

**Saratoga Springs City Center**  
**Authority Meeting**  
**Wednesday, January 9, 2013**  
**8:00 am**  
**City Center**

**\* All individuals wishing to address the City Center Authority are asked to sign in. Individuals will be called on in the order of sign-in.**

- I. **Meeting Called to Order** – Authority Members Sign-in
  - A. Chairman’s Welcome and Comments
  
- II. **Approval of Minutes:** December 12, 2012 Authority Meeting
  
- III. **Public Comment Period:**  
Individuals will be called on in the order of the sign-in sheet. The Public Comment Period is for statements, presentations and comments. It is not a debate. The Authority Members will not respond or answer questions. Presenters are asked To be brief and direct with their comments; 2Minutes
  
- IV. **Chairman’s Report:**
  - A. City Center Booking Policy-Board Discussion, M. Baker
  - B. Up-date, NYS Agriculture and Markets Claim- D. Harper
  - C. Parking Proposal
    - 1. SEQR and Engineering-M. Baker
    - 2. Legal for Lease negotiation and Bond Council-M. Baker
  - D. Future Meeting Dates
    - Wednesday, February 13<sup>th</sup>
    - Wednesday, March 13<sup>th</sup> –Annual Meeting
    - Wednesday, April 10<sup>th</sup>
  
- V. **Financial Report:**
  - A. December 2012 Statement
    - 1) 2012 Year-End Projection- Discussion
  - B. Investment Accounts 12/30/12
  - C. Occupancy Tax Account
    - 1) January 2013 Payment for the 9/1/12-11/30/12 \$205,686
    - 2) Historical Comparison
      - January 2012: \$220,347
      - January 2011: \$189,756
      - January 2010: \$188,261
  
- VI. **President's Report:**
  - A. Sales Report 2013 and 2014
  - B. Code of Ethics/ Financial Disclosure Statement
    - 1) Please return by February 13<sup>th</sup>
  - C. Completion of Interior Paint Project
  - D. New LED Flag Pole Lamps installed
  - E. 2014, 30<sup>th</sup> Anniversary of the City Center
  
- VII. **Other Business:**
  - A. Executive Session to address a Personnel Issue
  
- VII. **Adjournment:**

Next Authority Meeting: Wednesday, February 13, 2013 8am

Saratoga Springs City Center  
AUTHORITY MEETING

8:00 am  
522 Broadway  
January 9, 2013

Present: J. Dalton S. Farnsworth  
T. Roohan S. Schneider  
R. Goldsmith R. Higgins

Also Present: M. Baker S. Stomieroski  
T. Garofano D. Harper  
Mayor Johnson

The meeting was called to order at 8:03 am by Chairman J. Dalton.

Chairman J. Dalton welcomed everyone and introduced board members.

**Approval of Minutes**

J. Dalton requested a motion to accept the minutes from the December 12, 2012 Authority Meeting. Motion to approve the December 12<sup>th</sup> minutes, as presented, made by S. Schneider, seconded by R. Goldsmith; unanimously approved.

**Public Comment Period**

J. Dalton stated that individuals wishing to speak will be called in the order that they signed in. J. Dalton understands that this is an emotional issue, but asks that everyone try to keep their emotions at bay. J. Dalton asked that each speaker please give their name and address and keep statements to 2 minutes. The Authority is here to listen, not get into debates or dialogue on any topic. If proceedings become disruptive, people will be asked to leave.

Susan Steer- Saratoga- Anti Gun Show- started petition asking for show to be canceled, presented board with additional signatures; Issues with contract and insurance.

Sean Crotty- Saratoga- Anti Gun Show- restrict types of guns sold

John Tigue- Milton- Pro Gun Show- stated other shows that are still being held, gave stats regarding other types of deaths

Bob Turner- Saratoga- Anti Gun Show- flaws in background check system, questions insurance policy

Dede Hill-Saratoga- Anti Gun Show- resolution not enough- approach to gun violence not working

Mike Winn- Saratoga- Anti Gun Show- Saratoga issue, not second amendment issue- find more appropriate groups to hold events

Christopher Peake- Saratoga- Anti Gun Show- working on starting gun buy back program

Deirdra Ladd- Saratoga- Anti Gun Show- read letter to editor, cancel all arms fairs

Reverend Jay Eckman- Saratoga- Anti Gun Show- supports Peace Alliance, distributed gun control statement to board, anger and hate have no place

John Nichol森- Saratoga- Anti Gun Show- send message to children that it is safe

Pat Oles- Saratoga- Anti Gun Show- Do you want your facility to be part of the gun selling system

Charlie Samuels- Saratoga- Anti Gun Show- squelch the madness

Tony Krackler- Saratoga- Anti Gun Show- Board of Education having a symbolic discussion and vote regarding gun shows

Molly Corbett- Saratoga- Anti Gun Show- who is footing bill for extra police, questions liability

J. Kaddo- Saratoga- Anti Gun Show- put yourself in shoes of those who protected the children

Carol Maxwell- Saratoga- Anti Gun Show- Board of Education commitment to safety, national issue

Mary Gage Los- Saratoga- Anti Gun Show- emotional issue- family view point

Dan Inzarry- Saratoga- Anti Gun Show- worry about safety

Lawrence White- Wilton- Anti Gun Show- should not sell guns in public facility like this

Mary Sue D'Ouazio- Saratoga- Anti Gun Show- Stand up to culture of violence

J. Dalton reported that the Authority has received and reviewed the petition and that the board will be taking a serious look at the booking guidelines of events in the future. As stated previously, the gun show will be held this weekend. J. Dalton mirrored Governor Cuomo's statements regarding contracts for gun shows saying that if the contract was signed the event will be held.

The Authority had the fiduciary responsibility for the viable operation and management of the City Center.

R. Higgins stated that we are a public body; it is not a light thing for us to cancel an event. What other things should be canceled; fast food shows etc. This is a very serious issue and the board will be having a serious discussion about the future booking of city center events

M. Baker stated that all information requested was presented to S. Steer. The Authority has worked with the City Council and the show's promoter to honor the spirit of the City Council resolution made at the last City Council meeting, which restricts the types of guns and ammunition allowed. Future event bookings will be part of the discussion moving forward.

Chairman J. Dalton closed the public comment period at 9:19am.

The Authority reconvened the Authority Board Meeting at 9:38am

### **Chairman's Report**

#### City Center's Booking Policy

Discussion took place regarding the booking of gun shows. J. Dalton requested that the board come back together as a group following the Governor's State of the State address this afternoon, which is expected to include new policy on gun sales and gun control.

### NEACA January Gun Show

M. Baker stated that review regarding all aspects of the Gun Show will be taken; all public information requested has been provided. NEACA insurance certificate and limits of coverage have been reviewed by M. Baker and Adirondack Trust Insurance. Two extra security guards have been ordered for the forth coming gun show, at the City center's expense. Police will be monitoring the parking lot. One group has received a permit to protest, there are two other groups that have applied. Signs will be posted around the building regarding the resolution and protesting. Friday is a NEACA members only show. S. Schneider asked about the 30 day notice regarding insurance in the contract. M. Baker reported that this was our management window to start looking for the insurance and to make sure the correct coverage and language was included. Mayor Johnson asked about demonstrations inside the building. M. Baker reported that any one causing a disruption will be asked to leave and if necessary charges may be filed.

### NYS Agriculture and Markets Claim

D. Harper reported that the Attorney General's office requested information regarding other people renting the space when Agriculture and Markets canceled. One group did use a portion of the space for a portion of the weekend. The revenue loss taken was more than what Agriculture and Markets owes. D. Harper is scheduled to speak with the court of claims on January 17<sup>th</sup>. The Authority is pursuing the claim.

### Parking Proposal

M. Baker reported that he has met with members of the previous parking committee to learn how they managed the Woodlawn Project and is currently pulling the pieces together to begin the SEQR and Engineering process. M. Baker reported that he has received a letter from Sustainable Saratoga registering their thoughts and concerns about the project which will be distributed to board members. Mayor Johnson noted that Sustainable Saratoga has said that the Woodlawn lot was not fully vetted by the public and that the Authority should be aware that this will come up during this project.

### Chairman's Comments

J. Dalton complimented the past authority members for their hard work on behalf of the City Center. 2012 showed a 50% increase in conventions, a 14% increase in events and a 29% increase in event days. J. Dalton thanked the City Center staff for their good work and in keeping the board aware of every detail of the City Center's operation

### **Financial Report**

M. Baker presented the December 2012 Financial Report. M. Baker reported that this is not year end, but that we are in great shape. Earned Revenue to Budget stands at 110.9% to budget and increases to 113.4% when accounts receivable is added in. An additional \$160,000 from Room Occupancy Tax will be transferred to Operating, bringing that percentage up to 56.5%. Expenses to budget stand at 80.8%. Accounts Receivable, Checks over \$500 and Quarterly Deposits and Transfers were presented for review.

M. Baker presented the December comparisons. M. Baker pointed out the difference in day guests year to year depends on which month Victorian Streetwalk falls in.

M. Baker presented the Investment Account Balances as of December 31, 2012. The **Room Occupancy Tax Account** balance is \$2,583,127.65; the **Room Occupancy Investment Account** balance is \$2,499,837.42 for a total ROT Account balance of \$5,082,965.07. The **Construction Project Account** balance is \$804,613.70. **Total Investments**, stand at \$5,877,578.77

Motion to accept the December 2012 Financial Report made by R. Goldsmith, seconded by S. Schneider; unanimously approved.

### **Presidents Report**

#### 2013, 2014 Sales Update

M. Baker reported that 2013 stands at 221 days with 121 events, noting that 2012 ended the year with 256 events. Numbers moving forward are very strong.

#### Code of Ethics

Please fill out and return the Ethics Disclosure form by February 13<sup>th</sup>.

#### Completion of Interior Paint Project, New LED Flag Pole Lamps

M. Baker reported that the interior painting project has been successfully completed and that new LED lights were installed on the flag poles outside.

#### 30<sup>th</sup> Anniversary

M. Baker stated that 2014 is the 30<sup>th</sup> Anniversary of the City Center. He would like to make it unique, noting that when the building opened in 1984 rental was free to all local nonprofit, non-fundraising, non-political groups.

J. Dalton reported that M. Toohey, former chairman, underwent heart surgery yesterday. Surgery went well and he is doing fine. M. Baker added to please send any flowers or cards to his home address.

Motion made by R. Goldsmith, seconded by R. Higgins to enter into executive session at 10:04am to discuss personnel issues regarding the President's annual review, salary adjustment, redemption of unused vacation days and establishing 2013 bonus criteria: unanimously approved. Executive session ended at 10:26am, with a motion to reconvene by S. Farnsworth, seconded by R. Higgins: unanimously approved.

The City Center Authority reported final results of the executive session and deliberations regarding the President's 2013 salary; on a motion of S. Schneider seconded by S. Farnsworth, effective January 1, 2013, to approve a 5% increase to a total 2013 salary of \$109,145.00; unanimously approved. Regarding the President's request and Chair's approval to redeem unused vacation days (5), as specified in employment contract; on motion of S. Schneider, seconded by S. Farnsworth; unanimously approved. Regarding a 2012 bonus for the President based on tenure (similar to City DPW), on motion of R. Higgins, seconded by R. Goldsmith to authorize a bonus payment of \$2,300; unanimously approved. Regarding the establishment of a 2013 bonus criteria for the President; on motion of S. Schneider, seconded by R. Higgins to authorize a \$5,000 bonus for the successful completion of the SEQR process for the City Center parking project and to authorize an additional \$5,000 bonus for the successful completion of the City/City Center ground lease for the City Center parking project; unanimously approved.

There being no further business to come before the Authority Board, a motion to adjourn by R. Higgins, seconded by R. Goldsmith; unanimously approved.

The Next City Center Authority Meeting will take place on February 13<sup>th</sup> at 8:00am.

**Saratoga Springs City Center  
Authority Meeting  
Wednesday, February 13, 2013  
8:00am  
City Center**

- I. Meeting Called to Order – Authority Members sign-in
- II. Public Comment Period:  
Individuals are welcome to address the City Center Authority. Please state your name and address. Statements and comments should be kept to a maximum of two (2) minutes. This is not a debate or dialogue. Authority Members will not respond nor answer questions. Respectfulness and civility are requested.
- III. Consent Agenda
  - A. Approval of Minutes: January 9, 2013 Authority Meeting
  - B. January Financial and Investment Report
- IV. Chairman's Report
  - A. Review, discussion of City Center Booking Guidelines
  - B. Appointment of Nominating Committee for Authority Officers: Vice Chair & Secretary
    - 1) Report to March 2013 Annual Meeting
      - a. Susan Farnsworth
      - b. Richard Higgins
  - C. Appointment of Finance/Audit Committee  
(Familiar with corporate financial and accounting practices)
    - 1) Tom Roohan, Chair
    - 2) Shelby Schneider
    - 3) Joe Dalton
  - D. Mandates: "Public Authorities Accountability Act of 2005"
    - 1) Annual Disclosure Form  
Need: Schneider
    - 2) Board Member Training; March 27<sup>th</sup>- J. Dalton, T. Roohan
    - 3) Saratoga Springs City Center Authority Ethics Board (term)

a. <u>Roger Goldsmith</u>	1/1/11 - 12/31/13
b. <u>Susan Farnsworth</u>	2/8/12 - 12/31/15
c. <u>Tom Roohan</u>	2/13/13 - 12/31/16

Staff Designate: Mark E. Baker
    - 4) ABO- Mandated Website
      - a. City Center Review
    - 5) Saratoga Springs City Center Authority Governance Committee  
(Board informed of current best practices)
      - a. Board to serve as a Committee of the whole (continuation)
  - H. Announcement of Annual Meeting  
Saratoga Springs City Center Authority  
Annual Meeting  
Wednesday, March 13, 2013

V. President's Report

A. 2013 Sales Comparison; same point in year

	<u>Definite Bookings</u>	<u>Tentative Bookings</u>
Feb. 2008 (Actual)	148.75 Days	34.00 Days
Feb. 2009 (Actual)	144.50 Days	32.50 Days
Feb. 2010 (Actual)	125.50 Days	45.25 Days
Feb. 2011 (Actual)	115.50 Days	58.50 Days
Feb. 2012 (Actual)	183.74 Days	63.25 Days
Feb. 2013 (YTD)	193.75 Days	52.00 Days
Feb. 2014 (Projected)	49.50 Days	148.75 Days

B. 2013 and 2014 Sales

C. Resolution to Empower President

- 1) Chief Executive Officer (CEO)
- 2) Authority Contracting Officer – disposition of property

D. Establish Chief Financial Officer

- 1) Donna Barone

E. Building, Liability Insurance Renewal

- 1) Review and Vote

F. Expense Approval: Sales & Marketing

VI. Other Business

A. Mayor's State of the City Address

B. NYSERDA Rebate; HVAC Project

VII. Adjournment: Next Authority Meeting: Wednesday, March 13, 8am, City Center

Saratoga Springs City Center

AUTHORITY MEETING

8:00 am

522 Broadway

February 13, 2013

Present: J. Dalton S. Farnsworth  
T. Roohan S. Schneider  
R. Goldsmith R. Higgins

Also Present: M. Baker S. Stomieroski  
D. Harper

The meeting was called to order at 8:00 am by Chairman J. Dalton.

**Public Comment Period**

Chairman J. Dalton opened the public comment period by saying that individuals are welcome to address the Authority, please state your name and address and keep comments to two minutes. J. Dalton also asked that comments be respectful and civil.

Bob Turner- Saratoga, cancel gun show- spoke about the consent order from the Attorney General, extra costs of security, potential future costs

Susan Steer- Saratoga, cancel gun show – distributed her recommended additions to the booking guidelines, wants to see copy of NEACA insurance policy

Mary Gage Los- Saratoga, cancel gun show - consider willingness to assume liability, town profits from gun sales

Mary Sue D’Orazio- Saratoga, cancel gun show - wants Authority to take a public vote regarding holding the gun show according to open meeting law, looking for a realistic compromise

Dede Hill- Saratoga, cancel gun show - consider risks of holding gun show in downtown Saratoga, wants policy added that allows City Center to refuse groups that have prior misconduct

Lawrence White- Gansevoort, information - How will security be amended? Do individual vendors hold insurance?

Deirdre Ladd- Saratoga, cancel gun show - spoke to the marketing of Saratoga, scared for community image if accident happens

Charlie Samuels- Saratoga, cancel gun show - apologized for outburst at last meeting, thanked Mayor for signing Bloomberg petition for Mayors. Not knowing about the shows is not an excuse, Newtown changed everything. Canceling is good for business, doesn’t fit with image of Saratoga

Robert LeClair- Hudson Falls, keep gun show- Banning gun show sets president to alienate a larger portion of the population, private sale is not illegal, and gun owners are not criminals

Bill Pettigrew- Saratoga, keep gun show- many comments exaggerated, most gun owners law abiding citizens. Problems happen at any type event all around the country. Canceling gun show won’t affect gun violence in the country

Susan Steer- Saratoga, cancel gun show - distributed new petition, NRA liability insurance and article from an insurance agent to the Authority members

Mary Sue D’Orazio, cancel gun show - Saratoga- trying to change a culture of something that is not safe- like requiring helmets

Carol Maxwell- Saratoga, cancel gun show - not about guns, this is about whether the city should be profiting from the sale of guns. Canceling show won't solve everything, but is a step in the process

Roger Goldsmith- Saratoga, information- problem is evil in the world. There is a gun rich environment in Saratoga with a gun range, club, retailers and many owners. The Authority's job is to reflect the population, while the voices here are strong, they are the minority. A public facility doesn't have the flexibility of a private facility. What happens if your wish comes true and the gun show is moved to a location where the police aren't right in the "backyard" keeping an eye on things. Regarding insurance, "who carries your full insurance policy in your car?" You carry a certificate indicating coverage.

Samuels Child- Saratoga- If we are not having a war, why do we need guns

With no further comments Chairman J. Dalton closed the Public Comment Period at 8:40am

### **Consent Agenda**

Motion to approve the minutes of the January 9, 2013 meeting made by R. Goldsmith, seconded by S. Schneider; unanimously approved.

Motion to approve the January Financial and Investment report made by S. Schneider, seconded by S. Farnsworth; unanimously approved.

### **Chairman's Report**

#### Review, Discussion of City Center Booking Guidelines

J. Dalton stated that the Authority will take into consideration the submitted/recommended additions to the booking guidelines that were presented.

M. Baker stated the primary goal of the facility is to host conferences and conventions, public gate shows are not booked more than 18 months in advance and similar events are not held within 90 days of each other. When booking new events the history of the event is looked at and references are requested as needed. Policy currently states that all events be paid for, and have proof of insurance on file prior to the event being held. Security is required overnight for any events with high value property and if an event includes alcohol. Contract and insurance requirements are reviewed on a legal basis. Insurance requirements are also reviewed by our own insurance agent as necessary; the City's Risk and Safety manager is periodically consulted as well. Amount of insurance required is the standard throughout the industry. Clients must use City Center approved caterers and decorators, these business also have proof of insurance on file with us. These guidelines have been successfully in practice for 30 years. Many of contractual items protect the City Center, as we are a State Authority.

M. Baker stated that the additional policy items submitted/recommended may be considered, noting that some are already in practice. Written notice/permission from a City Department needed (i.e. public safety or public works) is received when an event needs those services. The City Center does review clients prior to booking events and has the ability to turn them away. Lessee provides City Center with several layers of protection and it is not normal in the convention/conference industry to receive the full insurance policy, a certificate showing proof of insurance to verify level of coverage is all that is necessary and is standard in the industry. T. Roohan noted that insurance companies would not issue the certificate if the lessee wasn't covered and insurance companies send notification when policies are canceled for any reason. Regarding insurance for vendors, M. Baker stated that our contractual agreement is with the promoter of the event, vendors report to the promoter. It is highly unlikely that a vendor would carry insurance with both the event promoter and the venue unless they are a high risk activity (i.e. bull riding etc.). Regarding asking "high risk events" to carry a \$5 million policy, M. Baker stated that level of coverage is required for construction companies and sub-contractors. Our highest risk events are High School Prom's due to the potential for drug overdose, underage drinking and firearms. M. Baker stated that events that do not have insurance on file with us prior to the event do not happen.

R. Higgins asked if we have ever not renewed a contract with a group that violated our contract. M. Baker stated that we have brought issues of concern to groups that needed to be changed before their next contract was signed, but the City Center to date, not declined to renew a contract. Regarding the Attorney General's investigation of the NEACA shows, M. Baker stated that he specifically asked the Attorney General's office to assess the way the January show was run. The Attorney General's office found nothing that needed to be changed; no critical findings. If there had been an issue, it would be reviewed.

M. Baker stated that it is the Authority's job to market and sell the building and to make a positive impact on the prosperity of Downtown Saratoga. We are not going to make it difficult for people to hold events here, we will be user friendly.

J. Dalton asked board members to look at the suggested guideline additions presented by the community and send any changes or suggestions to M. Baker.

#### Appointment of Nominating Committee

J. Dalton appointed S. Farnsworth and R. Higgins to the Nominating Committee. They will present nominations for a Vice Chair and Secretary at the March Annual Meeting.

#### Appointment of Finance/Audit Committee

J. Dalton appointed T. Roohan (as chair), Shelby Schneider and himself to the Finance/ Audit Committee.

#### Mandates: Public Authority Accountability Act of 2005

As of the beginning of the meeting all annual disclosure forms were submitted. These forms will be sent to the county to be filed.

J. Dalton and T. Roohan will complete their Board Member training on March 27<sup>th</sup>.

J. Dalton appointed R. Goldsmith, Susan Farnsworth and T. Roohan to the Ethics Committee

A print out of the Authority's website was presented for review

The City Center Authority Board as a whole serves as the Governance Committee.

#### Announcement of Annual Meeting

J. Dalton reported that the Annual Meeting will be held on March 13, 2013.

### **Presidents Report**

#### 2013 Sales Comparison

M. Baker presented a chart comparing February booking numbers; year to date. February 2012 showed 183.75 definite days. February 2013 year to date shows 193.75 definite days. We continue to realize very positive booking trends.

#### 2013, 2014 Sales Update

M. Baker presented the 2013 and 2014 sales reports for review. We have well exceeded what was budgeted for 2013.

#### Resolution to empower the President

M. Baker presented a resolution to empower him as CEO as mandated by the Public Authorities Accountability Act.

Motion to "empower the City Center President to function on behalf of the Saratoga Springs City Center Authority in committing funds (up to \$10,000), negotiate agreements and taking necessary corrective action to deal with emergency situations" made by S. Schneider, seconded by R. Goldsmith; unanimously approved.

Motion to "empower the City Center President to negotiate contracts, sign agreements and act on behalf of the City Center Authority in the operation and management of the Saratoga Springs City Center. Additionally, the City Center

President is designated as the ‘Chief Executive Officer’ (CEO) and ‘Authority Contracting Officer’” made by R. Higgins, seconded by R. Goldsmith; unanimously approved.

Motion to “empower the City Center Authority President as the authorized decision maker, acting on behalf of the City Center Authority, in regards to City Center Capital Projects and Facility Upgrades” made by T. Roohan, seconded by S. Farnsworth; unanimously approved.

#### Establish Chief Financial Officer

As required by the Public Authorities Accountability Act, motion to establish D. Barone as Chief Financial Officer made by S. Schneider, seconded by R. Goldsmith; unanimously approved.

#### Building, Liability Insurance Renewal

M. Baker presented quotes for the renewal of the City Center’s Building and Liability Insurance. Discussion took place regarding previous claims and the rise in costs. City Center insurance agent aggressively “shopped” our insurance renewals. M. Baker requested a motion to renew our Property and Liability policies with Travelers Insurance and our Umbrella Policy with Liberty Mutual for a total of \$69,388. Motion made by T. Roohan, seconded by S. Schneider; unanimously approved. Quote sheet attached.

#### Expense Approval: Sales & Marketing

M. Baker presented the quarterly sales and marketing expenses for review and approval. S. Schneider noted that the cost for the SEDC Annual Meeting was \$100. Motion to accept and approve the quarterly Sales and Marketing Expenses, with correction, made by T. Roohan, seconded by S. Schneider; unanimously approved.

#### **Other Business**

##### Mayor’s State of the City Address

M. Baker presented two pages from the Mayor’s State of the City Address that was held at the City Center on January 17<sup>th</sup>. M. Baker noted that it was very gracious of the Mayor to comment on the successes of the City Center.

##### NYSERDA Rebate

M. Baker reported that we received a \$7,500 rebate from NYSERDA from our latest HVAC upgrade.

M. Baker also reported that he had a very positive conversation with Sustainable Saratoga regarding the parking structure proposal.

M. Baker reported that he is finishing the RFP for legal services for the SEQR application for the parking project. An RFP was also just submitted for plumbing work and we will be looking into purchasing banquet chairs. Discussion took place regarding the lease with the City for the parking project.

S. Steer, a member of the public, asked if we had received the contract and insurance for the next gun show. M. Baker reported that she would receive that information in her FOIL; yes, we have both documents.

R. Goldsmith stated he has sat on this board with a number of different people over the years and that every board member has taken their position seriously and responsibly. Board members have always sought public input and will continue to do that.

Motion to adjourn came at 9:23 by J. Dalton, seconded by T. Roohan; unanimously approved. The next meeting will take place on March 13<sup>th</sup>.

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**Authority Meeting**  
**Wednesday, March 13, 2013**  
**8:00am**  
**City Center**

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A. Welcome to the City Center Authority Annual Meeting
- II. Public Comment Period**  
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- III. Consent Agenda**  
A. Approval of Minutes: February 13, 2013 Authority Meeting  
B. February Financial and Investment Report
- IV. Chairman's Report**  
A. **2012 Annual Report- M. Baker**  
  
B. Report of the Nominating Committee and Vote- S .Farnsworth  
1. Vice Chair  
2. Secretary  
  
C. State Authority Budget Office, Annual Update  
1. Internal Controls  
  
D. District Polling/ Election Site: 3, 4, 8, 9, 25- M. Baker  
  
E. Legal Fees- M. Baker  
  
F. Authority Training, March 27<sup>th</sup>; Roohan, Dalton
- V. President's Report**  
A. 2013 and 2014 Sales  
  
B. Review & Vote: Service Contract Award- Engineering Service, Internal Lighting Design  
  
C. Review & Vote: Service Contract Award- Plumbing Work & Grease Trap Replacement  
  
D. Review & Vote: Service Contract Award – Legal/Engineering Services, SEQR- Parking Structure  
  
E. Review & Vote: Service Contract Award- Legal/Bond Council Services- Parking Structure  
  
F. Carpet Project- Mezzanine; NYS Contract  
  
G. City Center Staffing
- VI. Other Business**  
A. Event Sponsorship; Hospital  
B. Executive Session regarding a legal matter
- VII. Adjournment:** Next Authority Meeting: Wednesday, April 10, 8am, City Center

Saratoga Springs City Center

AUTHORITY MEETING

8:00 am

522 Broadway

March 13, 2013

Present: R. Higgins S. Farnsworth  
T. Roohan S. Schneider  
R. Goldsmith

Absent J. Dalton

Also Present: M. Baker S. Stomierski  
D. Harper

The meeting was called to order at 8:00 am by Vice Chairman R. Higgins.

**Public Comment Period**

With no members of the public in attendance, Vice Chairman R. Higgins closed the Public Comment Period at 8:02am

**Consent Agenda**

Motion to approve the minutes of the February 13, 2013 meeting made by R. Goldsmith, seconded by S. Farnsworth; unanimously approved.

Motion to approve the February Financial and Investment report made by S. Farnsworth, seconded by R. Goldsmith; unanimously approved.

**Chairman's Report**

2012 Annual Report

M. Baker presented the 2012 Annual Report, thanking S. Stomierski, J. LeCain and D. Barone on their excellent work to put it together.

M. Baker reported that from 2011 to 2012 there was a 46.2% increase in sales tax revenues, a 10.3% increase in total events, and a 23.9% increase in paid days. The total number of events increased 47% from 2010 and the building was in use almost 300 days in 2012. We continue to see growth in our conference and convention business with those events making up 47% of our total business in 2012. 73% of the 2012 were repeat, with 40 new events coming to our building in 2012. M. Baker made note of the number of deposits and signed contracts already on file for conferences and conventions in 2015, 2016 and 2017.

M. Baker reported that our earned revenue for 2012 was \$889,272.44 which is 14.3% above what was budgeted, expenses for 2012 ended the year at \$1,424,342.77; 13.5% **below budget**. Funds from the Room Occupancy Tax Revenue account transferred into Operating were \$410,000.00; 43.5% **below budget**. 2012 saw a 22.2% increase in earned Operating Revenues over 2011, while expenses were down 2.2% over 2011.

M. Baker reported that he is on the April 16<sup>th</sup> City Council agenda to present the Annual Report to the Council.

Motion to accept and approve the 2012 Annual Report made by T. Roohan, seconded by S. Schneider; unanimously approved.

Report of the Nominating Committee

S. Farnsworth reported that R. Higgins and R. Goldsmith have agreed to remain in their positions as Vice Chairman and Secretary, respectively. S. Farnsworth made a motion to nominate, motion seconded by S. Schneider; unanimously approved.

R. Goldsmith asked when his term on the board ended. M. Baker replied that both his and R. Higgins 6 year terms end on March 20<sup>th</sup>2013, but that they both will continue to serve until they are reappointed or replaced by the Mayor

#### State Authority Budget Office, Annual Update

M. Baker presented a number of required statements, attached, that are posted on our website and registered with the state annually.

Motion to accept and approve the statements as presented made by R. Goldsmith, seconded by S. Schneider; unanimously approved.

#### District Polling/Election Site

M. Baker reported that the City Center will once again be a polling location. There is one more public hearing on this subject, scheduled for the March 19<sup>th</sup> Council meeting. The City Council will then vote and send their recommendation to the County Board of Elections.

#### Legal Fees

M. Baker reported that we have used almost half of our legal line in expenses related to the Gun Show. Discussion followed regarding how much time was spent to date (M. Baker and D. Harper) and how much time will be spent in the future.

#### Authority Training

J. Dalton and T. Roohan are scheduled to take the Authority Board Member training on March 27<sup>th</sup>.

### **Presidents Report**

#### 2013, 2014 Sales Update

M. Baker presented the 2013 and 2014 sales reports for review. 2013 is already at par with where 2012 ended, with new events continuing to be added to the schedule.

T. Roohan suggested sending Senator Bruno a letter telling him of the City Center's success. M. Baker replied that he sends the past Authority Members a copy of the Annual Report, he will send one to Senator Bruno as well.

#### Review & Vote: Service Contract Awards

M. Baker presented four Contracts for review and vote. Discussion regarding each contract followed.

M. Baker recommends awarding the Engineering Service Contract for **Lighting Upgrades** to Phillips Associates of Saratoga Springs, NY for a total amount of \$13,750. Motion made by S. Schneider, seconded by T. Roohan; unanimously approved.

M. Baker recommends awarding the Service Contract for the **Indirect Drain and Grease Trap Replacement** to Alltek Energy Systems of Waterford, NY as the lowest acceptable response for the total amount of \$3,700. Motion made by T. Roohan, seconded by R. Goldsmith; unanimously approved.

M. Baker recommends awarding the Service Contract for **SEQR Legal/Engineering Services** regarding the Parking Structure Project to The LA Group, of Saratoga Springs, NY as the lowest acceptable response for a total amount not to exceed \$18,750. Motion made by T. Roohan, seconded by S. Schneider; unanimously approved.

M. Baker recommends awarding the Service Contract for **Legal & Bond Council Services** regarding the parking structure project to Lemery Greisler, of Saratoga Springs, NY as the lowest acceptable response for the values on the attached memo. Motion made by T. Roohan, seconded by S. Farnsworth; unanimously approved.

### Carpet Project- Mezzanine

M. Baker reported that we have purchased carpet on NYS Contract from Landmark Flooring, the same company used for the carpet in the expansion, to replace the carpet on the mezzanine for \$7,100. Installation is expected to be complete by the end of April.

### City Center Staffing

M. Baker reported that D. Barone is working from home until April 1, due to an injury. The City Center staff will be renewing their CPR/AED/First Aid Training in the coming months. The Holiday Inn is our new concessions operator.

### **Other Business**

#### Event Sponsorship

M. Baker requested approval that the City Center will sponsor the Saratoga Hospital Summer Event for a cost of \$500. Motion to accept and approve sponsorship of the Hospital Event made by T. Roohan, seconded by S. Schneider; unanimously approved.

#### Executive Session

Motion to go into Executive Session at 8:50am made by R. Goldsmith, seconded by S. Farnsworth; unanimously approved.

Discussion took place regarding the creation of an Authority policy regarding FOIL.

Motion to come out of Executive Session at 9:11 am made by T. Roohan, seconded by S. Farnsworth; unanimously approved.

Motion to adopt "Public Access to Records of The Saratoga Springs City Center Authority" as presented by D. Harper made by R. Goldsmith, seconded by S. Schneider; unanimously approved.

T. Roohan reported that the Special Assessment District has been discussing "way-finding sign"s for the City, noting that the City Center should be aware of this as we move forward in the parking project.

Motion to adjourn came at 9:13am by T. Roohan, seconded by S. Farnsworth; unanimously approved. The next meeting will take place on April 10<sup>th</sup>.

**Saratoga Springs City Center**  
**Authority Meeting**  
**Wednesday, April 17, 2013**  
**8:00am**  
**City Center**

- I. Meeting Called to Order – Authority Members sign-in
  
- II. Public Comment Period  
Individuals are welcome to address the City Center Authority. Please state your name and address. Statements and comments should be kept to a maximum of two (2) minutes. This is not a debate or dialogue. Authority Members will not respond nor answer questions. Respectfulness and civility are requested.
  
- III. Consent Agenda
  - A. Approval of Minutes: March 13, 2013 Authority Meeting
    - 1. Approval to amend January 9, 2013 Minutes
  - B. March 2013 Financial Statement
    - 1. Utilities/Gas
    - 2. Investment Report
    - 3. ROT Deposit for period of 12/1/12- 2/29/13- \$124,311(+ \$4011.00)
      - a. 2012- \$120,300
      - b. 2011- \$89,000
      - c. 2010- \$96,073
  
- IV. Chairman's Report
  - A. Motion: Issue of Credit, Cash to Authority Members
  - B. Voting District Polling Location Update
  - C. Authority Board Self Evaluation- Please Complete & Return
  
- V. President's Report
  - A. 2013 and 2014 Sales
  - B. 2013 First Quarter Event Report
  - C. CCA Annual Report to be presented to City Council April 16th
  - D. Advertising/Marketing
    - 1. CVB /Saratoga Living Magazine Meeting Planners Guide
    - 2. Bridal Fair
  - E. On-going Building Items
    - 1. Snowmelt Maintenance
    - 2. Mezzanine Carpet Installation
    - 3. Portable Air Wall RFP
    - 4. Interior Lighting Study
    - 5. Exterior Flashing and Trim Damage
    - 6. Grease Trap and Indirect Drain Installation
  
- VI. Other Business
  - A. Service Pantry Design/Equipment
  - B. M2 Banquet Chairs
  - C. Sponsorship: SEMI 24<sup>th</sup> Annual Advanced Semiconductor Manufacturing
  - D. Insurance Claims
    - 1. Broadway Street Light
    - 2. Exterior Metal Siding Damage
  - E. Sales/Marketing Sponsorship
    - 1. Flag Day Parade Request: \$350
  
- VII. Adjournment: Next Authority Meeting: Wednesday, May 8, 2013 8 am

Saratoga Springs City Center

AUTHORITY MEETING

8:00 am

522 Broadway

April 17, 2013

Present: R. Higgins S. Farnsworth  
T. Roohan S. Schneider  
R. Goldsmith J. Dalton

Absent J. Dalton

Also Present: M. Baker S. Stomieroski  
D. Harper T. Garofano

The meeting was called to order at 8:02 am by Chairman J. Dalton.

**Public Comment Period** (Sign in sheet attached)

J. Dalton opened the public comment period asking that each individual that wished to speak to please state their name and address and keep their comments to two minutes. J. Dalton stated that this period is not a debate or dialogue and that the Authority will not respond to comments at this time. Speakers were asked to be respectful and civil.

John Tighe, Milton NY, pro-gun show- Thanked M. Baker for his presentation at the City Council meeting. City Center Authority shows how public authorities should be run. Noted Public Safety Commissioner's comments from the council meeting regarding the number of knives and hammers used in recent crimes; guns not involved.

Tom Marotta, Saratoga Springs, NY, pro-gun show- Disappointed in Saratoga, people involved in shooting sports come from around the state to Saratoga for the gun show.

Wilma Ross, Saratoga Springs, NY, pro-gun show- gun shows have the opportunity to present guns in better light; present gun safety workshops

Susan Steer, Saratoga Springs, NY, anti-gun show- concerned about the amendment to the January minutes noted in the agenda regarding NEACA insurance, minutes reflect the memory of what was said at the time

Pat Tuz, Wilton, NY, anti-gun show- tax payer money should not be used to support gun shows

Deidra Ladd, Saratoga Springs, NY, anti-gun show- cited the number of accidents at gun shows around the country since January, including 2 yesterday in Idaho

Lisa Dungeate, Saratoga Springs, NY, anti-gun show- Saratoga is a sweet community, what are the ripple effects of having guns in the community?

Michael Barow, Saratoga Springs, NY, pro-gun show- finds it disappointing that there has to be a meeting like this, gun shows have been happening for a very long time

- Name not given- commented on the lack of space for the public- J. Dalton replied that there is an event going on in the building and space is not available; the conference room is where the Authority meets.

Pat Oles, Saratoga Springs, NY, anti-gun show- Impressed with M. Baker's presentation at the City Council Meeting, asks if gun show gives best financial return?

Reverend James Fenimore, Methodist Church, Saratoga Springs, NY, anti-gun show- concerned about gun shows and culture of violence

Rob Arrigo, Saratoga Springs, NY, pro-gun show- brings people to the community, economic resource, it is the mission of the organization to maximize economic benefit to community

Bob Turner, Saratoga Springs, NY, anti-gun show- focus on the public benefit of facility, a gun show seems to be a small economic benefit, commented on insurance policy question

Jake Palmeter, Ballston Spa, NY, pro-gun show- alcohol is a bigger killer than guns, suggested closing all bars and canceling all events with alcohol

Stephanie Seidmon, Skidmore College, anti-gun show- wants to feel safe in Saratoga

Lawrence White- Saratoga Springs, NY, anti-gun show- gun shows not appropriate for a public facility

Molly Corbett, Saratoga Springs, NY, anti-gun show- cited NY Public Authority Law and Fiduciary Duty, requested board examine economic benefit of gun show

Charlie Samuels, Saratoga Springs, NY, anti-gun show- what if a gun show promoter came to you today and wanted to start having a gun show?

Rabbi Linda Motzkin, Saratoga Springs, NY- Full supporter of second amendment rights for responsible gun owners, but concerned that we are not taking every step possible to ensure safety of community

Roger Goldsmith, Saratoga Springs, NY, pro-gun show- authority represents entire population of Saratoga, gun shows have the right to exist, City Center provides safest oversight

With no further comments, J. Dalton closed the public comment period at 8:25am

### **Consent Agenda**

Motion to approve the minutes of the March 13, 2013 meeting made by R. Goldsmith, seconded by S. Farnsworth; unanimously approved.

M. Baker presented a proposed amendment to the January 9<sup>th</sup> minutes. It was brought to his attention that the wording used in the January 9<sup>th</sup> minutes can be interpreted to mean that the City Center has a copy of the insurance policy. Neither the City Center nor Adirondack Trust Insurance has had a copy.

Motion to amend and clarify January minutes on page 3 to say “NEACA insurance certificate and limits of coverage have been reviewed by M. Baker and Adirondack Trust Insurance.” Made by R. Goldsmith, seconded by S. Schneider; unanimously approved.

M. Baker presented the March Financial Report for review, noting that we stand at 22.7% earned revenue to budget and 21.6% expenses to budget. March comparisons show a leveling off for 2013, numbers are closer to 2011 levels. Some events are no longer doing shows (i.e. US Foods); some conference/conventions cycle their locations (i.e. College Stores Association). Overall a solid first quarter.

Motion to approve the March Financial and Investment report made by T. Roohan, seconded by S. Farnsworth; unanimously approved.

M. Baker reported that the Room Occupancy Tax Deposit for 12/1/12- 2/29/13 was \$124,311; which was \$4,011 above last year. The increase may represent increased revenue collected from third-party marketers

M. Baker reported that he is working with Phillips Associates (HVAC project engineer) to analyze why the utility/gas bills have had a sudden increase.

## **Chairman's Report**

### Motion: Issue of Credit, Cash to Authority Members

M. Baker presented a motion to be approved annually as required by NYS Public Authority Law regarding the issuing of credit or cash to board members and/or staff.

“Notwithstanding any provision of any general, special or local law, municipal charter or ordinance to the contrary, no board of a state or local authority shall, directly or indirectly, including through any subsidiary, extend or maintain credit, arrange for the extension of credit, or renew an extension of credit, in the form of a personal loan to or for any officer, board member or employee (or equivalent thereof) of the authority.”

Motion made by R. Goldsmith, seconded by S. Schneider; unanimously approved.

### Voting District Polling Location Update

M. Baker reported that the City and the County Elections board have reviewed the space for access and will be using Room C for elections in November. M. Baker added that the City Center will be used for primary and national elections; special elections may be held elsewhere.

### Authority Board Self Evaluations

M. Baker handed out evaluation forms to board members. As per NYS Public Authority Law, each board member must evaluate how the board is operating. Please return these forms by the next board meeting, May 8<sup>th</sup>.

## **Presidents Report**

### 2013, 2014 Sales Update

M. Baker presented the 2013 and 2014 sales reports for review. 2013 shows some loss, 2 gate shows and 1 wedding, bringing the total to 155 events over 262.5 days. Current 2013 statistics already exceed the 2012 year-end figures. 2014 shows 196 days and 92 events to date.

### First Quarter Event Report

M. Baker reported that the guest count for the first quarter of 2013 was up marginally over 2012 and that events and building use days went down. Historically the first quarter of 2013 is in line with previous years.

### Carpet Project- Mezzanine

M. Baker reported that we have purchased carpet on NYS Contract from Landmark Flooring, the same company used for the carpet in the expansion, to replace the carpet on the mezzanine for \$7,100. Installation is expected to be complete by the end of April.

### CC Annual Report

M. Baker reported that he presented the Annual Report to the City Council last night. The Council shared their support of the City Center, especially the creation of the parking structure.

### Advertising Marketing

M. Baker presented a copy of an ad to be placed on the back cover of the Bureau/Saratoga Living Meeting Planner's guide as the area's premier convention facility. There will also be a quarter page within the guide detailing the City Center's specs.

M Baker reported that the sales staff is looking to function more in the bridal market. We will be partnering with some of our caterers, especially the Hilton, and attending bridal fairs in the future.

### Ongoing Building Items

M. Baker reported on a number of ongoing building projects.

There was a leak in the snowmelt system; this may have had an impact on the utility bills. Leak has been repaired.

New carpet for room 101, stair landings and mezzanine will be installed in the next two weeks.

An RFP to replace the air wall in the main hall will be going out this week. Ken Martin is the engineer. We hope to have responses back before the May meeting. This is a time sensitive project, similar to the main hall painting project, as we do not want to interrupt any events.

Phillips Associates has started work on studying the lighting in the main hall.

After the strong winds this past weekend, some of the flashing and trim on the roof was damaged. Weatherguard was in on Monday to repair it.

The grease trap and indirect drain project has been completed.

### **Other Business**

#### Service Pantry Design/Equipment

M. Baker reported that he has met with building caterers regarding equipping the pantry spaces. Next step is to find out from the Purchasing Department at City Hall if we can go through a distributor or if we have to go out to bid for kitchen equipment. Potential cost in the \$40,000 +/- range

#### Banquet chairs

M. Baker reported that we are still looking for higher end chairs for the new space. M. Baker has met with building decorators to get their take on chairs. Discussion followed regarding materials, ease of use, weight, storage and cost.

#### Sponsorship

M. Baker reported that the City Center will be a \$500 sponsor for the upcoming SEMI event at the City Center.

#### Insurance Claims

M. Baker reported on 2 insurance claims.

During vendor move out a truck ran into a lamp post on the Broadway sidewalk; vendor's insurance has paid this claim. During another event's move out a truck was too big for the vehicle access door and damaged the siding above the door. The event's insurance will be covering this claim, which has not been paid yet. MLB was very helpful in putting us in contact with the correct people to repair the siding.

#### Sales/Marketing Sponsorship

Annually the City Center sponsors a banner for \$350 for the Flag Day Parade.

R. Higgins asked about the progress with the Parking Structure. M. Baker reported that the SEQR process will be starting soon and he is looking into who is responsible for setting up the lease with the City. Discussion followed regarding the survey's required for the project.

D. Harper updated the board on the Department of Agriculture and Markets Contract. Motion to accept the Attorney General's offer of \$2500 as payment in full for the cancellation of the Department of Agriculture and Market event made by R. Goldsmith, seconded by T. Roohan; unanimously approved.

Motion to adjourn came at 9:12am by R. Goldsmith seconded by R. Higgins; unanimously approved. The next meeting will take place on May 8th.

**Saratoga Springs City Center**  
**Authority Meeting**  
**Wednesday, May 8, 2013**  
**8:00am**  
**City Center**

- I. Meeting Called to Order – Authority Members sign-in
  
  - II. Public Comment Period  
Individuals are welcome to address the City Center Authority. Please state your name and address. Statements and comments should be kept to a maximum of two (2) minutes. This is not a debate or dialogue. Authority Members will not respond nor answer questions. Respectfulness and civility are requested. Individuals will be called on in the order of sign in.
  
  - III. Consent Agenda
    - A. Approval of Minutes: April 17, 2013 Authority Meeting
    - B. April 2013 Financial Statement
  
  - IV. Chairman's Report
    - A. 2014 Gun Shows
  
    - B. Authority Members Self Evaluation- M. Baker
  
    - C. City Center Authority By Laws
      - 1. Proposed Amendments to be presented prior to 6/12
        - a. Procedural-housekeeping
          - 1. Date, time, format
- 
- V. President's Report
  - A. 2013 and 2014 Sales
  
  - B. Host Site for Saratoga 150 Anniversary Events
    - 1. Professional Boxing- July 26
    - 2. Bettor's Ball- August 17
  
  - C. Contract Award- Portable Air Wall
  
  - D. Parking Structure- Process Outline
  
  - E. On-going Building Items
    - 1. Utilities & Gas- Usage/Cost
    - 2. Mezzanine Carpet Installation
    - 3. Interior Lighting RFP
    - 4. Phone System
- 
- VI. Other Business
  - A. Food Pantry Equipment- RFP Required
  - B. Hosting Initial Meeting of City's Comprehensive Plan Committee
  - C. Annual Report Release- Follow- up
  - D. Exterior Metal Siding Damage- Insurance Claim Pending
  - E. IAAM Conference May 17-22- M. Baker out of Office
- 
- VII. Adjournment: Next Authority Meeting: Wednesday, June 12, 2013 8 am

Saratoga Springs City Center

AUTHORITY MEETING

8:00 am

522 Broadway

May 8, 2013

Present: J. Dalton S. Farnsworth  
T. Roohan S. Schneider  
R. Goldsmith J. Dalton

Absent R. Higgins

Also Present: M. Baker S. Stomierski  
D. Harper

The meeting was called to order at 8:04 am by Chairman J. Dalton.

**Public Comment Period**

J. Dalton opened the public comment period, and with no public in attendance closed the public comment period at 8:05am

**Consent Agenda**

Motion to approve the minutes of the April 17, 2013 meeting made by T. Roohan, seconded by S. Farnsworth; unanimously approved.

M. Baker presented the April Financial Report for review. M. Baker reported that we are in a very good position with Earned Revenue and Accounts Receivable totaling 32.9% to budget. We transferred \$200,000 from Room Occupancy Tax into Operating. Expenses are in line at 28.4% to budget. Vehicle Maintenance (anticipated new tires), Utilities (continuing to look into) and Legal (Gun show and Agriculture & Markets) are the only line items that are high. Accounts Receivable are in line, Holiday Inn is doing a stellar job with concessions. Monthly Comparisons show 15 events and 23.5 building use days. M. Baker noted that in 2012 Curtis Lumber and the Tattoo show were both in April, this year Curtis Lumber was in March and the Tattoo show was in May. Investments are in line, with a total of \$5,794,321.12.

Motion to approve the April Financial and Investment report made by T. Roohan, seconded by S. Farnsworth; unanimously approved.

**Chairman's Report**

2014 Gun Shows

J. Dalton stated that the Authority Board does not review and approve contracts; that is the job of the City Center President. Today's discussion regarding the gun show will not change that policy and this will be the final discussion on the issue.

M. Baker reported that he has issued contracts for the January and March 2014 shows in line with current protocol. M. Baker anticipates that they will be signed and returned. Contracts are not in effect until signed by M. Baker upon return.

T. Roohan presented a motion; "For over 29 years many Saratogians and visitors to Saratoga Springs have supported and frequented the scheduled gun shows at the Saratoga Springs City Center. Therefore after respectful consideration of all those individuals and organizations who have been involved in the discussions regarding 'Gun Shows' at the Saratoga Springs City Center including but not limited to the: The Gun Safety Advocates, Pro Gun Show Advocates, Anti Gun Violence Organization, 2<sup>nd</sup> Amendment Rights Groups, Anti- Gun Show Activists, Elected Officials and concerned citizens, I would like to make a motion to authorize 2 gun shows annually based on availability." S. Farnsworth seconded the motion. Discussion followed.

R. Goldsmith asked if there were any legal ramifications to making a motion like this. D. Harper replied that the short answer is that it is illegal to ban events, this motion is looking to limit the number of shows. D. Harper added that this is not a black and white issue. M. Baker stated that gate shows, like the gun show, come second to conference business. The motion presented does not ban a specific entity, but restricts a type of activity. M. Baker noted that the gun show promoter has been put on notice that there are not dates available in the fall of 2014 due to conference business.

R. Goldsmith asked if the motion could be amended to say "a maximum of 2". T. Roohan and S. Farnsworth agreed to a "friendly: amendment to the motion. R. Goldsmith added that the only reason this motion is being presented/discussed is due to the amount of money and time being spent by City Center staff, brought about by a few loud voices that are against the event being held; we are being bullied by a select few members of the public.

S. Farnsworth added that we should consider legal issues that may come from the pro- gun show side. D. Harper noted that this motion would set a precedent that the board will intervene with contracts; review, approve.

M. Baker noted that this may open the door for other local activist groups to protest other events. M. Baker added that R. Goldsmith is right; we wouldn't be talking about this if a small group hadn't brought it up. S. Schneider asked what would happen if another gun show promoter wanted to have a show. M. Baker replied that the current organizer would have priority and that we do not book like events within 90 days from each other.

J. Dalton repeated that it is the President's responsibility to make decisions on booking events, and asked if anyone challenged the booking of an event, could M. Baker justify it. M. Baker replied that there are policies in place that help him do that; i.e. not booking like events close to each other, requiring gate shows to book no more than 18 months in advance, giving conferences priority etc. M. Baker wants to make sure the Authority feels comfortable with any decisions made on this issue today.

S. Schneider noted that passing a resolution that limits the number of events might encourage the groups to continue their fight to get even the remaining events canceled completely. The proposed motion may not accomplish the intended purpose; resolve the issue to everyone's satisfaction.

J. Dalton summarized that the consensus seems to be that the Authority feels that M. Baker should continue to be the decision maker regarding events and that he will inform the board on which events are coming to the building.

R. Goldsmith thanked T. Roohan for drafting the motion and starting the discussion. R. Goldsmith added that is everything is legal, then there is no reason not to hold the gun show, and that he is not in favor of the motion.

M. Baker recommended that either the motion be withdrawn or a vote held. T. Roohan withdrew his motion, S. Farnsworth withdrew her second. J. Dalton reported that the current booking policies will stand.

#### Authority Members Self Evaluation

M. Baker reviewed the evaluation forms that were returned and reported that the board responses were unanimous that they were being kept up to date. M. Baker added that if anyone ever feels that they need more information they are welcome to call him or J. Dalton at any time.

#### City Center Authority Bylaws

M. Baker reported that he will be sending out some amendments to the bylaws before the June Meeting. The changes are just housekeeping items to "clean-up" the bylaws (taking out procedural items that have never been used, updating the format).

#### **Presidents Report**

##### 2013, 2014 Sales Update

M. Baker presented the 2013 and 2014 sales reports for review. 2013 shows 229.25 days with 130 events. 2012 ended with 150 events and 2014 already has 93 events.

### Host Site for Saratoga 150 Events

M. Baker reported that the City Center will be hosting a boxing event on July 26, we are still waiting to hear from ESPN to see if the event will be televised. The City Center is also the location for the Bettors Ball on August 17 with three bands covering the decades that the track was open.

### Contract Award- Portable Air Wall

M. Baker presented a bid award for the replacement of the air wall in the Main Hall. The current walls are original to the building and the manufacturer does not exist anymore. Two bids were received, from Tri-State Folding Partitions (\$455,000) and BR Johnson (\$278,900). Also included were two alternatives to modify or replace the pocket doors. M. Baker recommended awarding the bid to BR Johnson.

Motion to accept and approve the bid for Removal and Replacement of Individual Operable Partitions from BR Johnson of Syracuse, NY for a base bid of \$278,900 and Alternative #2, replacement of pocket doors, for \$23,100 made by T. Roohan, seconded by R. Goldsmith; unanimously approved.

### Parking Structure

M. Baker presented an update on the parking structure progress. M. Baker is working with LA Group to craft the RFP's for Survey, Geo-technical and Archeological Testing. They are also investigating the use of outside consultants for feasibility, conceptual design and operating model. Now that there is a new City Attorney in place, the lease process is starting. SEQR will include a traffic study. Discussion followed regarding the lease process, including what information is needed to obtain the lease, who is liable if the project isn't financially sustainable, and what Land Use Boards will be included in the process. Board members agreed that we should have a lease done by August.

### Ongoing Building Items

M. Baker reported that he is continuing to look into the utilities cost. The mezzanine carpet installation was pushed back due to an issue at the factory. The RFP for upgrade of lighting in the Main Hall is being crafted. A new phone system will be purchased in the near future.

### **Other Business**

#### Service Pantry Design/Equipment

M. Baker reported that an RFP will be required for the pantry equipment as there are no longer any state contracts for this type of equipment.

#### Comprehensive Plan Meeting

M. Baker reported that the City Center will host the initial meeting of the City's Comprehensive Plan Committee on May 29<sup>th</sup>.

#### Annual Report Follow up

M. Baker reported that there has been great press coverage on the Annual Report since presenting it to City Council.

#### Exterior Siding Damage

M. Baker reported that the claim for the damage to the metal siding by the vehicle entrance was still pending.

#### IAVM Conference

M. Baker reported that he will be out of the office May 17- 22 to attend the IAVM conference in Minneapolis.

J. Dalton reported the M. Baker has handled all of the arrangements for the Bettors Ball and the permit process for the encampment for the Saratoga 150 celebration. J. Dalton expressed his appreciation for M. Baker's efforts and assistance.

M. Baker reported that S. Schneider is being honored at a luncheon for "40 under 40"; Capital District Business Review.

Motion to adjourn came at 9:12am by R. Goldsmith seconded by S. Farnsworth; unanimously approved. The next meeting will take place on June 12<sup>th</sup>.

**Saratoga Springs City Center**  
**Authority Meeting**  
**Wednesday, June 12, 2013**  
**8:00am**  
**City Center**

- I. Meeting Called to Order – Authority Members sign-in
  
- II. Public Comment Period  
Individuals are welcome to address the City Center Authority. Please state your name and address. Statements and comments should be kept to a maximum of two (2) minutes. This is not a debate or dialogue. Authority Members will not respond nor answer questions. Respectfulness and civility are requested. Individuals will be called on in the order of sign in.
  
- III. Consent Agenda
  - A. Approval of Minutes: May 8, 2013 Authority Meeting
  - B. May 2013 Financial Statement
  
- IV. Chairman's Report
  - A. Authority “Reimbursement Resolution”- Discussion & Vote
  
  - B. Legal Council Report & update- D. Harper
    - 1. Agriculture & Markets Resolution
    - 2. City Audit Confirmation
  
  - C. City Center Authority By-Laws
    - 1. Proposed Amendments to City Center By-Laws: Discussion & Vote
  
  - D. August Authority Meeting
  
- V. President's Report
  - A. 2013 and 2014 Sales
    - 1. Multiple events being hosted simultaneously
  
  - B. Parking Structure Land Lease Update
    - 1. Follow up meeting with interested parties
  
  - C. Casino Update
    - 1. Discussion at July 10<sup>th</sup> Meeting
  
  - D. Contract Award- Parking Structure
    - 1. Survey
    - 2. Geo-Tech
    - 3. Archeological
  
- VI. Other Business
  - A. HVAC- Trane Tracer
  - B. Exterior Façade Repair- Insurance
  - C. Flag Day Parade
  
- VII. Adjournment: Next Authority Meeting: Wednesday, July 10, 2013 8 am

Saratoga Springs City Center  
AUTHORITY MEETING

8:00 am  
522 Broadway  
June 12, 2013

Present: J. Dalton S. Farnsworth  
T. Roohan S. Schneider  
R. Goldsmith J. Dalton  
R. Higgins

Also Present: M. Baker S. Stomieroski

The meeting was called to order at 8:00 am by Chairman J. Dalton.

**Public Comment Period**

J. Dalton opened the public comment period, sign in sheet attached.

S. Steer- Saratoga Springs- Anti gun show- handed out statements made by D. Petronis in his blog, a comment from a Times Union article and a copy of NEACA insurance policy. She questioned what is covered under their insurance, is it a shared coverage with the "member group" and why aren't the boxes checked off on the upper-left of certificate?

M. Winn- Saratoga Springs- Anti Gun Show- would like to remind the Authority of the City Center's purpose- creating an image of Saratoga. Doesn't see how selling guns can continue in light of tragedies.

R. Fenton- Saratoga Springs- Sustainable Saratoga (non-board member)- Sent a letter to the Authority regarding the parking structure, hoping there will be a public process, would like the City Center to take into account the future use and the surrounding properties. Consider the zoning of the land (F6) T-6, put in mixed use building.

M. D'Orazio- Saratoga Springs- Anti Gun Show- Read a statement from D. Petronis blog- Do you want Saratoga Springs associated with the statements made in this blog? Statements are very symbolic, hopes board takes them seriously.

Charlie Samules- Saratoga Springs- Does not want another structure like the Woodlawn lot- make it more conducive to enhancing the city- set it back from the street, add retail space.

With no other comments, the public comment period was closed at 8:14 am.

**Consent Agenda**

Motion to approve the minutes of the May 8 2013 meeting made by T. Roohan, seconded by R. Goldsmith; unanimously approved.

Motion to approve the May Financial and Investment report made by R. Goldsmith, seconded by S. Farnsworth; unanimously approved.

**Chairman's Report**

Authority Reimbursement Resolution

M. Baker presented a resolution relating to the financing of the Parking Facility Project, which will allow the Authority to be reimbursed for expenses made prior to funding being secured.

**"The expected source of funds to be used initially to pay for the Saratoga Springs City Center Authority's Parking Project shall be from the Authority's Room Occupancy Tax (ROT) Investment Funds. The**

**Authority reasonably expects to reimburse such expenditures with the proceeds of tax-exempt obligations to be issued by the Authority in a principal amount expected to not exceed \$15 million dollars.”**

Motion to adopt resolution made by T. Roohan, seconded by S. Schneider; unanimously approved.

M. Baker stated that the resolution lists the maximum amount the Authority can borrow, we do not anticipate financing at that level. M. Baker added that this is in compliance with US Treasury regulations.

#### Legal Council Report

M. Baker reported that the Agriculture and Markets have settled at \$3250 as payment for their broken contract. Paper work has been started to collect those funds. D. Harper will continue to follow up.

M. Baker presented a copy of a letter from D. Harper's office regarding the City Audit. The letter states that we do not have any outstanding debts as of December 31, 2012.

Motion to accept and approve the letter from D. Harper made by R. Goldsmith, seconded by T. Roohan; unanimously approved.

#### City Center Authority By-Laws

M. Baker presented the amendments to the City Center Authority By-Laws. By-Laws were mailed to board members 5 days prior to the meeting for review, as required by the By-Laws. M. Baker stated that the changes made are boiler plate/clarification changes.

Motion to accept and approve the amended By-Laws made by R. Higgins, seconded by R. Goldsmith; unanimously approved.

#### August Authority Meeting

J. Dalton suggested canceling the August meeting. Discussion followed regarding any action items that may take place. M. Baker will send a written report in August in lieu of a formal meeting.

#### **Presidents Report**

##### 2013, 2014 Sales Update

M. Baker presented the 2013 and 2014 sales reports for review. 2013 and 2014 look very strong, with 224 event days in 2013 and 213 event days in 2014; many new events and smaller meetings, weddings, parties etc. M. Baker has asked the Bureau to look into the lack of longer, new, city-wide conference business leads.

M. Baker reported that on May 31, we had three events (RPI 650 people, Preservation Foundation 125 people and Kiwanis Club 170 people), with three different caterers going on simultaneously, all went very smoothly. This is another great example of the flexibility of our expanded meeting space.

##### Parking Structure Land Lease

M. Baker reported that he is working on the land lease with our Legal Council and the City. The lease will be a separate document, but will reference the current lease document. M. Baker added that the Authority's current lifespan is till 2032. M. Baker is looking into the borrowing implications of this.

##### Casino Update

M. Baker reported that he has had conversations with groups regarding the proposed events center and hotel being added on to the Racino. The media coverage up to this point has said that the community is in "full support" of this project, which is not the case. An events center will have a great impact on the Public Event bookings of the City Center and the foot traffic of Downtown. M. Baker has asked the Bureau and the DBA to attend the July board meeting to discuss this topic, noting that all sides need to be heard. Discussion followed regarding what is being built, the City Center's position on the project and what groups are affected.

J. Dalton asked that a meeting with the Bureau, DBA and other affected groups happen much sooner than the July 10<sup>th</sup> board meeting. M. Baker will look into other dates for this meeting and schedule as soon as possible.

#### Contract Award

M. Baker presented two contracts to be awarded for the Parking Project. There were a number of submittals for the three contracts (Survey, Geo-technical and Archeological).

M. Baker recommends the contract for surveying be awarded to CT Male Associates of Latham, NY for a total amount of \$8,800 as the lowest acceptable bidder. Motion made by T. Roohan, seconded by S. Schneider; unanimously approved.

M. Baker reported that the contract for Geo-Technical came down to two submittals. Seismic testing will be needed. Chazen Companies had a lower base bid, but a higher price for the Seismic Testing. CT Male included a greater scope in their Geo-Technical Review and a lower price for Seismic Testing.

M. Baker recommends the contract for Geo-Technical and Seismic Testing be awarded to CT Male Associates of Latham, NY for a total amount of \$38,550 as the lowest acceptable bidder. Motion made by R. Higgins, seconded by S. Schneider; unanimously approved.

M. Baker reported that there was a large range in costs for the Archeological testing. That contract will be rebid.

#### **Other Business**

##### HVAC- Trane Tracer

M. Baker reported that the HVAC roof-top units have all been replaced, but the Tracer Management system is not working as designed. M. Baker and R. McMahon are working with Trane to get the system functional or replaced.

##### Exterior Façade Repair

M. Baker reported that we have settled with the insurance company to have the exterior façade damage repaired. Allerdice Glass will be doing the repairs.

##### Flag Day Parade

M. Baker reported the Flag Day Parade was a success.

The "En Pointe" ballet slipper sculpture should be delivered soon.

The Muzon House had a tree cut down facing the City Center Parking Lot. This was their project unrelated to the Parking Project.

M. Baker will be scheduling a meeting with the neighboring groups regarding the Parking Structure.

Motion to adjourn came at 8:57am by R. Higgins seconded by S. Schneider; unanimously approved. The next meeting will take place on July 10<sup>th</sup>.



**Saratoga Springs City Center**  
**Authority Meeting**  
**Wednesday, July 10, 2013**  
**8:00am**  
**City Center**

- I. Meeting Called to Order – Authority Members sign-in
  - A. Welcome new Authority Members and introductions
  
- II. Public Comment Period

Individuals are welcome to address the City Center Authority. Please state your name and address. Statements and comments should be kept to a maximum of two (2) minutes. This is not a debate or dialogue. Authority Members will not respond nor answer questions. Respectfulness and civility are requested. Individuals will be called on in the order of sign in.
  
- III. Consent Agenda
  - A. Approval of Minutes: June 12, 2013 Authority Meeting
  - B. June 2013 Financial Statement
  
- IV. Chairman's Report
  - A. Room Tax Account
    - 1. March – May 2013 collection July 15<sup>th</sup>
      - 2013: \$194,133 (increase of \$9,533 over 2012)
      - 2012: \$184,600 (increase of \$26,311 over 2011)
  
  - B. Legal Counsel Update
    - 1. NYS Ag and Markets- D. Harper
  
  - C. Parking Structure Update- M. Baker
    - 1. Meeting of Adjoining Property Owners
    - 2. Survey and Geo-Tech Assessment
  
- V. President's Report
  - A. 2013 and 2014 Sales
  
  - B. 2013 1<sup>st</sup> Half of Year Comparisons
  
  - C. Long-term Sales and Marketing for new City-wide Conventions and Conferences
  
  - D. Casino, Event Center Follow up
    - 1. Approval of Meeting Minutes
  
- VI. Other Business
  - A. Main Hall Air-Wall installation
  - B. Re-setting all wall-hung toilets
  - C. Trane- Warranty HVAC Motor Replacement
  - D. Metal Façade repair and installation
  - E. 2014 30<sup>th</sup> Anniversary Planning
  
- VII. Adjournment: Next Authority Meeting: Wednesday, September 11, 2013 8 am

**HAVE A GREAT SARATOGA SUMMER**

Saratoga Springs City Center

AUTHORITY MEETING

8:00 am

522 Broadway

July 10, 2013

Present: S. Farnsworth R. Higgins  
T. Roohan C. Wheeler  
R. Goldsmith

Absent: J. Dalton S. Schneider

Also Present: M. Baker S. Stomierski  
T. Garofano D. Harper  
L. Page

The meeting was called to order at 8:00 am by Vice Chairman R. Higgins.

R. Higgins welcomed new board member Charlie Wheeler. C. Wheeler shared a brief bio of his background. He has worked in the hospitality industry at the Empire State Plaza and most recently at NYRA. C. Wheeler will be filling the vacant position on the board; appointment July 3, 2013 to February 15, 2018.

**Public Comment Period**

R. Higgins opened the public comment period. With no public in attendance, Public Comment Period closed at 8:02am.

**Consent Agenda**

Motion to approve the minutes of the June 12, 2013 meeting made by T. Roohan, seconded by S. Farnsworth; unanimously approved.

M. Baker presented the June Financials for review. Revenue to budget stands at 53.2%, while expenses to budget stand at 42.1%. Utilities are back in line. Accounts Receivable show very active catering revenues coming in. M. Baker noted the only time rental is listed on Accounts Receivable is if it is an event for the County or the State; P.O. issued, paid by voucher post event. Checks over \$500 were presented for review. June Comparisons show that June continues to grow. The number of lodged guests vs. the number of day guests fluctuates from year to year depending on the types of events that were held in June. Quarterly Deposits and Transfers were presented for review, no questions were raised. Investment Account Balances were presented for review. Total Investments are \$5,640,490.42. Motion to approve the June Financial and Investment report made by R. Goldsmith, seconded by S. Farnsworth; unanimously approved.

**Chairman's Report**

Room Tax Account

M. Baker reported that the March- May 2013 Room Occupancy Tax Deposit, due on July 15<sup>th</sup>, will be \$194,133; \$9,533 over the 2012 deposit. T. Garofano noted that we are now receiving the full occupancy tax from online travel companies; third party sales.

Legal Council Report

D. Harper reported that all of the paperwork for the Agriculture and Markets Claim has been submitted. The total amount we are expected to receive is \$3,250. This will settle and close the matter.

Parking Structure Update

M. Baker reported that he met with neighboring properties to update them on the Parking Structure progress. In addition to the property owners, a number of citizens (condo owners) attended to voice their opinions. The public in attendance (25+) were concerned about the location, height of structure, why we need another parking structure, and the Land Use

Boards approval process. M. Baker reassured the group in attendance that this was a information sharing session and just geo-technical testing and survey was taking place now. There is no design at this point.

City Council will be the final approving entity for the project. They will send the project design to the Land Use Boards for an advisory opinion. A draft of the lease is in the works. Cost will be a driving factor of the project size and height. M. Baker reported that there will be an RFP released for design/build to get ideas on what the structure might look like and cost. Discussion followed regarding moving forward in the process, studies still needed and the Hilton's participation.

## **Presidents Report**

### 2013, 2014 Sales Update

M. Baker presented the 2013 and 2014 sales reports for review. We are continuing to add events to 2013 and the year is looking very strong even though we lost a few pieces of business; noted on report. 2014 already has 104 events with 216.5 days. A number of groups with a long history at the City Center have signed contracts into 2018. SEMI, which previously rotated around the country, will be having their event for the 4<sup>th</sup> year in a row in Saratoga in 2014. This new/returning business is a direct relationship to Global Foundries being in the area. The Bureau and SEDC have been important advocates to getting and keeping this business.

### 2013 1<sup>st</sup> Half Comparisons

M. Baker presented the 1<sup>st</sup> half sales comparisons. 2013 showed some slippage in lodged guests, but an increase in day guests, this could be due to a number of factors; different events being held, less attendees at conferences. As we come into August and the second half, business is expected to pick up, but the sales staff continues to look into why conference attendance has gone down.

### Long Term Sales and Marketing

M. Baker reported that the Bureau and the City Center continue to work in partnership to bring new, multi facility conference/convention and special event business to the city/City Center. The sales team is also looking into bringing back groups that haven't held their event in Saratoga in the last few years. T. Garofano distributed a copy of the new Saratoga Meeting Guide, which features the City Center on the back cover, and inside front cover, as well as being listed first in the meeting locations. This new guide, printed by Saratoga Living, was paid for by the venues listed in the guide.

### Casino, Events Center Update

M. Baker reported there was a good conversation between interested parties (Bureau, City Council, City Center, SPAC, DBA) regarding the proposed Events Center at the Racino. Motion to approve the minutes of the June 24, 2013 Special Meeting made by T. Roohan, seconded by R. Goldsmith; unanimously approved.

The Mayor is organizing a meeting between the City Council, Community Leaders and the Racino to discuss what the Events Center could/should be and the potential impacts to downtown, the City Center and SPAC. The impact to downtown was a prominent concern at the meeting held on the 24<sup>th</sup>. DBA members have not yet voiced their opinion, S. Farnsworth suggested sending them a Fact Sheet so they can be informed about the issue. Discussion followed regarding connection to table gaming legislation, size of the proposed Events Center, effect on the City Center and SPAC. M. Baker will follow up with M. White regarding SPAC. R. Higgins suggested talking to the Saratogian to make the issue more widely known.

### City Center Staffing

M. Baker reported that this meeting is S. Stomieroski's last Authority Meeting and she will be leaving the City Center as of July 19<sup>th</sup>. L. Page will take over Authority duties. M. Baker also reported that one of the Building Supervisors has resigned. M. Baker is looking to fill both vacated positions.

## **Other Business**

### Main Hall Air Wall

M. Baker reported the Air Wall installation is ahead of schedule.

### Resetting of Toilets

M. Baker reported that all of the new wall hung toilets are going to be rehung as they are not anchored properly. This will be done by Alltech under their warranty.

### Trane

M. Baker reported that one of the roof top HVAC units needs to have a motor replaced. This will be done under warranty.

### Metal Façade

M. Baker reported that the metal façade is being replaced, and should be complete by next week; Insurance claim.

### 2014 30<sup>th</sup> Anniversary

M. Baker reported that multiple activities are being developed/planned for the 30<sup>th</sup> Anniversary. We are hoping to use this as a marketing tool for clients and the community.

The 2014 budget is being crafted and will be presented in September.

R. Higgins asked about the chandelier that was damaged during construction. M. Baker reported that it is not on the top of the list, but he is still looking to have all of the chandeliers replaced.

The next regularly scheduled meeting will take place on September 11<sup>th</sup>. There may be a special meeting called in August to discuss the SEQR application.

Motion to adjourn came 9:09am by S. Farnsworth seconded by C. Wheeler; unanimously approved.

**Saratoga Springs City Center**  
**Authority Meeting**  
**Wednesday, September 11, 2013**  
**8:00am**  
**Convention Bureau**  
**60 Railroad Place, Suite 301**

- I. Meeting Called to Order – Authority Members sign-in
    - A. Welcome and introductions
  
  - II. Public Comment Period

Individuals are welcome to address the City Center Authority. Please state your name and address. Statements and comments should be kept to a maximum of two (2) minutes. This is not a debate or dialogue. Authority Members will not respond nor answer questions. Respectfulness and civility are requested. Individuals will be called on in the order of sign in.
  
  - III. Consent Agenda
    - A. Approval of Minutes: July 10, 2013 Authority Meeting
    - B. July 2013 Financial Statement
  
  - IV. Financial Report
    - A. August 2013 Financial Statement
      - 1. Investment Report
    - B. 2014 Authority Budget; review, discussion and vote
  
  - V. Chairman's Report
    - A. Recap, “Saratoga 150 Anniversary”
  
    - B. Legal Counsel Update
      - 1. NYS Ag and Markets Resolution- D. Harper
  
    - C. Partnership with “Fairgame Coalition”-M. Baker
  
    - D. Future Meetings:
      - October 9, November 13, December 11-Breakfast Meeting
  
  - VI. President's Report
    - A. 2013 and 2014 Sales
  
    - B. 2013 Summer “Fam Tour”- T. Garofano
  
    - C. Long-term Sales and Marketing for new City-wide Conventions and Conferences
  
    - D. Parking Structure Up-date
      - 1. Survey
      - 2. Geotechnical Analysis
  
    - E. IAVM, Convention Center Conference, Oct. 3 to Oct. 6. Charlotte, N.C.
  
  - VI. Other Business
    - A. Main Hall Air-Wall installation complete. Issues with covering/staining
    - B. Re-setting all wall-hung toilets; complete
    - C. All carpets professionally cleaned
    - D. Additional washroom signage for second floor
    - E. 2014 30<sup>th</sup> Anniversary Planning
- Adjournment: Next Authority Meeting: Wednesday, October 9, 2013 8 am

Saratoga Springs City Center  
AUTHORITY MEETING

8:00 am

60 Railroad Place

September 11, 2013

Present: J. Dalton S. Farnsworth  
R. Goldsmith R. Higgins  
T. Roohan S. Schneider  
C. Wheeler

Absent: no one

Also Present: M. Baker T. Garofano  
D. Harper N. Wagner

The meeting was called to order at 8:00 am by Chairman J. Dalton.

**Public Comment Period**

J. Dalton opened the public comment period, and with no public in attendance closed the public comment period at 8:01 AM

**Consent Agenda**

**Motion to approve the minutes of the July 10, 2013 Authority meeting and the July 2013 Financial Statement made by T. Roohan, seconded by C. Wheeler; unanimously approved.**

**Financial Report**

M. Baker presented the August 2013 Financial Report noting that August has never been a premium month. He said that the percentage of revenue to budget is 62.8%, just slightly below the 66% budgeted. The building rental revenues are in line leading into the push-season of September to November. He is not anticipating any more transfers in from the ROT line until the 3<sup>rd</sup> quarter. Expense items are where they should be but there are lines that are being closely watched including utilities but electric, as of September 1, is locked in at the rate of 5.79%. Other lines being watched are cell phone usage, Professional and Contracted Services which include IT, Trash and HVAC.

M. Baker stated that there is a claim for Unemployment Insurance Benefits that was challenged but the benefits were granted so we will be paying those benefits.

Regarding checks over \$500, there is nothing of real note. July and August are not the premium season. Referring to the monthly comparisons of the number of events and paid dates for August over the last four years, M. Baker said August 2013 was a positive month particularly due to events by the NYRA, the return of Boxing and the NYS Funeral Directors.

M. Baker presented the expense summary noting that of the \$132,000 in expenses, a number of the items are reimbursable; insurance.

M. Baker presented the Investment Account Balances as of August 31, 2013. The **Room Occupancy Tax Account** balance is \$2,889,418.31; the **Room Occupancy Investment Account** balance is \$2,501,139.64 for a healthy total ROT Account balance of \$5,390,557.95. T. Garofano reported that the ROT is up 3% for August and revenue is up over \$900,000 over last year. July and August have made up for June which was not a good month.

M. Baker said that the funds encumbered for the LA Group, Lemery Greisler and CT Male Associates are related to parking; the money for BR Johnson is for portable walls, and the encumbrance for Trane Building Services is for the HVAC remediation. The **Construction Project Account** balance is \$371,125.98 and **Total Investments** stand at \$5,761,683.93.

**Motion to accept the August 2013 Financial Report made by S Farnsworth, seconded by S. Schneider; unanimously approved.**

### **2014 Authority Budget**

M. Baker presented the 2014 budget for discussion and approval. This is the same format as in the past; the key point is the number of rental days and activities. The budget figure of \$1.6m is up slightly from that of 2013. The budget is being presented at this meeting for the Authority to amend, approve or reject.

Chairman J. Dalton noted that he reviewed the proposed budget in detail last week; the overall budget is increased 3.76% over 2013; 2014 salaries /labor are increased by 5%.

M. Baker reported that the 2014 budget includes an increase in staff expenses because the rate for part time and full time people should be at least \$11/hour to keep up with the apparent robust employment in this area. Those numbers are in keeping with City protocol. M. Baker explained that the budget is submitted to the City Council only for inclusion into the 2014 City Budget, not for City Council approval.

**Motion to accept & approve the 2014 budget made by T. Roohan, seconded by R. Goldsmith; unanimously approved.**

### **Chairman's Report**

#### Recap, "Saratoga 150 Anniversary"

J. Dalton reported that the Saratoga 150 celebration went well, although it is not over until September 30. The total spent was over \$2m and the events are well documented. There will be a full report and memorabilia will be archived in three different locations including the National Museum of Racing and the Adirondack Trust Company. R. Goldsmith said everyone involved did a great job. M Baker said there were lots of feet on the ground and lots of support groups. J. Dalton congratulated M. Baker for his work on the Bettor's ball; it is nice to be able to assign someone a task and have them run with it.

#### Legal Counsel Update

D. Harper reported that the City Center has won its claim against the NYS Ag and Markets of \$3,250 and he will now start the collection process.

#### Partnership with "Fairgame Coalition"

M. Baker said that the Casino and Raceway has proposed an expansion to their facility that includes "Event Center" that could be in competition with the City Center and SPAC. A group of local organizations are retaining a lobbyist and have requested that the City Center join in the effort to limit the use of casinos as venues which may compete with non-profit organizations; arts and meeting venues. The goal is to create an understanding as to the impact the proposed "Event Center" has on other local established event businesses and arts organizations. The proposed legislation requires 20% of total site formula from local support; the point is not interference but for protection of local assets.

M. Baker explained that this is important at this time because the November 2<sup>nd</sup> Referendum is pending and it is rumored that the Saratoga Casino and Raceway is heir apparent to be the gaming site if Saratoga Springs is selected,

however, other entities are welcome to bid so it is not guaranteed that the site would be the raceway. M. Baker said there should be Statewide understanding/language that limits maximum seating, square footage with exclusivity or non-collusion covenants, etc. If an outside entity comes in, local venues need support and protection and this group is engaging a lobbyist that has access to the Governor's office, but there is a cost for this to cover printing and expenses.

M. Baker said he asked our legal counsel if there is anything prohibiting the Authority from spending its money for lobbying or to support a lobbyist and Counsel's written advisory opinion is included in the agenda packet.

D. Harper said there is nothing prohibiting the Authority from opposing competitive venues but he is unsure whether there are court cases. Cities are permitted to protect their downtown. There is a statute within the Public Authorities Law that appears to be aimed at public utilities and requires that every state authority and their members, officers or employees keep a record of any contacts with lobbyists.

M. Baker said the consideration is not to be part of the lobbying effort but to join the membership within this coalition. There are available resources, so a partial payment could be made and then support could be sought from the public sector. Within the six-point proclamation it is most important to us to have a limitation on the number of seats and the square footage, preferably not to exceed 6000 to 8000 square feet and 900 seats in any proposed local Casino development. There should be a covenant stating no build-out or continued expansion for a defined period of time. The City Center will not die over this but the first quarter numbers will change dramatically. R. Higgins asked if local support is within the legislation as part of the scoring. M. Baker replied that City/County scoring weight is 20%.

J. Dalton said there is strength in numbers when approaching the City Council.

The board discussed whether the Authority was comfortable paying for this entirely or if they should go in part or entirely to the outside for fiscal support which could amount to \$3,000. S. Schneider said she knows the lobbyist and will arrange an informal meeting with her so that she is aware of City Center activities. M. Baker said his research indicates that entities in the western part of the state were impacted dramatically by casinos. There is a need to avoid pulling feet off the street from a downtown entity because that will impact the business model; the new casino entity will try to bring activity from the City Center, off Broadway into their facility. He is concerned because the City and the County have come out in favor of a gaming venue in Saratoga Springs. M. Baker said this legislation could take people off Broadway so he wants to get direction and traction to address these concerns ahead of the November vote.

**Motion to spend \$3,000 to allow M. Baker the ability to address the concerns of the City Center Authority with regard to the NYS gaming legislation made by R. Goldsmith and seconded by T. Roohan, unanimously approved.**

#### Future Meetings

J. Dalton announced that the meeting dates for the remainder of 2013 are October 9<sup>th</sup>, November 13<sup>th</sup> and December 1 which is a breakfast meeting.

#### **Presidents Report**

##### 2013, 2014 Sales Update

M. Baker said the 2013 and 2014 sales reports are presented with the meeting packet for review noting that they are quite positive.

Summer "Fam Tour"-T. Garofano

T. Garofano reported that this is an annual tour held after the Travers. This year it was done in a Trade Show format and there were 28 attendees representing 15 entities. It brought new business opportunities including a travel writer who will do a piece in the Small Market Meetings Magazine. Local venues and attractions were picked up nationally in USAe. He has received two RFP's from participants, it was a great success and he thanked M. Baker for his efforts and the City Center's participation.

Long-term Sales and Marketing for new City-wide Conventions and Conferences

M. Baker reported that the intention is to continue to showcase the City Center build-out.

Parking Structure Update

Survey

M. Baker said he is reviewing the survey with Mike Ingersoll.

Geotechnical Analysis

M. Baker reported that initial borings indicated petroleum residue which was reported to the Department of Environmental Conservation (DEC). The City Engineer wants declarations from DEC but he has agreed to the actions taken so far by the City Center. Going forward, 9 geo-probes will be used to define the petroleum; it could be from home fuel or from old gas stations. From the probes, there will be an analysis and then encapsulation. M. Baker said that CT Male has done a stellar job and they are testing core samples and moving forward.

Sustainable Saratoga

M. Baker distributed a copy of a letter from Sustainable Saratoga sent to members of the Saratoga Springs City Council and copied to him regarding the proposed lease agreement between the City Council and the City Center. The letter implied that the Authority has not been cooperative with Sustainable Saratoga and that the project was conceived and moving forward without a public planning process. M. Baker said the allegations within the letter are confusing and false. The plan has always been to work with DRC on streetscape and lighting design on an advisory basis. M. Baker said the lease is still being reviewed and there is an "as-is issue". He would like to enter into the lease within 60 days; the letter has provided momentum to get this done.

IAVM Convention Center Conference, Oct. 3 to Oct. 6, Charlotte, N.C.

M. Baker requested permission to attend the IAVM conference and take a new staff member.

**Motion to permit MEB to attend the IAVM conference with a staff member at a cost of \$2,700 to \$2,900 made by C. Wheeler and seconded by R. Goldsmith, unanimously approved.**

**Other Business**

Main Hall Air-Wall installation

M. Baker reported that the main hall Air-wall installation is complete and the issues with covering/staining are being resolved under warranty.

Re-setting all wall-hung toilets

M. Baker reported that this has been completed.

All carpets professionally cleaned

M. Baker reported all carpets have been professionally cleaned.

Additional washroom signage for second floor

M. Baker reported the signage is installed.

2014 30<sup>th</sup> Anniversary Planning

M. Baker presented some ideas to recognize and celebrate the 30<sup>th</sup> anniversary of the City Center in 2014.

He suggested that a 30% discount could be given to currently contracted business such as specific local non-profits/not for profits and non-political organizations of the City or the County, for example the Saratoga Center for the Family or the Rotary, and the discount would be applied to one of their events in 2014.

M. Baker said the City Center could host/co-facilitate 30 events; a combination of activities, special events, or entertainment. The City Center could also co-sponsor events such as the tree-lighting ceremony. The idea is to provide a value to local constituents and taxpayers. Susan Farnsworth said it is important to draw attention to the City Center venue and its significance in this community.

T. Garofano asked if the City Center could provide a 30% rebate. M. Baker replied that we can manipulate contracts but we cannot cut checks.

M. Baker said that in 1984 a letter was sent to all Saratoga Springs non-profits to use the City Center for non-political events such as the local Kiwanis, the Southside Neighborhood Association that could normally not afford to use the City Center venue and he would like to do this again for the 30-year celebration. If the organization publicizes their event as held at the City Center, it serves as advertising for the venue. In 1984, 68 local organizations took advantage of the invitation to use the City Center.

S. Schneider suggested putting together a press release.

M. Baker said there should be one iconic event; possibly reflecting an event like the Bettor's Ball, a 30<sup>th</sup> anniversary night and it does not have to be held in August; it would be more of a community celebration, street party.

R. Goldsmith said it is beneficial to go for community awareness, to look at this from the point of view of putting money toward a public event to get the community to come and enjoy the City Center and to remind them that it is an important amenity/asset to the City.

S. Schneider suggested the production of a 30<sup>th</sup> anniversary video that shows how the City Center got started and the progression toward the future. R. Higgins said if we do an event to celebrate ourselves, it provides a purpose to give back to non-profits. He also suggested creating a downtown corridor impact such as 30 year flags.

M. Baker said there are many photos, so he is considering having a photo montage of the City Center from 1984 to the present.

In other business, M. Baker asked the Authority for permission to participate with the Rotary Foundation as a sponsor of their 2014 event.

**Motion to permit M. Baker to participate as a \$250 sponsor to the Rotary Foundation made by T. Roohan and seconded by S. Schneider; unanimously approved.**

**Motion to adjourn at 9:14 a.m. by R. Goldsmith and seconded by S. Farnsworth; unanimously approved.**

**SARATOGA SPRINGS CITY CENTER**  
**AUTHORITY MEETING**

Wednesday, October 9, 2013  
8:00 am  
522 Broadway

- I. MEETING CALLED TO ORDER – Authority Members sign-in
  - II. APPROVAL OF MINUTES, September 11<sup>th</sup> Authority Meeting
    - A. Thank you to the Convention Bureau for hosting meeting
  - III. FINANCIAL REPORT
    - A. September 2013 Report
      - 1. Investment Report
      - 2. ROT Tax Deposit
- Oct 15<sup>th</sup> Payment for period of June through August- \$461,000 up \$ 18,179

June to August ROT	
2013	\$461,000
2012	\$442,821
2011	\$406,515
2010	\$393,472

- IV. CHAIRMAN'S REPORT
  - A. Parking Structure update- M. Baker, T. Roohan
    - 1. Appoint Sub-committee
  - B. Fairgame Coalition-M. Baker
  - C. Ethics Committee Report for November- R. Goldsmith
    - 1. Committee members: S. Farnsworth, T. Roohan
  - D. Presidents Annual Review- Forms Attached- Return by November 15th
- V. PRESIDENT'S REPORT
  - A. 2013 and 2014 Sales Up-date
  - B. 2014 Budget submitted for inclusion; no comments to date
  - C. Renewal of Employee Health Insurance Program 12/1
    - 1. Pre-A.C.A.
- VI. OTHER BUSINESS
  - A. 2014 City Center 30<sup>th</sup> Anniversary
  - B. Ongoing Building Projects Update
    - 1. Engineering for Main Hall Light Replacement
    - 2. Sound System Modification
- VII. ADJOURNMENT- Next Meeting November 13th

Saratoga Springs City Center  
AUTHORITY MEETING

8:00 am  
522 Broadway  
October 9, 2013

Present: J. Dalton S. Farnsworth  
T. Roohan S. Schneider  
C. Wheeler

Absent: R. Goldsmith  
R. Higgins

Also Present: M. Baker N. Wagner  
D. Harper T. Garofano

The meeting was called to order at 8:01 am by Chairman J. Dalton.

**Approval of Minutes**

J. Dalton requested a motion to accept the minutes from the September 11, 2013 Authority Meeting. **Motion to approve the September 11<sup>th</sup> minutes, as presented, made by Tom Roohan, seconded by Susan Farnsworth; unanimously approved.**

**Financial Report**

M. Baker presented the September 2013 Financial Report. He stated that the total operating income is 69.2%, short of the ideal 75%. Referring to line 11 of the income summary, M. Baker noted that year to date only \$200,000 of room occupancy tax has been transferred into the operating budget; and another \$100,000 will probably be brought in by the end of the year. The intent is to use no more than 50% of occupancy tax toward operating expenses and secure the balance for capital infrastructure expenses. At 75% of the year, total revenues to budget stand at 70.4% and expenses to budget stand at 62.9% of the 2013 budget. Advertising expense is at 94.4% because of solicitation for staff members; helpwanted.com. Inspections are done for the year at 99.3%. M. Baker noted that Utilities expenses are tracking close to what has been done historically; they will probably end the year around \$185,000. There will also be some line item adjustment from monies we already have within the expense side of the budget. He explained that there will be some expense on the Unemployment Insurance line; he contested a claim and lost so payments must be made.

M. Baker reported there is nothing extraordinary in Accounts Receivables. Regarding Checks over \$500, these are normal expenses including infrastructure, building maintenance and repair.

M. Baker presented the September comparisons. He noted that the 8 events in September 2013 produced 20.5 paid days while the 15 events in September last year produced 26.5 paid days. With \$52,470 in revenue this year compared to \$59,550 revenue last year, the difference is not extraordinary and September was solid. Quarterly Deposits and Transfers were also presented for Authority review.

M. Baker presented the Investment Account Balances as of September 30, 2013 noting that they reflect the good stewardship by the Authority that allows us to move forward for the future. The **Room Occupancy Tax Account** balance is \$2,889,683.35; the **Room Occupancy Investment**

**Account** balance is \$2,501,352.06 for a total ROT account balance of \$5,391,035.41. The Construction project Account balance is \$371,231.81. Total investments stand at \$5,762,267.22.

The ROT payment for the period of June through August 2013 will come in at \$461,000, an increase of \$18,179 over the amount received during the same period in 2012; T. Garofano reported that the amount may be higher since according to the County, two properties did not remit as yet.

M. Baker stated that we should end the year at about \$985,000 for Room Occupancy Tax; the goal is to use only 50% towards capital expenditures. Looking at the investment account, the total investments are currently just shy of \$6,000,000. We will continue to be prudent with expenditures. The next major anticipated building expense will be a roof replacement on the original building but at this time the roof is holding up well.

**Motion to accept the September 2013 Financial Report made by C. Wheeler, seconded by S. Farnsworth; unanimously approved.**

### **Chairman's Report**

#### Parking Structure Update

M. Baker presented a list of items delineating what should be considered in a land lease agreement with the City for the parking structure project. Mayor Johnson suggested that it could possibly be placed on the agenda for the October 15 City Council meeting. M. Baker said he would discuss the lease individually with each City Council member and the City Attorney; the lease does not speak to a design or an approved structure- it would be simply a land lease agreement between the City Council and the City Center Authority.

The City Council will have final design approval with advisory opinions from the appropriate land use boards. M. Baker stated that the project will be financed by a portion of Authority cash reserves and bonding creating no debt for the City of Saratoga Springs and without influence on the City's debt ceiling. The project will be locally managed through the City Center Authority. There will be paid parking at variable rates, with the first hour free, Monday through Friday from 9AM to 5 PM.

The City Center Authority will be responsible for property maintenance and up-keep for the duration of the lease agreement including snow plowing, caulking, preventive maintenance.

The purpose of the lease is for a multi-level parking structure with 500+ spaces, but until we get the design conceptualized and determine what we can afford, the number of parking spaces may vary. The duration of the agreement is from lease and building design approval through July 27, 2032 or until the debt is retired; if we go out for a 20-year bond issue, the debt may exceed the lease period.

M. Baker said the City Center Authority would remit \$1.00 for the duration of the lease period. The lease site is City property bordered on the north from the center of York Street, on the east by the western curb of High Rock Avenue, on the West by the eastern curb of Maple Avenue and on the South by the mid-block entry off High Rock. The entry will serve both the remaining small City lot and the parking structure.

M. Baker said that the City Center will carry the insurance, indemnifying the City of Saratoga Springs. There will be mechanisms of default should the Authority not be able to meet all of its obligations and covenants. Our bond counsel said we have the ability to pledge a portion of the room

occupancy tax, but at this time it is the least of the concerns; the important thing is to get the City Council to approve our lease of the property so we can move forward.

J. Dalton asked whether the bond could be paid off early without penalty. T. Roohan commented that there would have been a substantial penalty levied if the bond for the Spring Street garage was paid off early. M. Baker said he would look into whether a penalty would be applied for early pay-off.

M. Baker said that the Authority could discuss their willingness to engage a formula to eventually share the net profit with the City. There are various approaches that could be taken. He said that it will cost \$1.5m to maintain and operate. With the first hour free, and rates around \$5 daily and \$10 overnight, the net will be around \$7,000 annually which is not a windfall off the initial investment. He believes the rates should be set with sensitivity to downtown and convention business so there is not a lot of fluctuation in the rate.

C. Wheeler suggested that since the winters with the use of salt melt and cold temperatures are hard on brick and concrete, it might be prudent to have a reserve set aside for repairs. M. Baker agreed that a parking structure reserve should be considered.

T. Roohan suggested that since it is unknown what the maintenance costs will be, no decision should be made regarding any net profit or sharing.

S. Farnsworth said there have been issues with homeless people camping out in various parking garages in the City. M. Baker said that has been a problem particularly with newer structures with heated areas and elevators so he anticipates having the structure staffed and security cameras installed immediately for oversight, especially during key times such as the 60 day racing season and there should be discussion on various parameters of safety solutions since there are many variables. T. Roohan suggested the maximum number of spaces should not be included within the lease because we do not have a design at this time; it is too early to project.

C. Wheeler asked if the structure could be designed in such a way to support the expansion or addition of something else in the future. M. Baker responded that the component for expansion could be included within the scope of the Bid/RFP. Discussion followed on various parameters of building with the intent of future expansion. M. Baker said that the intent at this time is to get a lease agreement with the City Council to July 27, 2032 and he will be seeking guidance from legal, particularly regarding when the City Center's responsibility for maintenance would start since the design and build approval may take some time.

#### Appoint Subcommittee

M. Baker asked the Chairman to appoint a subcommittee for the parking structure project. He requested that T. Roohan and R. Higgins be appointed. J. Dalton said the committee should be chaired by T. Roohan, would include Mr. Baker and should not be limited to three people; other individuals who have the knowledge needed for this committee should also be included.

**Motion to approve the appointment of a parking structure subcommittee made by C. Wheeler, seconded by S. Schneider; unanimously approved.**

### Fairgame Coalition

M. Baker reported that he is working with Marsha White and individuals from Proctors, Bethel Woods, and the Times Union Center and they have met with representatives from the Governor's office. The intent and concern is not whether the referendum passes, the group is not anti-casino, but is seeking clarity within the referendum that specifies what casinos can have and what they can do regarding entertainment venues, the square footage and number of seats. The concern stems from the Racino's intention to build a 24,000 square feet venue. M. Baker said that regarding the referendum there is not a lot going on out there one way or another. The coalition agreed that we need to push the inclusion of event space limits and limits on the number of seats in the siting RFP. The Governor's office is leaning towards 1,500 seat limit, others desire a 900 seat limit, the coalition wants no more than 1,000 seats and a square footage maximum should also be included.

M. Baker believes that on the committee of five, the fifth position should be occupied by someone from the events or arts community and not from the legislature because the multi-purpose event center will have a huge impact on the arts and event community because casino venues have ample money to buy any talent they want and they are able to charge lower ticket rates and they even have the ability to have performers sign exclusivity agreements preventing them from performing at other venues within a particular mile radius, usually within 100 to 150 miles. The Coalition has a good chance of influencing the development of the RFP and siting criteria.

M. Baker emphasized that assurance is needed on how we can continue to be economically prosperous; the Downtown Business Association (DBA) needs to realize the impact and be more aware of the reality that the numbers are not conducive to being able to maintain a viable downtown. The coalition only has influence on the RFP and not the referendum. M. Baker said Saratoga Springs has become a destination downtown where people come because they like it and he would like to invite Senator Marchione and other local Senators collectively to the City Center for a discussion.

### Ethics Committee Report

J. Dalton reported that the Chairman of the Ethics Committee would provide an Ethics Committee report in November.

### President's Annual Review

J. Dalton distributed M. Baker's annual review form. He asked that the forms be returned to him in the sealed envelope by November 15<sup>th</sup>.

### **Presidents Report**

#### 2012, 2013 Sales Update

M. Baker presented the 2013 and 2014 sales reports for review. He said they have been picking up some exciting business such as yesterday's event with the Aspen Institute and this trend of new events is continuing. The numbers look positive and we continue to work hard with the Bureau securing long term convention needs. The City Center needs to strive to get large groups in and continue to work with the Bureau.

#### 2014 Budget submitted for inclusion in the 2014 City budget.

M. Baker reported that to date, there has been no request for a presentation at a council meeting and no comments have been received.

Employee Health Insurance program

M. Baker reported that the current health plan for employees is up for renewal on December 1. It will not be caught up in the Affordable Care Act although the components are in compliance. He presented a copy of the proposed plan which is the same as the current plan with both current rates and the renewal rates and stated that the total percentage of increase for 12/1/2013 through 11/30/2014 is 8.7%.

**Motion to renew the Health Insurance Plan at the rates presented made by T. Roohan and seconded by S. Schneider, unanimously approved.**

**Other Business**

2014 City Center 30th Anniversary

M. Baker reported that he intends to bring in a part-time employee to help orchestrate pieces of the 30<sup>th</sup> anniversary and to coordinate special events. There is money in the budget for this purpose.

**Motion to approve the hiring of a part time employee to work on events for the 30<sup>th</sup> anniversary made by S. Schneider and seconded by C. Wheeler, unanimously approved.**

Ongoing Building Projects Update

1. Engineering for Main Hall Light replacement

M. Baker reported that he spoke with numerous people at the conference last week regarding LED lighting systems and they could be a good investment. T. Roohan said that LED lights do not emit heat, and they do not have to be changed as often as incandescent or fluorescent lights which cuts down on labor. They emit a nice light and look good. M. Baker said he is looking into an LED lighting system because of the great feedback about it.

2. Sound System Modification

M. Baker reported that this is a work in progress; we are trying to tweak things, there might be additional acoustic panels added to the main exhibit hall next year.

M. Baker said there has been a lot of requests for free Wi-Fi so he might look into infrastructure equipment in the main halls. There are various levels of service, some seminars need hard wire for presentations and some events require special accommodations. We may provide free, limited Wi-Fi and charge for higher levels of connections.

Adjournment

J. Dalton, asked if there was any further business to address? **Motion to adjourn by T. Roohan, seconded by C. Wheeler; unanimously approved.**

Meeting adjourned at 9:02 am.

**SARATOGA SPRINGS CITY CENTER**

**AUTHORITY MEETING**

Wednesday, November 13, 2013

8:00 am

522 Broadway, Room 101

- I MEETING CALLED TO ORDER – Authority Members sign-in  
A. Welcome and Introductions
- II. PUBLIC COMMENT PERIOD  
Individuals are welcome to address the City Center Authority. Please state your name and address. Statements and comments should be kept to a maximum of two (2) minutes. This is not a debate or dialogue. Authority Members will not respond nor answer questions. Respectfulness and civility are requested. Individuals will be called on in the order of sign in.
- III. CONSENT AGENDA  
A. Approval of Minutes: October 9, 2013  
B. October 2013 Financial Statement
- IV. FINANCIAL REPORT  
A. October 2013 Report  
1) Investment Report  
A. ROT- Media Event; 11-12-2013
- V. CHAIRMAN'S REPORT  
A. NYS Agriculture and Markets Claim Close Out- D. Harper  
B. Ethics Committee Annual Report- R. Goldsmith  
C. Fairgame Coalition - M. Baker  
1) Next Steps  
D. Parking Sub-Committee Report – T. Roohan, M. Baker  
1) One on One with Commissioners  
2) Legal Issue- SEQR  
3) City Council Schedule  
4) Community Input/Feedback  
E. President's Annual Review  
1) Executive Session  
F. December Meeting  
1) Wed. December 18<sup>th</sup>; City Council, County Reps; Past Authority Members?
- V. PRESIDENT'S REPORT  
A. 2013 and 2014 Sales Up-date  
1) Sales/Mkt. – Victorian Street-Walk Sponsorship  
B. Approval of 1<sup>st</sup> Quarter 2014 Expenses  
C. Service Contract Award: HVAC  
D. Purchase Award, RFP: Mobil Vertical Lift  
E. 2014; 30<sup>th</sup> Anniversary  
1) Sarah LeRoux  
F. Utility Rate Lock-in- Gas  
G. 2014 Meeting Dates-January, February, March; Dates and Times Review
- VI. OTHER BUSINESS  
A. Ongoing Building Projects

- 1) Air Wall Replacement Close Out
  - 2) Engineer for Main Hall Lighting Design - Bid
  - 3) New Computer Equipment
- B. Executive Session- Personnel

VII. ADJOURNMENT

Saratoga Springs City Center  
AUTHORITY MEETING

8:00 am

522 Broadway

November 13, 2013

Present: J. Dalton S. Farnsworth  
R. Goldsmith R. Higgins  
T. Roohan  
C. Wheeler

Absent: S. Schneider

Also Present: M. Baker N. Wagner  
Mayor Johnson T. Garofano  
S. LeRoux

The meeting was called to order at 8:00 am by Chairman J. Dalton.

M. Baker introduced Sarah LeRoux, a graduate of Northeastern University; she is working part time to help orchestrate the activities of the 30<sup>th</sup> anniversary year of the City Center.

**PUBLIC COMMENT PERIOD**

Individuals are welcome to address the City Center Authority. Please state your name and address. Statements and comments should be kept to a maximum of two (2) minutes. This is not a debate or dialogue. Authority members will not respond nor answer questions. Respectfulness and civility are requested. Individuals will be called on in the order of sign in.

**CONSENT AGENDA**

J. Dalton requested a motion to approve the Consent Agenda including the minutes from the October 9, 2013 Authority Meeting and the October 2013 Financial Statement.

**Motion to approve both items on the Consent Agenda as presented, made by S. Farnsworth and seconded by R. Goldsmith; unanimously approved.**

**FINANCIAL REPORT**

M. Baker presented the October 2013 Financial Report. M. Baker reported that revenues are around 81.5%. The October catering revenue is not included on the report and this amount will certainly bring the percentage up. M. Baker stated that particular expense lines including Utilities and Professional Services are being carefully monitored although line item adjustments could be made. The labor and benefits expenses are well in line. M. Baker noted that the Accounts Receivables clearly indicates the impact of catering in the building and the amount shown only represents September. October numbers will be larger since it was a huge month for catering revenue. Checks over \$500 were presented for review.

M. Baker presented the October comparisons; he said that this is a true indication that October continues to be one of the highest occupancy months for us and for the number of guest rooms in the community. October 2013 brought the highest gross revenue in comparison to the last four years. M. Baker explained that the Utility expense presented on the comparisons chart was not correct; the average is around \$11,000 per month.

M. Baker presented the Investment Account Balances as of October 31, 2013. The Room Occupancy Tax Account balance is \$3,350,978.72; the Room Occupancy Tax Investment Account balance is

\$2,501,557.65 for a total ROT Account balance of \$5,852,536.37. The Construction Project Account balance is \$371,340.94. Total Investments stand at \$6,223,877.31.

**Motion to accept the October 2013 Financial Report made by R. Goldsmith, seconded by C. Wheeler, unanimously approved.**

#### **CHAIRMAN'S REPORT**

##### NYS Agriculture and Markets Claim Close Out

D. Harper reported that a payment voucher has been filed with the New York State Comptroller's Office and we are now waiting for payment.

##### Ethics Committee Annual Report

R. Goldsmith reported that the Ethics Committee met on November 13<sup>th</sup> and that all Authority members and actions were within the limits of the Authority's Code of Ethics.

**Motion to accept and approve the report of the City Center Ethics Committee made by R. Higgins, seconded by T. Roohan; unanimously approved.**

##### Fairgame Coalition

M. Baker stated that the Coalition is working to minimize the negative impact of the referendum on the City Center, SPAC and the downtown community. Within the legislation is a 20% local hosting component and the Governor's office has assured them that their concerns will be considered. There is a strong potential for a Las Vegas style gaming casino in the Capital District. Efforts are underway to ensure the least disruption to our local venues and down town community. The Governor's office supports and understands what the Coalition is trying to do: eliminate the potential negative impacts that could seriously hurt our first quarter and be devastating to other venues such as SPAC and UPH. A casino venue in this community will take "feet off the street" away from windows and shopping. M. Baker explained that "S.A.V.E. Saratoga" is a grass roots local group that is not involved with the Fairgame Coalition. J. Dalton advised that various County Supervisor committees should be approached to garner their support. M. Baker said he is hoping for local forums to be held to both inform and to receive public input on this.

##### Parking Sub-Committee Report

M. Baker stated that the sub-committee members have been meeting one on one with City Commissioners. Commissioner Madigan (Finance) has questions regarding revenue sharing and wants public input. M. Baker said he is waiting to hear from Attorney Matt Jones regarding legal issues of SEQR and the due process to clarify the protocols to get a Negative Declaration stating that there are no perceived negative impacts on the environment or that the negative impacts have been mitigated. Attorney Jones believes that the land lease may trigger SEQR and there is legislation from the 4<sup>th</sup> Appellate Division that confirms that. M. Baker stated that public hearings are required and the RFP is being formulated for design solicitation. The project will be taken to the appropriate Land Use Boards for an advisory opinion. It is prudent to follow the SEQR process and to proceed with all the steps in the proper order. M. Baker stated that the Mayor is willing to put the parking structure on the City Council agenda on the 19<sup>th</sup> for initial discussion and to set a public hearing. R. Higgins explained that if the Authority approves itself as Lead Agency, we would issue a 30-day notice to all involved agencies. The RFP for design needs to be released as soon as possible. M. Baker will arrange for a meeting with the LA Group. He noted that the geotechnical studies and others have come back.

**Motion to establish the City Center as Lead Agency for the Parking Structure project made by T. Roohan, seconded by R. Goldsmith, unanimously approved.**

**Motion for M. Baker to work with the LA Group on the finalization of the RFP made by T. Roohan, seconded by R. Goldsmith, unanimously approved.**

M. Baker stated he would attend the City Council meeting on November 19<sup>th</sup> and let them know that the Authority is issuing a notice of being the Lead Agency.

President's Annual Review

J. Dalton requested a motion to adjourn to Executive Session.

**At 8:25 am, motion to enter into Executive Session, regarding a personnel matter, made by T. Roohan, seconded by R. Goldsmith; unanimously approved.**

**At 8:35 am, motion to return to the regular Authority meeting made by T. Roohan, seconded by R. Goldsmith; unanimously approved.**

No decisions or official actions were taken in Executive Session.

December Meeting

M. Baker stated that the December Board meeting will be held on the 18<sup>th</sup> and will include the City Council, County representatives and recent past Authority members.

**PRESIDENT'S REPORT**

2013 and 2014 Sales Up-date

M. Baker reported that so far for 2014 there are 135 events planned and 253 days already on the docket which exceeds the 2013 year to date numbers. He said there were several successful public events in October, and the Gazette's Boomer Expo had a very high public attendance.

**Motion to approve making a \$150 sponsorship of the Victorian Street Walk made by R. Goldsmith, seconded by T. Roohan, approved 5-0 (S. Farnsworth recused)**

Approval of 1<sup>st</sup> Quarter 2014 Expenses

M. Baker presented the list of sales and marketing expenses for the first quarter of 2014 for approval. **Motion to accept and approve the Sales and Marketing, Public Relations and Professional Development expenses for the first quarter of 2014 made by T. Roohan, seconded by S. Farnsworth; unanimously approved.**

Approval of Service Contract Award: HVAC

M. Baker asked for approval of an award of bid for a two-year HVAC Rooftop Maintenance Service contract. All the units are new. TBS is the lowest bidder meeting specifications and they have been servicing the City Center HVAC for the last 25 years.

**Motion to award the two-year HVAC Rooftop Maintenance contract to Technical Building Services (TBS) of Ballston Spa, NY for \$14,750 per year; 2 year total of \$29,500 made by R. Goldsmith and seconded by Susan Farnsworth; unanimously approved.**

Purchase Award, RFP, Mobil Vertical Lift

Mr. Baker said there is an existing operable lift that is old. All of the proposals were close and the difference between purchasing a used and a new lift is about \$2,000.

**Motion to award the City Center Purchase of a Mobil Vertical Lift RFP to United Rentals of Clifton Park, NY per their proposal for \$13,054, as the lowest bidder meeting specifications made by R. Goldsmith, seconded by C. Wheeler, unanimously approved.**

2014: 30<sup>th</sup> Anniversary

Sarah LeRoux stated that she and Mr. Baker have been brainstorming and have discussed various ideas including reaching out to existing local, non-profit customers to offer a 30% discount; offering free space for non-profit events, special stationary, signage and a major celebratory event for the community to enjoy the venue. There are no specific dates as yet but the events will most likely be in the early spring and the fall. M. Baker said the major event would not be held during the racing season. He said that the emphasis would be on family entertainment and the DBA would be included. S. Schneider has suggested that a short video be created for social media. The Authority agreed that the non-profits must have offices in Saratoga County to be included. R. Goldsmith suggested having a 30-year logo. M. Baker suggested that Sarah set up a meeting to work with S. Schneider and S. Farnsworth and the Bureau.

Utility Rate Lock-in-Gas

M. Baker reported that the gas rate has been locked in for two years at \$4.8813 per dthm. The Electric rate has been locked in for one year at \$5.794/kwh.. These are very good rates.

2014 Meeting Dates-January, February, March

The Authority agreed to continue holding the meetings on the second Wednesday of each month at 8 am.

**OTHER BUSINESS**

Ongoing Building Projects

- Air Wall Replacement- Close Out
- Engineer for main Hall Lighting Design – Bid
- New Computer Equipment

Executive Session – Personnel

Previously held

**ADJOURNMENT**

**Motion to adjourn made by T. Roohan, seconded by C. Wheeler; unanimously approved.**

Meeting adjourned at 9:10 am.

**SARATOGA SPRINGS CITY CENTER  
AUTHORITY MEETING**

Wednesday, December 11, 2013  
8:00 am  
522 Broadway, Meeting Room 2

- I MEETING CALLED TO ORDER – Authority Members sign-in
  - A. Welcome and Introductions
  
- II. PUBLIC COMMENT PERIOD

Individuals are welcome to address the City Center Authority. Please state your name and address. Statements and comments should be kept to a maximum of two (2) minutes. This is not a debate or dialogue. Authority Members will not respond nor answer questions. Respectfulness and civility are requested. Individuals will be called on in the order of sign in.
  
- III. CONSENT AGENDA
  - A. Approval of Minutes: November 13, 2013 Authority Meeting
  
  - B. November 2013 Financial Statement
  
- IV. FINANCIAL REPORT
  - A. November 2013 Summary
  
  - B. 2013 Year-end Projections- D. Barone, M. Baker
  
- V. CHAIRMAN'S REPORT
  - A. NYS Agriculture and Markets Claim Close Out- D. Harper
  
  - B. Parking Proposal
    - 1. RFP - Design
    - 2. SEQR
    - 3. Feasibility Study
    - 4 Archeology Review
  
  - C. Executive Session Personnel: End of Meeting
  
- V. PRESIDENT'S REPORT
  - A. 2013 and 2014 Sales Up-date
  
  - B. Casino Issue
    - 1. December 16 Community Forum
  
  - C. Facility Operations
    - 1. Portable Air Wall Remediation
    - 2. Lighting Bid
  
  - D. 2014 30<sup>th</sup> Anniversary of the City Center
    - 1. Logo Design
    - 2. Schedule
  
  - E. Next Official Authority Meeting, Wednesday January 9, 8am.
  
- VII. ADJOURNMENT

Happy Holidays!

Saratoga Springs City Center  
AUTHORITY MEETING

8:00 am

522 Broadway

December 11, 2013

Present: J. Dalton S. Farnsworth  
R. Goldsmith R. Higgins  
T. Roohan S. Schneider  
C. Wheeler

Absent: No one

Also Present: M. Baker N. Wagner  
Mayor Johnson T. Garofano

The meeting was called to order at 8:03 am by Chairman J. Dalton.

**PUBLIC COMMENT PERIOD**

Chairman J. Dalton stated that individuals are welcome to address the City Center Authority. Please state your name and address. Statements and comments should be kept to a maximum of two (2) minutes. This is not a debate or dialogue. Authority members will not respond nor answer questions. Respectfulness and civility are requested. Individuals will be called on in the order of sign in.

J. Dalton opened the public comment period at 8:04 am.

Sara Boivin, SAVE Saratoga said that there are points within the Casino legislation that negatively impact the City Center including that the requirement of partnership between the Casino venue and the Arts is non-binding rendering the Casinos exempt from responsibility; and since the Casinos are encouraged to offer amenities superior to their locality it will draw business from downtown. Casino gambling is a single destination that succeeds by keeping people in the Casino.

Susan Steer, Saratogians for Gun Safety is proud of the City Center and what it brings to the City but despite recent public support for the City Center gun show as a model, and because of the promoter's public stance and the need for police enforcement funded by the taxpayer, the gun shows should not be held at the City Center.

Mary-Sue D'Orazio, Saratogians for Gun Safety wants to stop gun shows at the City Center because of their negative social and economic impacts on the community. They are expanding the group's goals and reaching out to National organizations for support and the City Center Authority should work with them.

Molly Corbatt, Saratogians for Gun Safety submitted a letter to the Authority Board Members. She continues to work with local and state leaders to re-examine gun laws and believes that although security and insurance requirements were increased, the City Center gun shows are being held at the discretion of management with no apparent consideration of their impact on the community.

Deidre Ladd, Saratogians for Gun Safety submitted for the record a list of 26 reasons why there should no longer be any NECEA Arms Fairs at the SS City Center. She has not seen indications

where the Gun Show has brought increased revenue to the City Center; human life is more valuable than profit and the City Center should not be in the business of selling guns.

Phil Diamond questioned why the City Center hosts Gun Shows instead of another venue elsewhere; consideration should be given to the quality of life here. Morality cannot be legislated. Regarding Casinos, if one comes to Saratoga Springs, we should negotiate to keep conventions out of that venue- they should not be allowed to build a site that can accommodate what our downtown already provides.

Carol Maxwell, Saratogians for Gun Safety, stated that the defense of gun shows at the City Center seems to rest on two platforms: that they are good for business and that the group is harmless. She urged the Authority to identify evidence of a positive economic impact from the shows. The idea of a harmless group is tainted by the actions of the promoter.

Didi Hill, Saratogians for Gun Safety, said that regulated gun shows are not the answer; efforts must continue to urge public entities to close gun shows and decrease illicit activities in parking lots. All citizens have the responsibility to end gun violence.

Seeing that no one else wished to speak, J. Dalton closed the Public Comment Period at 8:25 am.

#### **CONSENT AGENDA**

J. Dalton requested a motion to approve the Consent Agenda including the minutes from the November 13, 2013 Authority Meeting and the November 2013 Financial Statement.

**Motion to approve both items on the Consent Agenda as presented, made by C. Wheeler and seconded by S. Farnsworth; unanimously approved.**

#### **FINANCIAL REPORT**

M. Baker presented the November 2013 Financial Report. M. Baker reported that projected revenues for 2013 are \$857,193.57, 96.89% of the budgeted revenue amount of \$884,730. Checks over \$500 were presented for review. M. Baker reported on expenses; salaries and benefits are running under the amount budgeted but Utilities are running over the budgeted amount. M. Baker presented the November comparisons; 2012 numbers reflected double digit increases and for 2013 these numbers were not expected to continue. We are projecting to end the year at 93.98% total revenue to budget.

M. Baker presented the Investment Account Balances as of November 30, 2013. The Room Occupancy Tax Account balance is \$3,350,978.72; the Room Occupancy Tax Investment Account balance is \$2,501,991.45 for a total ROT Account balance of \$5,852,970.17. The Construction Project Account balance is \$371,920.87 Total Investments stand at \$6,224,891.04.

#### **CHAIRMAN'S REPORT**

##### NYS Agriculture and Markets Claim Close Out

D. Harper reported that a payment was received in the amount of \$3,250; the case is officially closed.

##### Parking Proposal

T. Roohan reported that the committee met this week and reviewed the time line. M. Baker distributed copies of the draft RFP to the Authority members that wanted to read it and he referred to the time line on page 6 of the document. The intent is to issue the RFP for the

conceptual design by the end of next week, then the responses will be reviewed, and by March we hope to be in a position to award the RFP for the design. In addition to the review process, M. Baker said there are many layers including SEQR, Lead Agency, keeping the City Council updated, providing for public input and acquiring advisory opinions from the land use boards; this is long process and the RFP is a significant step. He asked the Authority to review the Draft RFP and submit comments as soon as possible in order to get the final version of the RFP out by the end of next week, 12/13.

**Motion for the Authority to empower the Parking Garage Committee to initiate activities necessary to facilitate getting the final RFP out made by T. Roohan, seconded by C. Wheeler, unanimously approved**

M. Baker said the Archeology Review will proceed as we go into the New Year; it is a separate contract.

Executive Session Personnel: End of Meeting

**PRESIDENT'S REPORT**

2013 and 2014 Sales Up-date

M. Baker reported that for 2013, there are 148 events planned and 230 days and so far for 2014, 129 events are scheduled for 244.50 days. We have lost some events for 2013 and for 2014 due to economic reasons and a few due to family tragedies, yet 2014 is trending as a strong year. Events are being booked as far out as 2020. T. Garofano commented that for 2014, over 3000 rooms are booked, which is more than for 2013 which is finishing about 2% over 2012. The extended stay business is improving but State business is still static due to lack of funding. Saratoga Springs still attracts a lot of groups because it is a desirable area, the wedding market is hot and the Bureau is marketing destination weddings. T. Garofano said the convention business is trending back up, but we are still not seeing attendees staying an extra day. M. Baker said that big holiday parties are starting to come back and the City Center is hosting a fair amount of these.

Casino Issue

M. Baker reported there will be a community forum on December 16 at the City Center sponsored by the Saratoga Springs Chamber of Commerce and the Saratoga Convention Bureau. The event will be a community forum for education purposes to dispense information and actual facts and details. There will be a panel of individuals, each speaking to specific concerns and issues of impact. Panelists will answer questions from social media and the audience. One of the potential applicants for a casino venue will have a seat at the table. The City Center Authority will participate as a panelist and is part of the Fair Game Coalition. They are hoping to influence the language of the RFP for the least amount of impact on downtown Saratoga Springs, the City's Arts and convention venues. The event begins at 7pm and placards, banners and disruptions are prohibited; it is not a forum for public demonstration. It is being broadcast live on 101.3 and over 1,000 attendees are anticipated.

Facility Operations

Portable Air Wall Remediation: M. Baker said that the air walls are great for acoustics but there is an issue with the skin/fabric on some. Final payment will not be made until the panels are changed appropriately.

Lighting Bid: M. Baker said the lighting system needs upgrading and the 30 year old dimmer board is not repairable. Some of the fixtures are no longer up to code. The proposals are

expected to each be north of \$100,000. C. Wheeler said that some of the money would be recouped in energy savings. M. Baker said the project is eligible for NYSERDA rebates.

2014; 30<sup>th</sup> Anniversary of the City Center

S. Farnsworth said they have been brainstorming. A public celebratory event will be held September 19<sup>th</sup> and 20<sup>th</sup> starting at the Farmer's Market and it will highlight food, craft beer and wine tasting. Saturday will be for families and they plan to close Ellsworth Jones Place and include face painting, ballet dances, a magician, a Bouncy House, and so far they have connections for 90% of the planned activities. The committee is also working on a Logo Design. They have developed a list of 28 organizations that will be offered the use of the facility at no charge. They are making good progress; the main event will be similar to the Bettor's Ball format.

Next Official Authority Meeting.

M. Baker announced that the next official Authority meeting will be held on Wednesday January 8, 2014 at 8am

**OTHER BUSINESS**

Executive Session – Personnel

J. Dalton requested a motion to adjourn to Executive Session.

**At 9:16 am, motion to enter into Executive Session, regarding a personnel matter, made by J. Dalton, seconded by T. Roohan; unanimously approved.**

**At 9:24 am, motion to return to the regular Authority meeting made by R. Higgins, seconded by S. Schneider; unanimously approved.**

No decisions or official actions were taken in Executive Session.

**ADJOURNMENT**

**Motion to adjourn made by S. Farnsworth, seconded by C. Wheeler; unanimously approved.**

Meeting adjourned at 9:24 am.

Minutes unanimously approved 1/08/2014

**SARATOGA SPRINGS CITY CENTER**

**AUTHORITY MEETING**

Wednesday, December 18, 2013

8:00 am

City Center

I. WELCOME AND HOLIDAY GREETINGS- J. Dalton

A. Welcome City Council, County Representatives, Past Authority Members

II. FINANCIAL REPORT

A. 2013 Year-end Projections- D. Barone, M. Baker

IV. CHAIRMAN'S REPORT

A. Parking Proposal- Next Steps- T. Roohan, M. Baker

1. Request for Proposals; Design Build Contractors

A. Schematic, Scope and Mass

B. Cost Estimating

2. Archeological Review

3. Financial Model; paid parking feasibility for bonding

4. Initiate "Lead Agency" and SEQR Form

5. Council Review and Land Lease Approval

A. Land Use Board advisory review

6. Completed to date;

a. Survey

b. Geotechnical

V. President's Report

A. 2013 Year End Summary- J. LeCain

1. 2014 Projected Sales- J. LeCain

B. Facility/Operations

1. 2013 Project Update/Year End Summary- R. McMahan

2. 2014 Anticipated Projects/Upgrades

a Award bid for main hall lighting replacement

b New Pantries- kitchen equipment

c Bid- Banquet chair purchase

C. 2014, 30<sup>th</sup> Anniversary of the City Center

F. Closing Comments- M. Baker

VI. Executive Session-Personnel matter

VII. ADJOURNMENT

Next Authority Meeting- Wednesday January 8, 8am

Happy Holidays

Saratoga Springs City Center  
AUTHORITY MEETING

8:00 am

522 Broadway

December 18, 2013

Present: J. Dalton T. Roohan  
S. Farnsworth S. Schneider  
R. Higgins C. Wheeler  
R. Goldsmith

Also Present: M. Baker N. Wagner  
T. Garofano D. Harper  
Mayor S. Johnson Deputy Mayor S. Sutton  
Commissioner John Franck Deputy Commissioner S. Kellner-Byrnes  
Commissioner M. Madigan Deputy Commissioner L. Bachner  
Commissioner S. Scirocco Deputy Commissioner Timothy Cogan  
Commissioner C. Mathiesen M. Dorsey  
M. Veitch J. Yepsen  
S. Voigt T. Connolly  
J. LeCain R. McMahon  
D. Barone

At 8:16 am Chairman J. Dalton welcomed Authority Members and Guests and thanked Mayor Johnson and Deputy Sutton for their service and welcomed the Mayor elect, Joanne Yepsen.

### **Financial Report**

M. Baker presented the 2013 year end projections. He stated that 2012 numbers reflected double digit increases and for 2013 we were aware that those numbers would not continue. We are projecting to end the year with 96.87% earned revenue to budget and 93.98% total revenue to budget. Only 50% of collected Room Occupancy Tax monies are designated for operations with the remaining 50% used for capital expenditure, and we project to only use 90% of the 2013 ROT budgeted for operations. M. Baker reported on expenses; salaries and benefits are running under the amount budgeted but Utilities are running over the budgeted amount. He stated that the year will end with the investment account well seeded to move forward with capital projects; parking structure.

### **Chairman's Report**

#### Parking Proposal- Next Steps

T. Roohan said the Authority had formed a subcommittee to work on the parking garage project and they expect to finalize the RFP today and it should go out soon with the bid opening scheduled for January 30, 2014. There will be a mandatory meeting/question and answer period for contractors. In addition to the SEQR process there will be several subsequent meetings held with the City Council, Planning and Design Review as the project progresses. M. Baker said the RFP will provide clarity on the scope, mass and cost estimating. There are many layers to the process that will happen simultaneously and we hope to be in contract by March 2014. The process will cause some inconveniences and the City Center will work with neighboring venues to mitigate the inconveniences to the guests, members of the community and to taxpayers as much as possible. The result will be a City asset (parking facility).

M. Baker reviewed a report from the IAVM that included results from an operating revenue survey distributed for the fiscal year 2012 to 1,251 IAVM member venues. Comparatively, for 2012, the SS City Center has 31,000 square feet of rentable area and netted \$20.17 per square foot, over twice the average net revenue in the IAVM report. He noted that the City Center does not assess a separate fee for utilities; \$4.93 per square foot for food and beverage revenue is below the national average because one third of our rentals are for civic purposes. But also we do not have the expense of our own food and beverage operation with dedicated staff; we capture pure net without overhead. He explained that when the City Center outsources food and beverage, internet, Wi-Fi and other services, a percentage is claimed from those fees.

### **Presidents Report**

#### 2013, 2014 Sales Update

J. LeCain reported that the expanded space in the City Center has allowed for bookings to occur closer to the time of the event instead of further out. She said that 2014 numbers should be very good; projected figures are higher than where we currently are in 2013 and ahead of 2011 and 2012 at the same point in time. We are attending strategy sessions looking for new types of business, especially those that fill hotel rooms. The City Center recently hosted a holiday party of over 1,000 followed by another of over 500 guests. She said that new venues in the area will bring competition and we are still looking for a summer sale niche, but we are booking Bar Mitzvahs, Bat Mitzvahs and weddings- destination weddings are very popular now. M. Baker stated that Judy LeCain is the Director of Sales and has worked at the City Center over 28 years. The sales people sell and service because it is the philosophy of the City Center to deal with issues at the time of their occurrence and this has been a key factor in maintaining repeat business.

#### Facilities/Operations

R. McMahon stated that there are now 6 full time staff members, with some turnover at the Shift Supervisor position. He reported a recent vacancy was filled by Michael Furman who has many years of experience in building management. There are 5 part-time employees. Client needs have been met and exceeded with a comparatively small work force. The air wall in the main hall was upgraded for increased acoustics and faster turnover of the room. The project close out is pending a punch list. A new powered man lift has been purchased and this cuts the time it takes for projects in the air by roughly 50% and requires less staff. R. McMahon said that lighting upgrade bids have been received and are in the process of review. The key part of this is to replace the current dimmer packs because parts are no longer available and to replace the recessed florescent lighting fixtures because they are out of date. Looking forward we are in a good place technologically and are positioned to meet client needs. We will continue to systematically replace 30 year old equipment such as chairs, tables and microphones. He noted that the next major project (other than the parking structure) is the 30 year old roof on the main hall that will be ready for replacement, 2016-2017. M. Baker added that Ryan McMahon has brought a skill set that includes technology to manage the building more economically.

#### 30<sup>th</sup> Anniversary

J. Dalton reported that 2014 will be the 30<sup>th</sup> anniversary of the City Center. A party is being planned to celebrate and it will be a community affair. Susan Farnsworth and Shelby Schneider are co-chairing the event with staff assistance. M. Baker said that local organizations (non-profits) are being offered an opportunity to use City Center space for up to three hours free of charge. He announced that September 19 and 20 there will be a large celebratory event for the community, focused on families; meant to be an open house to thank the community for the success of the City Center.

#### Closing Comments

J. Dalton thanked everyone for attending, especially the elected officials and wished everyone Happy Holidays. M. Baker mirrored J. Dalton's comments adding that he is truly appreciative of the respectful and cooperative relationship with the City Council. He complimented City Hall staff on their cooperation and assistance. M. Baker also recognized and thanked Longfellows for providing breakfast.

#### Executive Session

**At 9:12 am, motion to enter into Executive Session, regarding a personnel matter, made by T. Roohan, seconded by R. Goldsmith; unanimously approved.**

**At 9:35 am a motion to return to the regular Authority meeting made by C. Wheeler seconded by R. Goldsmith; unanimously approved.**

The City Center Authority took the following official actions during the December 18, 2013 Executive Session regarding the President of the City Center Authority;

**On a motion of R. Higgins and a second by R. Roohan, the City Center Authority approved the two, (2) 2013 bonuses of \$5,000 each, as previously noted in the annual review. The bonus criteria involved the Parking Structure SEQR and Land Lease with the City of Saratoga Springs. Significant major successful steps have been accomplished in the process, although there have been delays in the final SEQR Declaration and execution**

**of the Land Lease. Delays in the process were caused by unforeseen and outside sources and not by the lack of due diligence and effort of the part of the Authority or City Center President; unanimously approved.**

**2014: On a motion of T. Roohan and seconded by S. Schneider, effective January 1, 2014, to approve a 4% increase in the Presidents base 2014 salary; to a total of \$113,511.00; unanimously approved.**

**On a motion of S. Schneider and seconded by S. Farnsworth to establish a 2014 Bonus criteria for the President based on the following;**

**\$2,500. Maintain 2014 Gross Room Rental Revenue\* at or above 2013 levels**

**\$5,000. Show significant progress in the development of the City Center Parking Structure**

**\$2,500. Successful implementation of the City Center's 30<sup>th</sup> Anniversary**

**\*not considering the 30<sup>th</sup> Anniversary Discounts**

**Each of the above bonus criteria will be judged independently for evaluation (success) and payment; unanimously approved.**

**Adjournment**

**Motion to adjourn at 9:35 am by seconded by R. Goldsmith and seconded by C. Wheeler; unanimously approved.**

The next City Center Authority meeting will take place on January 8th at 8:00am.

Minutes unanimously approved 1/08/2014