

MINUTES

Dutchess County  Industrial Development Agency

3 Neptune Road, Suite A21, Poughkeepsie, NY 12601  
Tel. # - (845) 463-5400 / Fax # - (845) 463-0100

**FINANCE and AUDIT COMMITTEE MEETING**

Wednesday, October 2, 2019

**Present:** Stacey Langenthal, Secretary/Treasurer  
Kathy Bauer  
Don Sagliano

**Also Present:** Sarah Lee, Executive Director  
Marilyn Yerks, CFO  
Jasmin Haylett, Office Administrator  
Tim Dean, Chairman  
Ron Hicks, Dutchess County

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On Wednesday, October 2, 2019, the Dutchess County Industrial Development Agency [DCIDA] Finance and Audit Committee was called to order by Ms. Langenthal at 8:03 a.m. Present was: Stacey Langenthal, Kathy Bauer and Don Sagliano. Quorum was established.

**APPROVAL OF MINUTES**

A motion was made by Mr. Sagliano, duly seconded by Ms. Bauer to approve the DCIDA March 13, 2019 Finance and Audit Committee Minutes. All voted in favor. Motion carried.

**2020 PROPOSED BUDGET**

Ms. Lee briefly explained the following line items from the 2020 Proposed Budget.

**Revenues:**

1. *Administrative Fees* is based on anticipated fees projects in the lead pipeline  
The end of year estimated administrative fee is different than what is budgeted as a result of a new project application submitted to the IDA. It is expected the project will close with the IDA before the end of the year.
2. *Application Fees* is based on the projects in the lead pipeline.
3. *Compliance Fees* is based on 7 active projects that are subject to the fee
4. *Interest* is based on interest in short term investments

Question: What is average annual revenue from administrative fees?

Response: The average annual revenue for administrative fees is approximately \$325,000 minus Cricket Valley

**Expenditures:**

5. *Audit* is based on costs outlined in RBT's proposal
6. *Dues, Publications and Subscriptions* includes a subscription to Center of Government Research (Cost Benefit program), shared membership with LDC to NYSEDC and web-domain fees
7. *Insurance* is the Crime Bond for the IDA
8. *Misc/Other* include costs for transcription services for project hearings
9. The *Professional Service Contract* includes contracts with the Dutchess County Local Development Agency, Dutchess County Tourism, and Hudson Valley Agriculture. The Professional Service Contract amount for Dutchess Tourism Inc. includes the additional \$10,000 for Hudson Valley Film. As a result the professional service contract amount with DTI will be \$425,000. The IDA contract amount with the LDC will be \$150,000. The professional service contract with Hudson Valley Agriculture will remain the same at \$25,000.

Question: Is there anything that can be done differently in the future to prevent the budget impact what with IBM not executing the agreement from happening again?

Response: Yes, in the future no commitments would be made before the execution of a contract.

10. The *Professional Services* includes estimated cost for services from Cappillino, Rothschild & Egan, LLP and video services related to the new regulation requiring video recordings of meetings and public hearings
11. *Rent* is the IDA's shared cost of the storage unit
12. *Supplies* is an estimated cost of supplies
13. *Travel and meeting* is based on an estimated costs

A motion was made by Ms. Bauer, duly seconded by Mr. Sagliano to approve the 2020 DCIDA Proposed Budget. Motion was approved and carried.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**ADJOURNMENT**

There being no further business, the meeting adjourned at 8:25 a.m.

  
Kathleen Bauer, Secretary/Treasurer

2/18/2020  
Date

<b>Meeting</b>	<u>10-02-2019</u>
<b>Approved</b>	<u>02-18-2020</u>
<b>Certified</b>	<u>02-18-2020</u>

**Dutchess County Industrial Development Agency**

	<b>2018 Audit</b>	<b>2019 Amended Budget</b>	<b>2019 Estimated EOY</b>	<b>2020 Proposed Budget</b>
<b>IDA</b>				
<b>Revenues:</b>				
1 Administration Fees	508,393	388,933	429,000	218,750
2 Application Fees	2,000	750	750	750
3 Compliance Fees	2,000	2,505	2,505	3,507
4 Interest	74,865	40,000	40,000	30,000
<b>Total Revenue</b>	<b>587,258</b>	<b>432,188</b>	<b>472,255</b>	<b>253,007</b>
<b>Expenditures:</b>				
5 Audit	0	14,500	14,500	14,500
6 Dues, pub, sub	0	2,500	2,773	3,000
7 Insurance	1,220	3,750	3,750	3,750
8 Misc/Other	0	2,500	1,000	2,000
9 Professional Service Contracts	590,000	2,102,500	2,102,500	600,000
10 Professional Services	10,006	10,000	10,750	20,000
11 Rent	950	1,000	996	1,000
12 Supplies	1,325	1,000	500	1,000
13 Travel & Meeting	948	2,500	500	2,500
<b>Total Expense</b>	<b>604,449</b>	<b>2,140,250</b>	<b>2,137,269</b>	<b>647,750</b>
<b>Excess Income /Expense</b>	<b>(17,191)</b>	<b>(1,708,062)</b>	<b>(1,665,014)</b>	<b>(394,743)</b>

	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2019 Estimated EOY</b>	<b>2020 Proposed Budget</b>
<b>9 Professional Service Contracts</b>				
LDC	150,000	601,500	601,500	150,000
DTI	415,000	1,476,000	1,476,000	425,000
HV Agri	25,000	25,000	25,000	25,000
	<b>590,000</b>	<b>2,102,500</b>	<b>2,102,500</b>	<b>600,000</b>
DTI	300,000	1,361,000	1,361,000	300,000
MidHudson Arts	100,000	100,000	100,000	100,000
HV Film	15,000	15,000	15,000	25,000
	<b>415,000</b>	<b>1,476,000</b>	<b>1,476,000</b>	<b>425,000</b>
<b>10 Professional Services</b>				
Video services		10,000	10,000	10,000
Cappillino, Rothchild & Egan, LLP				10,000

9/30/2019

I:\IDA\Budget2020\01 2020 IDA Budget

## **Dutchess County Industrial Development Agency 2020 Budget Narrative**

### **Revenues:**

1. *Administrative Fees* is based on anticipated fees projects in the lead pipeline.
2. *Application Fees* is based on 3 projects
3. *Compliance Fees* is based on 7 active projects that are subject to the fee
4. *Interest* is based on short term investment interest

### **Expenditures:**

5. *Audit* is based on costs outlined in RBT's proposal.
6. *Dues, Publications and Subscriptions* includes a subscription to Center of Government Research (Cost Benefit program), shared membership with LDC to NYSEDC and web-domain fees.
7. *Insurance* is the Crime Bond for the IDA
8. *Misc/Other* include costs for transcription services for project hearings
9. The *Professional Service Contract* includes contracts with the Dutchess County Local Development Agency, Dutchess County Tourism, and Hudson Valley Agriculture. Dutchess Tourism Inc. has requested an additional \$10,000 to go to Hudson Valley Film due to increased work they have been experiencing. The professional service contract amount with DTI will be \$425,000. The IDA contract amount with the LDC will be \$150,000. The professional service contract with Hudson Valley Agriculture will remain the same at \$25,000.
10. The *Professional Services* includes estimated cost for services from Cappillino, Rothchild & Egan, LLP and video services related to the new regulation requiring video recordings of meetings and public hearings.
11. *Rent* is the IDA's shared cost of the storage unit
12. *Supplies* is an estimated cost of supplies
13. *Travel and meeting* is based on an estimated costs.

Dutchess County Industrial Development Agency

Paris 5 Year Budget

Year: 2020

	Last Year (Actual) 2018	Current Year (Estimated) 2019	Next Year (Proposed) 2020	Proposed 2021	Proposed 2022	Proposed 2023
<b>Operating Revenues:</b>						
Charges for services	\$512,393	\$432,255	\$223,007	\$227,467	\$232,016	\$236,657
Rentals & Financing Income	\$0	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$512,393	\$432,255	\$223,007	\$227,467	\$232,016	\$236,657
<b>Nonoperating Revenues:</b>						
Investment earnings	\$74,865	\$40,000	\$30,000	\$30,000	\$30,000	\$40,000
State Subsidies / Grants	\$0	\$0	\$0	\$0	\$0	\$0
Federal Subsidies / Grants	\$0	\$0	\$0	\$0	\$0	\$0
Municipal Subsidies / Grants	\$0	\$0	\$0	\$0	\$0	\$0
Public Authority Subsidies	\$0	\$0	\$0	\$0	\$0	\$0
Other Non-Operating Revenues	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds From The Issuance of Debt	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$587,258</b>	<b>\$472,255</b>	<b>\$253,007</b>	<b>\$257,467</b>	<b>\$262,016</b>	<b>\$276,657</b>
<b>Operating Expenditures:</b>						
Salaries and Wages	\$0	\$0	\$0	\$0	\$0	\$0
Other Employee Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services Contracts	\$600,956	\$2,102,500	\$614,500	\$615,000	\$615,000	\$615,000
Supplies and Materials	\$1,325	\$500	\$1,000	\$1,000	\$1,000	\$1,000
Other Operating Expenses	\$2,168	\$34,269	\$32,250	\$40,000	\$41,000	\$42,000
<b>Nonoperating Expenditures:</b>						
Other Non-Operating Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Expense</b>	<b>\$604,449</b>	<b>\$2,137,269</b>	<b>\$647,750</b>	<b>\$655,000</b>	<b>\$657,000</b>	<b>\$656,000</b>
<b>Excess Income /Expense</b>	<b>(\$17,191)</b>	<b>(\$1,665,014)</b>	<b>(\$394,743)</b>	<b>(\$398,533)</b>	<b>(\$394,984)</b>	<b>(\$381,343)</b>
<b>Professional Service Contracts</b>						
LDC	\$150,000	\$601,500	\$150,000	\$150,000	\$150,000	\$150,000
DTI	\$415,000	\$1,476,000	\$425,000	\$425,000	\$425,000	\$425,000
HV Agri	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
RBT	\$0	\$14,500	\$14,500	\$15,000	\$15,000	\$15,000
	\$590,000	\$2,117,000	\$614,500	\$615,000	\$615,000	\$615,000
<b>Projected Y/E Fund Balance</b>	<b>4,428,272</b>	<b>2,763,258</b>	<b>2,368,515</b>	<b>1,989,862</b>	<b>1,574,999</b>	<b>1,193,655</b>