



Notice of Committee Meeting

Date: September 15, 2022
To: Robert Sollenne
Paula Bucklin
Peter Gillotte
From: Tracy Verrier, Executive Director
Re: Notice of Audit & Finance Committee Meeting

The Audit & Finance Committee of the Geneva Local Development Corporation will hold a Committee Meeting on Thursday, September 22, 2022 at 10am. The meeting will be held in the Geneva BID conference room at 1 Franklin Street, Geneva, NY and remote participation via Zoom will also be available (see below). The meeting agenda is attached and available at <https://cityofgenevany.com/287/Local-Development-Corporation>.

Please confirm your attendance with Tracy Verrier, tracy.verrier@mrbgroup.com.

Join Zoom Meeting

<https://us02web.zoom.us/j/82424953044?pwd=VHNES2NvZ3lRTFdVZDlaaVZrME9MUT09>

Meeting ID: 824 2495 3044

Passcode: 487818

Dial-in: (929) 205-6099

Cc: Dave Linger, Chair
Mayor Steve Valentino
Matt Horn, MRB Group
Erica Collins, City of Geneva
Media: Steve Buchiere, Finger Lakes Times

GENEVA LOCAL DEVELOPMENT CORPORATION

CITY HALL- 47 CASTLE STREET- GENEVA, NEW YORK 14456
tracy.verrier@mrbgroup.com – www.cityofgenevany.com

BOARD OF DIRECTORS

ROBERT SOLLENNE ('23) ~ CHEVANNE DEVANEY ('24) ~ DANA HOLLENBECK ('23) ~ PAULA BUCKLIN ('24) ~ ROBERT KOCZENT ('23)
DAVID LINGER ('23) ~ MARC RODRIGUEZ ('23) ~ PETER GILLOTTE ('23) ~ CRAIG TALMAGE ('25)



City of Geneva Local Development Corporation

Audit & Finance Committee Meeting Agenda

Title: LDC Audit & Finance Committee Meeting
 Geneva BID Conference Room
Location: 1 Franklin Street, Geneva
Date: September 22, 2022
Time: 10:00am

Agenda Item	Potential Outcome	Person Responsible
Call to Order		Rob Sollenne, Chair
Agenda Items		
2023 Budget Review	Motion to recommend approval of Budget	Tracy Verrier
Policy Review*	Motion to recommend ratification of policies	Tracy Verrier
Adjournment	Motion to adjourn	Rob Sollenne, Chair

Quorum (Confirmation required)

Robert Sollenne
 Peter Gillotte
 Paula Bucklin

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 Dial in: (929) 205-6099
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Staff

Tracy Verrier
 Matt Horn

***Policies to be reviewed:**
 Audit Committee Charter (new)
 Finance Committee Charter (new)
 Investment
 Procurement
 Real Property Disposition
 Real Property Acquisition

**Geneva Development Corporation
2023 Operating Budget**

Draft 9/15/2022

Revenues	2021 Actual	2022 Budget	2022 YTD	2023 Budget
Agency Fees	\$ -	\$ -	\$ -	\$ -
Interest on Investments	\$ 421	\$ 100	\$ 111	\$ 200
Other Income	\$ -	\$ -	\$ -	\$ -
Appropriation from Fund Balance	\$ -	\$ 10,925	\$ -	\$ 29,800
Total	\$ 421	\$ 11,025	\$ 111	\$ 30,000
Expenditures				
Administrative				
Legal	\$ -	\$ -	\$ -	\$ -
Audit	\$ 1,100	\$ 1,025	\$ 3,000	\$ 5,000
City/Administrative Support	\$ 10,000	\$ 10,000	\$ 13,820	\$ 10,000
Other	\$ -	\$ -	\$ 69	\$ -
Subtotal	\$ 11,100	\$ 11,025	\$ 16,889	\$ 15,000
Programming				
Gateway Expenses	\$ 5,715	\$ -	\$ 1,241	\$ 5,000
Quality of Life/Beautification	\$ -	\$ -	\$ -	\$ 10,000
Marketing	\$ -	\$ -	\$ -	\$ -
Other	\$ 2,950	\$ -	\$ 950	\$ -
Subtotal	\$ 8,665	\$ -	\$ 2,191	\$ 15,000
Total Expenditures	\$ 19,765	\$ 11,025	\$ 19,080	\$ 30,000
NET INCOME	\$ (19,343)	\$ -	\$ (18,969)	\$ -

Estimated Cash (12-31-2022)	\$ 147,000
Less Draw on Reserves	\$ 29,800
Anticipated Cash (12-31-2023)	\$ 117,200

Note: there is an additional \$81,378.91 in a CD.

CITY OF GENEVA LOCAL DEVELOPMENT CORPORATION AUDIT COMMITTEE CHARTER

ARTICLE I

Establishment of Audit Committee; Core Responsibilities

The Board of Directors (the “**Board**”) of the City of Geneva Local Development Corporation (the “**Corporation**”) authorized the establishment of the Audit Committee (the “**Committee**”) by resolution dated _____, 2022. This Charter sets forth the composition and basic responsibilities of the Committee.

The core responsibilities of the Committee, as mandated under Section 2824(4) of the New York Public Authorities Law, include: (i) recommending to the board the hiring of a certified independent accounting firm; (ii) establishing the compensation to be paid to the certified independent accounting firm; and (iii) providing direct oversight of the performance of the independent audit performed by the certified independent hired for such purpose.

ARTICLE II

Composition of the Committee

The Committee shall be comprised of three (3) or more members appointed by, and will serve at the direction and pleasure the Board. Individuals appointed to the Committee should be knowledgeable, or have expressed a willingness to become knowledgeable, in matters pertaining to corporate financial and accounting practices. The chair of the Committee shall be elected by and among the members of the Committee. Each member of the Committee shall serve until their resignation, retirement, removal by the Board or until their successors shall be appointed and qualified

Each member of the Committee must be an “independent member” within the meaning of, and to the extent required by, Section 2825 of the New York Public Authorities Law, as amended from time to time. Committee members shall be prohibited from being an employee of the Corporation or an immediate family member of an employee of the Corporation. Members of the Committee shall not engage in any private business transactions with the Corporation or receive compensation from any private entity that has material business relationships with the Corporation, or be an immediate family member of an individual that engages in private business transactions with the Corporation or receives compensation from an entity that has material business relationships with the Corporation. In addition, Committee members who are members of the Corporation shall comply with the conflict of interest provisions applicable to public officers under Article 18 of the New York General Municipal Law.

ARTICLE III

Committee Meetings

The Committee will meet a minimum of twice (2) each calendar year (at least once prior to the commencement of the annual audit process and once after completion of the annual audit process). Additional meetings may be necessary or appropriate to adequately fulfill the obligations and duties outlined in this Charter. All committee members are expected to attend each meeting in person or via videoconference. The Committee may invite other individuals, such as members of management, auditors or other technical experts to attend meetings and provide pertinent information, as necessary.

Meeting notices and agendas will be prepared for each meeting and provided to Audit Committee members by electronic or regular mail at least five (5) days in advance of the scheduled meeting. A quorum of the Committee shall consist of a majority of the members then serving on the Committee. The affirmative vote of a majority of the members then serving on the Committee shall constitute an act of the Committee. Minutes of all meetings shall be recorded by the Secretary or any Assistant Secretary of the Committee. All meetings shall comply with the requirements of the Open Meetings Law.

ARTICLE IV **Committee Duties and Responsibilities**

To accomplish the objectives of good governance and accountability, the Committee has the following responsibilities as set forth below:

- (i) Recommend to the full board the appointment of and compensation for a certified independent accounting firm to conduct the annual independent financial audit;
- (ii) Oversee and pre-approve all audit and non-audit services provided by the certified independent accounting firm. The Corporation's independent auditor shall be prohibited from providing non-audit services unless having received previous written approval from the Committee;
- (iii) Meet with the certified independent accounting firm to discuss any significant issues that may have surfaced during the course of the audit;
- (iv) Review the Corporation's audited financial statements, associated management letter, report on internal controls and all other auditor communications and recommend to the full board whether such audit report should be approved;
- (v) Review and assess the effectiveness of the Corporation's internal controls for the safeguarding of Corporation assets;
- (vi) Develop and recommend to the full board, as necessary, any procedures or policies for the safeguarding of Corporation assets;
- (vii) Investigate any report or suspicion of fraud, waste or abuse of Corporation assets and make recommendations to the full board for corrective action.

ARTICLE V
Committee Reports

The Committee shall:

(i) Report its actions and recommendations to the Board at each regular meeting of the Board following a meeting of the Committee and when otherwise requested by the Board;

(ii) Report to the Board, at least annually, regarding any proposed changes to this Charter;

(iii) Provide a self-evaluation of the Committee's functions to the Board on an annual basis; and

(iv) Report to the Board on a periodic basis, at least annually, the findings of its independent auditors. These reports shall include careful consideration of the actions taken by management on the independent auditors' suggestions for correcting weaknesses, if any, in the Corporation's internal controls, regulatory compliance, organizational structure and operations. These reports may include the adequacy of the audit effort by the Corporation's independent auditors, the financial and regulatory compliance reporting decisions of management, the adequacy of disclosure of information essential to a fair presentation of the financial affairs and regulatory compliance efforts of the Corporation, and the organization and quality of the Corporation's system of management and internal accounting controls.

ARTICLE VI
Amendments

This Charter may be amended upon affirmative vote of a majority of the Board of the Corporation.

Adopted this __ day of _____, 2022
By the City of Geneva Local Development Corporation

CITY OF GENEVA LOCAL DEVELOPMENT CORPORATION

FINANCE COMMITTEE CHARTER

ARTICLE I

Establishment of Finance Committee; Core Responsibilities

The Board of Directors (the “**Board**”) of the City of Geneva Local Development Corporation (the “**Corporation**”) authorized the establishment of the Finance Committee (the “**Committee**”) by resolution dated _____, 2022. This Charter sets forth the composition and basic responsibilities of the Committee.

The core responsibilities of the Committee, as mandated under Section 2824(8) of the New York Public Authorities Law, are set forth in the Bylaws and include: (i) reviewing proposals for the issuance of debt by the Corporation; (ii) informing the board of current best financial practices, (iii) updating the Corporation’s financial principles, and (iv) advising the Board on the skills required for potential members.

ARTICLE II

Composition

Members of the Committee shall be elected and serve in accordance with the Bylaws and, to the extent practicable, members of the Committee should be familiar with corporate financial practices. The Committee shall elect one member to serve as chair of the Committee.

The Committee must consist of at least three (3) “independent members” as required by Section 2824 of the New York Public Authorities Law.

ARTICLE III

Committee Meetings

The Committee will meet a minimum of once in each calendar year. Additional meetings may be necessary or appropriate to adequately fulfill the obligations and duties outlined in this Charter. All committee members are expected to attend each meeting, in person or via videoconference. The Committee may invite other individuals, such as members of management, auditors or other technical experts to attend meetings and provide pertinent information, as necessary.

A quorum of the Committee shall consist of a majority of the members then serving on the Committee. The affirmative vote of a majority of the members then serving on the Committee shall constitute an act of the Committee. Minutes of all meetings shall be recorded by the Secretary or any Assistant Secretary of the Corporation. All meetings shall comply with the requirements of the Open Meetings Law.

ARTICLE IV
Committee Reports

The Committee shall:

- A. Report its actions and recommendations to the Board at each regular meeting of the Board following a meeting of the Committee and when otherwise requested by the Board;
- B. Report to the Board, at least annually, regarding any proposed changes to this Charter;
and
- C. Provide a self-evaluation of the Committee's functions to the Board on an annual basis.

ARTICLE V
Amendments

This Charter may be amended upon affirmative vote of a majority of the Board of the Corporation.

Adopted this ___ day of _____, 2022
By the City of Geneva Local Development Corporation

Geneva Local Development Corporation

Investment Policy

Purpose/Intent

The Geneva Local Development Corporation hereby establishes this Investment Policy to ensure that Corporate funds are managed in such a way as to achieve the following objectives:

- preservation of principal investment,
- security of Corporate funds,
- diversity of vehicles to absorb market fluctuations,
- liquidity of assets to provide appropriate operating cash, and
- investment yield.

Investment Vehicles

Recognizing the objectives cited above, the Board of Directors shall invest all Corporate funds in legal instruments authorized by the enabling legislation and New York State Law.

Analysis/Reporting

Once monthly, Corporation staff shall prepare a report outlining all current investments. The report shall outline:

- Issuer
- Instrument
- Annual Yield
- Purchase and Maturity Date
- Current Book Value
- Congruence of investment with this policy
- Statement of total cash flows
- Liquidity analysis

Banking Relationships

The Board of Directors shall review the Corporation's banking relationships annually and evaluate benefits to Corporate investment of potential changes. All institutions housing Corporate funds shall meet the requirements for Corporation banking set by state and federal laws, rules, and regulations.

Geneva Local Development Corporation

Procurement Policy

Purpose/Intent

The purpose of the Geneva LDC Procurement Policy is to ensure that purchases made for the purposes of Corporation operations are conducted within ethical and legal parameters, and to ensure that the Corporation receives the highest value possible when purchasing goods and services.

Authorized Agents

Any officer of the Corporation is considered an authorized agent. Additionally, subject to the guidance below, all Corporation staff are also authorized agents.

Applicability

All purchases over \$500 are subject to the terms of this policy. The Chairperson of the Corporation may, at his sole discretion, authorize purchases under \$500 as he sees appropriate; so long as they are within the confines of the Corporation budget. All other purchases must be authorized by the Corporation Board of Directors.

Procurement Method

Quotes

All materials, supplies, small equipment, and non-professional services under \$1,500 do not require any quotes. With affirmative vote of the Board of Directors, staff is authorized to make these purchases as necessary within budget.

All materials, supplies, small equipment, and non-professional services from \$1,501 to \$5,000 will require two verbal quotes.

All materials, supplies, small equipment, and non-professional services over \$5,000 will require three written quotes.

Requests for Proposals

All procurements for professional services will be handled via request for proposals. The Board of Directors will approve the form of the request. Professional services contracts will be awarded based on demonstrated knowledge, skills, and abilities of prospective vendors, with pricing as a secondary concern. Pricing proposals will be submitted by each vendor in a separate, sealed envelope.

Sole Source

In times of emergency, or when it is apparent that only a single vendor will be effective at providing any materials, supplies, equipment, or service within the time allowable, the Board of Directors, by affirmative vote, may authorize a sole source purchase. This will be documented with the reason for using this method and the vendor or contractor selected.

Geneva Local Development Corporation
Guidelines for Disposition of Real Property

Purpose/Intent

The City of Geneva has identified acquisition, sale, and development of real property as an objective for the Geneva Local Development Corporation. To that end, the Corporation has developed these guidelines to establish goals and processes for Corporately-held property.

The mission of the LDC is to affect positive change in the Geneva real estate market. As such, the following objectives are established relative to property disposition:

- Whenever possible, any costs associated with acquisition of real property will be recovered as part of its sale;
- Sale or other disposition activities shall be evaluated based on potential market impact of the proposed use. Properties should not be sold to “land speculators” who intend to hold the property without a defined project;
- The Corporation may own and operate real property so long as it meets the objectives of enabling legislation, and so long as it is proven infeasible for a similar impact to be affected by a private sector partner;
- Proceeds from the sale or operation of real property should be reinvested in activities meeting the Corporations goals and objectives.

Sale/Transfer Methods

The Corporation may enter into sale or transfer agreements upon execution of one of the following activities:

- Request for Proposals: An RFP process may be developed when market conditions and property attributes suggest that a competitive process would yield the highest and best result. Proposals should be evaluated for project impact on the real estate market, with Corporate return as a secondary consideration.
- Private Negotiation: When appropriate, the Corporation may identify a potential purchaser and enter into a private negotiated and sale. Similar to the RFP process, private sale opportunities should demonstrate positive market impact.
- Lease: When long-term control by the Corporation is an overriding concern, Corporate leasing may be considered. Leases should derive the value necessary to ensure that Corporation funds receive a reasonable return. The proposed project should demonstrate positive market impact before the leasing option is considered.

**Geneva Local Development Corporation
Property Acquisition Policy**

A. Acquisition of Real Property

Real Property may be acquired by the Geneva Local Development Corporation (“Corporation”) for use, development, resale, leasing or other uses designated by the Corporation. The Corporation may lease Real Property for use, subleasing or other uses designated by the Corporation.

The purpose of each acquisition of Real Property shall be to further one or more purposes of the Corporation under its Certificate of Incorporation, by-laws or a resolution adopted by the Corporation Board of Directors, its mission statement, or for a purpose otherwise permitted by law.

Prior to each acquisition of Real Property, the Corporation will conduct such due diligence as it deems appropriate in accordance with the particular circumstances of the proposed acquisition. Such due diligence may include, but is not limited to, Real Property appraisals and review and investigation of environmental, structural, title, pricing and other applicable matters.

B. Approval of Real Property Acquisitions

All acquisitions of Real Property shall be conducted in accordance with this Policy and applicable law. Proposed acquisitions of Real Property shall be presented to the Corporation Board of Directors for approval or other appropriate action.

C. Fair Market Value

Acquisitions of Real Property are intended to be made for no greater than the fair market value of the Real Property. In the event circumstances exist in which an acquisition of Real Property is made where the contract price to be paid by the Corporation exceeds the fair market value of the Real Property, the Corporation shall include in its annual report required by Section 2800(2) of the Public Authorities Law a detailed explanation of the justification for making the purchase without competitive bidding and a certification by the Executive Director and either the Chief Financial Officer or Treasurer of the Corporation that they have reviewed the terms of the acquisition and determined that it complies with applicable law and the Corporation’s procurement policy.

Approved and adopted this 1st day of June 2022.