

MINUTES



CAPITALIZE ALBANY
CORPORATION

Date of Meeting: January 28, 2020

Meeting: Capitalize Albany Corporation Board Meeting

The meeting of the Capitalize Albany Corporation Board of Directors was held at 8:00 a.m., Tuesday, January 28, 2020 at 21 Lodge Street, Albany, NY.

The following were in attendance:

Board of Directors:

Kaweeda Adams	Michael Fancher	Havidan Rodriguez	John Vero
Michael Castellana	John Harris	Jeff Sperry	
Robert Curley	David Parente	Karen Torrejon	
Sonya del Peral	Matthew Peter	Michele Vennard	

Other: Thomas M. Owens, Esq., Mayor Kathy Sheehan

Staff: Sarah Reginelli, Mike Bohne, Andrew Corcione, Nora Culhane, Tammie Fanfa, Christopher Medve, Ashley Mohl, Mark Opalka and Virginia Rawlins

Excused Members: Heather Briccetti, Susan Pedo, Anders Tomson

Chairman Michael Castellana called the regular meeting of the Capitalize Albany Corporation (“Corporation”) Board to order at 8:00 a.m.

Review of the minutes from the Regular Meeting of December 17, 2019

The Board reviewed the minutes of the December 17, 2019 Regular Board meeting. Robert Curley made a motion for approval, Matthew Peter seconded. A vote being taken, Kaweeda Adams abstained from the vote, having not been present at the previous meeting, the motion passed with all other members voting aye, minutes were accepted.

Guest Speaker: Mayor Kathy Sheehan

John Harris, Sonya del Peral, and Karen Torrejon entered the room.

Mayor Kathy Sheehan gave a presentation to the Board on her outlook and priorities for the City of Albany and economic development. The Mayor emphasized the importance of the Corporation’s work throughout the City, and discussed a number of priority projects including the Clinton Square Downtown Revitalization Initiative, Liberty Park and increasing density of housing with a mix of affordability levels citywide. Mayor Sheehan also highlighted the Summer Youth Employment Program and the great success this program is seeing in correlation to graduation rates, as well as the overall health of the City. The Board and the Mayor discussed upcoming economic development priorities. The Mayor and the Board discussed the importance of the upcoming 2020 Census. The Board commended the Mayor on the City’s success and thanked her for her leadership and vision.

Report of Executive Staff

Staff provided an overview of the Corporation’s activities since the last Board meeting, including a general update on project activity.

Report of the Finance & Investment Committee

New Business

Palace Theatre Loan Request – Resolution 1-2020 Staff presented the Palace Theatre’s request for financing \$283,400.00 for the purchase of six (6) vacant lots totaling approx. 1/3 of an acre surrounding the Palace Theatre on its northern and southern bounds currently owned by Capitalize Albany. Staff described the transaction in

question that will allow the Palace Theatre intends to improve access to the Theatre including an ADA enhanced parking lot, an elevator and loading dock improvements. Staff reminded the Board of the history of the properties - namely that they were acquired by Capitalize Albany over time for the purposes of land-banking them to accommodate future expansion of the Palace, and that in September 2019, the Capitalize Albany Board approved a draft purchase and sale agreement for the Palace to purchase the six parcels owned by the Corporation contingent on application for and Board approval of financing. The associated Board Resolution 20-2019 approved the property transfer. Members of the Finance Committee reviewed their discussion with the Board and apprised them of the Committee's recommendation to move forward with the financing. Staff and Board reviewed the potential benefits and risks associated with the transaction. A motion to approve the loan request via Resolution 1-2020 was made by Matthew Peter and seconded by Jeff Sperry. A vote being taken, the motion passed unanimously.

Commercial Corridor Retail Grant Program – Resolution 2-2020

Staff presented Resolution 2-2020 seeking the authorization of the execution of a contract with the City of Albany Capital Resource Corporation (CRC) to accept Commercial Corridor Retail Grant Program funds and administer the Program. Staff presented the proposed program guidelines and indicated that they had designed the Commercial Corridor Retail Grant Program (Program) to enhance, promote and strengthen neighborhood commercial centers. Staff reported that the Program would be fully-funded through the CRC as already approved by that organization. The Board discussed the Program goals and parameters at length emphasizing that it has been designed to create an incentive to attract new and enhance existing retail businesses in selected areas of the City of Albany within identified neighborhood commercial corridors in four of the City's Neighborhood Strategy Areas (NSAs) – Arbor Hill, North Albany, South End, and West Hill. Members of the Finance Committee indicated that they had reviewed and recommended adoption of the funding and management of the Program to the full Board. A motion to approve the Program was made by Jeff Sperry and seconded by Robert Curley. A vote being taken, the motion passed unanimously.

Annual Review of Financial Reports – Review of 2019 Unaudited 4th Quarter Results

Staff discussed the financial performance for the fourth quarter. On a pre-audit basis, through December 31st, the Corporation had net income of \$490,000, which compares favorably to the year-to-date unaudited budgeted gain of \$120,000.

Annual Review of Corporate Policies

Procurement Policy Modification – Resolution 3-2020 Counsel reviewed the modification to the Procurement Policy as recommended by the Finance Committee. A motion to accept the changes to the Procurement Policy – Resolution 3-2020 was made by Matthew Peter and seconded by Sonya del Peral. A vote being taken, the motion passed unanimously.

Annual Review of Investment Policy – Resolution 4-2020 Counsel presented the Investment Policy with no proposed changes as recommended by the Finance Committee. A motion to approve the Investment Policy – Resolution 4-2020 was made by Mathew Peter and seconded by Havidan Rodriguez. A vote being taken, the motion passed unanimously.

Other Business

Review/Approval of IDA/CRC Professional and Economic Development Service Agreements

IDA/CRC Professional Service Agreement Approval – Resolution 5-2020 The Board reviewed the resolution of the Professional Service Agreement. The Board spoke at length regarding the methodology for determining the fee and acknowledged the efficiency created for the City of Albany IDA/CRC relative to the expense of the Corporation. The Board proposed no changes for 2020. A motion was made to approve Resolution 5-2020 by Matthew Peter and seconded by John Harris. A vote being taken, the motion passed unanimously.

IDA Economic Development Fee for Service Approval – Resolution 6-2020 The Board reviewed the resolution for the IDA Economic Development Fee of Service. The Board spoke at length regarding the need for ongoing

revenue streams to support economic development, and presented no changes for 2019. A motion was made to approve Resolution 6-2020 by Matthew Peter and seconded by John Harris. A vote being taken, the motion passed unanimously.

Michael Fancher left the meeting.

Clinton Market Collective RFP – Clinton Market Collective Design & Engineering – Resolution 7-2020

Capitalize Albany Corporation staff recommended moving forward with professional services related to the design, engineering, and planning of the redevelopment of Corporation-owned property at 11 Clinton Avenue (also known as Federal Park). Staff indicated that the Downtown Revitalization Initiative funding received through the New York State Department of State allowed for monthly progress payments, enabling pre-construction activities to move forward. Staff provided an overview of the proposed Request for Proposals for Design and Engineering Services and the proposed scoring rubric for team selection. Staff committed to a methodical procurement process following Corporate and Department of State policies to identify qualified firms and recommend a finalist for approval by the Board. A motion to approve the distribution of the RFP and subsequent selection process via Resolution 7-2020 was made by Matthew Peter and seconded by Sonya del Peral. A vote being taken, the motion passed unanimously.

Havidan Rodriguez left the meeting.

Review Conflicts of Interest Forms & Board Evaluations

Staff reviewed the Conflict of Interest Forms and asked Board to review the information to make sure it was accurate.

Board Only Session

Staff left the room at 9:18 a.m., and the Board entered a Board-Only Session. The Board discussed the President's refusal of the salary increase approved by the Board via Resolution 28-2019 and offered by the Board Chairman per the Corporation's compensation policy. The Chair outlined that her refusal was accepted despite her performance, the Corporation's compensation strategy, and the approved salary's comparability to similar positions in the Capital Region upon review by the Governance Committee. The President instead requested to remain at her 2019 compensation, which is the equivalent of the 50th percentile of the most-recent market analysis of comparable salaries, citing a desire to contribute to the health of the Corporation, which had been accepted by the Board Chair. No actions were taken.

Adjournment

There being no further business the Capitalize Albany Corporation Board meeting was adjourned at 9:30 a.m.