



CAPITALIZE ALBANY
CORPORATION

Monday, September 16, 2024
21 Lodge St., Albany, NY
2:00 p.m.

Capitalize Albany Corporation
Finance and Investment Committee Meeting

Agenda

Detailed minutes of the proceedings will be posted on the Corporation's website following the meeting.

1. Review of the minutes from the Finance & Investment Committee meeting of August 19, 2024
2. Review 2025 Draft Proposed Annual Budget
3. Other Business
 - a) Liberty Park Update
4. Executive Session (if necessary)

MINUTES



CAPITALIZE ALBANY
CORPORATION

Date of Meeting: August 19, 2024

Meeting: Capitalize Albany Corporation Finance & Investment Committee Meeting

The meeting of the Capitalize Albany Corporation Finance & Investment Committee was held at 2:00 p.m., August 19, 2024 at 21 Lodge Street.

The following were in attendance:

Committee Members: Anders Tomson, John Vero and Richard Sleasman

Excused: John Harris

Other: Tom Libertucci, BST; Thomas M. Owens, Esq.; and Joseph Castiglione, Esq. by phone

Staff: Andy Corcione, Maria Lynch, Ashley Mohl and Cassidy Roberts

Chair Anders Tomson called the meeting of the Finance Committee to order at 2:11 p.m.

Review of the minutes from the Finance & Investment Committee meeting of June 24, 2024

The Committee reviewed the minutes of the previous meeting. John Vero made a motion for approval and Richard Sleasman seconded. The Committee agreed unanimously to approve the minutes from the Finance & Investment Committee meeting of June 24, 2024.

Financial Update

Quarterly Financial Report

BST presented the Q2 2024 Financial Report, highlighting any variances from the approved budget. As of June 30, 2024, Capitalize Albany Corporation reported a pre-audit net income of \$417,450, compared to a budgeted net loss of \$189,855 and a net loss of \$127,357 in 2023. Operating revenue exceeded the 2024 budget by 40%, driven by real estate sales, professional service agreements, and investment performance. Operating expenses were 19% below budget, primarily driven by lower staffing costs. The Corporation's cash and cash equivalents increased by \$263,816, with positive investment growth and a slight rise in restricted cash.

Additionally, Staff informed the Committee that they are reviewing quotes for the repair and/or replacement of the HVAC system at 21 Lodge, which is anticipated to be a significant expense. Upon completing the procurement process, the Committee will be updated with the projected financial impact and recommended direction.

Quarterly Investment Update

Staff and BST reviewed the Investment Portfolio and its performance with the Committee. BST advised the Committee that CAC's portfolio composition for Q2 2024 is in compliance with the Corporation's Investment Policy. Staff shared highlights from the Q2 2024 Market Letter provided by Graypoint, LLC, and reviewed the quarterly Liquidity and Reserve Portfolio statements for Capitalize Albany with the Committee.

At the recommendation of Staff, Chair Tomson asked the Committee for consensus to re-order the agenda to allow for items not requiring Board action to be taken first. The Committee agreed, by verbal consent, and as such the Clinton Market Collective Update was moved next in the agenda.

Other Business

Clinton Market Collective Update

Staff reported that completion of the Clinton Market Collective project remains within the revised schedule and budget, with all sitework completed as of July 31st. Staff are working with the construction team for a full operations turnover. Staff informed the Committee that the grand opening event took place on August 1st, with over 150 in attendance, including the NYS Secretary of State, Mayor and other elected officials. Staff reported that an RFP for a market operator for CMC, the Skyway and Quackenbush Square will be released imminently, with the goal of having a recommendation for the selected operator ready for the Board to review at the October Meeting. The space is now available for licensed use, and the market's website is live with an inquiry form. Reimbursement processes are ongoing. Following a procurement process that solicited three estimates, Staff is working with the Albany Parking Authority on a maintenance agreement. The Corporation's property manager is handling trash removal and maintenance on an interim basis until the APA contract is executed. Per request of the Committee, Staff will provide a more detailed breakdown of the financials for the project at a future Committee meeting as final construction invoices are received and projected operating costs are further refined.

Property Agreements

Property Agreements - 21 Lodge Street - Downtown Albany Business Improvement District

Staff reported they received correspondence from the Downtown Albany Business Improvement District ("the BID") related to their existing lease at 21 Lodge Street and that they have elected not to exercise the option to renew their lease with Capitalize Albany. The BID will be moving to a new location prior to the expiration of their current lease on December 31, 2024. The Committee discussed potential opportunities for 21 Lodge and encouraged Staff to contemplate all viable options.

On the recommendation of Counsel, Chair Tomson called for a motion to enter Executive Session to discuss matters regarding pending litigation.

A motion to move into Executive Session for pending litigation and the proposed acquisition, sale or lease of property when publicity would substantially affect the value thereof was made by John Vero and seconded by Richard Sleasman. Tom Libertucci exited the meeting at 2:42 p.m. The meeting moved to Executive Session at 2:42 p.m. upon a unanimous vote.

Liberty Park Update – 34 Hamilton Purchase & Sale Agreement

John Vero made a motion to exit the Executive Session which was seconded by Richard Sleasman. Following a unanimous vote, the meeting exited Executive Session at 3:46 p.m. The Chair then noted that no action was taken during the Executive Session.

Adjournment

There being no further business, the Capitalize Albany Corporation Finance & Investment Committee meeting was adjourned at 3:46 p.m.