

**Tompkins County Industrial Development Agency
Annual Accomplishment and Operations Report
2018**

The following information is intended to outline the basic operations and accomplishments of the Tompkins County Industrial Development Agency (TCIDA). TCIDA received administrative support from Tompkins County Area Development, Inc. (TCAD), a separate not-for-profit economic development agency. TCIDA receives attorney services from Harris Beach, PLLC and audit services from Insero & Company LLP as part of the Tompkins County Audit.

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Policies and Procedures - 2018

At its October 10, 2018 Board meeting, the TCIDA approved a **Diversity and Inclusion Policy (following)**.

Diversity and Inclusion Policy

Adopted: October 10, 2018

Diversity and Inclusion

Single occupant projects (buildings developed specifically for one tenant or an owner-occupied facility) must commit to the following:

A. Actions:

- Become and remain an active member of the Diversity Consortium of Tompkins County, a joint effort of local employers and leaders dedicated to promoting diversity and inclusion in Tompkins County. Active membership is defined as:
 - paying annual membership dues, (If the fee to participate exceeds \$500 in a calendar year, the IDA may, at its discretion waive this requirement)
 - attending a minimum of four monthly meetings of the Consortium per calendar year,
 - participating in at least two of the approximately six trainings offered per year and
 - attending the bi-annual conference when offered;
- Establish and implement management strategies for hiring, retention and promotion of women, people of color and people with disabilities for part-time, internship, and full-time positions at all levels of their organization with the goal of employing a workforce in which the number of women, people of color, and people with disabilities meets or exceeds a number in proportions equal to that of the population of the City of Ithaca, Tompkins County, and/or the proportions in the applicant business sector if data is available; and
- Identify and implement specific actions designed to reduce and address unconscious workplace biases, such as annual staff training.

B. Reporting:

The project occupant will provide an annual report to the IDA and the City of Ithaca's Workforce Diversity Advisory Committee (the latter only if the project is located in the City of Ithaca), on March 1st of each year of the abatement period. The annual report will be submitted in a format provided by the IDA detailing:

- Workforce diversity goals, and strategies utilized each year to increase hiring, retention and promotion of women, people of color, and people with disabilities;
- Actions taken to reduce and address unconscious workplace biases;
- Workforce demographics by gender, race/ethnicity, age, disability, job class and gender, and job class and race/ethnicity; and
- Compliance with active participation in the Diversity Consortium.

The City of Ithaca Workforce Diversity Advisory Committee (WDAC) developed the City of Ithaca Diversity Toolkit to assist employers meet the IDA diversity and inclusion requirements. The toolkit shall be made available with this policy.

Major Accomplishments – 2018

During 2018, nine projects received final approval by the TCIDA as follows:

Dryden Tompkins Solar I

18 MW Community Solar Array

Dryden Tompkins Solar II

10 MW Community Solar Array

323 Taughannock

20,000 s.f. Mix-use 16 unit housing and ground floor rental project

Delaware River Solar NY Newfield IV

2 MW Community Solar Array

Delaware River Solar NY Newfield V

2 MW Community Solar Array

Delaware River Solar NY Dryden I

2 MW Community Solar Array

Delaware River Solar NY Dryden II

1.3 MW Community Solar Array

Organic Nature, LLC

Renovation of 30,000 s.f. building and construction of 5,000 s.f. expansion to house GreenStar Cooperative Market.

Emmy's Organics, LLC

14,000 s.f. building to house company that manufactures and distributes certified organic, gluten free, vegan snack foods.

**Tompkins County Industrial Development Agency
2018 Budget (approved 12/14/17)**

Projected Starting Balance	\$	344,669
Income		
Fees	\$	503,434
Reimburse		
Interest	\$	200
Total	\$	<u>503,634</u>
Expenses		
Administration	\$	343,747
Misc Studies	\$	20,000
Attorney Fees	\$	4,500
Audit	\$	7,500
Total	\$	<u>375,747</u>
Projected Ending Balance	\$	472,556

**Tompkins County Industrial Development Agency
2018 Board of Directors**

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★ - annual appointment

@ one year term ends 12/31/18

★ ★ - two year term ends 12/31/18

★ ★ ★ - two year term ends 12/31/19

* = member of Finance/Audit Committee

= member of Governance Committee

Comments on Operations

Currently the TCIDA does not have any real property. Any information on outstanding bonds or notes for current TCIDA projects are reported in its Annual Financial Report. There is no compensation schedule, as TCIDA does not have any employees. Administrative management is provided by TCAD.

The County Comptroller maintains the IDA funds and the Administrative Director reports quarterly on financials to the Board. Administrative fees are paid via check or wire transfer.