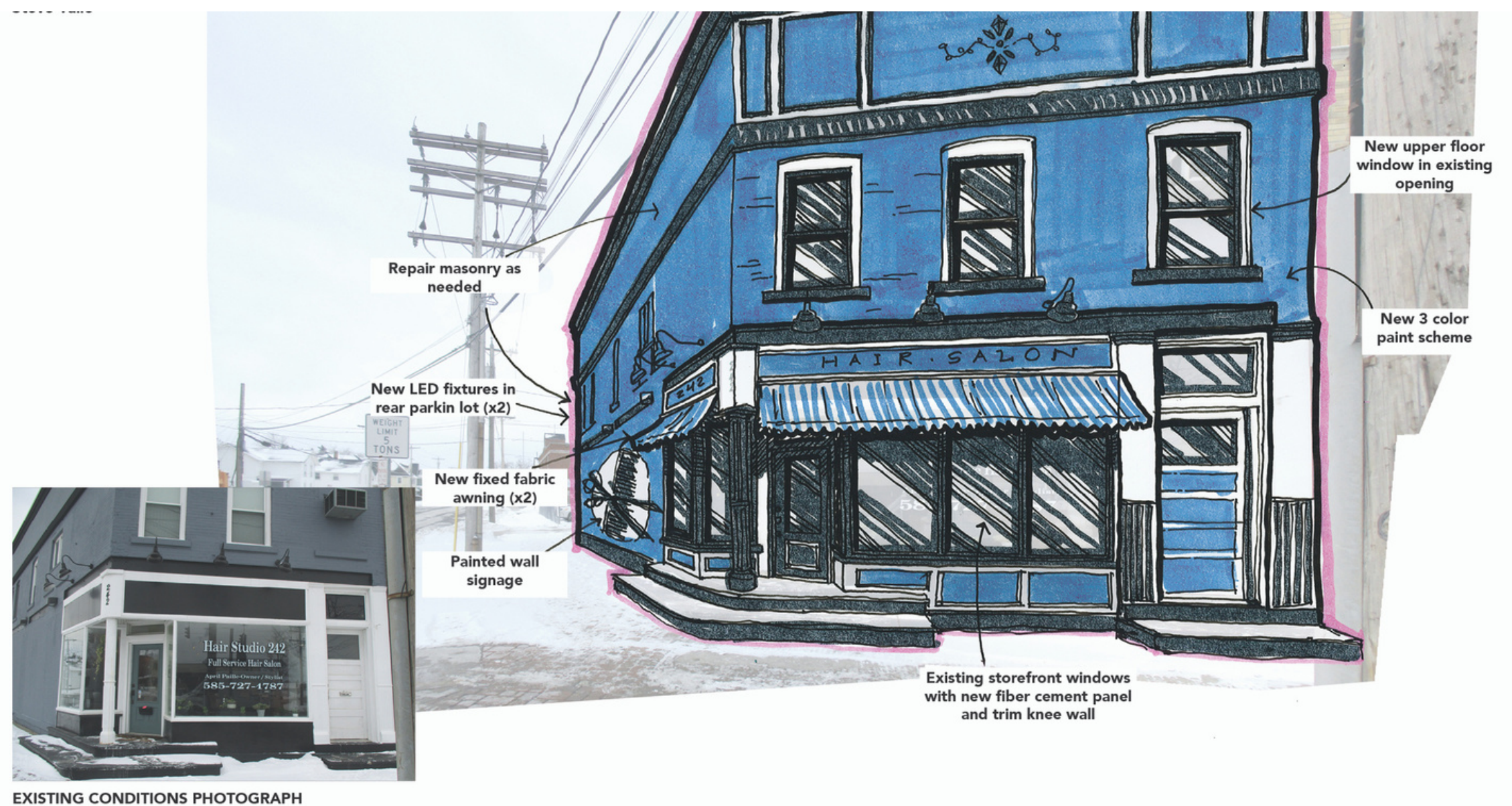
30	1.9000.007	NG Main Street - Ellicott Station- Power House	\$0		
31	1.9000.008	ESD Capital - ESL	\$0		
32	1.9000.000	Other - ESL, NG Grant	\$0		
33	1.7000.009	Batavia DRI Building Improvement	\$0		
34	1.8700.000	Capital Contributions	\$0		
35		Loan to Creek Park LLC	\$0		
Total Expenses			\$122,250		

2020-2021 Budget (\$6,529) Actual \$5,068
 Of note: Attorney invoicing cleaned up 19-20 and 20-21 outstanding balances
 \$6,529
 \$0

BIF-PROJECT TRACKING

	Grant Amount	Total Investment	Project Financing	Design RFP	Under Design	Planning Approvals	Out to Bid	Under Construction	Complete
<u>DRI-BIF</u>	<u>\$540,000</u>	<u>\$2,430,900</u>							
242 Ellicott St.	\$27,200	\$80,300	○	○	○	○	○	○	○
99 Main St.	\$137,600	\$1,165,000	○	○	○	○	○	○	○
109-111 Main St.	\$137,600	\$375,000	○	○	○	○	○	○	○
39-43 Jackson St.	\$100,000	\$250,000	○	○	○	○	○	○	○
206 East Main St.	\$137,600	\$560,600	○	○	○	○	○	○	○

- Complete
- In Process



TOTAL INVESTMENT
\$2.4 MILLION (EST.)

PROJECT TRACKING

	Grant Amount	Total Investment	Project Financing	Design RFP	Under Design	Planning Approvals	Out to Bid	Under Construction	Complete
City Centre	\$1,000,000	\$1,500,000	○	○	○				
Jackson Square	\$750,000	\$750,000	○	○	○				
Ellicott Place	\$1,150,000	\$3,150,000	○	○	○	○	○	○	
Carr's	\$1,000,000	\$5,250,000	○						
Ellicott Station	\$425,000	\$22,400,000	○	○	○	○	○		
Healthy Living Campus	\$4,075,000	\$24,500,000	○	○	○	○			
Building Fund	\$600,000	\$2,410,900	○	○	○	○	○	○	
Theater 56	\$700,000	\$1,124,000	○	○	○	○	○	○	

- Complete
- In Process



TOTAL INVESTMENT
\$61 MILLION (EST.)

Prepared For:

Andrew Maguire
Director of Economic Development
Batavia Development Corp.
One Batavia City Centre
Batavia, NY 14020

Submitted by:

Edward Flynn
LaBella Associates
300 State Street, Suite 201
Rochester, NY 14614
(585) 295-6285



Batavia Development Corporation
Administrative Services
2020 New York Main Street Grant

APRIL 12, 2021



April 12, 2021

Andrew Maguire
Director of Economic Development
Batavia Development Corp. (BDC)
One Batavia City Centre
Batavia, NY 14020

**RE: NY Main Street Grant
Administrative & Environmental Services**

Dear Andrews:

In response to the BDC's Request for Proposal, I am pleased to provide a proposal for providing administration and applicant services to assist with the recently awarded NY Main Street Program. The proposal includes information to describe our capacity to assist the BDC with program administration and the successful implementation of the grant as well as assisting applicants with architectural and environmental services. The following documents are enclosed:

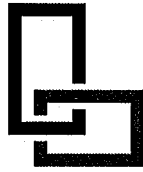
1. An approach to the scope of work which demonstrates our familiarity with the New York Main Street Program. The scope of work clearly identifies the tasks that we would perform on your behalf and documents the firm's familiarity with the rules, regulations and requirements of the New York Main Street Program.
2. The qualifications of our staff, including relevant experience with the administration and program delivery of grant projects.
3. A proposed fee which is based upon our estimate of the level of service that we expect will be necessary to assist the BDC in carrying out the administrative services described in the approach. We would be available on an as-needed basis to assist the BDC.

I trust that this proposal adequately responds to your request and will be sufficient to enable the BDC to select a firm to assist in the administration of the project. Should you have any questions with regard to our proposal or if you need additional information, please do not hesitate to contact me at (585)-295-6285 or eflynn@labellapc.com

Sincerely,

LABELLA ASSOCIATES, D.P.C.

Edward Flynn, AICP
Director of Planning



SECTION 1
FIRM BACKGROUND

ABOUT LABELLA

At LaBella Associates, our job is to create – structures, plans, ideas, results. As a nationally recognized Design Professional Corporation, that's a given, right?

But here's what really drives us: creating partnership between our team and our clients. So much so that we become one team, unified in the unrelenting pursuit of exceptional performance on each and every project. Reliability. Accountability. Collaboration. Respect. Not skills we went to school for, but innate in LaBella team members.

The pursuit of partnership is embedded in our culture—has been since our inception in 1978. And it affects client outcomes in profound ways. It means we're built to expertly execute projects from start to finish. That we have the talent and resources to take on any challenge. That projects are completed on time, on budget, and beyond expectations. And that we win awards – not just for our talent, but also for our ethics, employee culture, and growth.

Today, our wheelhouse is broad, with four key service offerings: Buildings, Energy, Infrastructure, and Environmental. Our staff of over 800 team members is spread across 21 office locations. We're headquartered in Rochester, NY—but our impact is seen, felt, and experienced around the world.



LaBella
Powered by partnership.

SOLVE COMPLEX PROBLEMS



ENHANCE OUR EXPERIENCE



ADVOCATE FOR THE FUTURE



LEAD THE WAY



INFRASTRUCTURE

We're planning, designing, and building the systems and structures that enable modern life. It's innovation meets heavy-duty insight.

BUILDINGS & FACILITIES

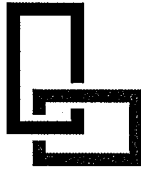
It's about more than creating, maintaining and resurrecting the buildings in which we work, learn, and engage – it's about beautifying and bettering the communities we call home.

WASTE, RECYCLING AND ENVIRONMENTAL

Our services are leading the way to help study, restore, and safeguard the land, air and waterways in and around our communities.

ENERGY

From traditional energy sources to renewable ones, we're helping power our regions through energy resource management, transmission and distribution.



SECTION 2
SERVICES CAPABILITIES

NEW YORK MAIN STREET PROGRAM

LaBella Associates has been very active with the New York Main Street program. Nine New York Main Street grant applications prepared by LaBella Associates totaling more than \$3 million have been approved for funding by the New York State Office of Community Renewal.

LaBella Associates also has extensive experience in administering New York Main Street grants.

We have administered more than 110 NY Main Street building improvement projects totaling more than \$6 million throughout upstate New York in ten communities. Projects include administration of façade improvements, interior building improvements, structural upgrades and streetscape improvements.

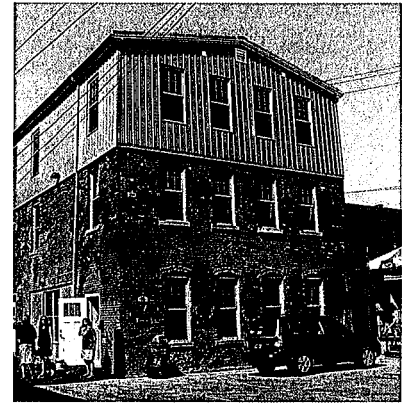
Administration of NY Main Street projects includes:

General Administration

- Project setups and requests for disbursement of funds
- Program marketing
- Compliance with NY Main Street Administrative Plan

Individual Building Improvement Projects

- Application forms & contracts
- Work write ups
- Request & review bids
- Environmental clearance
- Manage inspections
- Conformance with design guidelines



- State Historic Preservation Office review

LaBella understands the importance of the New York Main Street program because downtown and neighborhood business district revitalization are critical components of an economic or community development plan.

Building improvements in Attica, Batavia and Victor, NY.

HTFC / NY MAIN STREET GRANTS

ADMINISTERED BY LABELLA ASSOCIATES

Project	Award Year	Client	# of Projects	Grant	Total Project
1	2007	Town of Williamson	4	\$65,000	\$108,000
2	2008	Victor Local Development Corp.	8	\$200,000	\$405,000
3	2011	Village of Lyons	8	\$390,000	\$741,000
4	2011	Sodus Chamber of Commerce	7	\$200,000	\$381,000
5	2011	City of Batavia	9	\$450,000	\$1,200,000
6	2012	City of Dunkirk	5	\$250,000	\$275,000
7	2012	Victor Local Development Corp.	10	\$200,000	\$440,000
8	2013	Village of Attica	9	\$250,000	\$1,000,000
9	2013	Downtown Batavia BID (RARP)	2	\$150,000	\$205,000
10	2013	Little Theatre / WXXI (UI)	1	\$150,000	\$200,000
11	2015	Village of Perry	12	\$275,000	\$500,000
12	2015	Orleans Chamber of Commerce	11	\$335,000	\$450,000
13	2015	Batavia Development Corporation	1	\$500,000	\$2,100,000
14	2015	Iron Island (BMSI)	11	\$275,000	\$350,000
15	2015	Village of Camden	7	\$350,000	\$450,000
16	2017	Victor LDC	1	\$500,000	\$750,000
17	2017	Finger Lakes EDC	4	\$300,000	\$600,000
18	2018	City of Elmira (DRI Activate Buildings)	13	\$1,750,000	\$12,161,000
19	2018	North Buffalo Organization (BMSI)	1	\$500,000	\$6,500,000
20	2019	Village of Fredonia	1	\$438,950	\$685,000
21	2019	Village of Bergen	5	\$475,000	\$725,000
22	2019	Batavia Development Corporation (DRI Building Fund)	5	\$600,000	\$1,933,000
23	2020	City of Batavia	5	\$300,000	\$700,000
24	2020	Village of Perry	3	\$300,000	\$700,000
TOTAL			143	\$9,203,950	\$33,559,000



SECTION 3
SCOPE OF WORK
AND COST

SCOPE OF WORK

General Program Management

LaBella Associates will assist the BDC with overall management of the New York Main Street grant, including, but not limited to:

- Assist the BDC in complying with all applicable State and local rules and regulations including:
 1. City Codes and Regulations
 2. Minority and Women Business Enterprise /SDVOB Solicitation.
 3. Environmental Checklist Compliance including State Historic Preservation Review, site contamination, flood regulations, lead paint compliance and asbestos regulation compliance. A basic environmental screen for site contamination is included in this step.
- Maintain communications with NY Main Street officials to ensure effective administration of the grant.
- Assist with Project Setup, Disbursement and Project Completion Forms for individual projects.
- Maintain Project Commitment Log
- Assist with preparation of program amendments as necessary.
- Facilitate compliance with the NY Main Street Administrative Plan and other NY Main Street contract requirements.
- Assist with disbursement requests and payment to owners.



LaBella Associates has extensive experience in administering New York Main Street grants including the Eli Fish project in Batavia.

- Prepare files and documents for program closeout and monitoring of the program, including assistance with filing Declarations.

Administration of Target Area Grant Project

LaBella Associates will work with the BDC to review and prepare documents for the Target Area project including:

Prepare application forms, contract documents and related materials.

- Assist applicants with participation in the program.
- Work with owners and design professionals to identify needed improvements, review of work write ups and solicitation of bids.
- Assist in preparation of project summaries for the BDC and recommendations of awards.
- Assist with preparation and execution of grant agreements, contractor

agreements and other required documents.

- Coordinate inspection of properties with City's Code Enforcement Department.
- Assist with close out of projects, including inspections and final payments.

Site and Building Environmental Compliance (Applicant Assistance)

LaBella Associates will offer the following services to the applicant to ensure compliance with environmental regulations if required by the scope of the project:

- Asbestos Testing if needed
- Phase 1 Environmental Assessments per ASTM 1527-13 if needed
- Soil Boring Testing if required
- Soil Vapor Intrusion (SVI) testing if required

COST PROPOSAL



In order to effectively assist the BDC in administration of the NY Main Street grant, we propose to make staff available on an "as-needed" basis.

General Administration and Area-wide Environmental Screen

In order to effectively assist the BDC in administration of the NY Main Street grant, we propose to make staff available on an "as-needed" basis for the term of the New York Main Street contract. We propose to provide professional administration services to the BDC at a rate of \$115 per hour and bill on the actual number of hours committed to the project with a not to exceed cost of \$7,500. This fee includes the following services outlined in this proposal:

- Assistance with General Program Management including Environmental Checklist coordination and completion as well as NY Main Street staff consultation

- Assistance with Administration of the Target Area Grant

Project Specific Environmental Services

We propose to provide professional environmental services to *applicant* at a rate of \$100 per hour and bill on the actual number of hours committed to the project:

- Pre-Renovation Regulated Building Materials Report:
 - Asbestos
- Limited Environmental Assessment for site contamination:

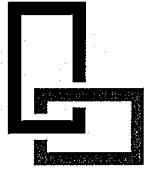
If recognized environmental concerns are found for a property:

- Soil Vapor Tests

This fee also includes coordination with NY Main Street environmental staff.

Architectural Assistance - Construction drawings and bid documents

Assistance to *applicant* to include design, construction documents, bidding and coordination with agencies at a rate of \$110/hr. and bill on the actual number of hours committed to the project.



SECTION 4

TEAM

PROJECT MANAGER

EDWARD FLYNN

will oversee the project, with assistance from **Derik Kane**. Ed is the Director of Planning at LaBella Associates and has administered 19 New York Main Street projects totaling more than \$7 million that assisted more than 100 small businesses in 15 communities with façade and building upgrades. Below is a list of some of the communities LaBella has worked in:

- City of Dunkirk
- Village of Lyons
- Village of Sodus
- City of Batavia (2)
- Village of Victor (2)
- Village of Attica
- Village of Perry
- Town of Williamson
- Village of Medina
- City of Rochester - Little Theatre
- City of Buffalo - Lovejoy Neighborhood
- Village of Camden
- Village of Penn Yan
- Village of Bergen

Ed has also administered similar programs for business assistance and has experience working with small business owners. Mr. Flynn finds the process of helping individual owners improve their properties that advance the revitalization of downtown a rewarding and worthwhile experience.

Resumes of additional staff to follow.

300 State Street
Suite 201
Rochester, NY 14614
Office: (585) 454-6110
Direct: (585) 295-6285
eflynn@labellapc.com



EDWARD FLYNN

Director of Planning

Ed is a certified planner with over 25 years of experience in planning, economic development, and downtown revitalization, including 14 years as the City of Batavia's Director of Community Development. His extensive experience working with elected officials, community groups, and municipal staff has resulted in successful, award-winning projects.

AICP

American Institute of Certified Planners

EDUCATION

Rutgers University: MCRP, City & Regional Planning

University at Buffalo: BA, Economics

CERTIFICATION / REGISTRATION

IEDC Economic Development Course

Buffalo Business First "40 under 40" Award

NY Upstate American Planning Association

NYCOM Planning Implementation Award for Downtown Redevelopment

ORGANIZATION

American Planning Association, Member

NY Upstate Chapter American Planning Association

NY Main Street Building Improvement Programs

Administered 19 New York Main Street projects totaling more than \$7 million that assisted more than 100 small businesses in 15 communities with façade and building upgrades.

- Village of Lyons
- Village of Sodus
- City of Batavia (2)
- Village of Victor (2)
- Village of Attica
- Village of Perry
- Town of Williamson
- Village of Medina
- City of Rochester - Little Theatre
- City of Buffalo - Lovejoy Neighborhood
- Village of Camden
- Village of Penn Yan
- Village of Bergen

Main Street Plan - Village of Geneseo, NY

Project Manager for a plan to improve the aesthetics, circulation, safety and parking in the Court St./North St./Main St. corridor. The project included an extensive public input process that included a Community Workshop, surveys and collaboration with a Steering Committee.

Main Street Improvement Plan - Scottsville, NY

Worked closely with a Steering Committee and community members to develop a streetscape improvement plan for the Main Street business district based on the National Trust's Four Point Approach. The project included a collaborative public input process that incorporated a Community workshop, surveys, and several public meetings to develop a consensus on the final plan.

Comprehensive Downtown Redevelopment Project- City of Batavia, NY

Provided project management, leadership and technical expertise on a an award winning decade long redevelopment project included extensive streetscape improvements, the creation of a business improvement district, microenterprise funding, façade improvements and the establishment of new city events.

Economic Development Action Plan - Town of Penfield, NY

The purpose of the plan was to develop a plan and vision for redevelopment of six business

districts within the town that are beginning to experience economic decline or require economic development or urban design improvements. An economic market analysis was also conducted as part of the study to determine opportunities for retail, office and industrial development in the Town.

Batavia Opportunity Area Nomination and Pre-Nomination Studies, City of Batavia, NY

Project Manager for a 360 acre Brownfield Opportunity Area (BOA) project to develop revitalization plans for four underutilized strategic economic development sites. Revitalization plans included a comprehensive assessment of land uses, circulation, access, utilities, land ownership and an economic and market analysis. Illustrative concept plans were developed for four strategic sites.

Brownfield Opportunity Area Plan, Oswego County, NY

Project Manager for this 1,300 acre BOA on the Lake Ontario and Oswego River waterfronts. The project focused on opportunities to redevelop strategic sites on the waterfront, downtown and underutilized or contaminated brownfields. Project Management included oversight of two LaBella divisions and three sub-consultants.

BOA, Step 1 Pre-Nomination Study, Chadakoin River Corridor - City of Jamestown, NY

Assisted in the management of the planning, economic development and public consultation elements of the Jamestown BOA.

Buffalo Avenue Industrial Corridor Plan - Niagara Falls, NY

Principal planner/economic development specialist for the 1,800 acre BOA. Led the public input process for a project to revitalize the Buffalo Avenue mixed use corridor. Public input included a Community Workshop, surveys and multiple public meetings as well as coordination with state funding agencies.

Tonawanda Opportunity Area Plan - Tonawanda, NY

As project manager on this 1,000 acre BOA on the Niagara River, Ed was responsible for supervising, and in some cases executing, the planning, economic development, community participation and environmental tasks for the project.

Restore NY Project - City of Batavia, NY

Acquired a \$1.5 million grant to assist the City of Batavia and a private developer demolish 40,000 sq. ft of underutilized industrial space and redevelop more than 100,000 sq. ft. for Class A office space.

Sale and Redevelopment of Foreclosed Municipal Property

Assisted three distressed communities with Requests for Proposals and redevelopment of 16 municipally owned properties acquired through foreclosure.

Economic Development Funding Assistance, City of Batavia, NY

Managed \$1.6 million in micro-enterprise and small business assistance programs that helped more than 125 small businesses.

Property Redevelopment, City of Batavia, NY

Sold and help redevelop 12 City-owned properties through a request for proposal process that led to more than \$7.5 million in private investment that was added to the tax base.

Batavia Opportunity Area Nomination and Pre-Nomination Studies, City of Batavia, NY

Project Manager for a 360 acre Brownfield Opportunity Area (BOA) project to develop revitalization plans for four underutilized strategic economic development sites. Revitalization plans included a comprehensive assessment of land uses, circulation, access, utilities, land ownership and an economic and market analysis. Illustrative concept plans were developed for four strategic sites.

Downtown Complete Streetscape Projects

Helped acquire approximately \$1.5 million in funding for Downtown Streetscape Projects that include Complete Streets and traffic calming measures:

- City of Batavia
- Village of Perry

Economic Development Funding Obtained \$3.25 million in economic development and micro-enterprise funding:

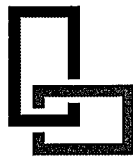
- City of Batavia (4 grants)
- Village of Newark

Brownfield Redevelopment Funding Acquired more than \$1.9 million in Brownfield Opportunity Area Funding:

- City of Batavia
- Town of Tonawanda
- Oswego County
- City of Niagara Falls

Other Funding:

- Housing Rehabilitation, \$1,200,000
- Planning Study Funding, \$200,000
- USDA Community Facilities, \$5,000,000
- Batavia Opportunity Area Plan - Batavia, NY



DERIK KANE

Senior Planner

Derik has over 8 years of planning experience with a range of work which includes: Municipal Comprehensive Planning, Smart Growth/ New Urbanism, Business Development & Downtown Revitalization, and Agricultural & Farmland Protection.

CNU - A

**Congress for New Urbanism
Accredited - University at Miami**

EDUCATION

**University at Buffalo: Master
in Urban Planning with a
Specialization in Economic and
International Development**

**Canisus College: BA Political
Science**

CERTIFICATION/ REGISTRATION

**Buffalo Business First "40 under
40" Award**

ORGANIZATION

American Planning Association

Congress for New Urbanism

Buffalo's Young Preservationists

Village of Waterloo: Circulation, Accessibility, and Parking Study - Waterloo, NY

Plan funded through Genesee Transportation Council (GTC) to improve multi-modal safety and accessibility throughout the Village. The CAP plan included an assessment of safety, rights of way, intersections, ADA issues, Comprehensive plan goals, and Complete Street elements within the study area. Responsible for creating the Economic and Market Analysis report and Community Profile, assisted with public engagement and stakeholder interviews, and assisted the Data Intelligence Group with GIS mapping.

Town of Alabama: Zoning Revisions - Alabama, NY

Created a concept site plan map for potential new urbanist development connecting the existing Hamlet to the Science and Technology Advanced Manufacturing Park (STAMP) site. Additionally drafted proposed new urbanist zoning regulations for the Hamlet Center and Hamlet-Neighborhood Zones as well as assisted with community outreach and general zoning revisions for the Town.

CBGB Microenterprise Funding- Victor, NY and Perry, NY

Created online application for

execution of micro-enterprise funding program for Victor Local Development Corp. and Village of Perry, NY

Town of Murray: Comprehensive Plan - Murray, NY

Conducted background inventory and analysis; detailed economic analysis including location quotient and shift share analysis to identify market niches for economic development; and assisted with public and steering committee meetings.

Bethlehem Steel-Woodlawn State Beach Shoreline Trail Extension Plan- City of Lackawanna and Town of Hamburg, NY

Planner on an Erie County Industrial Agency project to determine the most efficient routes to extend the existing Shoreline Trail through the former Bethlehem Steel industrial site and into Woodlawn Beach State Park. Conceptual routes for the multi-use trail were developed along with preliminary construction cost estimates and proposed implementation schedule. Once completed the Shoreline Trail will span 20+ miles from Isle View Park in Tonawanda, NY to Woodlawn Beach in Hamburg.



**Project completed under previous employment.*

Seneca Falls Downtown Revitalization Initiative - Seneca Falls, NY

Created a Strategic Investment Plan for Round IV Downtown Revitalization Initiative (DRI) in Seneca Falls. The plan will leverage a \$10M investment from NYS Urban Development Corp. into over \$36M of private investment for this Finger Lakes community. Conducted an Economic and Market Analysis; background inventory and analysis; base mapping using geographic information system (GIS) technology; assisted with public and stakeholder meetings; and helped develop project profiles.

Orleans County Local Waterfront Revitalization Plan (LWRP) -Orleans County, NY

Planner on project to draft an LWRP for the Erie Canal Corridor in Orleans County. The plan focuses on methods to revitalize the community and stimulate strategic capital investment; leverage the canals recreational resources; promote the shared identity, history, and sense of place along the corridor; and enhance the tourism potential.

Buffalo East Side Windshield Survey of Building Conditions- Buffalo, NY

Project Manager overseeing a condition survey for all commercial buildings situated along the main thoroughfares and corridors of Buffalo's East Side. Over 1,200 structures were assessed by structural engineers and architects to determine at-risk buildings, as well as if structures possessed historic value. Once completed this survey will be utilized by Empire State Development to direct investment as part of a \$5M stabilization fund.

City Centre Revitalization Strategy - Batavia, NY

Produced an Economic and Market Analysis for the re-use of the former Genesee County Mall. Assisted with steering committee meetings, and developing a prospectus guidebook for potential site redevelopment.

Buffalo East Side Commercial District Program - Buffalo, NY

Assisted with public outreach, and administration of \$1M in ESD grant funds for the targeted rehabilitation of commercial properties located along the Broadway-Fillmore and Fillmore-MLK Park sections of Buffalo's East side. Program is part of Governor Cuomo's larger East Side Corridor Economic Development Fund.

Comprehensive Plan – Town of Murray, NY

Conducted background inventory and analysis; detailed economic analysis including location quotient and shift share analysis to identify market niches for economic development; and assisted with public and steering committee meetings.

Genesee County Resiliency Plan- Genesee County, NY

As a phase II of the Green Genesee Smart Genesee Plan, the project strives to evaluate Genesee County's ability to withstand future risks such as aging infrastructure, water shortages, flooding, and disease outbreaks amongst other natural and man-made challenges.

NYS Agricultural District Program- Genesee County, NY*

Oversaw and managed the eight year reviews of three separate Agricultural Districts, comprising over 100,000 acres of land.

Green Genesee Smart Genesee-Town of Batavia, Town of Alabama, Town and Village of Oakfield, NY*

Partner Team member on a land use project which sought to achieve enhanced environmental health and sustainable growth while implementing protections from unmanaged sprawl; high energy costs; and loss of agricultural resources. The GGSG project created an ecological roadmap which guides environmentally sensitive development; energy efficiency recommendations; and a form based code for three separate transects within Genesee County.

Genesee County Agricultural Farmland Protection Plan- Genesee County, NY*

Partner Team member on the updated plan which laid out a new strategy for continued success and future investment in the County's agricultural community. Assisted with public and stakeholder meetings; inventory of existing conditions and incorporating relevant strategies, priorities, and investment opportunities documented in recent planning efforts

Genesee County Smart Growth Plan- Genesee County, NY*

Assisted with the triennial review of Genesee County's Smart Growth Plan, a mitigating action required by NYS Dept. of Agriculture & Markets to protect viable agriculture lands from the creation and expansion of the Genesee County Water Project. The Genesee County Smart Growth Plan encourages the revitalization of villages and hamlet areas, as well as the protection of valuable agricultural resources, by steering where water line hookups may occur.

Genesee County Comprehensive Plan Annual Updates- Genesee County, NY*

Facilitated the annual update of ten separate focus group monitoring reports and the presentation to the Steering Committee and Genesee County Legislature. The focus group monitoring reports included: Education and Government Administration; Land Use, Environment, and Place-making; Economic and Workforce Development; Housing Opportunities; Community Wellness; Criminal Justice and Emergency Management; Parks, Arts, Recreation and Culture; Transportation and Mobility; Technology and Utilities; Agriculture and Food Production.

City of Buffalo Unified Development Ordinance aka "Green Code" – Buffalo, NY*

Assisted with documenting the historic setbacks and development patterns found within the City of Buffalo as part of the effort to create new zoning standards and a city-wide form based code document. Additionally assisted in the public workshops and stakeholder meetings; and researched dark sky standards for incorporation within the new code

Comprehensive Planning and Zoning Updates*

Assisted with the research and preparation of comprehensive plans and zoning revisions for:

- Town of Alabama;
- Town of Batavia;
- Town and Village of Elba;
- Town and Village of Oakfield;
- Village of Bergen;
- City of Batavia, NY

Grant Administration

- Village of Attica, NY - DEC Urban and Community Forestry Grant Round 15
- Batavia Development Corp- NYS DRI Building Improvement Fund
- City of Batavia – HCR NY Main Streets Program

Selected Publications and Speaking Engagements:

2016 NY Upstate Chapter APA Conference - Preservation 2.0: Buffalo's Young Preservationists

Session discussed how social media tools, shared resources, adaptive reuse, tactical urbanism, and networking can be used to advance preservation-based economic development. Additionally presentation discussed how historic preservation efforts should also involve aspects of urban design, social issues, and sustainability.

2018 Legacy Cities Preservation Conference

Host Committee Member and led participants on seven mile bike tour of the former NY Central Beltline Railroad line.

Authored Entry to:

Encyclopedia of Anthropology; Encyclopedia of Time; Ed.: H.J. Birx; Thousand Oaks, CA: SAGE Pub, Inc.

Contributing Researcher:

Winfield House. Maria Tuttle and Marcus Binney. Photography: James Mortimer. London, UK: Thames & Hudson Ltd.



SECTION 5
EXPERIENCE

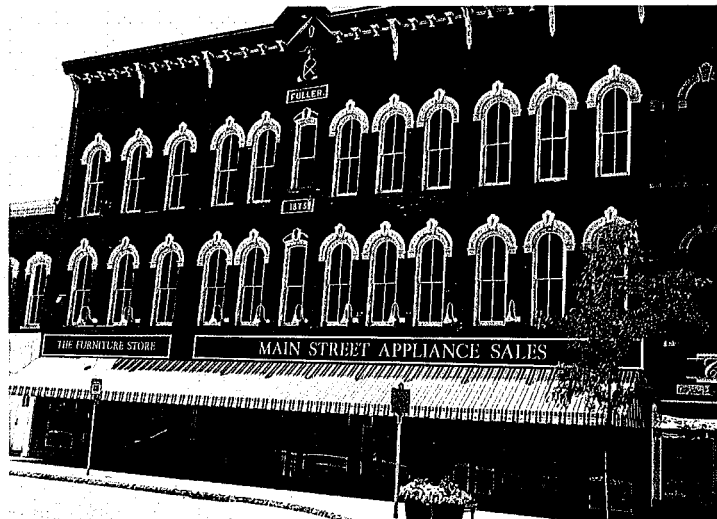
NEW YORK MAIN STREET PROGRAM

LaBella understands the importance of the New York Main Street program because downtown and neighborhood business district revitalization are critical components of an economic or community development plan.

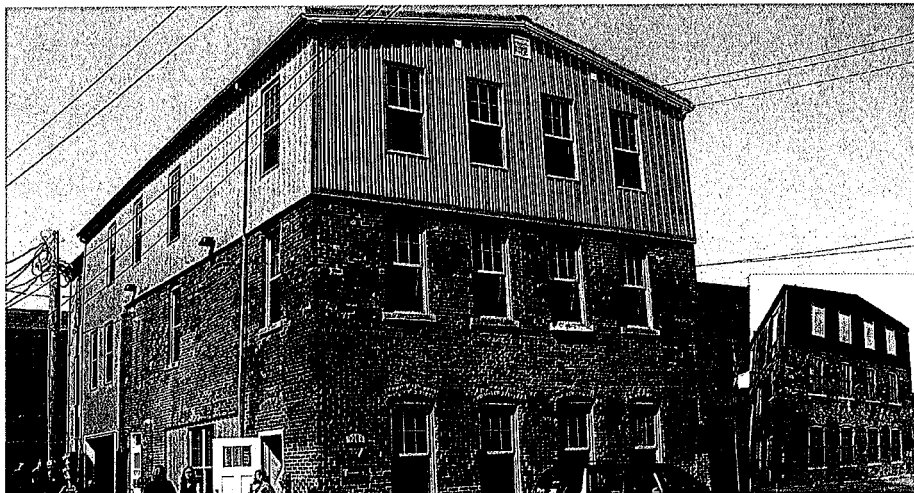
Pictured are some of our most recent NY Main street projects.



Pictured above: NY Main Street Grant in Dunkirk, NY



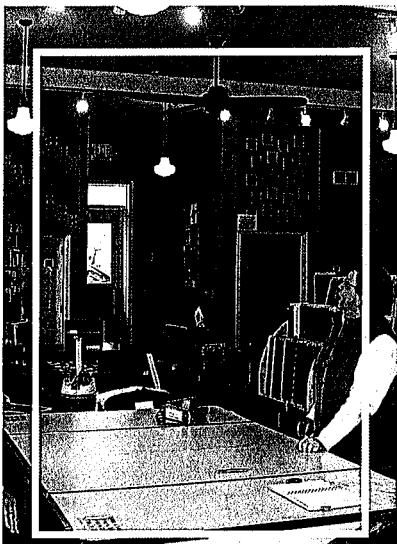
Pictured above: NY Main Street Grant, Medina, NY
Pictured Left: NY Main Street Grant, Batavia NY



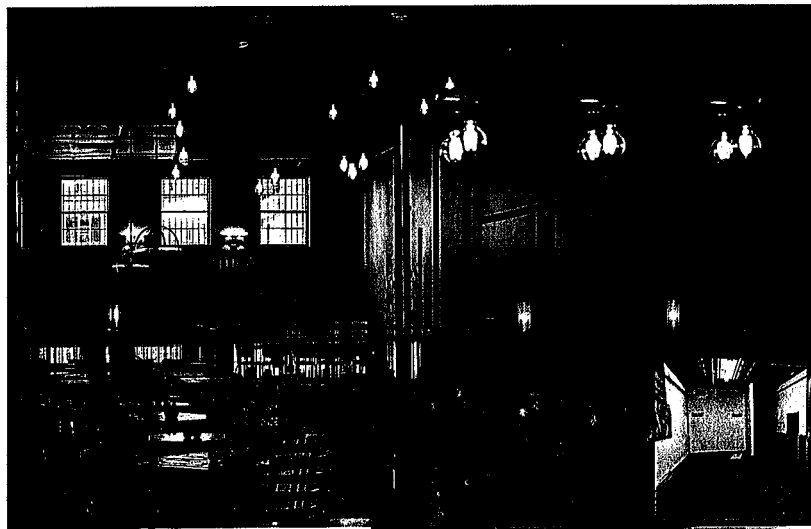
NEW YORK MAIN STREET PROGRAM



Pictured left: NY Main Street Grant before & after in Medina, NY



Pictured above: NY Main Street Grant in Sodus, NY



Pictured above and right: New York Main Street Grant; The Newberry Building in Batavia, NY

