

Saratoga Springs City Center
Authority Meeting
Wednesday, January 8, 2014
8:00 am
City Center

*** All individuals wishing to address the City Center Authority are asked to sign in.¹**
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. **Consent Agenda**
 - A. **Minutes:** December 11, 2013 Authority Meeting and December 18, 2013 meeting/executive session
 - B. **December 2013 Financial Statement**

- 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 to or answer questions. Presenters are asked to be brief and direct with their comments; 2 Minutes

- IV. **Financial Report:**
 - A. December 2013 Statement
 - 1) 2013 Year-End Projection- Discussion
 - B. Investment Accounts 12/30/13
 - C. Occupancy Tax Account
 - 1) January 2014 Payment for the 9/1/13-11/30/13 \$216,309
 - 2) Historical Comparison
 - January 2013: \$205,686
 - January 2012: \$220,347
 - January 2011: \$189,756
 - January 2010: \$188,261

- V. **Chairman's Report:**
 - A. Parking Structure Update
 - 1) RFP
 - A. Pre-bid meeting January 14, 2014
 - 2) Meeting - City Attorney: Lease
 - 3) Meeting – Mayor's Office
 - B. Casino Issue
 - C. Future Meeting Dates
 - Wednesday, February 12th
 - Wednesday, March 12th –Annual Meeting
 - Wednesday, April 9th

- VI. **President's Report:**
 - A. Sales Report 2014 and 2015
 - B. Code of Ethics/ Financial Disclosure Statement
 - 1) Please return by February 14th
 - C. Award of Bid – Interior Lighting Upgrades
 - D. 2014, 30th Anniversary of the City Center Update

- VII. **Other Business:**

- VIII. **Adjournment**

Next Authority Meeting: Wednesday, February 12, 2014, 8 am

Saratoga Springs City Center
AUTHORITY MEETING

8:00 am
522 Broadway
January 8, 2014

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

Absent: No one

Also Present: M. Baker N. Wagner
T. Garofano Deputy Mayor Joe Ogden
D. Harper

The meeting was called to order at 8:06 am by Chairman J. Dalton.

Chairman J. Dalton introduced Deputy Mayor Joe Ogden and, in the audience, former Mayor Ray Watkin.

CONSENT AGENDA

J. Dalton requested a motion to approve the minutes from the December 11, 2013 Authority Meeting and the December 18, 2013 meeting/executive session.

Motion to approve the minutes as presented, made by Tom Roohan and seconded by S. Farnsworth; unanimously approved.

M. Baker presented the December 2013 Financial statement. He reported the year will end at 98% of the budgeted revenues; the revenues do not reflect December catering revenues. He reported that 2013 rentals came in about 4.5% less than budgeted; total revenues came in at 96.8% of the amount budgeted, but expenses amounted to only 91.4% of the amount projected for operations. He noted that Utilities expense is at 91.2% but the last payment scheduled for this week's mini-warrant resulted in a shortfall so an adjustment will have to be made. Checks over \$500 were presented for review. M. Baker noted that the payment of \$126,523.65 to the NYS Employees Retirement is a mandated annual payment; this one included March-December 2013 (\$95,930.25) and January-February 2014 (\$30,593.40).

M. Baker presented the Monthly comparisons 2010 through 2013 stating that December 2013 has been the best December in the last four years because several pieces of business were picked up including two large holiday parties and the Northway Church held two holiday services that brought in about 4,000 people. They have also scheduled an Easter Celebration in April. He explained that payments are now being received for events scheduled in 2015 and 2016. Deposits on hand as of December 31, 2013 total \$228,874.50.

M. Baker presented the Account Balances as of December 31, 2013. The total Room Occupancy Account Balance is \$5,731,604.99. The remaining construction Account balance is \$368,338.15. Total Investments balance stands at \$6,099,943.14. The Room Occupancy Tax Accounts were only split for the benefit of the City Center but going forward, the account will no longer be split and only one amount will be presented for the account. M. Baker said 2013 has been a solid year despite ending slightly short of revenue projections.

Motion to approve the December 2013 Financial Report as presented made by R. Higgins, seconded by S. Farnsworth; unanimously approved.

PUBLIC COMMENT PERIOD

J. Dalton opened the public comment period at 8:15 am. Seeing that no one wished to speak, J. Dalton closed the public comment period at 8:15 am.

FINANCIAL REPORT:

M. Baker discussed the Room Occupancy Tax Account. He stated that the January payment for 9/1/2013 through 11/30/2013 amounted to \$216,309 compared to January 2013 at \$205,686 at which time there were some delinquencies in reporting. At this time we do not know if there are any arrears included in the January 2014 collection; the numbers indicate an increase in occupancy and attendance in the City- growth is evident.

CHAIRMAN'S REPORT

Parking Structure Update

M. Baker reported there have been over 30 inquiries regarding the RFP and specifications and plans have been sent out to 7 qualified construction and design companies. He said the pre-bid meeting is scheduled for January 14 and all interested parties are welcome. So far, there have been good questions coming from those that received the materials. M. Baker explained that this is step 1: design scope, mass and scale and constructability including the accommodation of traffic flow in and out of the facility, staging, staff needs, office area including sanitary, heating and cooling, and installation of security cameras. M. Baker said he will be scheduling a meeting with the City Attorney to discuss the lease agreement and a meeting to update and inform the Mayor's Office regarding the project.

M. Baker announced that the City Center is hosting the Mayor's State of the City Address Tuesday, January 28 at 7 pm.

Casino Issue

M. Baker said that a large number of people attended the Saratoga Springs City Council meeting to express their views on the issue of a Las Vegas Style Casino venue in Saratoga Springs. Those against the issue believe that a full gaming facility is not required to maintain the quality of life in Saratoga Springs and it could be detrimental to our downtown and to established venues such as SPAC and the City Center. Those in favor cite increased numbers of jobs and economic impact. M. Baker said the State's RFP has not yet been crafted, and hopefully the entity would have to mitigate their impact on existing venues. He noted that the decision does not rest with the City Council or the County. Deputy Mayor Ogden said that many people erroneously believe that the City and the County can control the decision and they can't; there is no law that the City or the County could pass to effect the outcome. M. Baker said there is aggressive interest in submitting license proposals by both national and international gaming organizations that are willing to spend large amounts of money and make massive commitments. The Fair Game Coalition wants partnership agreements, exclusivity understandings and mitigations of negative impacts within the RFP.

Future Meeting Dates

J. Dalton announced the following future meeting dates:
Wednesday, February 12th
Wednesday, March 12th – Annual Meeting
Wednesday, April 9th

PRESIDENT'S REPORT

Sales Report 2014 and 2015

M. Baker presented the 2014 and 2015 Sales Reports and he reviewed the 2013 Percentages report. He noted the increase in the number of day guests at the City Center stating that the facility serves a civic role. He said that in 2013 the number of day guests increased from 2012 but the number of convention guests decreased. Some of the major conferences went away because some of the businesses no longer exist. Overnight guests are important because room nights create room tax and sales tax. M. Baker noted a significant growth in the number of events and building use days from 2010 to 2013. He explained that the expansion provided space to accommodate events such as the Northway Church services and First Night bought the entire building this year; both events draw from the local or regional area rather than guests that would stay overnight. M. Baker said that we market to various events whether the facility is designed for it or not in an attempt to grow a business model designed to keep people within the City's central core. The City Center is in a positive position for future growth.

Code of Ethics/Financial Disclosure Statement

M. Baker distributed the 2014 City Center Authority Code of Ethics Review Form and Financial Disclosure Statement to be filled out, signed in front of a Notary Public and returned in the provided self-addressed envelope by February 14th.

Award of Bid – Interior Lighting Upgrades

M. Baker said that six bids were received, one of them was withdrawn. The award is for the base bid plus alternate #1, the Wedge Room and alternate #2, the office. M. Baker said that LED's with Dimmers are so new in lighting that it is not a good time to proceed with Alternates 3 and 4- the cost to savings is not there. The wiring that will be in place through the Base bid and Alternates #1 and #2 will accommodate the next two alternates in the future.

Motion to award the City Center Contract for Lighting Upgrades to Flex Electrical Constructors of Watervliet, NY for a total bid [Base + Alternate#1 +Alternate#2] of \$133,600 as the lowest bidder meeting specifications made by C. Wheeler, and seconded by S. Farnsworth; unanimously approved.

2014, 30th Anniversary of the City Center Update

M. Baker reported that S. Schneider and S. Farnsworth are finalizing the logo. All letters soliciting use of the building for free space have gone out with a positive and awed response. He said that the celebratory event with be held on September 19th and 20th.

OTHER BUSINESS

None

ADJOURNMENT

Motion to adjourn made by R. Goldsmith seconded by S. Farnsworth; unanimously approved.

The next Authority meeting will be Wednesday, February 12, 2014, 8am.

Meeting adjourned at 8:50 am

**Saratoga Springs City Center
Authority Meeting
Wednesday, February 12, 2014
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 8, 2014 Authority Meeting
 - B. January Financial and Investment Report
- IV. Chairman's Report
 - A. Authority Resolution – regarding, “multi-purpose event center” proposed at Saratoga Casino/Raceway
 - B. Appointment of Nominating Committee for Authority Officers: Vice Chair & Secretary
 - 1) Report to March 2014 Annual Meeting
 - a. Shelby Schneider
 - b. Charlie Wheeler
 - C. Appointment of Finance/Audit Committee
(Familiar with corporate financial and accounting practices)
 - 1) Rick Higgins, Chair
 - 2) Susan Farnsworth
 - 3) Joe Dalton
 - D. Mandates: "Public Authorities Accountability Act of 2005"
 - 1) Annual Disclosure Form
Need: Shelby Schneider
 - 2) Board Member Training: March 27th- C. Wheeler
 - 3) Saratoga Springs City Center Authority Ethics Board (term)
 - a. Roger Goldsmith - Chair 1/1/14 - 12/31/17
 - b. Susan Farnsworth 2/8/12 - 12/31/15
 - c. Tom Roohan 2/13/13 - 12/31/16Staff 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)
 - E. Announcement of Annual Meeting
Saratoga Springs City Center Authority

Annual Meeting
Wednesday, March 12, 2014

V. President's Report

A. Parking Structure Update – T. Roohan, M. Baker

- 1) Pre-bid meeting
- 2) Bid Response 2/13/14
- 3) Project Schedule

B. LA Group, Conflict of Interest – M. Baker

C. 2014 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 (Actual)	193.75 Days	52.00 Days
Feb. 2014 (YTD)	197.00 Days	39.25 Days
Feb. 2015 (Projected)	52.25 Days	124.75 Days

D. 2014 and 2015 Sales

E. Resolution to Empower President

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

F. Establish Chief Financial Officer

- 1) Donna Barone

G. Building, Liability Insurance Renewal

- 1) Review and Vote

H. Expense Approval: Sales & Marketing

I. Award of Bid – Authority Vehicle – No Response

VI. Other Business

A. Mayor's State of the City Address

VII. Adjournment: Next Authority Meeting: Wednesday, March 12, 8am, City Center

Saratoga Springs City Center

AUTHORITY MEETING

8:00am

522 Broadway

February 12,2014

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

Absent: R. Higgins
S. Schneider

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

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

PUBLIC COMMENT PERIOD

J. Dalton opened the public comment period at 8:00 am. Seeing that no one wished to speak, he closed the public comment period at 8:00 am.

CONSENT AGENDA

Minutes

J. Dalton requested a motion to approve the minutes from the January 8, 2014 Authority meeting which were previously distributed to the board.

Motion to approve the minutes as presented, made by R. Goldsmith, and seconded by S. Farnsworth; unanimously approved.

Financial Report

M. Baker presented the January 2014 Financial report. He reported that at this point, revenues are at 4.4% of the amount budgeted for the year but they will be ramping up. He noted that last year the January revenues came in higher, 7.6% of the amount budgeted. Because two pieces of business did not return in Jan. 2014 is the reason for the significant change in business revenues.

M. Baker presented the Monthly Comparisons 2011 through 2014, noting that the significant Increase in salary expenditure between 2013 and 2014 is because there were four payroll periods in January of 2013 and five payroll periods in January 2014. He stated that expenses to budget are at 8.1% for the month of January. Expenses are up because it is the beginning of the year; the payment of \$9,124.47 to Saratoga County for the annual Worker's Compensation Insurance went out Immediately in January, and utilities have gone up considerably. The fewer paid days in January 2014 compared to January 2012 and 2013 are due to the loss of the GE and the Land surveyors events which impacts the numbers for building use days, lodge guests and day guests.

M. Baker presented the Account Balances as of January 31, 2014. The total Room Occupancy Account Balance is \$5,582,923.18. The remaining construction Account balance is \$239,689.21. Total investments balance stands at \$5,822,612.39.

Motion to approve the January 2014 Financial Report as presented made by T. Roohan, seconded by R. Goldsmith; unanimously approved.

CHAIRMAN'S REPORT

Authority Resolution- "Multi-purpose event center" proposed at Saratoga Casino/Raceway

M. Baker presented a draft resolution regarding the announced construction of a 24,000 square foot, 2000 seat multi-purpose event center by the Saratoga Casino and Raceway.

M. Baker also presented a letter drafted by T. Roohan to Mr. Dan Gerrity of the Saratoga Casino and Raceway.

T. Roohan stated that the primary concern is that the proposed expansion should be considerate of its neighbors, positive for all and not at the expense of the host community. Both the resolution and the letter request modification of the plans so as to not compete unfairly or hurt existing facilities.

Mayor Yepsen said the Saratoga Casino and Raceway believe the most essential requirement is a hotel of at least 108 rooms. She state that the proposal does not require local approval but they have agreed to go before the Planning Board. They are required to go through the State Environmental Quality review (SEQR) process through the New York State Office of General Services (OGS).

J. Dalton expressed concern that once a decision was made and the venue constructed, the entity could return to OGS and request changes; there is little to no local control. He reminded the Authority that the County Supervisors and City Council have already submitted resolutions in support of Casino Gaming.

M. Baker stated the City Center resolution specifically states the Authority's concerns regarding the effects of the proposed event center on the City Center and the central business district of downtown Saratoga Springs and states that Authority opposes the construction unless the structure can be modified through operational arrangements, and binding agreements to limit the square feet of flat floor space, reduced seating capacity, the defined scope of intended use of the facility with agreed strategy for booking, exclusivity understandings and for collaborative scheduling of events. M. Baker asked for a motion to approve the resolution and to forward it to the Mayor, City Council and County Board of Supervisors.

T. Roohan said that a letter should be sent to the Saratoga Casino/Raceway, the City Council, Mayor, Chamber, the SAD, DBA, Tourism Bureau stating the concerns of the Authority.

J. Dalton agrees that the Authority should provide the Mayor with tools such as the resolution to use, but the Authority should reach out on its own to these entities. M. Baker agreed that once we file the resolution, it is incumbent upon the Authority to follow up with a drafted letter.

Motion to approve the resolution presented and have It forwarded to the City Council and the Saratoga County Board of Supervisors made by R. Goldsmith and seconded by T. Roohan; unanimously approved.

Mayor Yepsen requested a moment of silence for former Authority member John Goldberg who passed away. His service to the board was appreciated; he will not be forgotten.

Appointment of Nominating Committee for Authority Officers: Vice Chair & Secretary

J. Dalton appointed S. Schneider and C. Wheeler to the Nominating Committee. They will present nominations for Vice Chair and Secretary at the March Annual meeting.

Appointment of Finance/Audit Committee

Members must be familiar with corporate financial and accounting practices. J. Dalton appointed R. Higgins as Chairman, S. Farnsworth and himself to the Finance/Audit Committee.

Mandates: "Public Authorities Accountablity Act of 2005

All but one of the annual disclosure forms due February 14 have been submitted; Shelby Schneider's form is still outstanding. When all forms are in they will be sent to the County to be filed.

C. Wheeler will complete his Board Member training on March 27th.

J. Dalton appointed R. Goldsmith (Chair), S. Farnsworth and T. Roohan to the City Center Authority Ethics Board. M. Baker is the Staff Designate.

A printout of the Authority's Website Governance page was presented for review. The City Center Authority Board as a whole serves as the Governance Committee. M. Baker said that the By-Laws, the Code of Ethics, FOIL Policy, Annual reports, Agendas and Minutes, audit reports, State Mandates and various guidelines are available and retrievable on the Website..

Announcement of Annual Meeting

J. Dalton announced that the Annual Meeting of the City Center Authority will be held on Wednesday, March 12,2014.

PRESIDENT'S REPORT

Parking Structure Update

M. Baker reported that the proposal submissions are due Thursday, February 13 at 1 pm, and the City Center Evaluation will be completed on 2/14/14 followed by the Notification of the short-list on 2/20/2014, an interview of the Short-list Candidates on the afternoons of 2/25 and 2/26/14 and the notification of the preferred candidate is anticipated to occur between 3/3/14 and 3/13/14 because there are several steps in the process before discussions of the awarding of contracts can take place. The Parking Structure Committee includes C. Wheeler, T. Roohan, R. Higgins, and M. Baker.

LA Group Conflict of Interest

M Baker referred to an email sent by the LA Group asking whether the Authority would perceive work for adjoining property owners Involving the pending purchase of a City parking lot and storm water issues as a conflict of interest. M. Baker stated there is some potential for a conflict of interest in these matters because there are some nuances to water, sewer and drainage to be mitigated. The Authority agreed that for the City Center Parking Structure project they should have full devoted services from one individual or firm.

2014 Sales Comparison

M. Baker presented a chart comparing February booking numbers 2008-2013, actual, 2014 year to date and 2015 projected. February 2013 shows 193.75 definite bookings and February 2014 year to date shows 197 definite days. For 2015, there are 52.25 definite days and 124.75 tentative bookings. A booking is converted from tentative to definite when the contract and deposit are received.

2014 and 2015 Sales

M. Baker presented the 2014 and 2015 sales reports for review. Holiday party business is back and the numbers indicate positive booking trends.

Resolution to Empower 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 T. Roohan and 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 C. Wheeler, seconded by S. Farnsworth; 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 S.Farnsworth and seconded by C.Wheeler; unanimously approved.

M. Baker stated that these motions put the City Center in compliance with State and City procurement guidelines.

Establish Chief Financial Officer

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

Building. Liability Insurance Renewal

M. Baker presented a chart comparing premium and exposure coverage costs from 2/13/2010, 2011, 2012, 2013 and the proposed 2014 policies. Last year, Travelers came in so high for the Umbrella portion of the policy that the Authority chose to go with Liberty Mutual for that portion. This year, Travelers came in at \$6,187 for the Umbrella portion and total insurance costs for 2014 including NYS Statutory Disability and Directors and Officers liability is \$72,839, only \$368 over 2013 costs.

Motion to renew the City Center Property and Liability insurance policies with Travelers Insurance for a total of \$72,839 made by R. Goldsmith, seconded by T. Roohan; unanimously approved.

Expense Approval: Sales & Marketing

M. Baker presented for Board the quarterly sales and marketing expenses.

Motion to accept and approve the quarterly Sales and Marketing Expenses made by S. Farnsworth, seconded by C. wheeler; unanimously approved.

Award of Bid-Authority Vehicle

M. Baker explained that a request for proposals was sent out to dealers within Saratoga County for a trade-in of the current vehicle and purchase of a new Authority vehicle and no responses were received. It is not a dire emergency, three quotes could be obtained or the vehicle could be purchased off State contract.

OTHER BUSINESS

Mayor's State of the City Address

M Baker referred to a copy of a letter distributed to the Board from Mayor Yepsen thanking him and City Center staff for hosting the State of the City Address.

ADJOURNMENT

The meeting was adjourned at 8:54 am.

The next Authority meeting will be held at the City Center on Wednesday, March 12, 2014 at Sam.

Saratoga Springs City Center
Authority Meeting
Wednesday, March 12, 2014
8:00am
City Center

- I. Meeting Called to Order** – Authority Members sign-in
A. Welcome to the City Center Authority Annual Meeting
- 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: February 12, 2014 Authority Meeting
B. February Financial and Investment Report
- IV. Chairman's Report**
A. **2013 Annual Report- M. Baker**

B. Report of the Nominating Committee and Vote - S. Schneider
1. Vice Chair
2. Secretary

C. State Authority Budget Office, Annual Update
1. Internal Controls

D. Parking Structure RFP Update – T. Roohan, M. Baker

E. 30th Anniversary Update – S. LeRoux

F. Authority Training, C. Wheeler
- V. President's Report**
A. 2014 and 2015 Sales

B. City Council Resolution – A Review of Legislation
1. DBA Position Statement
2. County Meeting

C. Lighting Upgrades Progress Report

D. Emergency Purchase - Transformer

E. Attend 2014 Empire State Tourism Conference; April 28-30

F. Electric Supply/Billing Update
- VI. Other Business**
A. Albany Convention Center Update
- VII. Adjournment:** Next Authority Meeting: Wednesday, April 9, 8am, City Center

Saratoga Springs City Center
AUTHORITY MEETING

8:00 am

522 Broadway

March 12, 2014

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

Absent: S. Farnsworth
R. Goldsmith
R. Higgins

Also Present: M. Baker N. Wagner
T. Garofano Mayor Joanne Yepsen
D. Harper B. Birge
R. Watkin J. LeCain

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

PUBLIC COMMENT PERIOD

Chairman Dalton opened the public comment period at 8:02; since no one spoke, he closed the public comment period at 8:02 am.

CONSENT AGENDA

Minutes

J. Dalton requested a motion to approve the minutes from the February 12, 2014 Authority meeting which were previously distributed to the Board.

Motion to approve the minutes as presented, made by T. Roohan, and seconded by S. Schneider; unanimously approved.

Financial Report

M. Baker presented the February 2014 Financial report. He reported that at this point, revenues are at 10.3% of the amount budgeted for the year and that is down from where we were one year ago at 14%, however major catering revenue in the area of \$8k to \$10k is not included in this report and that amount will pump up the total considerably. M. Baker reported that expenses are at 15% of the amount budgeted for 2014; there is nothing extraordinary, worker's compensation has been pre-paid.

J. Dalton asked if the expense report includes credit card fees from last year. M. Baker replied that it does not; only \$2500 was budgeted for 2014 and we are at 44.6% so far. The more credit card fees, the more revenues; when wedding and corporate business increases, credit card payments increase. M. Baker reviewed Accounts receivable noting that some catering fees are pending. He presented the checks over \$500 stating that there was nothing exceptional and utilities would be discussed later in the meeting. Referring to the February 2014 monthly comparisons, M Baker stated that the number of lodge guests has increased by 122 over February 2013 and the goal is to see that number grow.

M. Baker presented the Account Balances as of February 28, 2014. The total Room Occupancy Account Balance is \$5,583,393.32. The remaining construction Account balance is \$239,762.04. Total Investments balance stands at \$5,823,155.36.

Motion to approve the February 2014 Financial Report as presented made by S. Schneider, seconded by C. Wheeler; unanimously approved.

CHAIRMAN'S REPORT

Parking Structure RFP Update

Mayor Yepsen stated that the City Center is an important economic engine to the community. She is making it a point to be out in the community to interact with groups and boards involved in economic development. She

wanted to discuss the parking garage knowing that there is a pending lease agreement and wants to have ears and eyes out in the community for public reaction early rather than later. If the public feels they have not been heard adequately it will slow down the process. She said that within the Comprehensive Plan process they are looking closely at sections/blocks in the city, and how could they fit together in the long term. The goal is transition from one block to another and a revenue stream should be built within every project.

M. Baker presented a summary of the Parking Structure submittals stating that responses were received from LeChase, BCI, Pike; Bette/Cring and MLB and the sub-committee will review them, cull them and create a short list. Once the Authority has a feel for cost, mass and scale, then the proposal will be submitted to the City Council then to land use boards for an advisory opinion. Simultaneously SEQR will be initiated and the Land lease process will be completed. M. Baker said they would continue to solicit feedback, input and clarity, dispel rumors, involve the City Council. The desire is that the structure will be attractive, fit to the culture and street scape of the local community and be financially feasible. None of the submittals hit a "home run" with their design concept, façade and lease space/ground use. The five proposals contained an average of 482 parking spots and an average cost of \$9.5 million. M. Baker explained that all of the submittals offered 5 to 6 levels of parking structure and none provided direct access from Ellsworth Jones Place. Façade design was not successfully addressed in any of the submittals, but green space was provided in varying degrees at the parameters. All offered surface lot parking in some degree, either paid or free and only one submittal offered details to the transition design of the pedestrian bridge to the City Center. Several submittals included additional options at a significant cost. He noted this is for development, not a finished design. The ease of transition between the City Center and the parking structure and easy access in, out and within the structure itself is important. He summarized the highlights and shortcomings of each of the five submittals.

Mayor Yepsen asked if a minimum number of parking spots were requested in the RFP. M. Baker replied that the number requested was at least 500 including both structure and surface spots.

M. Baker said there are questions regarding the functionality of the structure in terms of the ability to get cars in and out, the system of payment, a staffed security office, security cameras, whether particular façade treatments could be accommodated. Mayor Yepsen said there is desire for accessibility between High Rock Park and Congress Park to comply with the concept of the Greenbelt Trail and a smooth transition with visibility between the Farmer's Market and Lake Avenue. M. Baker said some designs did provide more visibility than others. Mayor Yepsen expressed concern that linear buildings are not in the specifications and reaching the desired number of parking spaces may impact design. She said the goal of the Business Advisory Council is to create more start up space within linear buildings to attract new businesses.

M. Baker said to date it has not been part of the scope to have minor buildings included. The intent is for a parking structure to compliment the neighborhood with the impact of the structure, visibility, façade and green space. M. Baker said the number of levels will be 5 or 6 – the intent is to compliment the current skyline. C. Wheeler noted that the rock base in the area will drive the height and foot print, especially since there is contamination to some of the property with some remediation necessary. M. Baker said an allowance for the remediation was built into the specifications; it is due to old petroleum because railroad cars were once fueled here. C. Wheeler noted, as little disturbance to the soil as possible, borings should be limited and giant footings should not be used.

2013 Annual Report

M. Baker distributed the 2013 annual report to the authority. J. LeCain presented a brief overview of 2013 pointing out that 32% of the business was new which is critical since new business grows into repeat business. In 2013 there were 148 events, 230 days and so far there are 143 events, 239 days scheduled in 2014. J. LeCain pointed out that the advantage of the expansion of the City Center is that it provides an opportunity to book last minute business such as feeder groups from the hotel. M. Baker said that July and August have been disappointing recently; the goal is to recruit events for this time period. He reviewed some of the client's responses listed in the report; stating that 2013 was a positive solid year anchored by huge parties in December and 2014 is on target to eclipse that moving forward. He will present the annual report to the City Council in the near future.

Motion to accept and approve the 2013 Annual report made by S. Schneider, seconded by C. Wheeler; unanimously approved.

Report of the Nominating Committee and Vote

S. Schneider reported that R. Higgins and R. Goldsmith have agreed to remain in their positions as Vice Chairman and Secretary, respectively.

Motion to approve the nominations as presented, made by T. Roohan and seconded by C. Wheeler; unanimously approved.

State Authority Budget Office, Annual Update

M. Baker presented a number of required statements regarding the management of the Saratoga Springs City Center internal controls, mission statement, performance, procurement, property policies and asset recognition.

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

30th Anniversary Update

M. Baker reported that 6 non-profit group meetings/events have been confirmed for the complimentary space offer. The 30% discount offer was given to 23 non-profit organizations. All participating organizations have been asked to help promote the anniversary by posting the anniversary logo to their website and marketing materials. M. Baker said that the Rotary Home Show was so grateful for the 30% discount offer that they reciprocated with a \$500 donation to any charity and he selected the Rotary Education Foundation as the recipient.

M. Baker announced that as part of the anniversary celebration, there are two public exhibits in the City Center lobby including "Saratoga Surrender" bronze on loan from the Friends of Saratoga Battlefield through May 19, 2014; and 4 "En Pointe" ballet shoe sculptures on display through April 30, 2014.

M. Baker stated that the committee is currently in talks with Shawn Banner, a local illustrator for creation of a commemorative poster; Townsquare Media for assistance with event production; NYS Ag & Markets for Pride of NY and I Love NY brands; Ballston Spa Business & Professional Association for assistance with an outdoor movie; and Adirondack Trust Company and Stewarts for funding. He said the September Celebratory weekend will be held on the 19th and 20th and there are lots of fun activities, music components, food and beverage ideas being discussed for the family oriented event. S. Schneider said that Sara LeRoux is doing an excellent job. M. Baker thanked Shelby Schneider and Susan Farnsworth for their work on the project.

Authority Training

J. Dalton announced that C. Wheeler will complete his Board Member training soon.

PRESIDENT'S REPORT

2014 and 2015 Sales

M. Baker presented the 2014 and 2015 sales reports for review. There are lots of good events and activities taking place and 2014 numbers will eclipse 2013. Sales continue to be strong going forward; 2015 is on a positive track.

City Council Resolution-A Review of Legislation

M. Baker presented a copy of the resolution passed by the City Council regarding their view of a Vegas-style casino placed in Saratoga Springs; their position and the resolution is appreciated by the Authority. He referred to page 2 of the resolution where the City Center is specifically mentioned as a unique conference complex and "little engine" of the community and the County, recognizing the value of the City Center and its importance to downtown. He also presented a copy of a position statement adopted by the Saratoga Springs Downtown Business Association that expressed their concern with the impact of a Vegas-style casino on the downtown business corridor.

M. Baker said that the expansion plans of the Saratoga Casino and Raceway are available in the planner's office of City Hall. It is a huge project with phase 1 to be a 108 room hotel and gaming area and phase 2 is the "multi-purpose event center" and conference area.

Lighting Upgrades Progress Report

M. Baker reported that the lighting upgrade project is ongoing. The recent Rotary Homeshow was brighter due to new lumens; dimmers are on order.

Emergency Purchase-Transformer

M. Baker said that shutting down the power to work on sections of the building for the lighting upgrades disabled/fried the transformer necessitating a \$3,500 emergency purchase; Engineers will install a new transformer and open things up to ensure there will be no fire and no more emergencies.

Attend 2014 Empire State Tourism Conference, April 28-30

M. Baker requested approval to spend \$250 to attend the 2014 Empire State Tourism Conference from April 28-30.

Motion to approve the \$250 registration fee for the Empire State Tourism Conference made by T. Roohan, seconded by C. Wheeler; unanimously approved.

Electric supply/Billing Update

M. Baker explained that since the City Center Authority signed up to lock into a fixed rate for current electric supply through the Chamber of Commerce, there has been a substantial savings of over \$21,000 in the last three months.

OTHER BUSINESS

Albany Convention Center Update

M Baker stated that it is official that the Albany Convention Center will be built. T. Roohan stated that the largest single space within the structure is 25,000 square feet and with this convention center, there will be three venues, with a total of 150,000 square feet of event space within walking distance from each other and close to over 1000 hotel and motel rooms. M. Baker said this might affect the City Center's statewide conference business so we are strategizing for new opportunities. Saratoga Springs downtown corridor is the attraction; it is a destination community, and safer than Albany. The Convention and Tourism Bureau is working in partnership to aggressively market and sell the City Center and Saratoga Springs as a meeting destination.

The City Center parking structure will be a huge asset to sustaining and increasing business here at the City Center.

ADJOURNMENT

Motion to adjourn came at 9:10 am by T. Roohan seconded by S. Schneider; unanimously approved.

The next Authority meeting will be held at the City Center on Wednesday, April 9 at 8am.

Saratoga Springs City Center
Authority Meeting
Wednesday, April 9, 2014
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 12, 2014 Authority Meeting

 - B. March 2014 Financial Statement
 - 1. Investment Report
 - 2. ROT Deposit for period of 12/1/'13- 2/28/'14- \$128,805.00 + 4,494.00
 - a. 2013-\$124,311
 - b. 2012- \$120,300
 - c. 2011- \$89,000
 - d. 2010- \$96,073

- IV. Chairman's Report
 - A. Motion: Issue of Credit, Cash to Authority Members
 - B. Authority Board Self Evaluation- Please Complete & Return
 - C. Parking Structure Up-date- T. Roohan, M. Baker
 - 1. Contract award for Archeological Study, Hartgen Assoc.
 - 2. Contract Award for Financial Feasibility Study
 - 3. 2nd Interviews with BCI and Bette/Cring ; April 10

- V. President's Report
 - A. 2014 and 2015 Sales
 - B. 2014 First Quarter Event Report
 - C. CCA Annual Report to be presented to City Council May 6
 - D. Credit Card usage and rate; from .85 to .5
 - E. Casino RFA and Fairgame enrollment; 2014
 - F. 30th Anniversary Up-date
 - 1. April 30th Presentation-history of conventions in Saratoga
 - G. Contract Award, Phone System
 - H. Contract Award banquet chairs
 - I. On-going Building Items
 - 1. Portable Air Wall—kick plate installation
 - 2. Interior Lighting—Dimmer Installation
 - a. Change Orders
 - A. & B. Declined
 - C. \$695. Recommend approval
 - D. \$1,275. Recommend approval
 - E. No action
 - F. No action
 - G. \$880.00 Recommend approval

VI. Other Business

A. Sales/Marketing Sponsorship

1. Flag Day Parade Request: \$350
2. SEDC Sponsorship

VII. Adjournment: Next Authority Meeting: Wednesday, May 7, 2014 at 8 am

Saratoga Springs City Center
AUTHORITY MEETING

8:00 am
522 Broadway
April 9, 2014

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

Absent: C. Wheeler
T. Garofano
D. Harper

Also Present: M. Baker N. Wagner
R. Watkin

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

PUBLIC COMMENT PERIOD

Chairman Dalton opened the public comment period at 8:03 am; since no one spoke, he closed the public comment period at 8:03 am.

CONSENT AGENDA

Minutes

J. Dalton requested a motion to approve the minutes from the March 12, 2014 Authority meeting which were previously distributed to the Board.

Motion to approve the minutes as presented, made by T. Roohan, and seconded by S. Schneider; unanimously approved.

Financial Report

M. Baker presented the March 2014 Financial report indicating this is the conclusion of the first quarter of the year. He noted that we are getting caught up on catering revenues. The amount \$10,741.03 on line 4, catering, under Accounts Receivable plus year to date catering revenues are at 18.5% of the amount budgeted for 2014. He explained that the Organic Farmers group brings in their own food and the hotel kitchen prepares it; and since they have booked space for 2016 and 2017, he is working with the hotel to come up with a formula to compute the food preparation fees for the future. He explained that catering revenues are not in jeopardy and some of the revenue is from the percentage the City Center receives from the concessionaire.

Regarding the Room Occupancy Tax Revenue Line, M. Baker stated that the first quarter of the year is traditionally slower, but room revenues are now increasing. Comparing 2013 to 2014, there were no transfers in the first quarter to the ROT line but \$250k was transferred this year. He noted that at the close of the first quarter of 2014, catering income is 36.6% higher than the first quarter of 2013. The Easter holiday creates a different dynamic which contributes to the fact that total accounts receivable are down 29.9% from last year's first quarter figures. M. Baker reported that first quarter expenses are 10.2% higher than last year, primarily due to the 30th anniversary celebration planning.

M. Baker presented the March 2014 Expense Summary stating that the City Center is in good shape; the amount of expenses can vary from month to month depending upon the date they are due. He noted that credit card fees are front end loaded expenses and stand at 53.7% of the amount budgeted for 2014. The amount of credit card fees has increased because more payments are being made by credit card; it is a welcomed expense because the more fees, the more revenue. The increase in printing services expenses are due to the 30th anniversary celebration planning. Building maintenance and repairs expenses are ongoing.

M. Baker stated that there were no unusual or unanticipated monthly expense checks over \$500. He presented the first quarter 2013-2014 expense comparison stating that salaries are up 7% due to additional staff and some increases. Health insurance expense is a matter of timing; there were some added people and the rate went up. Referring to the City Center monthly comparisons, M. Baker stated that rent revenue is close to \$82,000 this quarter, the second highest amount in the last four years and expenses are down from last

year which pushes up revenues. March was a strong month. Regarding the list of deposits transferred during the first quarter of 2014, M. Baker stated that deposits on hand for events that are forthcoming are transferred to earned revenues after the event.

Motion to approve the March 2014 Financial Report as presented made by S. Farnsworth, seconded by T. Roohan; unanimously approved.

Investment Report

Total Investments balance stands at \$5,824,129.12. M. Baker announced the ROT Deposit for the period of 12/1/2013 through 2/28/2014 is \$128,805. This is up (+\$4,494.00) from the same period in 2013 and three years prior to that due to a surge in the economy.

CHAIRMAN'S REPORT

Motion: Issue of Credit, Cash to Authority Members

As required by Public Authority Law, M. Baker requested a motion to enact a policy regarding issuing credit or cash to board members 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 to enact the policy regarding issuing credit or cash to Authority members or staff as presented made by S. Schneider, seconded by R. Goldsmith; unanimously approved.

Authority Self Evaluation-Please Complete & Return

M. Baker distributed the self-evaluation form to the Authority members requesting that they fill it out and return it to the City Center in the attached stamped envelope. He explained that the members do not have to sign their forms. This fulfills self-evaluation requirements of the Authority.

Parking Structure RFP Update

T. Roohan said second interviews are scheduled with two of the developers, Bette Cring and BCI; a two-page letter was sent to each of them asking for specific proposals to mitigate the concerns of the committee including connectivity to the City Center, design elements, façade, vegetation, lighting, sprinkler system, setbacks from the sidewalk and High Rock Avenue, space for drop-offs and pick-ups, and geometrics. M. Baker stated that the best way to connect people from the garage to Broadway needs to be determined and this is very important. The footprint structure should provide a sense of pedestrian walkability; possibly requiring more elevators than any proposal includes so far. The building should be user-friendly; the developer must show how it would fit within the streetscape, and how their solutions to the concerns and desires would affect the price. The committee will then determine what they can afford- it is very early in the process. M. Baker said that traffic flow in and out of the structure is very important and C. Wheeler's expertise in this area is very helpful. The land is an asset to the City and with the current 180 parking spots but it is not used to its potential; the intention is to maximize the use of this parcel. M. Baker said financial feasibility will delineate the cost of annual operation. Whether staffing is done through the City Center or a third party, it will be under the control of the Authority.

Contract Award for Archeological Study

M. Baker stated that the study is required by the SEQR process and two proposals were received, one from Curtin Archeological Consulting, Inc. and the other from Hartgen Archeological Associates. Curtin's price was lower but they cannot meet the City's insurance requirements. M. Baker said the committee may go back out to bid to solicit responses from other firms.

Motion to authorize M. Baker to choose a vendor for the Archeological Study at a cost not to exceed \$15,900 made by T. Roohan and seconded by R. Higgins, unanimously approved.

Contract Award for Financial Feasibility Study

M. Baker reported that two responses to a request for proposals were received, one from Carl Walker, Inc. of New Jersey and the other from Hueber Breuer Construction Company of Syracuse. Carl Walker presented a plan with a cost not to exceed \$29,110. Hueber Breuer presented a plan that was very comprehensive but cost \$64,500 for only a five-year Performa. Carl Walker's plan includes bondable documents; a 10-year Performa and they are an impressive national company and considered parking structure "gurus".

Motion to accept the Carl Walker, Inc. proposal for an amount not to exceed \$29,110 made by T. Roohan and seconded by R. Goldsmith, unanimously approved.

M. Baker stated that it is very early in the process; but now is the time to qualify and quantify our numbers because we will need to borrow money for this project and the amount must be feasible within our revenue stream. R. Higgins stated that the project must fit with the funding sources, which is why a financial feasibility study is necessary.

PRESIDENT'S REPORT

2014 and 2015 Sales

M. Baker presented the 2014 and 2015 sales reports for review. He is pleased with the numbers; there are close to 240 days on the books and 146 events in 2014 and 193.5 days and 91 events so far in 2015. He is also happy with the types of events and the repeat business.

2014 First Quarter Event report

M. Baker presented the Quarterly Event report comparing the first quarters of 2013 and 2014. He stated that the number of day guests is down slightly in 2014, possibly due to weather. The number of events is up by one and the number of paid event days is the same. M. Baker stated that 21% are first time events, 79% of the events are repeat business. These are solid numbers; we will be in great shape as we enter the second quarter.

City Center Authority Annual Report to be presented to the City Council May 6, 2014

M. Baker will confirm with the Mayor that the 2013 annual report presentation will be on the 5/6 agenda.

Credit Card usage and rate; from .85 to .50

M. Baker stated that credit card usage continues to rise which reduced the charge rate from .85 to .50. More groups are using a credit card, saving administration costs, and it is convenient for weddings and on-site purchase of additional time/services.

Casino RFA and Fairgame enrollment; 2014

M. Baker reported that the Casino RFA has been released; he has worked hard with the Fairgame Coalition alongside representatives of Proctors, Palace, Times Union Center, Troy Music Hall and SPAC. Membership has been helpful to the Authority throughout the process. Enrollment in the coalition for 2014 is \$2,000 and since the RFA states that if a location is to be considered, there must be written local support and there is none from Saratoga Springs, it might not be justifiable to continue membership in the coalition. R. Higgins suggested that since there will most likely be some negotiations, the authority should be at the table regardless of where the venue is; it is a reasonable amount for a voice. M. Baker agreed that if we are not involved, we have no voice.

Motion to enroll in the Fairgame Coalition for 2014 in the amount of \$2,000 made by R. Goldsmith and seconded by T. Roohan, unanimously approved.

30th Anniversary Update

M. Baker presented a copy of the letter that was sent out to those on the mailing list inviting them to attend a public presentation on the history of conventions in Saratoga Springs by Supervisor Matthew Veitch at the City Center Wednesday April 30th from 7 to 8:30 pm. The Authority is sponsoring this presentation and it will be filmed by Modern Mix with the intention of donating the film to the Saratoga Room at the Public Library.

M. Baker reported that regarding the complimentary space offer, 11 non-profit groups have confirmed and the 30% discount was given to 23 other non-profit organizations. Each non-profit is cross promoting the

Anniversary using the 30th logo. M. Baker said the "Saratoga Surrender" Bronze display has brought in a large amount of traffic so other museums are being given an opportunity to provide displays as well.

M. Baker explained that S. Schneider assisted in soliciting Town Square Lifestyle Events and Authority approval is required to contract with them. They will be responsible for licensing, insurance and expenses, the City Center will help with marketing and will receive 25% of the gate and Townsquare receives 75% for the paid event to celebrate the anniversary at no additional cost to the City Center.

Motion to approve the contract with Townsquare Lifestyle Events made by T. Roohan, seconded by R. Goldsmith, unanimously approved.

M. Baker described the family event planned for 9/20 as a work in progress to be free, family friendly and community inclusive with the potential of a non-animal circus performance; there will be an outdoor movie on EJP at dusk, Stewarts will provide 30-cent ice cream cones and the committee is working with Farmer's Market with details to be determined.

Contract Award, Phone system

M. Baker recommended a new phone system as proposed by Gracecom Communications. It is not a voice over IP; it is hardwired and will use the same wires but includes a new CPU, new programming, and provisions to connect to the Parking Garage, set-up, installation and training.

Motion to approve the purchase of a new phone system in the amount of \$7,430.66 made by T. Roohan, and seconded by R. Higgins, unanimously approved.

M. Baker explained that the system includes some digital and some analog devices because analog is necessary to process credit cards and it works when wireless does not work because of the large amount of steel here.

Account balances

M. Baker stated that currently without the addition of the most recent Room Occupancy Tax payment, the balance of the ROT Account is \$5,583,896.75. Funds encumbered in the construction/capital project account total \$163,609.87 leaving a balance of \$240,232.37. The grand total of the investment account as of 3/31/2014 is \$5,824,129.12. The funds for the phone system will come out of the annual operating budget. The funds for the purchase of the chairs will come out of the capital project account.

Contract Award banquet chairs

M. Baker requested Authority approval to purchase 500 banquet chairs from Business Interiors in Saratoga Springs. There is still value to the existing chairs, these would be additional chairs intended primarily for more formal situations such as banquets and weddings; more of these chairs will fit around a banquet table. M. Baker said the chairs are available on State contract so no bid or quote process is necessary. The price includes 42 silhouette transport dollies, delivery and installation.

Motion to approve the purchase of 500 Silhouette banquet chairs in the amount of \$123,450.70 made by R. Goldsmith and seconded by S. Schneider, unanimously approved.

Ongoing Building Items

Portable Air Wall-kick plate installation

M Baker said that kick plates for the portable air wall will be installed at no cost to the City Center.

Interior Lighting-Dimmer Installation

M. Baker reported that the dimmer control as part of the lighting control up-grades has been ordered and it will be installed in 6 to 8 weeks.

Change Orders

M. Baker distributed a letter to the Authority from Phillips Associates proposing a number of activities as change orders to the current lighting upgrade project. Points A & B refer to LED provisions and these options have been declined. Change Order C is a necessity to ensure that the dimmers are connected to the lobby lighting for \$695. Change Order D is for software and cables for the ability to re-program the dimmers in-house

at a cost of \$1,275 and change order G is to change existing fixtures in the conference room to match those in M. Baker's office and to change the fixtures in Ryan's office to match the other office spaces at a total cost of \$880. Options E and F will be accomplished at little to no cost, requiring no action.

Motion to approve the change orders as presented made by R. Goldsmith and seconded by S. Schneider, unanimously approved.

OTHER BUSINESS

Sales/Marketing sponsorship

. Flag Day Parade Request

M. Baker said that for the Flag Day Parade, the 30th anniversary logo should be printed on a banner.

Motion to approve \$350 for the banner for the Flag Day parade made by T. Roohan and seconded by R. Goldsmith, unanimously approved.

SEDC Sponsorship

M. Baker said as part of the 30th Anniversary, the City Center is sponsoring an event by the Saratoga Economic Development Council scheduled for the evening of May 7, 2014 at the City Center.

ADJOURNMENT

Motion to adjourn came at 9:18am by T. Roohan seconded by R. Goldsmith; unanimously approved.

The next Authority meeting will be held at the City Center on Wednesday, May 7, 2014 at 8am.

Saratoga Springs City Center
Authority Meeting
Wednesday, May 7, 2014
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 9, 2014 Authority Meeting
 - B. April 2014 Financial Statement
- IV. Chairman's Report
 - A. 2015 City's Centennial Anniversary – J. Dalton
 - 1. City Center Representative on Centennial Comm. for meeting May 7
 - B. Authority Members Self Evaluation- M. Baker
 - C. Parking Structure Update – T. Roohan, M. Baker
 - 1. Parking Sub-committee recommendation
 - a. Preferred “Design Build” firm
 - 2. Proposed schedule – next steps
 - 3. LA Group – change order request
 - a. Discussion and vote
 - 4. Construction Parking/Shuttle
 - 5. Carl Walker Inc. – starts May 6
- V. President's Report
 - A. 2014 and 2015 Sales
 - B. Casino-Fairgame Update
 - C. Racino Expansion Project Update
 - 1. SEQR – City's role
 - D. 30th Anniversary Update
 - 1. April 30th presentation/Holiday Inn Sponsorship
 - 2. Response from NYS Ag & Mkt
 - 3. Townsquare Entertainment decline Sept. 19th
 - 4. Funding
 - E. On-going Building Items
 - 1. Dimmers Ship May 1
 - 2. Phone system – installation being scheduled
- VI. Other Business
 - A. Interior Verizon cell tower
 - B. Annual Report Release- Follow- up from City Council May 6 presentation
 - C. IAVM Conference May 9-14 M. Baker out of Office
- VII. Adjournment: Next Authority Meeting: Wednesday, June 11, 2014 8am.

Saratoga Springs City Center
AUTHORITY MEETING

8:00 am
522 Broadway
May 7, 2014

Present:	J. Dalton R. Goldsmith R. Higgins	T. Roohan C. Wheeler
Absent:	S. Farnsworth S. Schneider	T. Garofano
Also Present:	M. Baker R. Watkin M. Ingersoll	N. Wagner D. Harper S. LeRoux

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

PUBLIC COMMENT PERIOD

Chairman Dalton opened the public comment period at 8:00 am; since no one spoke, he closed the public comment period at 8:00 am.

Mr. Baker introduced guests Mike Ingersoll from the LA Group who is assisting the Authority with the SEQR process for the Parking Structure project; and Sarah LeRoux who is working on the 30th Anniversary Celebration.

CONSENT AGENDA

Minutes

J. Dalton requested a motion to approve the minutes from the April 9, 2014 Authority meeting which were previously distributed to the Board.

Motion to approve the minutes as presented, made by T. Roohan, and seconded by R. Goldsmith; unanimously approved.

April 2014 Financial Statement

M. Baker presented the April 2014 Financial report stating that after a strong April, revenues stand at 34.9% of the amount budgeted for the year. One year ago, the revenues were at 32.9%. He noted under accounts receivable that there is a hefty catering receivable of \$20,313 and none of this amount is in jeopardy but is indicative of the type and amount of business we are doing. He reported that expenses are currently at 30.9% of the amount budgeted; credit card fees are at 72.4% of the amount budgeted- this is driven by the amount of credit card business we are doing. He explained that the City Center takes a percentage of all food and beverage business/sales in the building and the high receivable amount shows that there has been lots of catering business. There were no significant checks over \$500. This was a strong month with 27.25 paid days, \$72,040 in rent revenue, and 12,163 day guests, a number up significantly from the last three years primarily due to events such as Northway Church that draw a large number of day guests. Salaries and utilities expenses are in line, many of the April expenses are driven by repairs and maintenance requirements.

M. Baker reported \$5,713,190.59 in the Occupancy Tax Account, remaining Construction Balance of \$116,846.89 for a grand total of \$5,830,037.48.

Motion to accept the financial report as presented made by R. Goldsmith and seconded by T. Roohan; unanimously approved.

CHAIRMAN'S REPORT

2015 City's Centennial Anniversary

M. Baker stated that Mayor Yepsen has created a committee for the City's Centennial anniversary of incorporation in 2015 and has invited a member of the City Center Authority to sit on that committee. M. Baker asked that any Authority member interested in serving on this committee please contact him.

Authority Members Self- Evaluation

M. Baker said that 6 of the 7 Evaluations have been returned to date and most responses were positive and at the "agree" level except for several that were rated with a response of "somewhat agree" which he listed on a memo distributed to the Board. M. Baker said the evaluations reflect good governance and anytime that Board members do not feel they have been given ample time to make a decision, or if they feel they have not been provided with sufficient information, they are encouraged to speak up and let the Board and him know.

Parking Structure RFP Update

Parking Sub-committee recommendations Preferred "Design Build" firm

T. Roohan announced that the City Center sub-committee for the development of the City Center Parking Structure has recommended a Design Build firm.

Motion to select and confirm Bette & Cring of Latham, NY as the preferred Design Build firm for the continued parking structure development (mass and scale), design definition (façade), parking management mechanisms and cost as the designated preferred Design Build Firm, and to authorize a Phase One design development fee not to exceed \$225,000.00 with the understanding that being selected and designated as the preferred Design Build Firm for the City Center Parking Structure neither infers nor approves commitments or executes any contract as to the actual construction of the Saratoga Springs City Center Parking Structure made by T. Roohan and seconded by R. Higgins, unanimously approved.

M. Baker stated this is a benchmark; the Authority is comfortable to proceed with a design-build that we can complete; the preferred design team will put a design together and assist with SEQR and the City Council presentations. The design build will blend in with the spirit and culture of the neighborhood. The top two were close in price, but Bette & Cring was the lowest in price point and had the most creative design.

Proposed Schedule – next steps

M. Ingersoll said that in about a month the Board would be asked to initiate lead agency status which will then be presented to the City Council. The City Council has an interest in leasing this property and they are likely to defer to the Planning Board and the Design Review Commission for advisory opinions. At the end of June or the beginning of July there should be enough information presented to the Authority to enable them to conduct the SEQRA Review and determine either a positive or negative impact. At that stage, they will execute the lease with the City and authorize phase two of the Design Build. It is important to adhere to the schedule.

M. Baker said this is exactly how the process was controlled with the expansion. The Authority maintained lead agency with SEQR; the difference this time is that as we proceed with the Design Build, we must acquire a land lease agreement with the City. The sequence should come together as one aspect moves forward another is also proceeding; the intent is to get much of this accomplished to break ground in late fall. M. Baker said that a date should be designated for the groundbreaking, possibly October 1; surface space must be preserved to accommodate the Farmers' Market. Removing 180 spaces will impact planned City events. M. Ingersoll said that some of the pre-fab pieces will need to be ordered in advance because they need time to cure. M. Baker asked the Authority to share any concerns and ideas with him and the sub-committee.

LA Group – Change Order Request discussion and vote

M. Baker presented the Authority with a request from Mike Ingersoll for an addendum to the agreement with the LA Group specifically for an increase of fees to cover efforts for assistance with the Design Build RFP Preparation, Interview process and Selection Assistance in the amount of \$7,000 and Archeological Survey Consultant Services including backhoe services for a lump sum cost not to exceed \$15,000. The total request of the addendum is \$22,000.

Motion to accept the Change Order Request (#1) from the LA Group as presented for an amount not to exceed \$22,000 made by T. Roohan and seconded by C. Wheeler, unanimously approved.

M. Baker thanked Mike Ingersoll for his help getting through the maze. He noted that there will be lots of opportunity for public comment throughout the process. R. Higgins said that the archaeological, traffic and financial feasibility studies will come together and most of the impacts will be identified by the next meeting.

M. Baker said the traffic study by Creighton Manning will be done by 5/23/14.

Carl Walker Inc. – Starts May 6

M. Baker said that Carl Walker is conducting the financial feasibility study. We have received good support from the SAD, the DBA, the Hilton and City Hall; the financial aspect is essential to ensure that what is being proposed makes sense and qualifies and assures any assumptions that were made.

Construction/Parking Shuttle

M. Baker said we are working with the City to come up with a short circuit shuttle system; people would park perhaps at the old ice rink property and take the shuttle to specific points downtown. The City Center may want to lease an area, but the concept is to conduct the transit system at 10 to 15 minute intervals 24-7 with multiple identified stops to serve anyone in the area. This will be a good test model since the City is looking into developing a mass transit component within the City.

J. Dalton and M. Baker thanked the sub-committee and complimented them on their great work.

PRESIDENT'S REPORT

2014 and 2015 Sales

M. Baker presented the 2014 and 2015 sales reports for review. He is pleased with the numbers; 2014 is on a good track and there are events booked out to 2018 and those are the events that bring in the most numbers. Because of the viability and vibrancy of our downtown we are able to continue to be productive and competitive. M. Baker reported that at this point in time, the number of events and days booked in 2014 is clocking well ahead of 2013. We are also gaining brand new business; 2014 and 2015 look very positive for a good prognosis as we proceed into the future.

Casino-Fairgame Update

M. Baker said that the Coalition is working aggressively to negotiate and mitigate any negative impacts to areas where development may take place; potential proposals have not named developers and a minimum cap cost has not been designated. The Fairgame Coalition is working to ensure that applicants must arrange to mitigate negative impacts on existing Arts/Event venues; they are negotiating a mitigation formula, a percentage of gaming revenues.

Racino Expansion Project Update

M. Baker stated that the Racino expansion is still the City Center's primary concern because they are proposing 24,000 square feet of event space and a 2000 seat activity area. He saw the plans for the first time and it also comes with an outside event space and performance space. The City has been downgraded to an "interested agency" yet the Casino people claim they will allow the City to become more involved and they will go to the Planning Board to make a presentation. They informed the City they will be gracious community partners. The City Center's resolution stands in opposition until the size of the event space is reduced; there are too many gray areas; event centers are market driven. M. Baker stated he will attend the Planning Board meeting and he will continue to stay vigilant. We will continue to grow the business downtown as they will continue to grow their business within their facility to keep their customers at the Racino. We are staying on top of this without putting any undo pressure on the City Council, but they will continue to hear our position.

30th Anniversary Update

April 30th presentation/Holiday Inn Sponsorship

S. LeRoux reported that over 200 people attended the April 30th presentation by Matt Veitch that was co-sponsored by the Holiday Inn. There were tables displaying memorabilia; the production was recorded by Modern Mixed Media and the recording will be donated to the Saratoga Room of the Saratoga Springs Public Library. She announced that the time frame for the public exhibits of the "Saratoga Surrender" Bronze and the

Ballet En-Pointe Shoes in the vestibule of the City Center has been extended through September. M. Baker said they have contacted other local museums to give them the opportunity to provide additional exhibits.

Response from NYS Ag & Market

S. LeRoux reported that the Department of Agriculture and Markets has declined the request to participate in and assist with the 30th anniversary celebration.

Townsquare Entertainment decline September 19th

S. LeRoux stated that Town Square Lifestyle Events has decided not to enter into a contract with the City Center Authority to manage the Anniversary events planned for September 19th. M. Baker explained that initially they were going to manage the event and be responsible for licensing, insurance and expenses. City Center was going to assist with marketing and receive 25% of the gate which was going to be put toward funding the family event on September 20th. Townsquare has offered to provide all of the support data on the event.

Funding

We have reached out to "I Love New York", "The Pride of New York" for local funding and have not received a response. We need to determine where funding will come from. So far, the outdoor movie has been confirmed and the Ballston Spa Business and Professional Association has offered to donate their services including equipment and manpower. Stewarts will have 30-cent ice cream cones and the Farmer's Market will host a kids' cook-off and a mini-market after the High Rock Market closes. We are on hold for crafts, music entertainment, etc. until we know what funding is available. We have reached out to the National Guard, the PBA and the Saratoga Springs Fire Department for demonstrations and displays. M. Baker is looking to the Board for guidance; planning should be initiated now. Saturday is worth doing to partner with the Farmers' Market. To bring in performers will cost about \$8,000; Susan Farnsworth and Shelby Schneider are working in tandem with Sarah LeRoux to plan the events. The DBA is considering holding a passport program to get people downtown. R. Higgins suggested organizing something with existing downtown businesses.

On-going Building Items

Dimmers Ship May 1

M. Baker said they are continuing to upgrade the interior lighting of the City Center; structural installation of the dimmers will begin next week.

Phone System-

M. Baker stated that installation of the new phone system is being scheduled

OTHER BUSINESS

Interior Verizon cell tower

M. Baker explained that there are blind spots for cell reception inside the City Center due to the large amounts of steel. Verizon can install an interior distribution antenna to alleviate the problem. This would be a five-year commitment, renewable in five years at no additional cost. M. Baker asked The Authority's Attorney, Dave Harper to look at the legal side to ensure there is no downside to the agreement.

Annual Report Release-Follow-up from City Council May 6 presentation

M. Baker reported that the annual report was positively received by the City Council. He thanked the City Center Authority membership now and for the last 30 years for their work as a voluntary management group setting policies and being the driving force behind the success of this venue and what it has done for this community.

IAVM Conference May 9-14

M. Baker said he will attend the IAVM conference and be back in time to attend the Planning board meeting on the 14th. He welcomed all interested Authority members to attend.

ADJOURNMENT

Motion to adjourn came at 9:10 am by R. Goldsmith, seconded by T. Roohan, unanimously approved.

The next Authority meeting will be held at the City Center on Wednesday, June 11, 2014 at 8am.

Saratoga Springs City Center
Authority Meeting
Wednesday, June 11, 2014
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 7, 2014 Authority Meeting
 - B. May 2014 Financial Statement

- IV. Chairman's Report
 - A. City Center Authority Parking Structure Presentation
 - 1. Introduction – T. Roohan
 - a. History, Sub-Committee, Progress, Design Team
 - 2. Project Basic Development – M. Baker
 - a. Premise and Parameters
 - b. Mass and Scale
 - 3. Site Development and Landscape/Streetscape – Jay Stasack, RA
 - 4. Design and Structure – JayStasack, RA
 - a. Façade and Views
 - 5. Function and Schedule – M. Baker
 - a. City Council, June 17
 - 6. Project Summary and Authority Discussion – T. Roohan
 - a. Comments and suggestions

 - B. Parking Structure SEQRA – M. Ingersoll
 - 1. Part I, summary review

 - C. Lead Agency Designation – M. Ingersoll
 - 1. Summary Review
 - 2. Resolution, discussion and action

 - D. Authority Meeting Schedule: July 16
August 13
September 10

- V. President's Report
 - A. 2014 and 2015 Sales
 - 1. Multiple events being hosted simultaneously

 - B. Parking Structure Land Lease and Financing
 - 1. Follow up meeting with interested parties

 - C. Racino Update

 - D. 30th Anniversary update

- VI. Other Business
 - A. Verizon, Interior Antenna
 - B. Lighting Project
 - C. Flag Day Parade

- VII. Adjournment: Next Authority Meeting: Wednesday, July 16, 2014 8 am

Saratoga Springs City Center
AUTHORITY MEETING

8:00 am
522 Broadway
June 11, 2014

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

Absent: No one

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

See also: Guest sign in sheet

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

OPENING REMARKS

Chairman Dalton stated that the agenda today will include a briefing on a conceptual plan for a new City Center Parking Structure. The briefing will provide attendees and the general public with information that will allow them to formulate opinions on the proposed structure and its siting. There will be numerous opportunities in the near future to provide input on the project. The briefing will be informational and will not get into a question and answer session, which will be part of a future public meeting, "Let me assure you that the conceptual renderings are in rough format and will be subject to modification. Prior to the public hearings, your input in writing will be greatly appreciated, and I assure you that your written remarks will be passed along to every member of the City Center Board. In addition, if you would provide us with your email address, we will notify you in advance of the time, date and location of the public meeting. Part of the presentation will include a discussion on the designation of the City Center as Lead Agency under the State Environmental Quality Review Act. Please remember that the City Council has ultimate control of this structure project."

Understanding that comments on the structure will not be entertained under this public comment period, the floor is open to the public. Please state your name and address prior to speaking. Statements and comments should be kept to two 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 in the order of sign in.

Chairman Dalton opened the public comment period at 8:00 am. Since no one spoke, he closed the public comment period at 8:01 am.

CONSENT AGENDA

Minutes

J. Dalton requested a motion to approve the minutes from the May 7, 2014 Authority meeting and the Financial Statement of May, 2014 which were previously distributed to the Board.

Motion to approve the minutes and Financial Statement as presented, made by T. Roohan, and seconded by S. Farnsworth, unanimously approved.

CHAIRMAN'S REPORT

City Center Authority Parking Structure Presentation

Chairman Dalton introduced Tom Roohan, Chairman of the Parking Structure Sub-committee. T. Roohan thanked fellow committee members C., Wheeler and R. Higgins for their work on this project. He said that the expansion of the City Center was completed in 2011 and it was very successful and met expectations as to increased overnight stays and the numbers of visitors to the City Center. In 2012, a number of area businesses expressed concern over the availability of parking in the downtown business district. We met with the City Council in November 2012 and got unanimous conceptual approval. The Authority then appointed a parking subcommittee to enable updates, share the process and progress as the project moved forward. They engaged SEQR consultant Michael Ingersoll from the LA Group, Matthew Jones legal firm, and Creighton

Manning for the traffic study. He said that the City's sub-surface is a challenge so they are working on getting a survey completed by CT Male. In addition to acquiring traffic, geo-technical and archeological studies, specifications were developed and proposals for the Design-Build were solicited. This winter, five submittals were received. After reviewing them thoroughly the committee sent each responder a letter with detailed questions about their proposal. On May 7, the City Center Authority voted unanimously to confirm Bette & Cring of Latham, NY as the preferred Design firm for the for the continued parking structure development, design definition, parking management mechanisms and cost. T. Roohan said that the next step is to make a presentation to the City Council at their June 17th meeting. He thanked M. Baker for his time and dedication regarding this project attending meetings with neighbors, the downtown business owners and each City Council member.

Project Basic Development

M. Baker said the purpose of this presentation today is to provide clarity and diminish concerns regarding the design and intent of the project. He stated there is no construction contract, only a design contract to continue the development and design process. He welcomed the City Center Authority, the Council members, neighbors and partners attending this first view this morning. This is the next phase; we expected that after the development and expansion of the City Center, the next big challenge was parking. He said with the expansion and the addition of several new structures in this area, it is essential to develop the large City parking lot into an enhanced asset. He noted that the City Center lot is not part of the project. He said the scale of the project, the position of the structure and the determination to avoid shrinking the streetscape are important aspects being considered. Another important aspect is to create a linkage from High Rock Avenue to the community and to have a direct connection from the parking structure to the City Center. M. Baker explained that they intend to stay in compliance with Zoning and to include the development of an agora- a public event space, and to connect to the High Rock Trail and green space. The intention is to mirror the development around us. Because of the vibrancy and energy of the community, the City Center Authority wants to enhance what we have built in our relationship with the business community. Greenspace is also important and as many trees will be saved as possible; the design will incorporate bike racks, car charging stations and connectivity to the Farmer's Market. We have tried and will continue to be respectful of neighbors and community needs and desires. M. Baker introduced Jay Staysack of Envision Associates, Will Calhoun, Tom Owens and Peter Bette of Bette Cring, and Jim Connors of Chazen.

Design and Structure

Jay Staysack presented slides of the proposed structure explaining that in designing the façade, they are taking into consideration the new structures that surround the site including the City Center since they are looking into creating a connection from the structure to the City Center. He referred to the site plan indicating that a 10-foot sidewalk is included as well as a covered area for flexible event space. They will attempt to keep the same traffic pattern and similar access into the structure that currently exists into the parking lot. The Maple Ave. access is moved down slightly to accommodate trucks that are moving into the loading dock. He said some of the key elements are that they are taking the structure over Maple Avenue to have direct access to the City Center off Maple Avenue from the second level and providing a drop-off space for the City Center. The drop-off space is covered and safe; each level of the structure has direct connection from the structure to the City Center via stairs or an elevator. He said the height limit is 14' 6", allowing clearance for fire trucks and semis. Each corresponding level of the structure will provide access to stairs and there will be 511 parking spaces total. J. Staysack said that use of flexible event space at the parking structure is allowed on either the top of the structure or down on High Rock Avenue at the agora space. The structure is proposed to be 120 feet wide and no higher than the City Center. There is greenscape that allows views of the corridors; the preliminary concepts for the structure shows that it is assembled from colored precast concrete and they took some elements of the City Center and the nearby condos and established several renderings from various elevations to show how the structure would blend in with the surroundings and enhance the area. The color will match the City Center; the pre-cast concrete will be beige, similar to the condos across the street and there will be tree-scape along High Rock Avenue. Mr. Staysack exhibited a slide depicting the structure as seen from the Mouzon House restaurant on York Street. He said the structure is set back and relates well to the street. The agora space will have a height under the arches of 20 feet; it is an open area for events of the City Center. He showed the sidewalk access, the buffer, and a rendering looking South down High Rock Avenue.

M. Baker noted that the agora space with its height of 20 feet replaces the former loggia for exterior activity. He is pleased with the process and the progress to date. He urged every one attending to be sure to leave

their email address for future communications regarding the project. He summarized that this is a pre-cast structure, five levels, 511 parking spaces and the cost is estimated at between \$10.2 and \$10.6M. The City Center will develop, maintain, and operate the structure without affecting the debt limit or tax base of the City of Saratoga Springs. We are on track with cost factors, projected and potential revenues. We need to complement the ongoing activity around us and support existence and expansion of the Farmer's Market; and the enhancement of the adjacent park.

Function and Schedule

M. Baker reported that the first official presentation to the City Council will be held June 17. The Authority will seek lead agency status for SEQR, then public hearing and public comment sessions will be held and the Authority will also go to the Design Review Commission and the Planning Board for advisory opinions. He said this was the process for 2009, the expansion with the City Center. The Authority was lead agency which worked well for the project. We have the ability to mitigate undesirable aspects of this. The lease arrangement with the City Council will be for the same duration as the City Center and it will eventually revert back to the City as an asset to the Community.

Project Summary and Authority Discussion

T. Roohan asked Authority members for questions or comments. R. Goldsmith asked if there would be limited free parking for people attending the Farmer's Market. M. Baker responded that the first hour would be free and the second hour would cost about a dollar. They would accommodate the average 22 minute turnaround time observed during studies of the Farmer's Market traffic flow. Paid parking provides time to stay and shop, dine, etc. without fear of a ticket and this will hopefully benefit local retail and restaurant venues. There is also capacity for monthly leasing, validation of passes for particular functions- we are open to all ideas now. The structure is not meant to diminish visits to the downtown area but rather to enhance them.

Parking Structure SEQRA

Part I, summary review

M. Ingersoll said that the Board's education on SEQRA is a process. The project must be at a point of completeness where parameters can be analyzed. In the past, for the expansion, the City Center Authority has been the lead agency but in this instance since the property is owned by the City and would be leased to the City Center Authority, the City Council is also an involved agency requiring SEQRA review. The City Center Authority is the funder and the process will move forward for public review, and analysis and opinions will be sought from the City Planning Board and the City's Design Review Commission.

Resolution, discussion and action

M. Ingersoll said that at this stage the appropriate mechanism is to ask the Authority to pass a resolution to seek Lead Agency status then to go to the City Council for their consent. Subsequently public hearings will follow with a 30 day review of the project for its impacts.

Motion to approve the following resolution requesting Lead Agency status under SEQR for the construction and operation of a parking structure made by R. Higgins, seconded by R. Goldsmith, unanimously approved by roll call vote:

RESOLUTION OF THE SARATOGA SPRINGS CITY CENTER AUTHORITY

Subject: Resolution requesting status under SEQR for the construction and operation of a parking structure

WHEREAS, the Saratoga Springs City Center Authority hereinafter referred to as the "Authority", is proposing to cause to be constructed a parking structure to be located south of York Street, east and above the R.O.W. of Maple Avenue, West of High Rock Ave and North of the 2nd entry to surface lot from High Rock Avenue on property that is to be leased from and on lands owned by the City of Saratoga Springs, NY (the "Action"); and

WHEREAS, The Board of Directors of the Authority must evaluate all proposed actions submitted to it for its consideration that may affect the environment in light of the State Environmental Quality Review Act ("SEQR") and the regulations promulgated thereunder, and

WHEREAS, the involved agencies [as that term is defined in 6 NYCRR 617.2 (t)] include the City of Saratoga Springs City Council;

The required environmental review will be conducted concurrently by the Authority; and

WHEREAS, the Authority desires to serve and act as the lead agency for the purposes of SEQR; and

WHEREAS, to aid the Authority in determining whether the Action may have a significant impact on the environment, a Full Environmental Assessment Form dated June 11, 2014 has been prepared by the Saratoga Springs City Center Authority.

NOW, THEREFORE, BE IT RESOLVED, the Saratoga Springs City Center Authority makes the following findings and determinations with respect to the proposed project:

(1) The project constitutes a "Type 1 Action" as that term is defined in Section 6 NYCRR 617.2(ai) and 617.4;

(2) The Saratoga Springs City Center Authority desires to serve as lead agency for the purposes of SEQR;

(3) The President of the Authority shall cause "involved agencies", and any other interested agencies, to be notified of this resolution.

This resolution shall take effect immediately

Approved/Denied on Roll Call as follows:

S. Schneider	<u>Yes</u>
R. Goldsmith	<u>Yes</u>
S. Farnsworth	<u>Yes</u>
C. Wheeler	<u>Yes</u>
R. Higgins	<u>Yes</u>
T. Roohan	<u>Yes</u>
J. Dalton	<u>Yes</u>

Resolution Passed 7-0

Authority Meeting Schedule

J. Dalton stated that the next three Authority meetings will be held on Wednesday, July 16, August 13 and September 10.

PRESIDENT'S REPORT

2014 and 2015 Sales

M. Baker announced that Judy LeCain, Director of Sales will be retiring effective 12/31/2014. She has dedicated 28 years to the City Center and she will be sorely missed. He presented the 2014 and 2015 sales reports for review. He is pleased with the numbers; 2014 is on a good track with 150 events booked and 239 event days. Over 40% of the time, there are multiple event activities taking place in the building simultaneously.

Parking Structure Land Lease and Financing

M. Baker reported that the City Attorney and the Legal Counsel of the Authority will continue the process of drafting a land lease agreement. Specifics of the lease agreement have received interest from the banks and Bond Counsel for financing.

Racino Update

M. Baker stated that they have sent two communications regarding the Racino expansion. The City Center is concerned about the build-out and the mass and scale of the multi-purpose event center. He said there has been no communication from the Racino in response. The Fair Game Coalition will issue a letter concerning the impact of that facility on local venues.

30th Anniversary Update

M. Baker reported that new exhibits from Brookside Museum and The Harness Racing Museum are being planned with installation soon after July 4. He said they have confirmed sponsorships for Saturday, September 20th that include a bounce house, one children's musical performance, two hours of photo magnets, And so far there are three hours of petting zoo and pony rides being sponsored. The day will culminate with an outdoor movie on the street. Stewart's is offering ice cream cones for 30 cents. There will also be a mini market brought up after the closure of the Farmer's Market. The City Center is also hosting a presentation on the Café Lena by the Saratoga History Museum.

OTHER BUSINESS

Verizon Interior Antenna

M. Baker said that the extent of the contract for the Verizon antenna extends far beyond the City Center's duration. We will not pursue this agreement.

Lighting Project

Progress continues to be made on the lighting project and the new sound system being installed in the main hall.

Flag Day Parade

M. Baker said they are participating in the Flag Day parade again this year. A banner announcing the 30th Anniversary will be carried.

ADJOURNMENT

Motion to adjourn came at 9:00 am by R. Goldsmith, seconded by T. Roohan, unanimously approved.

The next Authority meeting will be held at the City Center on Wednesday, July 16, 2014 at 8 am.

Saratoga Springs City Center
Authority Meeting
Wednesday, July 16, 2014
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 11, 2014 Authority Meeting
 - B. June 2014 Financial Statement

- IV. Chairman's Report
 - A. Room Tax Account
 - 1. March – May 2014 collection July 15th
 - 2014: \$213,239 (increase of \$19,106 over 2013)
 - 2013: \$194,133 (increase of \$9,533 over 2012)
 - 2012: \$184,600 (increase of \$26,311 over 2011)

 - B. 2015 Budget – M. Baker
 - 1. August 13 Draft Review discussion and vote
 - 2. September 1 submittal to City Department of Finance

 - C. Parking Structure Update- T. Roohan, M. Baker
 - 1. Meeting with Mouzon House – S. Farnsworth
 - 2. Meetings with City Commissioners and City Supervisor – M. Baker
 - 3. June 26th letter from City Zoning and Building Inspector
 - 4. July 1 City Council Presentation
 - a. SEQR Lead Agency, Planning Board
 - 5. Authorize engaging legal counsel regarding full applications vs advisory review
 - a. Discussion and vote
 - 6. Lease creation
 - 7. Financial Feasibility On-going
 - 8. Archeological Report
 - 9. Letters of Support:
 - a. Saratoga Springs Downtown Special Assessment District (attached)
 - b. Convention Bureau (requested)
 - c. Chamber of Commerce
 - d. Downtown Business Association

- V. President's Report
 - A. 2014 and 2015 Sales

 - B. Sales Department staffing
 - 1. Director of Sales

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

D. Racino, multi-purpose event center
1. Fairgame Coalition

E. 30th Anniversary Up-date
1. Sponsorships
2. September 20th events

VI. Other Business
A. Canopy entry down lights
B. Canopy signage

VII. Adjournment: Next Authority Meeting: Wednesday, August 13, 2014 8 am

HAVE A GREAT SARATOGA SUMMER

Saratoga Springs City Center

AUTHORITY MEETING

8:00 am
522 Broadway
July 16, 2014

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

Absent: D. Harper

Also Present: M. Baker N. Wagner
R. Watkin T. Garofano
J. Yepsen S. LeRoux
A. Gardner

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

CONSENT AGENDA

Minutes

J. Dalton requested a motion to approve the minutes from the June 11, 2014 Authority meeting which were previously distributed to the Board.

Motion to approve the minutes as presented, made by T. Roohan, and seconded by R. Goldsmith, unanimously approved.

June 2014 Financial Statement

M. Baker said this is a significant time because we have finished a six-month period; we are halfway through the year. Business has picked up and exceeded the amounts budgeted. For example, reimbursements of current year's expenses are at 59.1% of the amount budgeted and Accounts receivable so far totals \$43,152.13, 56.3% of the amount budgeted. M. Baker pointed out that the second quarter 2013-2014 income comparison indicates that building rental is up 17.1% in the second quarter of 2014 over the second quarter of 2013 and catering income is up almost 86% in 2014 over the same period of 2013. The total operating income for the second quarter of 2014 increased 24.2% over that of the 2nd quarter of 2013. M. Baker said that we have caught up from the lull in January and February; expenses are at 46.7% of the amount budgeted in comparison to revenues which are at 56.3% of the budget. M. Baker reported that Credit Card Fees year to date are 106% of the amount budgeted. Next month's report will show line 32 adjusted; total budget remains the same. The more the amount of fees increases the more the credit card system is being utilized.

M. Baker presented the second quarter expenses 2013 to 2014 comparison stating that everything is in line with the budget; the big increase is due to the fact that many annual payments are made in the first and second quarters. Referring to the Accounts Receivable for June 2014, many more accounts have been paid since the report was created. A large portion of the receivables is on the catering line; the City Center takes a percentage of all food and beverage business/sales in the building and the high receivable amount is all net and shows that there has been lots of catering business. M. Baker said that checks over \$500 are listed, some are monthly bills and others are client reimbursed.

Referring to the monthly comparisons June 2011, 2012, 2013 and 2014, there were 15 events in June 2014, which is in line with the past couple of years but 26.5 paid days is a significant increase. Rental revenue is higher than in the last three years. Catering revenues are up significantly. M. Baker explained the four pages of deposits stating that when someone signs a contract, a \$500 deposit is made then 50% and the last payment is made 6 months prior to the event. The closer the contract is signed to the date of the event, the higher the amount of deposit required. As of June 30, 2014, the total deposits on hand amounted to \$168,543.00.

Motion to approve the June 2014 financial report as presented made by C. Wheeler and seconded by S. Farnsworth, unanimously approved.

R. Goldsmith asked if July and August were expected to be as robust. M. Baker responded that some events have been lost but professional boxing will be back in August; we have been basically budgeting on a ten month year and we have been fortunate that in the past July and August have had more business than expected.

T. Garofano noted that executive retreats and some other groups are coming back; Sunday through Wednesday bookings especially provide a good opportunity for recruiting since the rates are slightly lower.

CHAIRMAN'S REPORT

Room Tax Account

M. Baker reported that the room tax amount received July 15 for the period of March through May of 2014 was \$213,239, an increase of \$19,106 over 2013. The City benefits directly because it receives 1% of the room tax collections.

2015 Budget

M. Baker stated that the City Center's 2015 budget will be drafted and submitted to the Authority for review, discussion and vote at the next meeting on August 13, 2014. The budget will then be submitted September 1 to the City Department of Finance.

Account Balances

M. Baker presented the Account Balances as of June 30, 2014 stating that after encumbrances that include design and engineering fees of \$225,000 for the parking garage, the occupancy tax account balance is \$5,489,194.85. The Construction/Capital Project Account is comprised of residual after the Expansion Project and the remaining construction balance is \$78,878.79. The grand total is \$5,568,073.64 which does not include the current occupancy tax amount of \$213,239. M. Baker pointed out that \$375,493.00 has been spent or encumbered to date for various expenses of the Parking Project which is not an insignificant number toward our model, and includes the archeological survey, the geo-technical survey, traffic studies, Carl Walker, survey work, creation of design components and funds toward the SEQR process.

Parking Structure Update

T. Roohan said a lot has happened since the last meeting.

Meeting with Mouzon House

S. Farnsworth reported that she and M. Baker met with the owners of the Mouzon House for two hours and tried to explain the design with plans and illustrations and both David and Diane Pedinotti seemed very receptive at the time. The view from the windows was noted; they are at the end of a dead end street and the distance between the Mouzon House and the Parking Structure would be the same as between the facades of buildings on Broadway downtown.

Meetings with City Commissioners and City Supervisor

M. Baker said he and the architect met with the City Commissioners and Supervisor Peter Martin sharing scenarios and addressing the questions raised at the City Council meeting including the 4-foot variance, the agora, green space, the Farmer's Market. The DRC and Planning review process and the concerns of the people living in the condominiums across the street were also discussed.

June 26th Letter from City Zoning and Building Inspector

M. Baker reported that a letter was sent to Chairman J. Dalton from the City Zoning and Building Inspector, Stephen Shaw, stating that according to the City's Zoning Ordinance the City Center Authority is considered a local government entity per part D of section 1.6 and must fully conform to the provisions of the ordinance even though the structure will be on City property. The project must meet all requirements of the Zoning Ordinance including land use board approvals before a building permit could be issued. The letter states that the plans as submitted would require a variance from the Zoning Board of Appeals, architectural review by the Design Review Commission and site plan approval from the Planning Board. M. Baker said the Zoning Ordinance has been significantly revised since 2008 when the expansion project started. To date, the Authority claims the project is exempt from full Land Use Board review and fees.

July 1 City Council Presentation

SEQR Lead Agency, Planning Board

Mayor Yepsen said that after considerable discussion, the City Council agreed 3-2 on a motion that they should ask the Planning Board to be lead agency since they are the experts and the Council would still have input. The Planning Board has accepted this responsibility and is now moving forward. Mayor Yepsen is trying to coordinate one meeting with all three land use boards to save time.

T. Roohan reported that the ZBA held a special meeting to approve the Planning Board as Lead Agency for the Parking Garage project and shortly afterwards, the Planning Board met and agreed to taking Lead Agency.

M. Baker said that on July 11, he sent a letter to Mayor Yepsen indicating that the City Center Authority would consent to the Saratoga Planning Board taking Lead Agency role for the environmental review, Part II.

Discussion and Vote: Authorize engaging legal counsel regarding full applications vs. advisory review

M. Baker said that an Advisory Review empowers the City Council to weigh in and he would like board approval to hire the Jones firm as legal counsel to conduct a review regarding the relationship with the City and to being a state agency. We are essentially co-applicants so it is better to have knowledgeable Counsel for assistance. M. Baker requested a motion to hire the Jones firm for legal services not to exceed \$1,625.

Motion to approve the hiring of the Jones firm for legal services in the amount not to exceed \$1,625 made by T. Roohan and seconded by R. Higgins, unanimously approved.

Lease creation

M. Baker said it is time to ramp up the discussion on the lease agreement. R. Higgins commented that at this time we are asked to go through full land use review without the signature of the property owner; the City should be the applicant or a lease or land use agreement should be in place. We need Matt Jones to sit down with the City Attorney and work out how to navigate this unique process. We are not protesting the process, we are trying to determine how to work through this. There has been trouble scheduling a joint meeting for review and our SEQR consultant agrees that we could end up going into November without a lease which would push the groundbreaking into the earlier part of next year and lead time is required since the pre-cast elements must go into production and then be brought here.

Financial Feasibility On-going

M. Baker said he is working closely with Commissioner Madigan on the numbers and Carl Walker is continuing to work on the financial feasibility. There will be total transparency throughout the process.

Archeological Report

M. Baker said that the Archeological study is done; determination is that the ground has already been disturbed. T. Roohan said that one of the benefits is that we are not moving infrastructure. The biggest issue regarding timing is allowing enough lead time for the creation of a pre-cast structure; it takes 10 to 12 weeks to design, approve and produce. C. Wheeler said the economy is improving so timing is not as easy as it was one year ago. M. Baker said there are only two northeast coast manufacturers and one is providing materials for the Tappan Zee Bridge.

Letters of Support

M. Baker stated that the Downtown Special Assessment District has sent a letter to the Mayor supporting the project. T. Garofano said the Saratoga Convention and Tourism Bureau is drafting a letter of support also. M. Baker is expecting letters of support from the Chamber of Commerce and the Downtown Business Association as well; there has been lots of conversation and our desire is to be in partnership with the City to get this accomplished.

Mayor Yepsen said there is no hold up with the lease, they are following the steps that need to take place; Mark. Schachner and the City Attorney are reviewing a draft and then the City Council will review it. She thought that if the land-use boards could work together it would make the process more efficient but she has directed her planning staff to move forward on something if the three boards cannot meet together; each Board is dealing with this from a different perspective. Mayor Yepsen said the three boards could get together for discussion and hold off on voting; there would be no concern for quorum because quorum is not necessary

for discussion. She commented that the Mouzon House response has gone viral through City Hall via emails; they brought in a petition with over 500 signatures which was placed in the public record and it all goes to the Planning Board.

R. Higgins said it has been acknowledged in public record that they requested and received a change in their zoning with the full knowledge that the lot next to them was likely to be developed.

PRESIDENT'S REPORT

2014 and 2015 Sales

M. Baker reported that 2014 sales are on a positive trend; year to date there are 240 days and 153 events booked but ideally we need 10 more sales days. He pointed out that so far there are 200.75 days and 99 events scheduled for 2015 which is also positive; the sales staff is working collectively to identify needs and reach out into new areas.

Sales Department Staffing

M. Baker announced that Andrea Gardner is the new Director of Sales replacing Judy LeCain who is retiring officially on the opening day of the race track. Andy has been with the City Center since 1998 and she has been part of the sales team since 2000. Much of our success in sales is credited to the efforts of both Judy and Andy. Judy will stay on part time, hourly for the next six months to assist with the transition.

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

T. Garofano said that they have not yet broken ground for the new convention center in Albany; the main hall is planned to be slightly bigger than here and they are calling the facility a conference center. It is a concern and becomes formidable to the Saratoga Springs Convention and Tourism Bureau and the City Center because the plan is to connect the new facility to the Times Union Center with a walkway. Another concern is that 70% of the City Center and the Bureau's business is from the statewide associate market and now those conferences may consider Albany more appealing due to the proximity of the new center to the Capital building. T. Garofano said the Bureau is looking for new business opportunities that center on new business development; there is a turnover among meeting and event planners; it is the Bureau's strategy to work hand in hand with City Center sales associates and the parking structure will be hugely important to this because parking is important. Downtown is an amenity and gives us a distinct advantage since Albany does not have the hotel advantage but they have the advantage of proximity to the capital building. M. Baker stated that our downtown is the City Center's biggest asset; Albany does not have a downtown to speak of so we can compete with the new center but we need the tools to make it happen. T. Garofano said that looking forward to 2015 and 2016 the number of reserved rooms is pacing ahead but the number of rooms reserved for 2017 is a little behind. C. Wheeler noted that the first year of a new venue is usually hot, attracting high numbers of customers, but if there is less ambiance, cleanliness, and safety the customers usually come back to their preferred centers.

Racino, multi-purpose event center

M. Baker explained that the Fairgame Coalition and others are not against the Racino's success; they are against a center that would be in direct competition with the City Center and SPAC. The Fairgame Coalition has been successful in negotiating MOUs with all casino applicants except East Greenbush. We have done due diligence; we will wait for the decision. The MOU requested a limit of 1000 seats and 10,000 square feet, revenue sharing, with the caveat that if in the future they want to grow, the covenants must continue to be adhered to and 90% of the developers and operators agreed.

Bolster Print Re-Framing

M. Baker said the Bolster print has been hanging in the City Center lobby for a number of years and the frame needs to be replaced because over the years it suffered rain/water damage. So he obtained an estimate in the amount of \$116.80 from the Crafters Gallery for the print to be placed into a new frame. R. Goldsmith recused himself from the discussion and the decision.

Motion to accept the quote as presented from the Crafters Gallery for the re-framing of the Bolster print made by T. Roohan and seconded by S. Schneider, approved 6-0-1 (abstention- R. Goldsmith)

30th Anniversary Update

S. LeRoux announced that two new exhibits have been installed in the lobby of the City Center, one of vintage wedding gowns from the Brookside Museum and the other is of vintage harness racing equipment from the

Harness Racing Museum. S. LeRoux updated the Board on the Family fun Day scheduled for Saturday, 9/20/2014. Sponsorships have been confirmed for 2 bounce houses, funds toward musical performances, 3.5 hours of photo magnets, a total of 4 hours of petting zoo and pony rides, and licensing for the outdoor movie. We are still working on securing refreshments and pending plans will hopefully be in place soon. We are also continuing to solicit funds to complete the payment for the photo booth – they are hiring a photo magnet booth company to be on site; an Artist/crafter, a clown/face painter, a magician, musical education for children and a professional photographer to document the event. S. LeRoux explained that there is a request in to NYRA for a two to three week media campaign to include a half page ad in their program, an LED infield tote board ad rotation and a named race in late August with a formal presentation honoring the anniversary. She announced that they have an ad in the SPAC program book that will run all season.

M. Baker said that Ellsworth Jones Place will be closed for the event and the day will wrap up with a movie, Despicable Me-2 on the street. He thanked Sarah, Shelby and Susan for their hard work on this project.

OTHER BUSINESS

Canopy Entry Down lights

M. Baker said that the exterior canopy canned lighting fixtures that were installed in 2011 have failed again and the lamps are no longer available and substitutes are not competitively available so he asked Phillips Associates to research a possible replacement fixture. The problem is that the existing holes in the current canopy can only receive certain fixtures which results in the need for a very specific type of fixture to enable a retrofit. They recommended longer life LED replacement fixtures that meet the criteria, including voltage and size. The cost to purchase the materials, 31 retrofit kits is about \$8,000; M. Baker stated that bids would have to go out for an electrical contractor to conduct the installation; he asked for a vote for approval of expenses up to \$20,000.

Motion to approve the expenditure of up to \$20,000 for the purchase and installation of exterior canopy LED lighting fixtures made by S. Schneider and seconded by T. Roohan, unanimously approved.

Phillips Associates is working on the bid specifications for this project. M. Baker will check on whether there is a National Grid reimbursement program.

Canopy Signage

ADJOURNMENT

Motion to adjourn came at 9:15 am by T. Roohan and seconded by S. Farnsworth, unanimously approved.

The next Authority meeting will be held at the City Center on Wednesday, August 13, 2014 at 8 am.

M. Baker thanked the Mayor for coming to the meeting.

Saratoga Springs City Center
Authority Meeting
Wednesday, August 13, 2014
8:00am
City Center

- 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 16, 2014 Authority Meeting
 - B. July Financial Statement
 - 1. Investment Report

- IV. Financial Report
 - A. Discussion & Vote 2015 Budget Amendment
 - 1. 30th Anniversary; \$6,500.
 - B. 2015 Authority Budget; review, discussion and vote
 - 1. Submission to City Council for inclusion

- V. Chairman’s Report
 - A. Parking Structure Up-date – T. Roohan, M. Baker
 - 1. July 23rd Meeting with Mayor & staff – R. Higgins, M. Baker
 - a. Follow-up communication with Planning Staff
 - 1. Creation of materials
 - 2. Request for Follow-up Meeting
 - a. Aug. 5th Agenda request
 - 1. Resolution to sign application and waive fees
 - 3. Current Request of Meeting with Legal Counsel
 - a. Ability to work directly with Planning Staff
 - 4. Joint Meeting with Land Use Boards – TBA
 - a. SEQRA Review by the Planning Board – TBA
 - 5. Land Lease Draft – M. Baker
 - 6. Letters of Support (attached)
 - a. Chamber of Commerce
 - b. Convention Bureau
 - c. Downtown Business Assoc.
 - B. Legal Counsel, fees and engagement – M. Baker
 - C. Project Consultant, fees and engagement – M. Baker
 - 1. Authorization to pay \$2,907.50

D. Design and Professional Services Authorization to Pay:

1. Ryan-Biggs	\$24,852.50
2. Envision Arch.	\$44,723.93
3. Chazen Engineering	<u>\$23,948.00</u>
	\$93,524.43

E. Partnership with “Fairgame Coalition” – M. Baker

1. Joint Coalition Meeting August 28th

F. Future Meetings:

September 10, October 15, November 12, December 10 Breakfast Meeting

VI. President’s Report

- A. 2014 and 2015 Sales
- B. 2014 Summer “Fam Tour” – T. Garofano
- C. 30th Anniversary Up-date
 - A. September 20, 2014
- D. HVAC - Equipment Repair/Replace
 1. #C2, Condenser Fan Motor
 2. #9, Small Compressor

VII. Other Business

- A. Canopy Sign
- B. Canopy/entry down lights
- C. All carpets professionally cleaned
- D. New Banquet Chairs

VII. Adjournment: Next Authority Meeting: Wednesday, September 10, 2014

Saratoga Springs City Center
AUTHORITY MEETING

8:00 am
522 Broadway
August 13, 2014

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

Absent: T. Garofano
R. Higgins
S. Schneider

Also Present: M. Baker M. Jones
D. Harper
J. Yepsen

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

CONSENT AGENDA

Minutes

J. Dalton requested a motion to approve the minutes from the July 16, 2014 Authority meeting which were previously distributed to the Board and the July 2014 Financial Statement.

Motion to approve the July meeting minutes and the July Financial Statement as presented, made by T. Roohan, and seconded by S. Farnsworth, unanimously approved.

2015 Authority Budget Review, Discussion and Vote

M. Baker presented the proposed 2015 City Center Authority budget. C. Wheeler noted that there seemed to be no major variance from one year to the next. T. Roohan asked if there was anything particular that the Authority should know. M. Baker said the budget is based on a platform of growth that is not as dramatic as the transition from 2011 to 2012, keeping expenses in line at the same growth level or below. M. Baker stated that the average rental rates are increased gradually every year; 2014 daily rate is \$2,599 and 2015 is \$2,617.

J. Dalton pointed out that the challenge of 36 extra sale days may be tough to hit. Regarding Government bookings, M. Baker stated they are fluctuating but we are grabbing those and others as far out as possible; the smaller private meeting sector is perfect for our location.

M. Baker explained that a separate capital fund budget includes repair and maintenance of existing facilities including the re-roofing of the last section of the original structure plus about \$30k for building and space management program. He said that when the budget is brought to the City's Finance Department, the amounts will be segregated; input from the City's Director of Finance Christine Gilmett Brown is always important in guiding us as to what is acceptable to the Authority, the City and the State. He referred to page 3 of the budget, line 15, Client Event Expenses, noting that in the past this amount has been included under Miscellaneous but in response to Director Brown's advice, client related expenses that are being reimbursed are now indicated on a separate line and no longer included in Miscellaneous.

Motion to approve the 2015 Authority budget, made by C. Wheeler and seconded by S. Farnsworth, unanimously approved

M. Baker stated that the approved City Center Authority budget will be sent to the Finance Department for inclusion, as a separate set, into the City's 2015 budget.

Discussion and Vote 2014 Budget Amendment

M. Baker explained that there is a change in the bottom line of the 2014 budget for revenue from the 30th Anniversary celebration in the amount of \$6,500; this amount will be paid out in expenses for the event so it ultimately balances out but it is an amendment that requires Authority approval.

Motion to approve the 2014 budget amendment in the amount of \$6,500 as described, made by R. Goldsmith and seconded by T. Roohan, unanimously approved.

CHAIRMAN'S REPORT

Parking Structure Update

T. Roohan said the committee has been busy meeting weekly. Matthew Jones has been engaged to help navigate the process which is more complicated than expected with the expansion because of the need for a lease since the Authority is not the land owner and the requirement to submit applications and meet with each Land Use Board; everything takes longer and is more expensive to get through the process. C. Wheeler commented that summer vacations have also impeded the cycle. T. Roohan said the committee has met with the LA Group, Bette Cring, Chazen, and Envision Architects. M. Baker said the sub-committee, T., Roohan, C. Wheeler, and R. Higgins have had lots of activities without a lot of progress engaging with involved entities to define criteria and set a timeline. To start the process a resolution is needed for the Mayor to sign the applications; Land Use Boards.

July 23 Meeting with Mayor & Staff

Mayor Yepsen said that a meeting was held with the planning staff, Mike Ingersoll, Rick Higgins and Mark Baker to discuss the design and they presented a design that clearly meets the City Center needs but must be evaluated to ensure that it also meets the City's needs; she wants S. Shaw to set up a schedule that all parties agree to and can follow. She will set up a large group meeting that includes M. Baker, the attorneys and herself to follow up on the process, but nothing can be done until we know about the variance.

M. Baker said that they are working on producing the documentation that was discussed, mostly drawings and plans, but the Mayor must sign the application to the ZBA to get the process started. Mayor Yepsen said she needs the documents to support the application and a site plan; she is unsure if a fee is required.

J. Dalton asked if the original proposal could be brought to the Planning Board and have them revise it. T. Roohan said they had intended to seek an advisory opinion on the design but now we must make a full application which requires more detail and meetings. Mayor Yepsen said that staff would like to have the drawings to prepare the land use boards for the review. T. Roohan reported that M. Ingersoll is working on adjusting the drawings.

Mayor Yepsen said the Planning Board is following a specific process as Lead Agency and they are hoping to massage the process to make it easier.

Joint Meeting with Land Use Boards

M. Baker said there has been no joint meeting with the Land Use Boards yet and he wants to get back together with the Mayor and her staff to begin the process and proceed with SEQR hopefully on September 2. Pieces need to fall into place so the Planning Board can proceed with SEQR review as lead agency.

Mayor Yepsen agreed that the summer vacations have been very frustrating in this process; she is grateful for the Authority's efforts and patience; she is all about adhering to the law and following the process. She explained that since the Authority is going to be requesting a variance, the first step is to the Zoning Board of Appeals. Steve Shaw is the zoning officer and the committee has met with him.

Land Lease Draft

Mayor Yepsen stated that the first step is to obtain the variance. M. Baker stated that a draft of the land lease agreement should be crafted soon.

Letters of Support

M. Baker announced that letters of support for the project have been sent to the Mayor by the Chamber of Commerce, the Convention and Tourism Bureau and the Downtown Business Association and copies were sent to each Commissioner. He stated that the letters set the pace for downtown business awareness and are an example of different entities cooperatively supporting the project that is important in keeping our downtown viable. He asked Mayor Yepsen if her office still supported the project and she said "I absolutely support this project".

Legal Counsel, fees and engagement

M. Baker said that the Jones firm has been hired as Legal Counsel to help the Authority through the process and they will continue to stay in touch and the legal line item has been increased.

Project Consultant, fees and engagement

M. Baker requested a motion for authorization to pay an invoice from the LA Group for project consultant fees and engagement in the amount of \$2,097.50

Motion to authorize the payment of \$2,907.50 to the LA Group for professional services made by C. Wheeler and seconded by T. Roohan, unanimously approved.

Design and Professional Services Authorization to Pay

Ryan Biggs	\$24,852.50
Envision Architects	\$44,723.93
Chazen Engineering	<u>\$23,948.00</u>
	\$93,524.43

M. Baker said that through Bette Cring, three invoices have been received totaling \$93,524.43 including one from Ryan Biggs in the amount of \$24,852.50, Envision Architects for \$44,723.93 and Chazen Engineering for \$23,948. M. Baker noted no invoice or payment is for Bette & Cring.

Motion to authorize payment of the invoices as presented in the total amount of \$93,524.43 made by R. Goldsmith and seconded by S. Farnsworth, unanimously approved.

M. Baker explained that the invoices are for design and professional services and are part of the \$225,000 purchase order.

M. Jones requested a resolution on the books to authorize the execution of the land use board applications.

Motion to authorize M. Baker and/or J. Dalton to sign applications to the City land use review boards subject to the approval of the project sub-committee made by T. Roohan and seconded by R. Goldsmith, unanimously approved.

Partnership with "Fairgame Coalition"

M. Baker explained that he continues to maintain a relationship with the Fairgame Coalition. There is a joint Coalition Meeting August 28 that will be a face to face meeting with the applicants; the MOU has been secured with everyone except for the East Greenbush applicants which are Saratoga Gaming and Raceway and Churchill. The coalition continues to work with the Governor's office to keep the criteria in the MOU as part of the casino applications.

Future Meetings

J. Dalton announced the dates of the future meetings of the Authority as September 10, October 15, November 12 and the December 10 Breakfast Meeting.

PRESIDENT'S REPORT

2014 and 2015 Sales

M. Baker reported that 2014 sales are on a positive trend; year to date there are 238.75 days and 156 events booked. Traction was lost in January and July where there was significant drop off, and the challenge is to fill in the dates lost; ideally we need 10 more sales days. The sales team is seeking out the corporate market, the smaller business market and new groups and this is a challenge because Saratoga Springs has more options now for those looking for event space. He pointed out that so far there are 210 days and 106 events scheduled for 2015 which is positive; the sales staff is working collectively with the CVB to recruit new business.

2014 Summer "Fam Tour"

M. Baker announced the Convention and Tourism Bureau's Summer Familiarization Tour on August 25. The Bureau brings about 20 clients to the City for the day and they have either never been here before or they are groups with new event promoters. The idea is to build a new relationship between the organizations and the City of Saratoga Springs. The Bureau facilitates the tour and the City Center hosts the opening breakfast before they go to different facilities and conclude with dinner at Saratoga National.

HVAC – Equipment Repair/Replace

M. Baker said there have been some issues with the roof top HVAC units that need attention and we are dealing with Trane directly for services listed on the proposal distributed with the agenda to return the units to working order.

Motion to accept the proposal by Trane to repair the rooftop HVAC units as presented for the amount of \$5,804 made by R. Goldsmith and seconded by C. Wheeler, unanimously approved.

Survey work invoice

M. Baker stated that he just received an invoice in the amount of \$8,675 from CT Male for the additional survey work to stake out the corners of the sites of the proposed parking structure.

Motion to approve the payment of the CT Male invoice in the amount of \$8,675 made by T. Roohan and seconded by C. Wheeler, unanimously approved.

30th Anniversary Update

M. Baker announced that SPAC was running an ad in their program all month. He asked Mayor Yepsen if he could be placed on the City Council agenda to make a presentation to the City Council about the event.

M. Baker described the event logo art contest for kids pre-school to third grade where kids will have to create a Happy 30th Birthday banner with original artwork and birthday greeting. The artwork must have a City Center theme and the deadline to submit the artwork to the City Center Executive Offices is 8/22 at 5 pm. The winning artwork will be selected based on the best birthday illustration and the top 30 submissions will be displayed at the Family Fun Day event. The winning banner will become a featured design for the event and will be used on promotional materials. The winner of the art contest gets to ride in Santa's sleigh with one accompanying parent for the commencement of the 2014 Victorian Streetwalk and tree lighting ceremony.

M. Baker explained the DBA Passport Promotion saying that 18 businesses are participating in the event. Photo cut outs of Mr. Baker will be displayed in the participating businesses for the public to find and earn a passport stamp. Submissions are due by 6 PM on September 20. The winner will be drawn prior to the start of the outdoor film and the grand prize is a DBA basket filled with items donated by the participating businesses. M. Baker thanked S. Farnsworth for helping to secure business participation. He reviewed the confirmed activities as listed in the outline enclosed in the agenda packet. He commended Sara LeRoux for her hard work on the event. He asked the Authority members to give some thought as to what role they would like to play in the event such as a dunking booth and asked them to speak with the subcommittee, S. Farnsworth and S. Schneider about it. He said there could be no official opening of the event because of the Farmer's Market.

OTHER BUSINESS

M. Baker said that last year the Authority locked in the electric rates and saved thousands of dollars so this year he will be approaching Direct Energy to lock in the rates again.

Canopy Sign

M. Baker reported that the canopy sign is out again and is being repaired. This is the 14th time the sign has had to be changed and it is still under warranty.

Canopy Entry Down lights

M. Baker said that the exterior canopy canned lighting fixtures that were authorized are rare and they are working with the consultants on the bid for the installation of LED replacement fixtures.

All carpets professionally cleaned

M. Baker said that all of the carpets were professionally cleaned over the summer.

New Banquet Chairs

M. Baker said the new banquet chairs are in and the Authority has been sitting on them this morning. Everyone agreed they were very comfortable.

ADJOURNMENT

Motion to adjourn came at 8:45 am by R. Goldsmith and seconded by S. Farnsworth, unanimously approved.

The next Authority meeting will be held Wednesday, September 10, 2014

Saratoga Springs City Center
Authority Meeting
Wednesday, September 10, 2014
8:00am

- 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: August 13, 2014 Authority Meeting

- IV. Financial Report
 - A. August 2014 Financial Statement
 - 1. Investment Report
 - B. 2015 Authority Budget; submitted to Department of Finance

- V. Chairman's Report
 - A. 30th Anniversary, Family Day Celebration
 - 1. Sat. September 20th, 10 am to 10 pm
 - 2. Schedule and Activities

 - B. Partnership with: “Fairgame Coalition” Update – M. Baker
 - 1. Aug. 28th Meeting and strategy session
 - 2. Sept. 22nd Public Testimony to the Siting Comm.; Albany

 - C. Parking Structure Update – J. Dalton, M. Baker
 - 1. Sept. 2nd City Council Resolution
 - a. Sub-division application
 - b. DRC Application
 - 2. Joint Meeting of Design Review Commission and Planning Board
 - a. Wed. Sept. 17th, 6 pm
 - 3. Planning Board Meeting; SEQRA Review
 - a. Tue. Sept. 23rd
 - 4. Next Steps and Schedule in Land Use Boards Review

 - D. Draft Land Lease Development – M. Baker
 - 1. Department of Finance financial component

 - E. Renewal of SEQRA/Land Use Consultant Contract – T. Roohan

 - F. Future Meetings:
 - October 15; November 12; December 10 – Breakfast Meeting

- VI. President's Report
 - A. 2014 and 2015 Sales

 - B. 2014 Summer “Fam Tour” Re-cap - T. Garofano

 - C. Electric Rate Lock-in

D. Viet Nam Vets, Commission
Nov. 21, 2015 event

E. Announce not attending IAVM Convention Center Conference in Vancouver, BC

VII. Other Business

- A. Canopy sign repair
- B. Canopy – entry lights

Adjournment: Next Authority Meeting: Wednesday, October 15, 2014 8 am

Saratoga Springs City Center

AUTHORITY MEETING

8:00 am

522 Broadway

September 10, 2014

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

Absent: R. Watkin

Also Present: M. Baker J. Ogden
D. Harper
J. Yepsen

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

PUBLIC COMMENT PERIOD

J. Dalton opened the public comment period at 8:00 am. Seeing that no one wished to speak, J. Dalton closed the public comment period at 8:01 am.

At the request of M. Baker, the Board agreed to discuss the agenda items relating to the Parking Structure first because T. Roohan has to leave the meeting early.

Parking Structure Update

September 2nd City Council Resolution

M. Baker reported that at the City Council meeting on September 2, Commissioner Mathiesen requested and received approval for the Mayor to sign all related land use board applications and waive subsequent fees for the parking garage project. The next day, a sub-division application was submitted and it was confirmed where the building should be located in order to be in compliance with the current zoning code.

Sub-division Application

M. Baker explained that the Subdivision will form a second lot and there will be nothing built on it; this accomplishes the setback required by the zoning code and provides surface parking. The waiving of fees is significant going forward and includes water taps, building permits, application fees, etc. He said two applications have been submitted and he has met with the Land Use Board staff, Mayor Yepsen and M. Ingersoll from the LA Group to prepare for the Planning Board and the Design Review Commission questions and answers and determine the extent or level of the review from the two Boards. One staff member wants to go into depth on SEQRA and the other staff, not so much. M. Baker said that the perception is that they are positive and ready to work on this project.

DRC Application

M. Baker said the DRC application had been previously submitted and the review is expected to take place simultaneously with the Planning Board's review.

Joint Meeting of Design Review Commission and Planning Board

M. Baker announced that the joint meeting of the City's Design Review Commission and the Planning Board will be held Wednesday, September 17th at 6pm in City Council chambers.

Planning Board Meeting: SEQRA Review

T. Roohan said that SEQRA review will take place at the Planning Board meeting on the 23rd at 6 pm. He said the long form is mandatory and it required modification due to the sub division. He said the presence at this meeting of the LA Group, Chazen and Envision is extremely important.

Next Steps and Schedule in Land Use Boards Review

M. Baker said the joint meeting of the DRC and the Planning Board is next followed by the SEQRA review by the Planning Board.

Renewal of SEQRA/Land Use Consultant Contract

T. Roohan said that the Parking Garage sub-committee believes it is essential to retain the LA Group for additional services for the SEQRA Review process and assistance with the local Land Use Boards review process for the City Center parking structure project. He said that the LA Group has submitted a proposal and he is requesting that the Authority accept it.

Motion to accept the September 9, 2014 proposal of the LA Group to continue with consultation and advisory services on the Parking Garage project and coordinate with the City Center's team to move through the Land Use Boards and SEQR process at an amount not to exceed \$24,750 for professional services and \$250 for reimbursable costs if encountered, made by T. Roohan and seconded by R. Higgins, unanimously approved.

Mayor Yepsen said there have been numerous comments on the Parking Structure. She urged the group to come prepared and the meeting on the 17th should go well.

CONSENT AGENDA

Minutes

J. Dalton requested a motion to approve the minutes from the August 13, 2014 Authority meeting which were previously distributed to the Board.

Motion to approve the August 13 meeting minutes as presented, made by S. Farnsworth, and seconded by R. Goldsmith, unanimously approved.

FINANCIAL REPORT

August 2014 Financial Statement

M. Baker presented the August 2014 Financial Statement. He noted that this has been the softest August in many years. He said there was slippage in January and business had caught up by June but in August a major group, the Curriculum Mappers, was lost because they ceased to exist. Another major group, the New York State Funeral Directors were not here because they are in cycle, but they will return. With Accounts receivable, revenues are at 61.9%, but from Labor Day forward, there is non-stop activity and some large holiday parties were picked up so there is a positive trend.

M. Baker reviewed the August expense summary stating that total expenses are now at 59.9% of the budget and will need to be modified going forward. Health benefits are running rich at 81.6% of the amount budgeted and there is a projected \$11,000 surplus in Retirement based on recent information from the State. He noted that some of the expenses are off-set by revenues. R. Higgins asked why Health Insurance expenses were running higher than anticipated. M. Baker responded that the renewal was in December of 2013 and the budget was based on a mid-year projection and since then staff was added to the list of those receiving benefits. He added that this will be corrected with line item transfers. Referring to the August Accounts receivable portion of the report, M. Baker said that Boxing has come back and it was more successful than anticipated so they plan to be back next August with an ESPN bout. M. Baker stated that expense items are requisitioned but the City's Department of Finance handles the checkbook; of the listed checks over \$500, a few were for repairs, but most are planned expenses. He said that plantings were purchased through Dehn's Flowers because they have the contract with the City.

M. Baker said that there were 6.75 paid days this past August, less than half of the 14.25 days in 2013, but there were only 4 paid days in 2012 and 6 in 2011. He said sometimes we pick up some of the summer social activities of the season; last year was the 150th anniversary of the race track. He noted that salaries were up, rent revenue was down from 2013 and the amount spent on utilities reflects a significant savings because this year we locked into a rate for electric. M. Baker said that the 30% discounts offered to clients for the 30th anniversary were well received. The offering of complimentary space to current, non-profits was popular. They were thrilled that they were asked and glad they were thought of but, surprisingly, many were not able to take advantage of it.

Motion to approve the August 2014 Financial Statement as presented, made by C. Wheeler, and seconded by S. Schneider, unanimously approved.

2015 Authority Budget; submitted to Department of Finance

The proposed 2015 City Center Authority budget was submitted to the Department of Finance on September 1 for inclusion into the City's 2015 budget.

CHAIRMAN'S REPORT

30th Anniversary, Family Day Celebration

Saturday September 20th, 10am to 10pm

M. Baker said that festivities on Saturday, September 20th will run from 10 am to 10 pm. He thanked Shelby Schneider and Susan Farnsworth for their help with co-chairing the event. He read the names of the 24 groups, organizations, and businesses sponsoring various activities. He said they have secured the use of the Algonquin lot to have more space than just on Ellsworth Jones Place.

Schedule and Activities

M. Baker announced the schedule and activities; the day begins at the Farmer's Market with a youth cook-off and it will end with a showing of Despicable Me 2 on the street. The screen will be at the base of EJP on the side of a panel truck with a small riser in front of the truck bed for the use of the bands during the day. He said some of the craft booths are doing things as fund raisers. Stewarts will be selling ice cream cones for 30 cents each.

S. Farnsworth said there will be a DBA Passport Promotion entitled "Play Hide and Seek with Mr. B". She exhibited a photo cut-out of Mr. B. that will be hidden in each of the 20 participating stores. The photo cut outs were completed by Mark Bolles who generously donated this service. Donations from the LA Group and Saratoga Hospital covered the cost of the printing of the passports by Advantage Press. The winning prize is valued at over \$500. She announced the winners of the Family Fun day Event Logo Art contest as Isabelle and Ava of Clifton Park, twin sisters that took first and second place respectively and Kaitlin of Gansevoort who took third place. All three submissions will be on display at the event. The first place artwork will be framed by Crafters Gallery who are generously donating this service. All three girls will receive the grand prize which is a ride in Santa's sleigh with one parent during the Tree Lighting Ceremony of the Victorian Streetwalk.

S. Farnsworth said the first place artwork will hang in the City Center going forward; she said there will be a fall DBA festival drawing contest also and they wished to hang the winning art work in the City Center hallway. C. Wheeler suggested displaying the artwork during the Rotary Educational Foundation event in October.

M. Baker said that S. Farnsworth and S. Schneider will be at the event to help with the drawings and take pictures. There will be a dunking booth for any good sports willing to get wet. He said there have been many private donations received; it will be a great, fun day for community families.

Partnership with: "Fairgame Coalition" Update

August 28th Meeting and strategy session

M. Baker said that a meeting and strategy session was held on August 28th and the MOU was drafted.

September 22nd Public Testimony to the siting Committee; Albany

M Baker said the coalition will be watching the testimonies on September 22, which will be the public testimony of the four applicants for a venue in this area. MEB said he will be there but he is not scheduled to speak although someone from the coalition will speak. They have a draft MOU, the terms of which three of the four applicants have accepted. The other applicant (East Greenbush, Capital view) has negotiated terms directly with the Times Union Center and the Palace, but has not provided any justification as to why they will not accept the terms of the Coalition's MOU.

Draft Land Lease Development

Department of Finance Financial Component

M. Baker said the financial component of the land lease is important and he continues to work with the City's Finance Commissioner, Michelle Madigan accordingly. There will be lots of legal boiler plate included and the draft agreement will be presented to the City Council for review, discussion and vote.

Mayor Yepsen said that a lot of work has already been done on this so efforts going forward will not be from scratch; however, the law states that the SEQR requirements must be completed first and this is why the lease has not been finalized yet. They (Mayor's Dept.) are following along with the process and the type of lease required. The parcels need to mirror the actual approvals.

Future Meetings

J. Dalton announced the dates of the future meetings of the Authority as October 15, November 12 and December 10 which will be a Breakfast Meeting.

PRESIDENT'S REPORT

2014 and 2015 Sales

M. Baker reported that so far there are 158 events and 240 days booked for 2014. By comparison, 2013 ended with 148 events and 230 days. For 2015, we are losing traction with 109 events, 217.5 days- there is some loss in some sectors and numbers are rising in others. R. Higgins asked when Albany's Convention Center might have an impact on the business at the City Center. T. Garofano responded that we would begin to see an impact in the 2017 sales. He said that the management of the proposed convention center and the Times Union Center (SMG) still has many things to do including finalizing the foot print, etc. so there will not be activities until 2017. M. Baker said the danger is that some New York State Trade Associations may feel obligated to be down in Albany, and the newness of the facility will attract people. It is to our advantage that they cannot create a comparable vibrant downtown by 2017. M. Baker said lodging year to date is up 3.5% of last year. T. Garofano said the rate of rooms occupied is up 5% overall; included is the Pavilion Grand. T. Garofano explained that there are two reports; one for the County and one for the City; for 2014, they are 5000 rooms ahead, 4000 rooms ahead for 2015, 10,000 rooms ahead in 2016 and 2000 rooms behind for 2017.

2014 Summer "Fam Tour" Re-cap

T. Garofano reported that the Convention and Tourism Bureau's Summer Familiarization Tour was held on August 25 and about 20 clients participated. He said that the program is a selling strategy where we solicit quality planners to come to this City to experience various venues and attractions and it is usually run Sunday through Tuesday following the Travers because this particular time period provides them the unique Saratoga experience. There were many good prospects represented. The bureau is partnering with the City Center and collaborating with agencies such as the SEDC to bring in groups. They started the event at a polo match and went to the City Center for breakfast and a trade show with a dozen or so partner organizations present. They toured the City and visited several attractions including the race track, a tour of SPAC and lunch at Saratoga National. Positive reactions have been received on the follow-up surveys and bookings have actually resulted from this event. He said that the FAM schedule is determined by the NYRA's schedule. The attendees are allowed time to stroll through Saratoga Springs and they loved downtown and were enthusiastic about the number of venues offering craft beers. T. Garofano said that the "Fam" tour is an ongoing pipeline to bookings; there has been a recent turnover in planners so it is often a re-education process. M. Baker said it is a concerted effort and the attendees are coddled and there is continued follow-up by the City Center, the Bureau and some attractions; we are always putting out the welcome mat. It is a very successful mechanism.

Electric Rate Lock-In

M. Baker said there were significant savings last year. He said this year the rates offered are higher than last year's rates and we are following the market closely before we lock in.

Viet Nam Vets Commission

M. Baker announced that the Viet Nam Vets Commission will hold an event on November 21, 2015 at the City Center. Mayor Yepsen said that Saratoga Springs is the only City that has agreed to be a partner for the Viet Nam War Commission. She has formed a committee chaired by Lew Benton that includes knowledgeable

veterans with good contacts and they are putting events together. The City Center will host the event which will be a commemorative social event for Vietnam era veterans.

Announce not attending IAVM Convention Center conference in Vancouver, BC

M. Baker announced that he will not be attending the IAVM convention Center conference in Vancouver, BC this year because he has no time available.

OTHER BUSINESS

Canopy Sign repair

M. Baker said the canopy sign is in need of repair again and this will be the 18th repair under warranty.

Canopy- Entry lights

M. Baker said that HNTB has been examining the lights and monitoring the process to ensure that we are taking the correct action for a solution.

Mayor Yepsen reminded the Authority that the 9/11 ceremony begins at 8:15 am Thursday and will be one hour long. Matt Tully is chairing the event and church bells will ring at 8:46 am which is the time the first building was hit. It is a day that must be remembered. M. Baker said the event is posted on the sign outside.

ADJOURNMENT

Motion to adjourn came at 8:45 am by R. Higgins and seconded by R. Goldsmith, unanimously approved.

The next Authority meeting will be held Wednesday, October 15, 2014.

SARATOGA SPRINGS CITY CENTER

AUTHORITY MEETING

Wednesday, October 15, 2014

8:00 am

522 Broadway

I. MEETING CALLED TO ORDER – Authority Members sign-in

II. APPROVAL OF MINUTES, September 10th Authority Meeting

III. FINANCIAL REPORT

A. September 2014 Report

1. Investment Report
2. 2014 Year-end Projection
3. ROT Tax Deposit

Oct 15th Payment for period of June through August - \$518,232; + \$57,232

June to August ROT	
2014	\$518,232
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. Tues., 9/23 - Joint Meeting of Planning and DRC
2. Oct. 8th – Planning Board (SEQR)
 - a. Next meeting October 22nd
3. Sept. Legal Fee Approval
4. Discussion: Contracting Process

B. Land Lease Development

1. Initial Meeting 9/11

C. Fairgame Coalition – M. Baker

1. Attendance 9/22, Public Hearings

D. Ethics Committee Report for November- R. Goldsmith

1. Committee members: S. Farnsworth, T. Roohan

E. Presidents Annual Review- Forms Attached- Return by November 14th

V. PRESIDENT'S REPORT

A. 2014 City Center 30th Anniversary Recap

B. 2014 and 2015 Sales Up-date

C. 2015 Budget submitted for inclusion; no comments to date

D. Renewal of Employee Health Insurance Program 12/1

1. Pre-A.C.A.

E. Electric Rate Lock-in Pending

VI. OTHER BUSINESS

A. Ongoing Building Projects Update

1. Canopy Down Lights (LED) Installation
2. Loading Dock Levelers Repair

VII. ADJOURNMENT- Next Meeting November 12th

Saratoga Springs City Center
AUTHORITY MEETING

8:00 am
522 Broadway
October 15, 2014

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

Absent: R. Higgins

Also Present: M. Baker R. Watkin
D. Harper T. Garofano
R. McMahon S. LeRoux

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

APPROVAL OF MINUTES

Minutes

J. Dalton requested a motion to approve the minutes of the September 10, 2014 Authority meeting which were previously distributed to the Board.

Motion to approve the September 10 meeting minutes as presented, made by S. Farnsworth, and seconded by C. Wheeler, unanimously approved.

FINANCIAL REPORT

September 2014 Financial Report

M. Baker presented the September 2014 Financial Statement. He noted that actual revenue to budget is tracking slightly behind at 67.6%. Year to date, \$250,000 of Room Occupancy tax, one half of the total amount budgeted, has been transferred. The budget operates on an accrual basis, there are enough funds; an additional transfer of \$100,000 ROT will remedy any shortfall at year end. M. Baker referred to the comparison of the third quarter income of 2013 to the third quarter income of 2014; stating that building rental is down 25% and catering revenue is down 21% due to a loss of August business. He said that miscellaneous income is up 22% and reimbursable income, such as for Security, has increased slightly. M. Baker reported that September revenues came in at 67.6% and expenses tracked at 67.5%; the only expense that came in higher than anticipated is health insurance due to additional staff opting to take the benefit. Printing expenses are up because of the 30th anniversary celebration event. Line item adjustments will be made to balance the budget. He said that legal expenses are up because of the legal activity regarding the parking structure project. Future additional expenses for the parking garage project will be from the Construction/Capital Project Account funds.

Reviewing the third quarter 2013-2014 expense comparison, M. Baker stated that salaries were up in 2014 by 12.9% as projected; and the payment for the phone system has not been posted yet. M. Baker reported that of the checks over \$500, the one for legal services relates to the parking structure, several checks were for

building maintenance and repairs and three were for the 30th Anniversary event and many of those expenses were back-funded by donations.

M. Baker said that the Accounts Receivable balances in Catering, Reimbursements and Miscellaneous are residuals of August business. He explained that compared to September of 2013, business in September 2014 is on par with that of September 2012. For 2014 the building was almost 100% in use, the number of day guests was up but rent revenue was down overall, primarily due to the 30% discount for the 30th Anniversary. There was the loss of previous clients including Public Transit that left the community and the New York Association of Counties that did not come back. M. Baker reported that Utilities are down due to the billing cycle and the weather since it was not particularly hot in the summer or cold in September. He explained that the economic impact is per event day. He presented deposits received and transferred explaining that no earned revenue is logged in until the event takes place in house.

Motion to approve the September 2014 Financial Statement as presented, made by R. Goldsmith, and seconded by S. Schneider, unanimously approved.

Investment Report

M. Baker reported that the amount of unencumbered Occupancy Tax Account is \$5,723,987.70 with the remaining construction balance of \$7,067.68, the grand total as of September 30, 2014 is \$5,731,055.38

2014 Year-end Projection

M. Baker said that we are shaping the year end projection. Compared to the amounts budgeted, building revenue is down about 7.4% and catering is down 1%. November and December have larger holiday parties scheduled; reimbursables are down 8% of the amount budgeted, mostly due to a reduction in the need for security. He said that in conjunction with the Bureau as partners there is a challenge to book as many days as possible; we must work to get business here. We will end with a balanced budget and not in a deficit. We are focusing hard on 2015.

. ROT Tax Deposit

Oct 15th Payment for period of June through August - \$518,232; + \$57,232

June to August ROT	
2014	\$518,232
2013	\$461,000
2012	\$442,821
2011	\$406,515
2010	\$393,472

M. Baker said that ROT collections are up \$57,000 from one year ago. The ROT rate went up in August.

CHAIRMAN'S REPORT

Parking Structure Update

Tuesday 9/23 Joint Meeting of Planning and DRC

T. Roohan reported that the original lease plan was altered with a sub-division (2 parcels) so that the application meets existing zoning. The joint meeting went well.

October 8th - Planning Board (SEQR)

T. Roohan said that the SEQR process with the Planning Board began on October 8. There was not good attendance at the meeting; the Board requested that they return on October 22; we are continuing to grind through the SEQR process.

Next meeting October 22, 2014

T. Roohan said the application will be at least second on the October 22 Planning Board agenda. They are hoping to get a Negative Declaration on Part 2 of the SEQR on October 22. Things are going well but slowly; the Pedinottis speak at every meeting and they are being destructive; we continue to forge ahead and both Envision and Matt Jones are doing well. M. Baker said the next meeting should be perfunctory; we are pushing forward and have a good reception from the Planning Board. The subsequent step is to apply to the Planning Board for site plan review. He said that at each meeting there is a public comment period; the meetings are held in City Council Chambers and the meeting schedule is on the City's website.

September legal fee approval

M. Baker requested a motion to approve payment of a statement submitted October 13, 2014 from the Jones Firm for services rendered September 1 through September 30th for meeting and land use board appearances and research in connection with the Saratoga Springs City Center Parking Structure.

Motion to approve payment to The Jones Firm of the statement for services in the amount of \$13,278.50 made by S. Schneider and seconded by T. Roohan, unanimously approved.

M. Baker said the funds come directly from the Construction/Capital Project Account.

Discussion: Contracting Process

T. Roohan introduced Peter Bette from Bette Cring. Mr. Bette said that the City Center is a public benefit corporation so each contract must be in compliance with Wick's Law; prevailing wage. There are four prime contracts including General, Plumbing, Electrical and Mechanical and the prevailing wage must be sought and accomplished. The intent is for construction dollars to be spent locally. M. Baker said there are two Pre-Casters in the northeast, one company based in Vermont and the other is working on the Tappansee Bridge project. Contractors will be paid prevailing wage. Bidders must meet the criteria and they will have a full understanding of the direction of the project; unfortunately, the project is not as far along as anticipated. P. Bette said that Daily Pre-Cast is out of Bennington, Vermont and is a subsidiary of Peckham Industries of New York.

R. Goldsmith asked if there is a problem with Union Labor. T. Roohan said that we want to use local people. P Bette said that Bette Cring built 38 High Rock in compliance with Wick's Law with local laborers. M. Baker said that all pieces of our contracts need to be Wick's Compliant. C. Wheeler said that as this develops, there should be positive press on the subsets of the project. M. Baker said that three other contracts have to be accomplished by the Authority. C. Wheeler said it is important to get ahead of the nay-sayers. M. Baker said that the majority of the City Council understands what a Wick's compliant project entails. J. Dalton suggested leading with the fact that a Peckham Industry subsidiary will do the precasting.

Land Lease Development

Initial Meeting 9/11/2014.

M. Baker said he met with Commissioner Madigan regarding the development of the land lease; the Finance Department is involved because of the financial component. He explained that the City Council has secured legal counsel and have issued questions to which we are crafting answers. The details can have a big impact on the relationship per parcel; there is a lot of support on the council and we will continue to pull this together.

Fairgame Coalition

Attendance 9/22, Public Hearing

M. Baker said he attended the public hearing and the Coalition received positive support from the Siting Committee and they wanted to know who had declined to cooperate with the Coalition and were told that it was the Saratoga Racing and Churchill Downs group for the East Greenbush site. The siting committee hopes to make an announcement soon.

Ethics Committee Report for November

R. Goldsmith said that he and committee members S. Farnsworth and T. Roohan will present the committee's report in November.

President's Annual Review – Forms Attached- Return by November 14th

J. Dalton requested that Authority members fill in their forms and mail them to him in the attached stamped and addressed envelope.

PRESIDENT'S REPORT

2014 City Center 30th anniversary Recap

Sarah LeRoux recapped the anniversary year showing the signage, the logo that was on the frosted vinyl panes hung in the City Center lobby and printed on City Center stationery; all organizations ran the logo on their event mailings. She said local non-profits were offered free meeting space at the City Center and there were Board meetings, a blood drive and a Leadership Saratoga event. Some of the groups included the History Museum, the Lion's Club and the Saratoga Youth Orchestra. M. Baker said that groups were thrilled with the offer of complimentary space whether they took advantage of it or not. S. LeRoux read some of the testimonials from the various groups that participated; they complimented the location, the space, signage and

ease of loading and unloading; everyone was very appreciative. She said that lobby exhibits by the Saratoga National Historical Park, The Saratoga Harness Museum, the National Museum of Dance and the Ballston Museum were well received and each exhibitor experienced increased traffic at their venue. Supervisor Matt Veitch held an historical presentation that drew over 200 people to the City Center and a DVD of the event was made and donated to the Saratoga Room at the Saratoga Springs Public Library. Copies were also sent to 42 individuals who have strongly supported the community and City Center. She said that the main event on September 20th was well attended (1000-2000) and very successful. Over 225 children went through the petting zoo and pony rides; Stewart's served 630 30-cent ice cream cones. S. Farnsworth said there were new activities throughout the 12-hour day which kept the event feeling fresh. S. LeRoux said that all City Council members attended the event and the entire City Center staff were true professionals. She thanked the Authority and Mr. Baker for the opportunity to work on the year-long project. M. Baker thanked Sarah for a job well done and announced that she is moving on to a full time position at the Hampton and wished her well. He thanked co-chairs Susan Farnsworth and Shelby Schneider for bringing ideas and resources together. It was a successful endeavor.

2014 and 2015 Sales

M. Baker stated that the 2014 and 2015 sales numbers continue to track. The sales team is working diligently to secure additional contracts. There are 161 events and 242 days booked in 2014. So far for 2015, there are 111 events and 221 days booked.

2015 Budget submitted for inclusion; no comments to date

M. Baker reported that the 2015 budget was submitted to the Commissioner of Finance and to date there have been no questions, no feedback and no requests for a presentation.

Renewal of Employee Health Insurance Program 12/1

Pre-A.C.A.

M. Baker said that the experience rate is larger, the program is a good one; the employees contribute 10%. He presented a monthly comparison of the costs for an individual, an employee and spouse, an employee and child and a family for CDPHP which is the City Center's current plan, for MVP and for Blue Shield of Northeastern New York. He noted that dental coverage is additional for each plan and the upgrades in the plan are due to the Affordable Care Act; insurance companies must carry 4 categories; we would choose CDPHP Alternative Plan 1 which is the best rate and the premium cost per month is \$10,901. Employees pay 10% of the cost of their plan per month. The cost of the plan reflects an increase of 18.9%.

Motion to renew the Employee Health Insurance Program CDPHP-EPO- Platinum Plan 301 for one year as presented starting on 12/1/2014 made by T. Roohan and seconded by C. Wheeler, unanimously approved.

M. Baker said that per State law, employees must prove they have alternative coverage in order to be approved to opt out of the plan; they receive \$900 per year to opt out.

Electric Rate Lock-In

M. Baker said responses are still coming in from the request for quotes and the rates will be carefully analyzed before we lock in to a rate.

OTHER BUSINESS

Ongoing Building Projects Update

Canopy Down Lights (LED) Installation

M. Baker said the down lights have been culled, crafted, directed and \$25,000 was authorized and so far the cost is \$11,956. We are waiting for the LED kits to come in; it is upsetting that lights installed in 2011 are now obsolete.

Loading Dock Levelers Repair

M. Baker reported that the levelers were repaired at a cost of \$1,600.

R. Goldsmith stated that the \$13,000 in legal fees in addition to the \$8,000 originally allocated represent expenditures that are not abnormal to the private sector but compared to our advisory position with the City the expenses are much more than anticipated despite the fact that the Authority does a lot of the leg work but because the City owns the land and we will own the building, proper representation by people that know and understand the process is necessary. T. Roohan said that there may be some adjustments to Bette Cring's bills because they were originally going to perform some of those duties. M. Baker said that according to feedback received from the City Council and some well-meaning community groups, they are trying to make it more palatable to the community and still accomplish our goal to accommodate a modicum of growth, have the flexibility to operate and manage the facility so that paid parking covers the debt service.

S Schneider suggested creating question and answer documents covering facts on the entire process to alleviate confusion, share the milestones and dispel the myths. M. Baker said that greenspace for example will be increased since there will now be a 10-foot sidewalk, a 12-foot setback and a 10-foot tree line; and he agreed that we must keep informing the public.

ADJOURNMENT

Motion to adjourn came at 8:50 am by R. Goldsmith and seconded by S. Farnsworth, unanimously approved.

The next Authority meeting will be held Wednesday, November 12., 2014

SARATOGA SPRINGS CITY CENTER

AUTHORITY MEETING

Wednesday, November 12, 2014

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 15, 2014

B. October 2014 Financial Statement

IV. FINANCIAL REPORT

A. October 2014 Report

1) Investment Report

2) Parking Project Finance Status Report

V. CHAIRMAN'S REPORT

A. Ethics Committee Annual Report- R. Goldsmith

B. Parking Sub-Committee Report – T. Roohan, M. Baker

1) DRC – Article 78

2) SEQR Part II, November 12th

3) Land Lease, November 20th

4) Green Belt Trail, Bike-A-Toga

C. President's Annual Review

1) Executive Session (end of meeting)

D. December Meeting

1) Wed. December 10th or 17th; City Council, County Reps; Past Authority Members?

VI. PRESIDENT'S REPORT

A. 2014 and 2015 Sales Up-date

1) Sales/Mkt. – Pending Competition

B. Approval of 1st Quarter 2014 Expenses

C. Thank you's – DVD gift

D. Utility Rate Lock-in- Electric

E. Meeting Dates-January 8th, February 11th, March 11th

VII. OTHER BUSINESS

A. Ongoing Building Projects

1) LED Entry Lights Installed

2) Load Level

3) Canopy Sign

4) Banquet Chairs

VIII. ADJOURNMENT

Saratoga Springs City Center

AUTHORITY MEETING

8:00 am

522 Broadway

November 12, 2014

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

Absent: S. Schneider

Also Present: M. Baker M. Jones
D. Harper J. Ogden
T. Garofano.

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

CONSENT AGENDA

Approval of Minutes

J. Dalton requested a motion to approve the minutes from the October 15, 2014 Authority meeting which were previously distributed to the Board

Motion to approve the October 15, 2014 meeting minutes as presented, made by R. Goldsmith, and seconded by S. Farnsworth, unanimously approved.

FINANCIAL REPORT

October 2014 Report

M. Baker reported 79.3% revenue to budget and expenses are 75.2% to budget; we are in balance and heading in the right direction. He referred to the October 2014 expense summary stating that professional Services came in at \$12,271, higher than normal because it includes \$3,000 for the Omni licensing system. There was nothing outstanding regarding accounts receivable in October; the total accounts receivable is \$10,429.33. There were no questions from the Board about checks over \$500. M. Baker said that on page 6 of the Finance report, comparisons are made between each October from 2011 through 2014. He said that October is one of the busiest months in Saratoga Springs and in 2014 October was a benchmark month. There were 31.75 paid days, 2,101 lodged guests and revenues were up significantly over the other three years. However, expenses were also up significantly due primarily to an increase in maintenance and professional services expenses. T. Garofano noted that Cerebral Palsy rotated out this year but they will be back next year.

Investment Report

M. Baker reported that the Investment Account is holding at \$6,242,747.59. He said that so far, \$175,180.16 has been committed to the Parking/Capital Project Account. He reminded the Authority we are under the oversight and guidance of the Department of Finance because they maintain all City Center accounts.

Parking Project Finance Status Report

M. Baker presented the Parking Garage Project 2013-2014 expenses as of 11/4/2014. He stated so far \$444,618 has been encumbered and \$265,555 has been expended which speaks to the commitment of the Authority to the project; we continue to work with and progress through the process with judicious decisions.

He stated that Carl Walker is done with the exception of their final report which is pending. The LA Group continues to work with us through the SEQR process and they contracted for some archeological work; the Jones Firm provides legal representation and assistance; CT Male performed Ground and Geotechnical survey work, and Bette Cring has performed the soft/costs, design portion of their quote but no construction contract has been signed as of yet.

J. Dalton asked what total of 2014 rental revenue was not realized due to the 30% discounts. M. Baker replied that the amount was somewhere between \$30,000 and \$50,000.

Motion to approve the October 2014 Financial Statement as presented, made by R. Goldsmith, and seconded by R. Higgins, unanimously approved.

CHAIRMAN'S REPORT

Ethics subcommittee Annual Report

R. Goldsmith reported that he met with the Ethics Board committee members S. Farnsworth and T. Roohan and City Center President M. Baker on November 10, 2014. He said the Code of Ethics was mandated by the Public Authorities Accountability Act, 2005 and includes standards established in the Public Officers Law §74. The Committee determined that all members of the board of directors meet the qualifications to serve; no events or written complaints were filed and no advisory opinions were sought during the first ten months of 2014. The City Center President reviewed all board members disclosure statements as required by the Code of Ethics and found that they conformed to the requisite standards and were submitted to Saratoga County.

J. Dalton asked if each Authority member has gone to the City's Department of Accounts to fill out, sign and file an Oath of Office; he noted that it is a technicality that must be complied with. R. Watkin commented that if members do not sign the oath, they are not serving correctly. M. Baker noted that the criteria may be superseded by the Public Authorities Law of the State of New York. R. Watkin stated that the Mayor is responsible for the appointment of officers to the Authority. J. Dalton asked M. Baker to ensure that each Board member has a signed Oath of Office on file in the Department of Accounts.

Motion to accept the Ethics Committee Annual Report as presented made by R. Goldsmith, and seconded by C. Wheeler, unanimously approved

Parking Sub-Committee Report

DRC- Article 78

T. Roohan said there has been a DRC approval of solar hot water panels on the roof of the Mouzon House that could have a negative impact on the SEQR outcome. He said that the Authority has a choice to file an Article 78 against the DRC. Attorney Jones said that the new zoning code prohibits new construction or development from casting a shadow on a neighbor that has solar panels. He is confident however that there were fatal errors made on the application. He recommended continuing through the SEQR process as planned. M. Baker said that an Article 78 is not preferable but we would be reserving our right to pursue legal action should we not be successful getting a SEQR negative declaration; an Article 78 is time consuming and costly and not a lot of good will would come from it. He said that the preferable objective is to get a negative declaration; there is only a 30-day window to file an Article 78 and that window closes on November 15.

M. Jones said that the Parking subcommittee has been immersed in this. The situation arose on October 15 when the DRC heard an application by the Mouzon House regarding previous installation of six solar panels on the house. The lot west of them was acquired from the City in 2005. He said that the City Center received a notice on Friday night, October 10 and the application was heard the following Wednesday. The solar panels were already installed, approval was sought after the fact and that same night we were in front of the Planning Board. M. Jones said that the zoning code was amended in 2012 when it was added that when someone has a lawfully approved solar panel, a neighboring structure cannot cast a shadow on the panel. He noted that the owners of the Mouzon House sought a change in zoning in December of 2004 to T-6 and the Pedinottis did not object when they were told that it is highly likely that potentially a five or six story building could be built on the large lot next to their structure and they assured the Boards that they would not be in opposition to such structure.

M. Jones explained that the the Jones Firm foiled the application that was made by David Pedinotti of Mouzon House, but not filled out or signed by the owner (1 York Street LLC) of the property so there is no affirmative consent by the property owner. There are two parcels, one parcel has the house on it and the neighboring west parcel was acquired from the City. The lot where the panels are installed is not in the application; the DRC approved the solar panels on the house, not on the lot. The Building Inspector was not provided the application and did not see it and he did not sign the application. He would normally review the application and check whether the parcels are in compliance with the zoning law and if not in compliance, the applicant cannot seek DRC approval. In 2005 the Pedinottis sought an area variance on the setback and made application for and received a variance on the house, but not on the parcel, so if the building Inspector had received an application to review he would not have approved and the application would not have been heard by the DRC. M. Jones said he has spelled everything out in a letter to the Design Review Commission requesting a nullity or that they vacate their decision. If the City treated it as a nullity, a zoning variance would not be necessary.

M. Jones said that the application was prepared incorrectly. M. Baker asked how this impacts the SEQR process for this project, M. Jones said that the answer to the question on whether the project "is in compliance with the City's Zoning Ordinance" would be "No". M. Jones believes that this can be overcome; an article 78 must be filed no later than 30 days from the date of the DRC decision, in this case November 15, to challenge the decision and seek a court order to vacate the decision. He said there are political reasons not to do this as well as time constraints but the option should be reserved. M. Jones said they asked for an opportunity to meet with the DRC prior to tonight's Planning Board meeting but the closest opportunity to meet with the DRC is after the 30 day window has expired. He stated that the Authority could agree that the solar panels are a sustainable position and seek a variance accordingly; or they could seek a nullity since the application was incorrect. He said the City Council could also adopt a resolution to approve the lease and since it is their zoning ordinance they are in a position to amend the provision or to grant a waiver to the project.

R. Higgins stated that filing an Article 78 is not the preferred action; seeking a nullity is better since the right parcel was not approved, requiring someone from the City to agree that they were wrong and have the decision vacated. If we go for a zoning variance, it would be an acknowledgement and a validation of the DRC approval. R. Goldsmith noted that once an Article 78 is filed, it can always be withdrawn. M. Jones commented that there is nothing in the Zoning Code that sets up a procedure for an opponent to revisit a land use board decision; only an applicant can take such action and it must be overturned by a unanimous vote. M. Baker said that the DRC would take no action until they hear from the Land Use Board attorney and the Pedinotti's attorney. He said that the issue becomes insignificant if a SEQR Negative Declaration is achieved. M. Jones said that if we are successful in getting a SEQR Neg Dec, the next step is to file a variance with the Zoning Board of Appeals but that is problematic because the outcome is unpredictable. He said that although the 2005 discussions dealt with future construction there is no protection because of the 2012 Zoning Ordinance.

T. Roohan said that the DRC is usually particular and precise and he is upset that the application was not thoroughly reviewed and investigated; the chairman must be concerned that there were so many inaccuracies. He hopes that the DRC deals with the situation next week and then we could apply for a variance. The Board continued to discuss whether or not to file an Article 78. C. Wheeler said the action sets a precedent and if money is spent for an Article 78, the project might not come to fruition. R. Goldsmith wants the option available. M. Jones acknowledged that the DRC has made many mistakes but the problem is that the Authority does not own the property and we are not the tenant yet, which negatively impacts our ability to successfully stand on this. T. Roohan said the Mayor signed the application to the Planning Board so the property owner is represented and has signed on. M. Jones said that the Authority is the aggrieved party, not the purchaser and not an official tenant and there is no lease agreement as yet which weakens our position. C. Wheeler concluded that essentially the perception and broader picture is that the City would be suing the City.

Motion to not file an Article 78 on the DRC decision on the Mouzon House solar panels but to proceed with the SEQR and land use board process and monitor what happens made by T. Roohan and

seconded by R. Higgins approved with a majority vote: Ayes – 5, Nays - 1 (R. Goldsmith) and 1 absent (S. Schneider)

SEQR Part II, November 12

T. Roohan reported that the committee is heading back to the Planning Board tonight for the third discussion regarding SEQR, this time to hopefully obtain a negative declaration. Subsequently, after receiving the Negative declaration, they will return to the Planning Board for subdivision approval.

Land Lease

M. Baker stated that he has been working closely with the Commissioner of Finance on the land lease; they are honing in on the financial components including such nuances as the length of time and other components. He is hoping by January that this will be drafted. Jim Carminucci, attorney representing the City Center Authority, has been working on this with the Commissioner of Finance and her legal team.

Green Belt Trail

M. Baker said there has been a lot of misinformation regarding this project and the Greenbelt trail. He said that nothing we are doing prohibits the Green Belt trail running along Maple Avenue, however, the issue is that the street side parking by the Old Brian Inn and along the balance of Maple Ave. would be removed and this would be devastating to the OBI's business. He said the preference of the OBI, Hilton Hotel and City Center is that the trail runs down High Rock – there would be room for bike racks, and the Greenbelt group agrees that the trail should not negatively impact local businesses. He believes that the Commissioner of Public Safety would prefer the trail to be on High Rock in order to preserve Police Car parking on a section of Maple Avenue. He reported to also have spoken with the people from the Bike-A-Toga who seemed to be ok with having the Greenbelt trail run down High Rock Avenue.

M. Baker said that special interest groups seem to spread misinformation including an email that the City Center is suing the Mouzon House. He said that we are not suing the Mouzon House, and we are not "assaulting indigenous people". There is a caustic You-Tube presentation that is detrimental to the City Center. He said that on October 22, at the Planning Board meeting, the chairman of Sustainable Saratoga announced that the group now objects to the project. M. Baker said he reached out to Harry Moran to discuss the issue but Mr. Moran has asked that the project should be stopped; they object to the project design and scale and suggest that it should not be moved forward.

President's Annual Review

Executive Session (end of meeting)

J. Dalton reported that he has received five questionnaires and is missing two, but he is not sure which ones are missing since the documents are submitted anonymously. He asked that all members be sure to complete the documents, seal them in the envelope and submit them as soon as possible. He said the Executive Session will be postponed until all reviews have been received.

December Meeting

J. Dalton asked the Authority members whether they preferred the December breakfast meeting to be held on Wednesday December 10 or December 17th. The members agreed that the annual breakfast meeting will be held Wednesday December 10. The City Council, County representatives, and past Authority Chairs will be invited.

PRESIDENT'S REPORT

2014 and 2015 Sales

M. Baker reported that there are 158 events and 240.25 days booked in 2014. He noted that the 30% discount offered to local charities for the City Center's 30th anniversary year has impacted revenues for 2014 and the exact amount of the give-away will be calculated at the end of the year. So far for 2015, there are 117 events and 224.75 days booked. M. Baker explained that when an event is listed on the sales report with an asterisk, it is the first time that event has been held at the City Center.

Sales/ Mkt-Pending Competition

M. Baker explained that the goal is to get additional and larger multi-day lodged events into the City. There is a need for 20% new business to accommodate for events that cycle in and out.

Approval of 1st Quarter 2014 Expenses

M. Baker requested approval for anticipated expenses relative to sales, marketing, Public Relations and professional development as submitted to the Board.

Motion to approve the proposed anticipated expenses as presented on the November 12, 2014 memo made by T. Roohan and seconded by R. Goldsmith, unanimously approved

Thank yous – DVD Gift

M. Baker said that many thank you notes have been received in response to the DVDs sent as gifts to individuals that have strongly supported the community and the city Center.

Utility Rate Lock-in-Electric

M. Baker said that responses are in from the request for quotes and the rates are being carefully analyzed before locking in to a rate.

Meeting Dates-January, February, March

M. Baker asked the Board if the listed meeting dates of Wednesday January 8, February 11 and March 11 of 2015 at 8:00 am were acceptable. They agreed to the dates and to continue meeting at 8:00 am.

OTHER BUSINESS

Ongoing Building Projects

LED Entry Lights Installed

M. Baker said that the LED entry lights are being installed.

Loading Dock Levelers

M. Baker said they are waiting for parts for the Leveler.

Canopy Sign

M. Baker said the canopy lights have been under warranty since 2011. The electrician has taken pictures to forward to the company because they continue to burn out. R. Higgins said that each time the lights are repaired, the warranty is extended automatically. M. Baker said it is to their credit that the company continues to honor the warranty. The problem seems to be caused by moisture so they used new silicones and polycarbonates but now the thought is that it might be caused by heat from the glass front of the building reflecting onto the LEDs.

Banquet Chairs

M. Baker said that the feet are not staying on some of the chairs and they are dealing with the situation; the chairs are under warranty.

T. Garofano commented on how the Capital District area is changing and those changes will affect how we market the City and determine what we are competing with. He said the Casino siting committee is hoping to make a decision on the Casinos soon. M. Baker distributed an article on the pending "face-lift" of the Times Union Center arena which will cost 13.1M and would enclose the atrium. He said the article evokes the sense of what is already happening but Albany does not have the ambiance of downtown Saratoga Springs.

ADJOURNMENT

Motion to adjourn came at 9:10 am by T. Roohan and seconded by C. Wheeler, unanimously approved.

The next Authority meeting will be held Wednesday, December 10, 2014

SARATOGA SPRINGS CITY CENTER

AUTHORITY MEETING

Wednesday, December 10, 2014

8:00 am

City Center

I. WELCOME AND HOLIDAY GREETINGS- J. Dalton, Chairman

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

II. FINANCIAL REPORT

A. 2014 - D. Barone, M. Baker

III. CONSENT AGENDA

A. Approval of Minutes: November 12, 2014 – previously distributed

B. Approval of November 2014 Financial Report – previously distributed

IV. CHAIRMAN'S REPORT

A. Parking Project

Update-Parking Sub-Committee; Tom Roohan, Richard Higgins, Charles Wheeler

1. SEQRA Review

V. President's Report

A. 2014 Year End Summary- J. LeCain

1. 2015 Projected Sales- A. Gardner, Director of Sales

B. Facility/Operations

1. 2014 Project Update/Year End Summary- R. McMahon, Operations Manager

2. 2015 Anticipated Projects/Upgrades

a Award bid for main hall roofing replacement

b New Pantries- kitchen equipment

c Bid- Software Management System

C. 2014, 30th Anniversary of the City Center- M. Baker

F. Closing Comments- J. Dalton, M. Baker

VI. Executive Session-Personnel matter

VII. ADJOURNMENT

Next Authority Meeting- Wednesday January 14, 2015, 8am

Happy Holidays