



Meeting Agenda – Audit and Finance Committee
 Genesee County Economic Development Center
 Tuesday, January 31, 2017
 Location: GCEDC Conference Room, 3:00 p.m.

Page #	Topic	Discussion Leader	Desired Outcome
	1. Call To Order – Enter Public Session	M. Gray	
	1a. 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. 1b. Enter Public Session	M. Gray	
	2. Chairman's Report & Activities 2a. Agenda Additions / Other Business	M. Gray	
	3. Discussions / Official Recommendations to the Board:		
2-5	3a. December 2016 Unaudited Financial Statements	L. Farrell	Disc / Vote
6	3b. \$33M STAMP Grant Draw Review YTD	L. Farrell	Discussion
7	3c. Invest Buffalo Niagara Funding	R. Tabelski	Disc / Vote
8-9	3d. Dedication of Gateway I Parcel to Town of Batavia	M. Masse	Disc / Vote
8	3e. ECIDA Shared Services Agreement for IT Services	M. Masse	Disc / Vote
	4. Adjournment	M. Gray	Vote

**Genesee County Economic Development Center
December 2016 UNAUDITED Dashboard
Balance Sheet - Accrual Basis**

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	<u>12/31/16</u>	<u>11/30/16</u>	[Per Audit] <u>12/31/15</u>
ASSETS:			
Cash - Unrestricted (1)	\$ 1,187,336	\$ 758,909	\$ 611,260
Cash - Restricted (A) (2)	431,761	536,232	282,363
Cash - Reserved (B)	696,089	694,508	949,142
Cash - Subtotal	2,315,186	1,989,649	1,842,765
Grants Receivable (3)	1,191,498	1,425,657	1,081,254
Accts Receivable- Current (4)	22,506	83,498	199,080
Deposits	2,832	2,832	2,832
Prepaid Expense (5)	25,979	4,969	36,808
Loans Rec - Current (Net of \$36,919 Allow for Bad Debt at 11/30/16 & 10/31/16) (6)	45,734	41,292	267,187
Total Current Assets	3,603,735	3,547,897	3,429,926
Land Held for Dev. & Resale (7)	12,223,111	11,753,123	9,402,800
Furniture, Fixtures & Equipment	67,982	67,982	67,982
Total Property, Plant & Equip.	12,291,093	11,821,105	9,470,782
Less Accumulated Depreciation	(64,236)	(64,100)	(62,608)
Net Property, Plant & Equip.	12,226,857	11,757,005	9,408,174
Accts Receivable- Non-current (8)	60,000	60,000	80,000
Loans Receivable- Non-current (Net of \$19,529 Allow for Bad Debt at 12/31/16 and \$18,695 at 11/30/16) (6)	183,382	85,895	76,711
Land Options (9)	-	-	5,000
Other Assets	243,382	145,895	161,711
TOTAL ASSETS	16,073,974	15,450,797	12,999,811
DEFERRED OUTFLOWS OF RESOURCES			
Deferred Pension Outflows (13)	102,234	102,234	102,234
Deferred Outflows of Resources	102,234	102,234	102,234
LIABILITIES:			
Accounts Payable	281,860	3,500	177,622
Loan Payable - GGLDC	-	-	180,790
Line of Credit - Revolving (BOC) (10)	-	-	249,918
Line of Credit - Revolving (Key Bank) (10)	681,991	1,184,457	1,355,483
Accrued Expenses	760	67,333	39,651
Unearned Revenue (11)	509,980	163,343	145,703
Total Current Liabilities	1,474,591	1,418,633	2,149,167
Loans Payable - ESD (12)	5,196,487	5,196,487	3,825,001
Aggregate Net Pension Liability (13)	99,283	99,283	99,283
Total Noncurrent Liabilities	5,295,770	5,295,770	3,924,284
TOTAL LIABILITIES	6,770,361	6,714,403	6,073,451
DEFERRED INFLOWS OF RESOURCES			
Deferred Pension Inflows (13)	40,119	40,119	40,119
Deferred Inflows of Resources	40,119	40,119	40,119
NET ASSETS	\$ 9,365,728	\$ 8,798,509	\$ 6,988,475

Significant Events:

1. Unrestricted Cash - Empire Pipeline Inc. project participation fee collected in December, but not earned until the company receives approval from FERC (Federal Energy Regulatory Commission).
2. Restricted Cash - Decreased due to issuance of \$107K GAIN! loan to Sandvoss.

3. Grants Receivable - ESD will reimburse for STAMP engineering, environmental, legal and other expenses; National Grid will reimburse for marketing expenses.
4. Accounts Receivable (Current) - Termed out Project Participation Fees from Rochester Gas & Electric to be collected in the next 12 months and other misc.
5. Prepaid Expense - NYS Retirement payment made in December for the 12 month period ending 3/31/17 (prepaid expense recorded for 1/1-3/31/17, directors & officers insurance and disability insurance.
6. Loans Receivable: Current & Non-current - Reallocation of allowance for bad debt.
7. Land Held for Dev. & Resale - YTD increases are related to STAMP engineering, environmental and legal costs and purchase of land in LeRoy.
8. Accounts Receivable - Non-current - termed out Project Participation Fees from Rochester Gas & Electric that will not be collected within 12 months of the Balance Sheet date.
9. Land Options - Option to purchase Leroy land was exercised in August.
10. Lines of Credit - Bridge financing obtained to fund STAMP property acquisition, related soft costs and professional services until reimbursement from ESD grants/loans is received; Bank of Castile line was repaid in full in August.
11. Unearned Revenue - Empire Pipeline Inc. project participation fee collected in December, but not earned until the company receives approval from FERC (Federal Energy Regulatory Commission). Funds received from municipalities to support park development and funds received from National Fuel to support workforce development; not actually earned until eligible expenditures are incurred.
12. Loans Payable - ESD - Loans from ESD to support STAMP land acquisition and related soft costs.
13. Deferred Pension Outflows / Aggregate Net Pension Liability / Deferred Pension Inflows - New accounts added at 12/31/15 related to implementation of GASB 68.

(A) Restricted Cash = Municipal Funds, RLF #2 Funds, Grant Funds Received in Advance, GAIN! Loan funds

(B) Reserved Cash = RLF #1 Funds (defederalized)

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Genesee County Economic Development Center
December 2016 UNAUDITED Dashboard
Profit & Loss - Accrual Basis

	Month to Date		YTD		2016	2016
	12/31/16	12/31/15	2016	2015	Board Approved Budget	YTD % of Budget
Operating Revenues:						
Genesee County	\$ 17,917	\$ 17,918	\$ 215,014	\$ 215,014	\$ 215,014	100%
Fees - Project Participation	13,375	13,125	61,702	287,325	377,000	16%
Fees - Services	11,488	4,943	86,588	85,443	79,736	109%
Interest Income on Loans	328	3,417	5,709	17,388	12,057	47%
Rent	3,208	1,595	23,167	21,868	19,973	116%
Grants (1)	562,221	933,193	3,320,827	1,372,238	289,373	1148%
GGLDC Grant- Econ. Dev. Program Support	25,000	25,000	300,000	300,000	300,000	100%
GCFC Grant - Econ. Dev. Program Support	-	-	65,000	70,000	65,000	100%
Land Sale Proceeds	125,720	-	125,920	724,084	-	N/A
Other Revenue	282	4,602	1,172	9,370	8	14650%
Total Operating Revenues	759,539	1,003,793	4,205,099	3,102,730	1,358,161	310%
Operating Expenses						
General & Admin	84,322	103,117	1,164,682	1,229,660	1,246,770	93%
Professional Services	13,186	3,739	102,135	70,486	153,675	66%
Site Dev/Maintenance/Repairs (2)	390	925	214,089	118,884	20,100	1065%
Property Taxes/Special District Fees	6,857	-	13,791	13,524	20,856	66%
Bad Debt Expense	835	-	10,000	-	-	N/A
Grant Expense	-	167,319	161	167,319	-	N/A
PIF Expense- Ag Park/Bergen	-	-	236,763	242,542	238,448	99%
Cost of Land Sales	86,785	-	86,785	541,081	-	N/A
Real Estate Development (3)	555,416	49,854	2,900,738	1,612,848	-	N/A
Balance Sheet Absorption	(555,416)	(49,854)	(2,900,738)	(1,612,848)	-	N/A
Total Operating Expenses	192,375	275,100	1,828,406	2,383,496	1,679,849	109%
Operating Revenue (Loss)	567,164	728,693	2,376,693	719,234	(321,688)	
Non-Operating Revenues (Expenses)						
Other Interest Income	55	51	560	484	500	112%
Interest Expense	-	(1,865)	-	(38,666)	(31,711)	N/A
Econ. Dev. Loan Fund (LDC/County)	-	-	-	(125,000)	-	N/A
Total Non-Operating Rev. (Exp.)	55	(1,814)	560	(163,182)	(31,211)	N/A
Change in Net Assets	567,219	726,879	2,377,253	556,052	\$ (352,899)	
Net Assets - Beginning	8,798,509	6,324,165	6,988,475	6,494,992		
Prior Period Adjustment	-	(62,569)	-	(62,569)		
Net Assets - Ending	\$ 9,365,728	\$ 6,988,475	\$ 9,365,728	\$ 6,988,475		

Significant Events:

1. Grant Revenue - ESD Grant (\$33M) supports STAMP engineering, environmental, legal; YTD includes \$265K received for the GAIN! Loan fund; \$205,780 County PIF payment dedicated to support development at the GVAB (pays annual principal & interest on bond); Bergen PIF- In 2007, Genesee County and the Town of Bergen consented to divert PILOT payments from two companies back to the GCEDC to support the Village of Bergen wastewater treatment plant expansion; 2015 PIF with RJ Properties (Liberty Pumps) supports Apple Tree Acres Infrastructure improvements; National Grid Grant supports STAMP marketing; etc.
2. Site Development/Maintenance/Repairs - YTD includes Village of Oakfield payment for increase in water tower tank size to provide services for STAMP (\$200K) [reimbursable from ESD Grant].
3. Real Estate Development Costs - STAMP interest, engineering, environmental and legal expenses; LeRoy land acquisition in August.

**Genesee County Economic Development Center
December 2016 UNAUDITED Dashboard
Statement of Cash Flows**

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	December 2016	YTD
CASH FLOWS PROVIDED BY OPERATING ACTIVITIES:		
Genesee County	\$ -	\$ 215,018
Fees - Project Participation	375,875	599,202
Fees - Services	26,777	95,279
Interest Income on Loans	382	9,873
Rent	3,208	23,579
Grants	796,380	3,210,583
GGLDC Grant - Economic Development Program Support	75,000	300,000
GCFC Grant - Economic Development Program Support	-	65,000
Land Sale Proceeds - Net	38,935	39,135
Other Revenue	282	1,173
Repayment of Loans	4,313	276,859
Issuance of Loans	(107,077)	(172,077)
General & Admin Expense	(166,376)	(1,169,734)
Professional Services	(7,608)	(90,648)
Site Dev/Maintenance/Repairs	(390)	(214,089)
Property Taxes/Special District Fees	-	(6,934)
PIF Expense - Ag Park/Bergen	-	(236,763)
Grant Expense	-	(167,480)
Improv/Additions to Land Held for Development & Resale	(211,753)	(2,570,061)
Net Cash Provided By Operating Activities	827,948	207,915
CASH FLOWS (USED) PROVIDED BY NONCAPITAL FINANCING ACTIVITIES:		
Lines of Credit Activity - Net	(502,466)	(923,410)
Loan Proceeds Received	-	1,371,486
Principal Payments on Loan	-	(180,790)
Interest Paid	-	(3,340)
Net Cash (Used) Provided By Noncapital Financing Activities	(502,466)	263,946
CASH FLOWS PROVIDED BY INVESTING ACTIVITIES:		
Interest Income	55	560
Net Change in Cash	325,537	472,421
Cash - Beginning of Period	1,989,649	1,842,765
Cash - End of Period	\$ 2,315,186	\$ 2,315,186
RECONCILIATION OF NET OPERATING REVENUE (LOSS) TO NET CASH PROVIDED BY OPERATING ACTIVITIES:		
Operating Revenue	\$ 567,164	\$ 2,376,693
Adjustments:		
Depreciation Expense	136	1,628
Decrease in Accounts/Grants Receivable	295,151	86,330
(Increase) Decrease in Prepaid Expenses	(21,010)	10,829
(Increase) Decrease in Loans Receivable	(101,929)	114,782
Increase in Land Held for Development & Resale	(469,988)	(2,820,311)
Decrease in Land Options	-	5,000
Increase in Accounts Payable	278,360	104,238
Decrease in Accrued Operating Expenses	(66,573)	(35,551)
Increase in Unearned Revenue	346,637	364,277
Total Adjustments	260,784	(2,168,778)
Net Cash Provided By Operating Activities	\$ 827,948	\$ 207,915

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	BUDGET	National Grid (\$500K)	Draw #1	Draw #2	Draw #3	Draw #4	Draw #5	Draw #6	Total Paid To Date	Contract Balance
Land	\$ 1,811,421									
Land Acquisition - Various	\$ 633,811	\$ 622,792	\$ 500						\$ 623,292	\$ 10,519
Phillips Lytle - portion of contract (\$425K)	46,296	44,620							44,620	1,676
Survey	2,860									2,860
Phase I Environmental	1,400									1,400
Envoy Engineering	28,050									28,050
- asbestos survey for structures										
Unallocated - Remaining Contracts & Interest TBD	1,099,004									
Engineering & Other Soft Costs	\$ 5,206,440									
CC Environment & Planning	217,500	21,053	55,032	58,330	10,530			8,460	153,405	64,095
- Preconst: Environ, Review, Planning and Tech Support										
CC Environment & Planning	102,550	25,637	1,000	66,135				6,570	99,342	3,208
- Archeological Survey										
CC Environment & Planning	172,175							43,044	43,044	129,131
- Phase II Archeological Studies										
CC Environment & Planning	16,264							4,066	4,066	12,198
- Jurisdictional Determination Update										
Tonawanda Seneca Nation	7,500									7,500
- Archeological Monitor										
Village of Oakfield	200,000		200,000						200,000	
- Water Tower (Upsize)										
Phillips Lytle (\$425K)	378,704	225,096						134,662	359,758	18,946
- Various Services										
Clark Patterson Lee (\$956K)	200,000	125,000							125,000	
- Medina Offsite Sewer - Part 1										
Clark Patterson Lee (\$956K)	756,000	120,000	32,000	193,000		17,500			362,500	393,500
- Medina Offsite Sewer - Part 2										
Clark Patterson Lee (\$683K)	488,000	96,300	45,700	177,000	20,500	62,250		19,800	421,550	66,450
- Offsite Water Design & Permitting - small water system design										
Clark Patterson Lee (\$683K)	195,000			52,000	35,000				87,000	108,000
- Offsite Water Design & Permitting - big water system design										
Clark Patterson Lee	578,228	29,900		227,150	27,000	40,400		34,350	358,800	219,428
- Onsite Infrastructure Design & Eng										
Town of Alabama	247,000	64,022	9,675	100,093		13,420			187,210	59,790
- Reimbursement Agreement										
O'Brien & Gere Engineers, Inc.	260,600	26,680		16,008				6,670	48,356	211,242
- Design & Eng for 115-Kv										
O'Brien & Gere Engineers, Inc.	124,400									124,400
- Design & Eng for Transmission Line										
Secler Engineering	23,000		14,952	2,236	5,653				22,841	159
- Project Labor Agrmt - Task 1 & 2										
Robert Gage, PE, P.C. (\$4,000)	3,850		3,850						3,850	
- Eng Svcs to Initiate NYISO SIS Process										
Robert Gage, PE, P.C.	24,800				1,500			950	2,450	22,350
- Oversight of RFP for selection of consultant & Project Mgmt of 345KV SIS study										
Clark Patterson Lee	60,000	60,000							60,000	
- Electrical Engineering Svcs										
National Grid SIS Study	125,000	125,000								
National Grid SIS Study - Addtl Costs	67,177			67,177					67,177	
Unallocated - Remaining Contracts & Interest TBD	958,692									
Construction/Infrastructure (On-Site and Off-Site)	\$ 27,582,139									
US Fish & Wild Life	8,000									8,000
- reimb for appraisals										
Iroquois National Wildlife Refuge	271			271					271	
- Special Use Permit Application Fee										
Genesee County Health Department	1,075			400		475		200	1,075	
- Plan Review Fees										
NYS Department of Environmental Conservation	1,881							1,881	1,881	
- SPDES Construction Storm Water Fees										
Town of Alabama	19,841							19,841	19,841	
- Site Plan Review of Roadway										
Unallocated - Remaining Contracts & Interest TBD	27,551,071									
Contingency / Interim Interest	\$ 500,000									
Interest Expense - Actual Pd	27,065			22,960	4,075				27,065	
Unallocated - Remaining Contracts & Interest TBD	472,935									472,935
TOTALS	\$ 35,100,000	\$ 35,100,000	\$ 200,000	\$ 1,461,100	\$ 919,463	\$ 171,435	\$ 120,625	\$ 293,914	\$ 3,325,396	\$ 1,965,837
SOURCES:										
ESD Z337	\$ 33,000,000									
National Grid	500,000									
CFA - Town of Alabama	1,500,000									
National Fuel	100,000									
TOTAL SOURCES	\$ 35,100,000									

* Includes various payees/contracts

Date ESD draw was requested:	Draw #1	Draw #2	Draw #3	Draw #4	Draw #5	Draw #6
	4/22/2016	5/19/2016	8/19/2016	10/14/2016	11/7/2016	12/22/2016
Amount received:	\$1,191,384	\$ 158,859	\$ 796,380	\$ -	\$ -	\$ -
Date ESD funds were received:	8/5/2016	9/19/2016	12/14/2016			
Amount received:	\$ 269,716	\$ 1,461,100	\$ 796,380	\$ 171,435	\$ 120,625	\$ 293,914
Total ESD funds Received	\$ 269,716	\$ 1,461,100	\$ 796,380	\$ 171,435	\$ 120,625	\$ 293,914
Balance due to GCEDC:	\$ 0	\$ 200,000	\$ 123,083	\$ 171,435	\$ 120,625	\$ 293,914

GCEDC
Rachael Tabelski, Marketing and Communications Director
Audit & Finance Committee Meeting Report
January 31, 2017

Invest Buffalo Niagara (InBN) – Marketing Support Funding

Our agency currently invests in the Western New York, non-profit regional economic development organization, Invest Buffalo Niagara (InBN). InBN is a member supported business development and regional marketing organization, with the sole purpose of attracting new business to the Western New York Region.

InBN is an integral partner in our sales/marketing efforts for the attraction of new companies to our community. Other services beyond regional site selection include marketing and design services, online property listing (CLS system) for development sites, data and demographics reports for business development support, graphics for brochure ware, ads, and other marketing collateral, as well as publicizing and supporting the GCEDC and STAMP initiative in Western New York/ Western New York Regional Council.

Board Request: An investment renewal of \$25,000 for continued marketing and business development support for one year. This investment cost was anticipated and contained in the 2017 budget.

**GCEDC Audit & Finance Committee
January 31, 2017**

3d. Dedication of parcel to the Town of Batavia

Discussion: The GCEDC would like to dedicate parcel 8-1-45-116 located in the Gateway I Corporate Park to the Town of Batavia. This parcel consists of .47 acres and is labeled as a "potential future roadway" on the subdivision map.

Fund commitment: None.

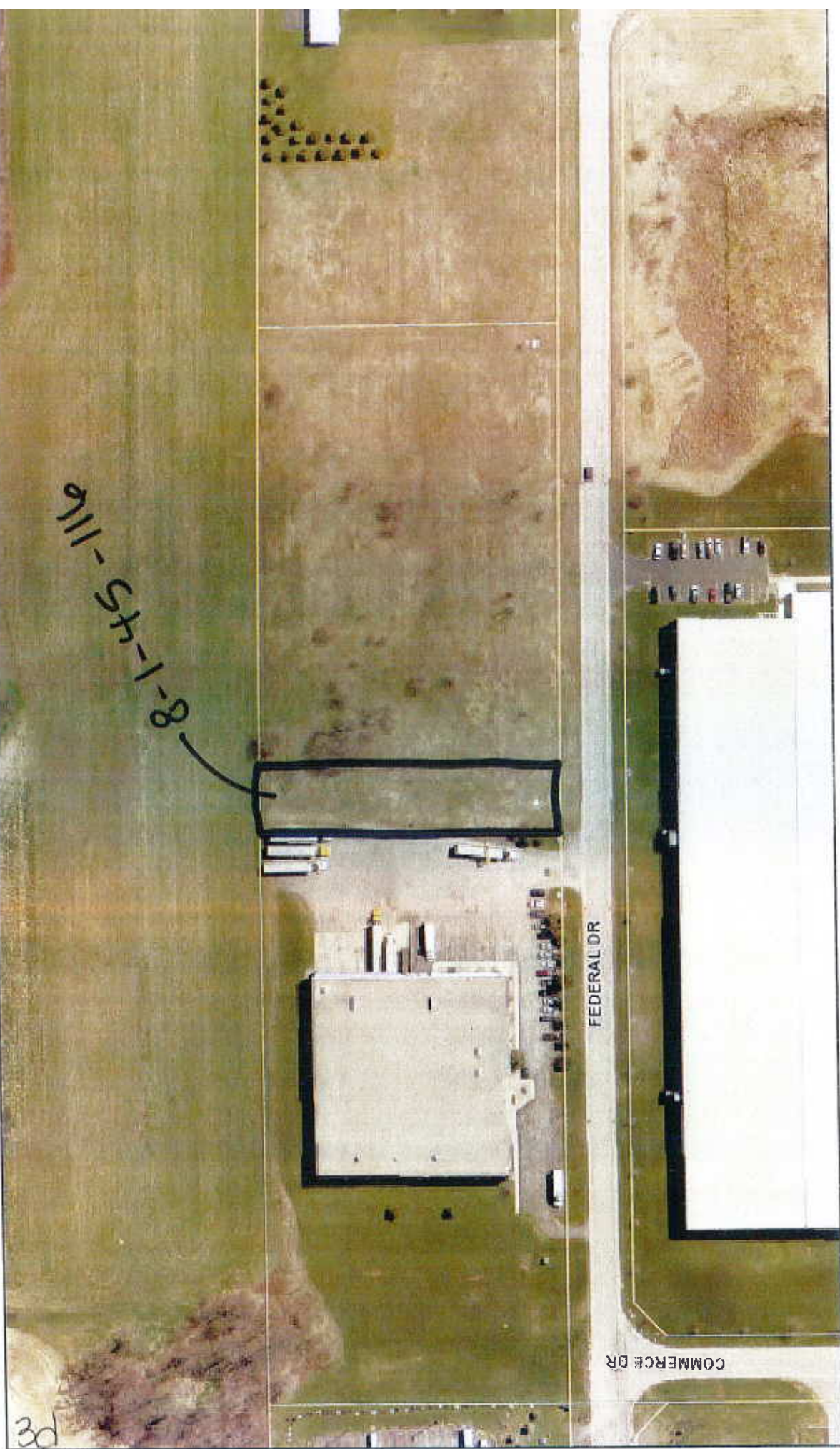
Committee action request: Recommend approval to the full Board to dedicate the parcel with tax map ID #8-1-45-116 to the Town of Batavia.

3e. Shared services agreement with Erie County Industrial Development Agency

Discussion: The GCEDC has a shared services agreement with Erie County Industrial Development Agency (ECIDA) for on call IT support services. The GCEDC had this agreement in 2016 and was very pleased with the service and response time to our issues. They were also instrumental in 2016 in assisting us with major IT replacement including our main server, replacement laptops, iPads for the Board and software upgrades. We would like to continue this agreement in 2017. The agreement is at an hourly rate of \$85. The staff would like Board approval to spend up to \$10,000 on these services in 2017. The \$10,000 is what was included in the 2017 budget that was approved by the Board last year.

Fund commitment: Not to exceed \$10,000 as included in the Professional Services line item of the 2017 budget.

Committee action request: Recommend approval of not to exceed \$10,000 for on call IT support services with ECIDA for 2017.



911-54-116

January 25, 2017

Roads (Large Scale)

Active Railroads (Large Scale)

Streams (Large Scale)

2016 Tax Parcels

Water (Large Scale)

Towns

Sources: Esri, DeLorme, USGS, NPS
Sources: Esri, USGS, NOAA

Web App
Sources: Esri, USGS, NOAA | Sources: Esri, DeLorme