

City of Albany Capital Resource Corporation

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Tracy Metzger, Chair
Susan Pedo, Vice Chair
Darius Shahinfar, Treasurer
Lee Eck, Secretary

Dominick Calsolaro
Robert Schofield

Sarah Reginelli, Chief Executive Officer
Mark Opalka, Chief Financial Officer
Marisa Franchini, Agency Counsel
A. Joseph Scott, Special Counsel

To: Tracy Metzger
Susan Pedo
Darius Shahinfar
Lee Eck

Dominick Calsolaro
Robert Schofield

CC: Sarah Reginelli
Marisa Franchini
Joe Scott
Mark Opalka

Tom Conoscenti
Andy Corcione
Virginia Rawlins
Tammie Fanfa

Date: September 4, 2020

CRC FINANCE COMMITTEE MEETING

A Finance Committee Meeting of the City of Albany Capital Resource Corporation will be held on **Wednesday, September 9th, 2020 at 12:15 pm** (or directly following the Finance Committee Meeting of the City of Albany IDA) and conducted telephonically pursuant to Executive Order No. 202.1 issued by the New York State Governor's Office.

AGENDA

Roll Call, Reading & Approval of the Minutes of the Board Meeting of March 11, 2020

Report of Chief Financial Officer

None

Unfinished Business

None

New Business

- A. 2021 Draft CRC Budget
 - i. Discussion/Possible positive/negative recommendation for approval

Other Business

- A. Corporation Update

Adjournment

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Darius Shahinfar, *Treasurer*
Lee Eck, *Secretary*
Dominick Calsolaro
Robert Schofield
Jahkeen Hoke

Sarah Reginelli, *Chief Executive Officer*
Mark Opalka, *Chief Financial Officer*
Marisa Franchini, *Agency Counsel*

CRC MINUTES OF FINANCE COMMITTEE MEETING

Wednesday, March 11, 2020

Attending: Darius Shahinfar, Tracy Metzger, Jahkeen Hoke and Lee Eck

Absent: Dominick Calsolaro

Also Present: Sarah Reginelli, Mark Opalka, Amy Lavine, Ashley Mohl, Tammie Fanfa, Andy Corcione, Mike Bohne, Christopher Medve, Virginia Rawlins, and Nora Culhane

Public Present: Kevin Quinn, Kate Better and Stephanie Valle

Chair Darius Shahinfar called the Finance Committee meeting of the CRC to order at 1:06 p.m.

Roll Call, Reading and Approval of Minutes of the February 12, 2020 Finance Committee Meeting

A roll call of the Committee members present was held. Chair Darius Shahinfar reported that all Committee members were present with the exception of Dominick Calsolaro. Since the minutes of the previous meeting had been distributed to Committee members in advance for review, Chair Darius Shahinfar made a proposal to dispense with the reading of the minutes. Chair Darius Shahinfar proposed to approve the minutes of the Finance Committee meeting of February 11, 2020. Tracy Metzger moved and Lee Eck seconded to accept the minutes as presented. Jahkeen Hoke abstained as was not present at the February 12th meeting. The motion passed with all other members voting aye and the minutes were accepted.

Report of Chief Financial Officer

There was no information to report.

New Business

KIPP Tech Valley Charter Schools

Staff introduced the project to the Finance Committee. KIPP Tech Valley Charter Schools (“KTV”) and Albany Community Charter School (“ACCS”) have agreed to merge effective July 1, 2020. KTV will be the surviving entity in the merger and will be renamed and operate as KIPP Albany Community Public Charter Schools (“KIPP”). Post-merger, KIPP will operate four schools (two primary schools and two middle schools) under a single, multi-site charter from SUNY. For the 2020/21 school year, KIPP will serve approximately 1,500 students, employ approximately 203 faculty and staff. Coincident with the merger, KTV and ACCS desire to have all of their respective debt obligations refinanced and consolidated into a single tax-exempt bond totaling approximately \$32,240,189. The project applicant also reviewed information regarding the project and answered questions from the Committee.

A motion was made to move the project to the Full Board for a Preliminary Inducement Resolution. A motion was made by Tracy Metzger and seconded by Lee Eck. The motion passed with all members voting aye.

Other Business

Corporation Update

Staff provided a brief status update on the Neighborhood Commercial Corridor Retail Grant Program to the Committee. The CRC has made a total of \$100,000 available for the implementation of this program through Capitalize Albany Corporation and Capitalize Albany is on track to launch the program in April 2020. The Committee discussed the marketing plans for the program, and staff described the priority of getting out directly to the businesses and property owners in the targeted corridors as well as requesting assistance of local Common Council members in promoting the program

Staff informed the Committee that the Corporation is slated to go before the City of Albany Common Council on March 25th. The Corporation's current two-year authorization expires on April 15, 2020. Staff informed the Committee they will be requesting permanent reauthorization per the Board's request and the suggestion of the Common Council during the previous reauthorization proceedings. The Committee concurred.

There being no further business, Chair Darius Shahinfar adjourned the meeting at 1:18 PM.

Respectfully submitted,

Lee Eck, Assistant Secretary

MEMO

TO: Hon. Darius Shahinfar, Treasurer
FROM: Mark Opalka, CFO
RE: City of Albany CRC Preliminary Draft 2021 Budget
DATE: August 31, 2020

Based on current projections we anticipate the ending cash balance to be \$205,700 at December 31, 2020.

The agency is budgeting a surplus of approximately \$10,205 in the 2021. Below is a highlight of the changes contained in the 2021 budget compared to last year's budget.

Revenues for the Corporation are budgeted to be approximately \$34,198 in 2021. To date, there are no projects that are expected to close in 2021. The fee revenue budgeted for 2021 was determined using a weighted average formula. Interest expense is budgeted to be lower due to lower projected monthly cash balances compared to the previous year as well as lower interest rate being earned on the Corporation's cash balances.

Expenses for the Corporation are budgeted to be approximately \$23,995 in 2021. The budgeted line item that has changed from 2020 is that the that fee paid to the CAIDA has decreased by approximately \$13,000 to \$17,693. All other budgeted expenses remain unchanged from 2020.

The projected ending cash balance of the CRC is projected to be \$217,405 at December 31, 2021 based on this proposed budget. This balance represents a reserve of approximately 9.06 years at the current budgeted level of operating expenses.

Albany Capital Resource Corporation
2018 Proposed Budget

	2020 APPROVED Budget	2020 YTD Actual	2020 Projected Aug - Dec	2020 Total	2020 YTD Variance to Budget	2021 PROPOSED Budget
REVENUE						
Fees ⁽¹⁾	\$ 75,833	\$ 1,500	\$ -	\$ 1,500	\$ (74,333)	\$ 33,675
Interest	1,200	1,375	125	1,500	300	523
TOTAL REVENUE	<u>\$ 77,033</u>	<u>\$ 2,875</u>	<u>\$ 125</u>	<u>\$ 3,000</u>	<u>\$ (74,033)</u>	<u>\$ 34,198</u>
EXPENSES						
CAIDA Agreement	\$ 30,691	\$ -	\$ -	\$ -	\$ (30,691)	\$ 17,693
Audits	4,500	4,500	-	4,500	-	4,500
Insurance	1,700	-	1,700	1,700	-	1,700
Miscellaneous	100	15	-	15	(85)	100
TOTAL EXPENSES	<u>\$ 36,991</u>	<u>\$ 4,515</u>	<u>\$ 1,700</u>	<u>\$ 6,215</u>	<u>\$ (30,776)</u>	<u>\$ 23,993</u>
Surplus/(Deficit) before Other Expenses	<u>\$ 40,042</u>	<u>\$ (1,640)</u>	<u>\$ (1,575)</u>	<u>\$ (3,215)</u>	<u>\$ (43,257)</u>	<u>\$ 10,205</u>
OTHER EXPENSES						
Strategic Activities ⁽²⁾	\$ 150,000	\$ 250,000	\$ -	\$ 250,000	\$ 100,000	\$ -
TOTAL OTHER EXPENSES	<u>\$ 150,000</u>	<u>\$ 250,000</u>	<u>\$ -</u>	<u>\$ 250,000</u>	<u>\$ 100,000</u>	<u>\$ -</u>
Surplus/(Deficit)	<u>\$ (109,958)</u>	<u>\$ (251,640)</u>	<u>\$ (1,575)</u>	<u>\$ (253,215)</u>	<u>\$ (143,257)</u>	<u>\$ 10,205</u> ⁽¹⁾

*** Other expenses are non recurring expenses that are a strategic deployment of agency's cash balance.

Closed Projects	Project Amount	2020 Fee Collected
	-	-
Total	<u>\$ -</u>	<u>\$ -</u>
2020 Estimated Project Closings	Estimated Project Amount	Estimated 2020 Fee
	\$ -	\$ -
	-	-
Total	<u>\$ -</u>	<u>\$ -</u>
2021 Estimated Closings	Estimated Project Amount	Estimated 2021 Fees
	-	-
	-	-
Total	<u>\$ -</u>	<u>\$ -</u>

Notes:

(1) YTD projected ending cash balance at December 31, 2021 is projected to be \$217,405. This represents a reserve of approximately 9.06 years at current projected operating level.

(2) The \$250,000 expensed for strategic activities was 2019 budgeted expenses that was incurred in early 2020