



Notice of Board Meeting

Date: November 23, 2022

To: Rick Bley
Irene Rodriguez
R.J. Passalacqua
Benjamin Vasquez
Lowell Dewey
Jason Fulton

From: Anne Nenneau, Chair

Re: Notice of Board of Directors' Meeting

The Geneva Industrial Development Agency will hold their regular monthly Board Meeting on Friday, December 9, 2022 at 8:30am. The meeting will be held in the 2nd floor conference room at City Hall, 47 Castle Street, Geneva, NY. The meeting agenda is attached and available at <https://cityofgenevany.com/295/Industrial-Development-Agency-IDA>. The meeting will also be livestreamed on the IDA's YouTube Channel: <https://www.youtube.com/channel/UCVz4jDNtxuliy4SyugqQ8eg>.

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

Cc: Mayor Steve Valentino, City of Geneva
Amie Hendrix, City of Geneva
Tracy Verrier, Executive Director
Matt Horn, MRB Group
Maureen Lee, Geneva City School District
Myles Webster, Webster Properties
Erica Collins, City of Geneva
Media: Steve Buchiere, Finger Lakes Times

City of Geneva Industrial Development Agency

Meeting Agenda

Title: City of Geneva IDA
Location: Geneva City Hall, 47 Castle Street, Geneva
2nd Floor Conference Room and Zoom
Date & Time: 12/9/2022 at 8:30am



Agenda Item	Potential Outcome	Person Responsible
Call to Order		Anne Nenneau
Administrative Reports		
Minutes from November 2022	Motion to approve minutes	Anne Nenneau
Financial Report November 2022	Motion to approve financial report	Tracy Verrier
Updates		
Geneva City School District	Informing board of status	Maureen Lee, Geneva CSD
GEDC	Informing board of status	Myles Webster, Webster Properties
GEDC Committee Update	Motion regarding additional studies	Tracy Verrier
City Council Report	Informing board of status	Mayor Valentino & Amie Hendrix
IDA Projects	Informing board of status	Tracy Verrier
Unfinished Business		
Environmental Services Update	Motion to pay Plumley invoice	Tracy Verrier
Executive Session		
Executive Session	proposed acquisition, sale or lease of real property; proposed, pending or current litigation	Anne Nenneau
New Business		
Nardozzi Land Sale	Motion to amend purchase contract	Tracy verrier
MRB Contract Discussion	Discussion regarding contracts	Anne Nenneau
Beautification Proposal	Motion to support proposal	Tracy verrier
PARIS Documents	Motion to approve PARIS documents	Tracy verrier
Adjournment	Motion to adjourn	Anne Nenneau

Quorum (Confirmation Required)

Anne Nenneau, Chair

R.J. Passalacqua

Rick Bley

Irene Rodriguez

Lowell Dewey

Benjamin Vasquez

Jason Fulton

Staff

Tracy Verrier

Matt Horn

Zoom will be available, and the meeting can be viewed on the GIDA's YouTube Channel

Join Zoom Meeting
Meeting ID: 827 8706 9761
Passcode: 878252
Dial in: 929-205-6099

<https://us02web.zoom.us/j/82787069761?pwd=MktPY1NPQ056Mm9wT0kyYlBoV2Z1QT09>

**Geneva Industrial Development Agency
City Hall, 47 Castle Street, Geneva, New York
And via Zoom livestreamed to GIDA's YouTube Page
November 4, 2022 at 8:30am
DISCUSSION NOTES**

In Attendance:

Anne Nenneau
Rick Bley*
Lowell Dewey*
RJ Passalacqua
Jason Fulton
**remote attendance*

Others present:

Tracy Verrier, MRB Group
Maureen Lee, Geneva CSD
Amie Hendrix, Geneva City Manager
Myles Webster, Webster Properties
Emma Powlin, Harris Beach
Anthony Lewis, Pretzel Logic

Meeting Call to Order:

The meeting was not called to order as there was not a quorum of members present in person.

Administrative Reports:

Administrative reports were not addressed due to a lack of quorum.

Updates:

Geneva City School District:

- Maureen reported that the school district is finalizing state aid. They are also preparing for a \$27.5m capital project that was voted on last December. This project includes renovation and paving at the middle school and high school. They are waiting for approval from State Ed, and expect to start preparing in the spring so that renovations can start as soon as students leave for the summer. The district is also wrapping up tax collection season.

GEDC:

- Myles Webster noted they should have some new tenants in place before the next meeting.
- Tracy noted that the utility income is now being reported on different lines of the financial report.

GEDC Committee Update:

- Tracy noted that the identified experts will be touring the facility later in the day.

City Council Report:

- Amie Hendrix, City Manager, reported that City Council met on Wednesday and adopted a BOA connectivity strategy. She also noted that they had completed interviews for the Planning and Economic Development Director position.

IDA Projects:

- Anne and Emma Powlin noted that the Trinity closing would now likely be in early 2023. They are rebidding the work as costs have gone up substantially. The board requested that Mark present to the board at a future meeting to provide updates on the project prior to closing.
- Tracy noted that residential rental development could be eligible for IDA incentives in cases where the project could be deemed “commercial”. Tracy will work with Emma to identify some draft policies/guidelines around this.
- Tracy reminded the group of the previous conversation the board had regarding maintenance and beautification, which originated at the marketing committee. She explained that the LDC had reviewed a proposal from BID that was about \$60,000 to add seasonal labor, create a volunteer hub, create educational materials, etc. The LDC is willing to fund up to half and would like to know if the IDA would be interested as well. RJ questioned if this would be an ongoing expense to the IDA and LDC. Tracy noted that some of the proposal is for startup costs for the volunteer hub, and the seasonal labor component is intended to fund 1 or 2 years while the City and BID figure out how to fund it permanently. Amie added that it will take a year or two to understand the level of staffing truly needed. The board members present generally agreed, but asked for additional details about the overall strategy for maintenance of the new DRI landscaping.
- Jason noted that the additional hospitality tax could be a good funding stream for this type of effort. He reviewed some initial data that indicated a 3% room tax could generate up to ~\$480,000 annually.

Unfinished Business:

Environmental Services Update:

Tracy reported that the new request to DEC had been submitted shortly after the last meeting, but there was nothing else to report at this time.

It was determined at this point that all other items on the agenda required a quorum.

Adjournment: The meeting was closed at 9:07am.

**Geneva Industrial Development Agency
GEDC Committee Meeting
45 Castle Street, Geneva, New York
Streamed on GIDA YouTube Page
November 17th, 2022 at 8:30am**

In Attendance:

Jason Fulton
Irene Rodriguez
RJ Passalacqua

Others present:

Tracy Verrier, MRB Group
Craig Webster, Webster Properties
Myles Webster, Webster Properties
Matt Chatfield, Caliber Brokerage
Dirk Schneider, CJS Architecture

Meeting Call to Order:

The meeting was called to order at 8:33am.

Review Existing Conditions & Possible Scenarios:

Tracy asked the guests to provide any initial comments they had regarding the tour of GEDC that had taken place the prior week. Matt Chatfield and Dirk Schneider provided the following comments/insights:

- The Avenue D section of the building has some challenges. The ceiling heights and column spacing is limiting for modern, large scale manufacturing. The newer section along the railroad is in better shape and has better specs for manufacturing.
- It would be helpful to get a more thorough building condition and hazardous materials assessment, as well as a current and complete floorplan.
- The utilities available to service the building would also impact an appropriate use for the building. Craig added that there have been some plumbing issues.
- Possible uses: mini-business park (i.e. multiple small manufacturing units of ~2500 sq ft, plus office area); small business incubator; trade school; housing is possible, but uncertain of the market demand and financial feasibility given the level of investment that would be needed.
 - One of the most promising and straightforward opportunities might be to continue using it as a small business park (not necessarily an incubator) with multiple varied tenants. Adding more overhead door access would be helpful for this, as well as reconfiguring some of the existing manufacturing/warehouse space. There is high demand for smaller (~2500 sq ft) spaces, and such a facility would still have the benefit of offering a launching point for new businesses.
- There could be transformative opportunities if this property was looked at in conjunction with nearby parcels.

The committee discussed that the incubator model has not been working well thus far, but recognized that the model was not fully implemented. If the IDA were going to maintain an incubator model, there would need to be a strategy and an investment in ensuring that the requisite programming and supports were in place.

Jason stressed that he believes the building would do the most good back on the tax rolls and managed by a private entity. He doesn't feel that the IDA would have to direct what a private developer does with the site, the developer would be in the best position to make those decisions.

Identify Information Needs & Next Steps:

It is important to understand the City's needs/requirements in terms of public works and the kitchen. Tracy is still working on getting more clarity around this component.

It was determined that the same set of information would be helpful regardless of whether the IDA decided to keep or sell the property. This includes:

- Hazardous Materials Assessment
- Building and Roof Inspection
- Phase 1
- Floorplan creation

The committee agreed that they would like to recommend this work to the full board. Craig agreed to get cost estimates for this work, focusing on professionals that had done similar or partial work of this nature at GEDC in the past. These are all professional services, so would not necessarily require 3 quotes.

Elect Committee Chair:

- Motion to appoint Jason Fulton as committee chair by Irene Rodriguez, second by RJ Passalacqua. Motion passed unanimously.

Adjournment

- Motion to adjourn at 9:28am by RJ Passalacqua, second by Irene Rodriguez. Motion passed unanimously.

Invoice

PLUMLEY ENGINEERING, P.C.
Civil and Environmental
8232 Loop Road, Baldwinsville, NY 13027
Phone:(315) 638-8587 Fax:(315) 638-9740

October 28, 2022
Project No: 2022070.00
Invoice No: 105028

GENEVA INDUSTRIAL DEVELOPMENT AGENCY
MS. TRACY VERRIER, EXEC DIRECTOR
CITY HALL
47 CASTLE STREET
GENEVA, NY 14456

Project: 2022070.00

2 NORTH STREET INVESTIGATION - PHASE I

Professional services through October 01, 2022

Task: 002 SITE INVESTIGATION

Professional Personnel

	Hours	Rate	Amount
Senior Geologist	5.75	190.00	1,092.50
Senior Engineer	2.50	185.00	462.50
Geographic Information Specialist	6.50	120.00	780.00
Senior Administrative/Technical Writer	8.00	85.00	680.00
Totals	22.75		3,015.00
Total Labor			3,015.00

Consultants

	Amount
Laboratory Services	782.58
Total Consultants	782.58

Total This Task **\$3,797.58**

Task: 003 REMEDIAL WORK PLAN

Professional Personnel

	Hours	Rate	Amount
Environmental Managing Engineer	1.00	215.00	215.00
Senior Geologist	32.75	190.00	6,222.50
Senior Engineer	1.50	185.00	277.50
Geographic Information Specialist	1.00	120.00	120.00
Senior Administrative/Technical Writer	5.75	85.00	488.75

Terms: Net 30

Totals 42.00

7,323.75

Total Labor**7,323.75****Total This Task****\$7,323.75**

Task: 004 CLEANUP PLAN IMPLEMENTATION

Professional Personnel

	Hours	Rate	Amount	
Senior Geologist	10.25	190.00	1,947.50	
Geographic Information Specialist	0.50	120.00	60.00	
Senior Administrative/Technical Writer	1.50	85.00	127.50	
Totals	12.25		2,135.00	
Total Labor				2,135.00
		Total This Task		\$2,135.00

Task: 005 DEC DELISTING EFFORT

Professional Personnel

	Hours	Rate	Amount	
Senior Engineer	41.00	185.00	7,585.00	
Totals	41.00		7,585.00	
Total Labor				7,585.00

Reimbursable Expenses

		Amount	
Travel Expenses	106.00 Miles @ 0.585	62.01	
Total Reimbursables			62.01
	Total This Task		\$7,647.01

Total this Invoice**\$20,903.34**



**GENEVA
DOWNTOWN**
BUSINESS IMPROVEMENT DISTRICT



Beautification Proposal

Prepared for: LDC

Prepared by: Catherine Price, Executive Director

September 6, 2022

Proposal number: Draft



EXECUTIVE SUMMARY

Objective

Create an auxiliary method to maintain the Beautification projects in Downtown Geneva, and potentially beyond the BID boundary to assist the City of Geneva with landscape maintenance. Staffing has been an issue since the inception of the pandemic creating a need to think creatively about maintaining our Downtown. The BID asks for your support to create a project that will provide longterm aid for our limited staff maintaining our flower beds, landscape, and memorials. We will create a program that engages community support to keep our city beautiful. This plan will educate residents and tourists about the thoughtful selection of the new plantings in the DRI project as well as highlight the individuals who ‘adopt-a-bed’ and continuously maintaining areas. We will have a self guided tour / layout of all of the beds and their plantings as well as a volunteer interface where community members can sign up to volunteer their time and select which areas they would like to foster.

Goals

Provide support options for the LDC to help with maintaining beautiful and vibrant landscaping beds in Downtown Geneva. As the DRI project nears completion, the downtown landscaped beds will approximately double. The plants in both the DRI project, including trees, and the existing flower beds were added to the landscape with thoughtful intention. These plants were specifically chosen to be drought and salt resistant in addition to cleaning water before it enters our watershed. Our goal is to provide an opportunity for residents and visitors to take a walking tour, or just examine a particular planting, of our beautiful new green spaces. To do this, the beds need to be properly maintained so that they are appealing to the eye and this will be achieved with a combination of dedicated staff hours, education and volunteers.

Scope of Work

In order to create a platform that inspires engagement and understanding / education both online and in Downtown we would need help with the following:

- Comprehensive map of downtown landscape beds & memorials in a large overarching view as well as broken down into a Northern & Southern Section.
- Infographics that explain the DRI plantings for the website / volunteer platform.
- Infographic educational labels for the beds that create a self guided botanical tour (see opening image). These labels would have a QR code for people who are interested in learning additional information about the plants. This QR code will link to the volunteer interface and the comprehensive planting information.
- Design and implementation of volunteer interface
- Funding to support two additional seasonal staff members from March through October that will assist with weeding and landscape maintenance efforts.

- Develop a recruitment and retention strategy for maintenance personnel.
- Additional Earth Planters for continuity of beautification throughout downtown. These planters pull the highlighted colors to the main thoroughfare.
- Potential informational / volunteer training video to be completed in fall of 2023 highlighting seasonal images of the landscaping and individual plants.
- The BID are willing to go outside the Downtown District but we would need to discuss the scope and context for how far out of the district and the expected responsibility so that we would be ensure to meet expectations.

Project Outline

This initial project will be completed in two years.

- First stage - 2022
 - Additional funding to extend the hours of one employee plus two temporary employees for 3 days to clean out beds and help prepare for winter
 - Develop and launch a recruitment and retention strategy to fill two new seasonal positions for 2023
 - Work with graphic designer to make a comprehensive map of downtown with all of the landscaping beds
 - Create infographic with DRI landscaper and CEE master gardener
 - Start to build excitement Downtown about volunteer opportunities
- Second stage - 2023
 - Additional funding for extra hours for one employee and add two new seasonal employees to clean, set, and maintain the landscaping beds for the 2023 season
 - Additional equipment for volunteers
 - Volunteer interface
 - Training video



Landscaping with mature growth



BUDGET

Opportunities to help Downtown Beautification

Any help to make our Downtown beautiful would be most appreciated. The graphic design and signs would be a permanent downtown fixture and the leaf blower will last for years. The other investments would be an annual. We could get the graphic designs completed this year and order the signs this year to be installed next. In addition, any additional funding to help offset the cost of hours worked by employees is a tremendous help.

Description	Year	Quantity	Unit Price	Cost
Graphic Artist (waiting on full estimate)	2022			\$3,000
Signs (5x8 on 36" black heavy channel stake: Full color design printed subsurface with aluminum backplate)	2022	50	\$26	\$1,300
Leaf blower (Large gas - replace broken equipment)	2022	1	\$500	\$500
Additional dedicated hours for 1 new employee	2022	5 hrs week	8 weeks	\$950
Temporary Seasonal help (2 people)	2022	72 hrs	3 days	\$1,440
Total 2022				\$7,190

Description	Year	Quantity	Unit Price	Cost
Volunteer interface (Needed to work with designed maps & online portal)	2023	1 year	\$550	\$1,200
Additional dedicated hours for 1 new employee	2023	5 hrs week	8 months	\$3,600
Two additional maintenance employees for the summer season, March - October, 2023. This supplemental funding ensures all existing and new flower beds, and landscaping beds will be properly maintained. Consistent weeding / weeds removed, mowing and general maintenance.	2023	70 hours a week	7 months	\$43,120

Description	Year	Quantity	Unit Price	Cost
Additional tools to be stored Downtown for volunteers	2023			\$1,500
Supplemental annuals and the large planters with 30 gallon reservoir to create cohesive landscape. We had 2 - one at Seneca St and Exchange St & one at Seneca St and Main St See: https://earthplanter.com/shop-self-watering-planters/metropolitan-tapered-square/	2023	4 planters with the goal of adding more to main intersections	\$550	\$2,200
Additional annuals to fill in ground beds	2023	Flat bed trailer full		\$500
Training video for volunteers, plant & grass identification with visual instruction on how to weed as demonstrated by Master Gardner	2023			\$3,000
Volunteer appreciation fund				\$1,000
Total 2023				\$56,120

Geneva Industrial Development Agency

Annual Operations & Accomplishments Report

October 1, 2021 – September 30, 2022 (FY 2021-22)



Introduction

The Geneva Industrial Development Agency (“GIDA”) is a public benefit corporation created under Title I of Article 18-A of the General Municipal Law of the State of New York, as amended, and Chapter 688 of the Laws of 1970 of the State of New York (collectively referred to as the “Act”), with the authority and power to promote, develop, encourage and assist in acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing industrial, manufacturing, warehousing, commercial, civic, research, and recreational facilities as authorized by the Act. GIDA is authorized to issue revenue bonds, enter into straight lease transactions, and provide other forms of financial assistance to firms locating or expanding in the City of Geneva.

The Official Office of GIDA is located at Geneva City Hall, 47 Castle Street, Geneva, NY 14456.

This document is being presented as the Annual Operations and Accomplishments (“Annual”) Report for the GIDA Fiscal Year ending 9/30/2022 in compliance with the New York State Public Authorities Law (“PAL”) Section 2824-a, the 2005 NYS Public Authorities Accountability Act (“PAAA”), the 2009 PARA, and Chapter 563 of the Laws of 2015. The goal of this report is to provide a written assessment and summary review of GIDA’s operations and accomplishments during FY2021-22. In some cases, this report will refer to and identify the publicly available (and posted) location of supporting reports or materials that provide the information cited. Collectively, this report and the cited materials include the following topics:

1. GIDA Operations, Projects & Accomplishments in FY2021-22
2. Real Property Owned and/or Disposed of by the Authority in FY2021-22
3. GIDA Investment Report for FY2021-22

1 – GIDA FY 2021-22 Operations, Projects & Accomplishments

The GIDA continued to work diligently on bringing economic development prospects into the City of Geneva. The previously approved PILOT application for Lake’s Edge Inn and Suites was approved in December 2021 and closed shortly thereafter, and the project is now underway. Furthermore, a PILOT application Trinity Church Inn, LLC was approved during the fiscal year and was still pending closing as of November 2022. Both of these projects are converting previously non-taxable properties into revenue generating facilities that will support the City’s economy through tourism.

GIDA also sold exclusive and permanent easements for two parcels of land during the fiscal year, both of which were associated with the cell tower existing in the park (90.12-3-1.113 and 90.12-3-3). These two parcels in the industrial park were sold to American Tower, which had previously been leasing them.

2 – Real Property Owned and/or Disposed of FY 2021-22

The GIDA owns the following properties:

Tax Map ID	Address	Assessment	Acreage	Improvements
90.16-3-16	Rt. 14 – Lyons Rd	\$38,200	.28	
90.20-1-16.110	Avenue D	\$136,500	.95	GEDC Parking lot
90.20-1-19	122 N Genesee St	\$1,905,500	6.2	GEDC

Geneva IDA
FY 2021-22 Operations & Accomplishments Report

90.83-2-35.1*	15 E North St	\$101,500	.9	
104.35-1-25	Lake St	\$64,500	.58	
104.35-1-27	Lakes St	\$16,300		

*Parcel is owned jointly with the Geneva Local Development Corporation, and has a pending sale contract

The GIDA has an ownership interest in the following properties in the Geneva Industrial Park, which are owned as part of a Joint Venture Agreement between GIDA, Ontario County IDA, and the City of Geneva:

Tax Map ID	Address	Assessment	Acreage	Improvements
90.16-3-11.110*	Forge Ave - West	\$168,000	6.3	
91.13-1-2.110*	Forge Ave	\$80,000	2.4	
91.13-1-3.111*	Forge Ave	\$117,500	8.7	
91.17-1-25.100	Eagle St	\$107,000	8	
91.17-1-26.110	Doran Ave	\$58,500	4.36	
91.17-1-28.100	46 Doran Ave	\$32,000	1.2	

*Parcels with pending sale contracts

3 – Investment Report

State statutes govern the Agency's investment policies. In addition, the Agency has adopted its own written Investment Policy. Agency monies must be deposited in FDIC insured commercial banks or trust companies located within the State. The Chair and Treasurer are authorized to use demand accounts and certificates of deposit. Total bank balances and carrying value of GIDA were \$272,960.77 as of September 30, 2022. The Park Partnership Joint Venture had bank balances and carrying value of \$114,806.25.

Geneva Industrial Development Agency

Measurement Report

October 1, 2021 – September 30, 2022 (FY 2021-22)



Introduction

This document is being presented as the Measurement Report for the Geneva IDA Fiscal Year ending 9/30/2022 in compliance with the New York State Public Authorities Law (“PAL”) Section 2824-a and the NYS Public Authorities Accountability Act. The goal is to provide a written assessment of GIDA’s efforts to accomplish its goals and objectives outlined in the adopted GIDA Mission Statement. A full copy of the GIDA Mission Statement is available online at: <https://cityofgenevany.com/295/Industrial-Development-Agency-IDA>.

Goals and Objectives

The Geneva IDA will:

- 1) Act as the City’s lead economic development agency
 - a. GIDA continued to field inquiries from businesses, assisting where possible and making referrals to other agencies/entities as needed.
- 2) Work to create new and retain existing employment opportunities in the City, improving quality of life
 - a. The Trinity Church project was approved, but has not yet closed. This project would restore a vacant, historic church and adapt it to be used as an event venue and inn. This is anticipated to create 34 direct construction jobs and 30 direct permanent jobs, as well as generating additional sales and occupancy tax revenue for the community.
- 3) Work to increase and diversify the City’s tax base
 - a. The Trinity Church project is being developed on a parcel that has been tax exempt for many years. In addition to the parcel transitioning to revenue generating, the resulting facility will generate additional local and state taxes via sales and occupancy tax.
 - b. GIDA sold two parcels of land at the industrial park to American Tower, which had been previously leasing the parcels.
- 4) Actively support and further the interests of City-based businesses
 - a. The KitGen space at the Geneva Enterprise Development Center (GEDC) – a partnership between GIDA and the City of Geneva - has transitioned over the last year. The former tenant, Real Eats, outgrew this incubation space and moved into their own facility nearby. FLX Hospitality, a local fast growing food service business, has now moved into the KitGen to better manage and accelerate their growth.
 - b. GIDA advocated for the City of Geneva to budget for dedicated economic development staffing. The City is currently in the process of hiring a Planning and Economic Development Director, and then will consider next steps for economic development staffing.
 - c. GIDA provided feedback on the proposed zoning code update to identify/anticipate opportunities for future business development.
- 5) Meet regularly with City businesses to mitigate obstacles to growth and to assist in ways that will facilitate development and expansion
- 6) Increase awareness of federal, state, and local business assistance programs
 - a. See number 1 above.

- 7) Implement marketing efforts that target the expansion, retention, and attraction of existing and new businesses and promote investment in the City
 - a. GIDA held a number of meetings of a Joint Marketing Committee with the Geneva LDC. There is some interest in supporting additional marketing efforts once the City's Planning and Economic Development Director is in place. Specifically, the committee has reviewed a proposal for additional implementation of the "Geneva Made" brand.
- 8) Represent the interests of the City and maintain the relationships with federal, state, and regional elected officials and economic development allies to further the City's development objectives

Investment Report for Geneva Industrial Development Agency

Fiscal Year Ending: 09/30/2022

Run Date : 11/10/2022
Status: UNSUBMITTED
Certified Date: N/A

Investment Information

Question		Response	URL (If Applicable)
1.	Has the Authority prepared an Annual Investment Report for the reporting period as required by Section 2925 (6) of PAL?	Yes	https://cityofgenevany.com/Archive.aspx?AMID=43
2.	Are the Authority's investment guidelines reviewed and approved annually?	Yes	
3.	Did the Authority have an independent audit of investments as required by Section 2925(3)(f) of PAL?	Yes	https://cityofgenevany.com/Archive.aspx?AMID=43
4.	Has the Authority's independent auditor issued a management letter to the Authority in connection with its annual audit of investments?	Yes	https://cityofgenevany.com/Archive.aspx?AMID=43

Additional Comments

Procurement Report for Geneva Industrial Development Agency

Fiscal Year Ending: 09/30/2022

 Run Date: 11/10/2022
 Status: UNSUBMITTED
 Certified Date : N/A

Procurement Information:

Question		Response	URL (If Applicable)
1.	Does the Authority have procurement guidelines?	Yes	https://cityofgenevany.com/295/Industrial-Development-Agency-IDA
2.	Are the procurement guidelines reviewed annually, amended if needed, and approved by the Board?	Yes	
3.	Does the Authority allow for exceptions to the procurement guidelines?	No	
4.	Does the Authority assign credit cards to employees for travel and/or business purchases?	No	
5.	Does the Authority require prospective bidders to sign a non-collusion agreement?	Yes	
6.	Does the Authority incorporate a summary of its procurement policies and prohibitions in its solicitation of proposals, bid documents, or specifications for procurement contracts?	Yes	
7.	Did the Authority designate a person or persons to serve as the authorized contact on a specific procurement, in accordance with Section 139-j(2)(a) of the State Finance Law, "The Procurement Lobbying Act"?	Yes	
8.	Did the Authority determine that a vendor had impermissible contact during a procurement or attempted to influence the procurement during the reporting period, in accordance with Section 139-j(10) of the State Finance Law?	No	
8a.	If Yes, was a record made of this impermissible contact?		
9.	Does the Authority have a process to review and investigate allegations of impermissible contact during a procurement, and to impose sanctions in instances where violations have occurred, in accordance with Section 139-j(9) of the State Finance Law?	Yes	

Procurement Report for Geneva Industrial Development Agency

Fiscal Year Ending: 09/30/2022

Run Date: 11/10/2022
Status: UNSUBMITTED
Certified Date : N/A

Procurement Transactions Listing:

1. Vendor Name	JJB Mechanical	Address Line1	235 Elmdorf Ave
Type of Procurement	Design and Construction/Maintenance	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	ROCHESTER
Award Date	4/8/2022	State	NY
End Date		Postal Code	14619
Fair Market Value		Plus 4	
Amount	\$16,961.37	Province/Region	
Amount Expended For Fiscal Year	\$16,961.37	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Replacement of an HVAC unit at the GEDC

2. Vendor Name	MRB Group	Address Line1	145 Culver Rd #160
Type of Procurement	Consulting Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	ROCHESTER
Award Date	1/7/2022	State	NY
End Date	12/31/2022	Postal Code	14620
Fair Market Value	\$38,800.00	Plus 4	
Amount	\$38,800.00	Province/Region	
Amount Expended For Fiscal Year	\$38,800.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Administrative staffing services and cost benefit analysis tool

Procurement Report for Geneva Industrial Development Agency

Fiscal Year Ending: 09/30/2022

 Run Date: 11/10/2022
 Status: UNSUBMITTED
 Certified Date : N/A

3. Vendor Name	Mengel Metzker Barr & Co	Address Line1	100 Chestnut St. Suite 1200
Type of Procurement	Financial Services	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	ROCHESTER
Award Date	1/7/2022	State	NY
End Date		Postal Code	14604
Fair Market Value		Plus 4	
Amount	\$11,250.00	Province/Region	
Amount Expended For Fiscal Year	\$11,250.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	2020-21 Audit Services

4. Vendor Name	Plumley Engineering	Address Line1	8232 LOOP ROAD
Type of Procurement	Consulting Services	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	BALDWINVILLE
Award Date	6/3/2022	State	NY
End Date		Postal Code	13027
Fair Market Value		Plus 4	
Amount	\$31,200.00	Province/Region	
Amount Expended For Fiscal Year	\$21,833.08	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	environmental engineering services - develop remediation plan for Gateway parcel for submission to DEC

Procurement Report for Geneva Industrial Development Agency

Fiscal Year Ending: 09/30/2022

Run Date: 11/10/2022
Status: UNSUBMITTED
Certified Date : N/A

Additional Comments