

**GLEN COVE INDUSTRIAL DEVELOPMENT AGENCY**

9 Glen Street, City Hall

Glen Cove, New York 11542

**MINUTES OF MEETING**

**March 26, 2019**

Resolution #7a)

**RESOLUTION OF THE GLEN COVE INDUSTRIAL DEVELOPMENT AGENCY AUTHORIZING THE SUBMISSION OF THE AGENCY ANNUAL ACCOMPLISHMENTS AND PERFORMANCE REPORTING FOR FYE 12-31-18 TO THE NEW YORK STATE AUTHORITIES BUDGET OFFICE**

**WHEREAS**, the Governance Committee met on February 12, 2019 to review the summary of the confidential results of the annual board evaluation of the Glen Cove Industrial Development Agency as well as the report on annual accomplishments and performance goals as outlined in the attached report; and

**WHEREAS**, the Governance Committee hereby recommends submission of the attached 2018 Accomplishments Report as outlined herein to the New York State Authorities Budget Office (NYS ABO).

**NOW, THEREFORE, BE IT RESOLVED** that the Glen Cove Industrial Development Agency is hereby authorized to submit the annual board evaluation and accomplishments/performance goal report to the NYS ABO on or before March 30, 2019.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call which resulted as follows:

|                         | <u><b>VOTING</b></u> |
|-------------------------|----------------------|
| Timothy Tenke, Chairman | AYE                  |
| Vincent C. Hartley      | AYE                  |
| James Cappiello         | AYE                  |
| Joseph Gioino           | Absent               |
| John Tetta              | Absent               |

The foregoing Resolution is thereupon declared duly adopted.

**ENTERED**  
3-26-19 IOA  
CAB

**City of Glen Cove Industrial Development Agency  
Governance Committee**

**Minutes of Meeting  
February 12, 2019**

A meeting of the Glen Cove Industrial Development Agency Governance Committee was held on Tuesday, February 12, 2019 at 6:30PM. The meeting was held at Glen Cove City Hall in the 2<sup>nd</sup> floor conference room. The following members were present:

**IDA GOVERNANCE COMMITTEE**

Timothy Tenke, Chairman  
James Cappiello  
Joseph Gioino

**Also present:**

Anne LaMorte, Financial Manager  
Camille Byrne, Secretary


The Governance Committee met to discuss the summary of the confidential results of the Glen Cove IDA Annual Board Evaluation for calendar year ending 12/31/18 (attached).

The Governance Committee was pleased that 100% of the IDA board members responded favorably in all categories.

The Governance Committee reviewed the agency's mission statement against the performance goals established by the agency in March 2011 (both mission statement and performance goal measurements are posted on the IDA website) in order to effectively measure their individual performance. The committee had no substantive changes to the 2018 report.

The updated version of the accomplishments is attached herein and the Governance Committee will review with the IDA board members at its March 26, 2019 meeting and recommend approval for submission to the ABO on or before March 30, 2019.

Respectfully submitted



Camille Byrne, Secretary

**Glen Cove Industrial Development Agency  
Measurement Report FYE 12/31/18  
Governance Committee Meeting 2/12/19**

**IDA Mission Statement:** The Glen Cove IDA is authorized to promote, facilitate, and assist in the acquisition, construction, and improvement of industrial, commercial, cultural, and educational facilities that advance economic welfare of the community by job creation, economic activity, and prosperity for the residents of the City of Glen Cove.

**The Mission Statement was reaffirmed by the board members at the 1/15/19 annual board meeting. . The initial approval of the mission statement by the board members took place on 3/10/2011.**

Answers to 5 questions:

- 1. Have the board members acknowledged that they have read and understood the mission of the public authority?**
  - a. The board members acknowledged that they have read and understood the mission of the Glen Cove IDA.
- 2. Who has the power to appoint the management of the public authority?**
  - a. The Chairman has the power to appoint the management of the Glen Cove IDA.
- 3. If the board appoints management, do you have a policy you follow when appointing the management of the public authority?**
  - a. This is not applicable as the Chairman appoints management.
- 4. Briefly describe the role of the Board and the role of management in the implementation of the mission.**
  - a. The role of the Board regarding the implementation of the public authority's mission is to provide strategic input, guidance, oversight, mission authorization, policy setting and validation of the authority's mission, measurements and results. The role of management is to collaborate with the board in strategy development / strategy authorization and to implement established programs, processes, activities and policies to achieve the public authority's mission.
- 5. Has the board acknowledged that they have read and understood the response of each of the questions?**
  - a. The Board of Directors acknowledged that it has read and understood the responses to these questions and approving their submission.

**Glen Cove IDA Performance Measurement Report for the year ending December 31, 2018.**

**Performance Goal #1. *To operate in a fiscally conscientious and responsible manner.***

**Performance Measurement:** The IDA obtained its goals of being fiscally conscientious and responsible as well as operating in a transparent and easily accessible manner for the year 2018. The IDA has consistently filed all reporting with ABO in a timely manner as well as instituting any new policies or requirements mandated or suggested by the ABO. The Audit and Finance Committees met periodically during the year to review and approve the Annual Budget and Annual Financial Report as well as monitored the investing and internal controls of the Agency. The Committees reported no findings to the Board. The Agency's auditors had no findings for the IDA for the year ending December 31, 2018 or subsequent years. The IDA's Straight lease programs have paid their PILOTs in a timely fashion as well as

creating and maintaining the number of full time jobs, (FTE's) agreed to in their agreements. The IDA adopted a new Sexual Harassment Policy, Social Media Policy, Violence Prevention in the Workplace and Title VI/Non-Discrimination Policies at its November 13, 2018 board meeting.

**Performance Goal #2. *To continually assess the needs and opportunities of the City's business community, and to strive to apply the Agency's services where they will create the most benefit and economic vitality.***

**Performance Measurement:** The IDA has met the goal of assessing the needs and opportunities of the City's business community for 2018. The IDA continues to work on a campaign to identify what businesses are needed in the Downtown area and then actively recruiting these types of businesses through a series of direct-marketing mailers and seasonal news-letters. The IDA collaborates with other city organizations and agencies and participates in several business focus groups and town hall meetings in order to enhance communication and obtain feedback.

**Performance Goal #3. *To meet the economic and sustainability needs of the community through application of various economic incentives and programs.***

**Performance Measurement:** The IDA has met this goal in 2018 with continued use of the IDA straight lease and bond programs.

The City created a new corporation the **Glen Cove Local Economic Assistance Corporation**, ("GCLEAC") to assist the National Healthplex, (d/b/a "**The Regency at Glen Cove**") The ability to refinance their debt has allowed the Regency to: a) increase the assisted living unit count by three units from 96 to 99 units; b) create additional common space and other aesthetic and functional improvements within the building; c) improve the School Street façade and construct a new 22 memory care unit (making the total unit count 121). The improvements should significantly enhance the quality of life for the residents. This project began construction in May 2016 and will produce 16 new full time jobs as well as 11 construction phase jobs. The construction is expected to be complete in spring 2019. The Alzheimer's units are scheduled to be completed in May 2019 and produced 752 full time equivalent construction and construction related jobs.

The IDA closed on the **Village Square property** with RXR Glen Cove Village Square Owner LLC, in December 2017 and received admin fees of \$309,736. This 2.5 acre, five story, mixed use project is located in the Downtown BID and centered on a large public plaza, will help revitalize the downtown area by creating approximately 146 residential rental housing units, including 13 workforce units, approximately 15,000 square feet of commercial space and approximately, including 1,900 square feet of medical office space and 171 parking spaces on site. The IDA estimates 15-25 full time jobs will be created from this project as well as 100-150 construction jobs. The City also received a PILOP fee for \$207K. The parking lease agreement entails that RXR rent at least 25 spaces per month in the Brewster St. garage for \$65 per month and allows up to 75 spots for residents in the garage based on demand. The project began in August of 2017, with RXR starting the demolition of the buildings on the property. During 2018, construction work continued with the driving of hundreds of structural piles, concrete, and foundation work. Construction is now vertical. Construction completion and building occupancy is anticipated by early 2020.

In August 2018, RXR requested an increase in exemptions of sales tax and mortgage recording tax from the IDA for the Village Square project. RXR had moved from a modular to frame structural design for

the buildings, with higher end fixtures to keep up with market demand. The IDA ordered updated economic impact studies to ensure that the additional financial assistance was warranted. The updated reports, produced by Camoin Associates, Inc. and the National Development Council supported the conclusion that due to the increased construction/development budget and resulting increased financing for the project, the requested adjustments to the exemptions were in fact needed. The IDA received an admin fee of \$120,000 for the additional assistance.

The IDA closed on the **Waterfront Revitalization Project** in November 2016, and continues to work with RXR in constructing the Public Amenities and green space for use by the residents of Glen Cove. This project will benefit the City of Glen Cove, its residents and Nassau County by reclaiming blighted industrial waterfront property for public benefit and enjoyment through creating open space, luxury and workforce housing and retail/office space. RXR (developer of Garvies Point waterfront destination) will bring 466 new jobs during the construction phase of 5-6 years, and 545 jobs post-completion. There will also be new tax revenues and new money infused into the Glen Cove economy. The three residential buildings being developed during phase I of construction {H-rentals (177 units), I-rentals (208 units) and B-condos (167 units)} are estimated to be ready for occupancy by the end of 2019. In 2018, substantial work on the public amenities was completed, including installation of approximately 60% of the open cell wall bulkhead system and the sheeting for the PZC sheet pile bulkhead; approximately 50% of the combined wet and upland excavation for the Transient Marina has been completed; and installation of drainage and utility infrastructure continued. The U.S. Army Corp. of Engineers issued its Bulkhead/Marina Permit for the project on August 17, 2018. As of December 31, 2018, the approximate % of completion for Building H is 50%, Building I is 40% and Building B is 45%. To date all construction is on schedule.

The **ferry terminal building** was completed in December 2015 and full project close-out was completed in 2017 with all grant funding reimbursed. The City released an RFP for a Ferry Operator in November 2017, with the commencement of service by the beginning of 2019. The City has requested and received an extension from FHWA and NYSDOT to begin ferry service by May 22, 2020, to allow time for the Garvies Point (Phase I), Village Square, and Herb Hill/Garvies Point Road projects to be completed and for the City to procure a ferry operator, including agreements, work plans, coordination with other agencies (such as NYCEDC), and marketing.

The **Herb Hill/Garvies Point Road Reconstruction** contract was awarded in January 2017. Mobilization followed soon after but was stopped after the project was required to adopt more stringent environmental regulations. The team worked with NYSDEC to develop an Excavation Work Plan (EWP) approved by NYSDEC in early November 2017. In 2018, substantial work (approximately 25%) was completed on the project, including the installation of underground utilities (sewer, water, drainage, telecommunications) from the terminus at the west end of Garvies Point Road to near the Slant Fin property. The installation of a temporary bypass at the intersection of Herb Hill Rd., Garvies Point Rd. and Dickson St. was also completed by RXR to facilitate work on the project in 2019. The project is scheduled to be substantially complete by late fall 2019. Funding for the road project will be provided by NYSDOT, \$6.5 million and \$2.5 million by Empire State Development. The balance of the funding will be paid from bond proceeds totaling \$15,942,847 for the road. Due to escalation caused by project delays and cost increases resulting from the requirements imposed by the NYSDEC and water management issues, the City worked with the IDA, GCLEAC, and RXR to make up to approximately \$13.7M available from the Public Amenities account to the City account for the Road project, as needed. This was

memorialized in several agreements executed between the parties, including the First Amendment to the Trust Indenture, PIF Agreement, and Road Agreement.

**Performance Goal #4: *To encourage businesses to benefit from IDA programs by clearly communicating the programs available.***

**Performance Measurement:** The IDA has successfully met this goal in 2018 by keeping the website current with information about the programs that are offered by the IDA along with what benefits the IDA can provide to qualified companies seeking financial assistance. The IDA Executive Director is available to answer any questions that potential clients may have in a timely fashion. The Executive Director reports monthly to the Board members and Chairman on all projects of the Agency. This information is also disseminated by the board and Chairman to the public. The Director also meets with the Glen Cove BID on a monthly basis to ensure all are working together to bring business into Glen Cove and to resolve any problems in this process. In an effort to streamline the IDA process for potential applicants, the IDA adopted the creation of a Transaction Committee to screen applicants and bring only qualified applicants to the board without waiting for the next board meeting. The Committee is comprised of the IDA Chairman, IDA Executive Director and the IDA Attorney.

The IDA Executive Director met with approximately 10 developers in 2018. These preliminary discussions underscore our business-friendly environment as well as provide valuable feedback to encourage projects that are a good fit for the city.

**Performance Goal #5: *To cultivate and maintain community trust and engagement by operating in a transparent and easily accessible manner.***

**Performance Measurement:** The IDA has achieved this goal in 2018 by keeping the residents of Glen Cove informed of ongoing projects and addressing any concerns that they may have during monthly IDA board meetings and/or City Council meetings, ensuring that the IDA website is kept up to date with current information about projects, and by also having public meetings when needed or requested. The IDA management is also easily accessible by promoting an open door policy whereby residents, board members and employees are always welcome to speak to the Executive Director and the Chairman about any concerns or comments they may have.

2/11/19 af al cb

**Glen Cove Industrial Development Agency  
2018 Confidential Evaluation of Board Performance  
5 board members polled**

| Criteria  | Agree | Somewhat Agree | Somewhat Disagree | Disagree |
|---|-------|----------------|-------------------|----------|
| Board members have a shared understanding of the mission and purpose of the Authority.  | 5     |                |                   |          |
| The policies, practices and decisions of the Board are always consistent with this mission.   | 5     |                |                   |          |
| Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these principles.  | 5     |                |                   |          |
| The Board has adopted policies, by-laws, and practices for the effective governance, management and operations of the Authority and reviews these annually.             | 5     |                |                   |          |
| The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence, pressure or self-interest.               | 5     |                |                   |          |
| Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.                                  | 5     |                |                   |          |
| Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.                                   | 5     |                |                   |          |
| The Board meets to review and approve all documents and reports prior to public release and is confident that the information being presented is accurate and complete. | 5     |                |                   |          |
| The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.  | 5     |                |                   |          |
| Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.  | 5     |                |                   |          |
| Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.   | 5     |                |                   |          |
| Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.             | 5     |                |                   |          |
| Board members demonstrate leadership and vision and work respectfully with each other.  | 5     |                |                   |          |
| The Board sets clear and measurable performance goals for the Authority that contributes to accomplishing its mission.  | 5     |                |                   |          |

Name of Authority: Glen Cove Industrial Development Agency