

Saratoga Springs City Center
Authority Meeting
Wednesday, January 14, 2015
8:00 am
City Center

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

- I. **Meeting Called to Order** – Authority Members Sign-in
 - A. Chairman’s Welcome and Comments

- II. **Consent Agenda**
 - A. **Minutes:** December 10, 2014 Authority Meeting and executive session
 - B. **December 2014 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 2014 Statement
 - 1) 2014 Year-End Projection- Discussion
 - B. Investment Accounts 12/31/14
 - C. Occupancy Tax Account
 - 1) January 2015 Payment for the 9/1/14 to 11/30/14 ---\$247,378.00; \$31,069.00 increase
 - 2) Historical Comparison
 - January 2014: \$216,309
 - January 2013: \$205,686
 - January 2012: \$220,347
 - January 2011: \$189,756
 - January 2010: \$188,261

- V. **Chairman’s Report:**
 - A. Parking Structure Update – T. Roohan, M. Baker
 - 1) Land Use Board Approval Process
 - a. Schedule
 - 2) Land Lease Update
 - a. Appt. Land Lease Sub-Committee: Roger Goldsmith, Susan Farnsworth, Joe Dalton
 - 3) Approval Legal Fees: Jones Firm
 - 4) Other Items
 - a. Construction Contract
 - b. Architectural Detail
 - c. Staging and Shuttle/Transportation
 - d. Financing
 - B. Date Request, State of The City Address
 - C. Authority Plaque - Expansion 2009-2011
 - D. Future Meeting Dates
 - Wednesday, February 11th
 - Wednesday, March 11th –Annual Meeting
 - Wednesday, April 8th

VI. **President's Report:**

A. Sales Report 2015 and 2016

B. Code of Ethics/ Financial Disclosure Statement

1) Please return by February 20th

C. Award of Bid

1) Software Management System

VII. **Other Business:**

VIII. Adjournment

Next Authority Meeting: Wednesday, February 11, 2014, 8 am

Saratoga Springs City Center
AUTHORITY MEETING

8:00 am
522 Broadway
January 14, 2015

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

Also Present: M. Baker Mayor Yepsen
D. Harper N Wagner
R. McMahon

Absent: R. Higgins
C. Wheeler
T. Garofano

Meeting Called to Order

At 8:00 am Chairman J. Dalton called the meeting to order.

Consent Agenda

Minutes

J. Dalton requested a motion to approve the minutes from the December 10, 2014 Authority meeting and executive session.

Motion to approve the December 10, 2014 meeting minutes as presented, made by T. Roohan and seconded by S. Farnsworth, unanimously approved.

Public Comment Period

No one spoke

Financial Report

December 2014 statement

2014 Year-end Projection

M. Baker referred to the account balances. He stated that there is \$6,193,804.87 in the Occupancy Tax Account. The amount of the 2014 budget balance encumbered was totally transferred out to the operating budget for the first time ever and more transfers will be made later in the meeting. He presented the 2014 Budget Projection stating that it still has to be reviewed by the City's Finance department. The report shows where we will end up in the 2014 operating budget. He reported that investments and revenues are down 7% below the revenue projection. Special Event Donations were in and out for the 30th Anniversary celebration; reimbursement of the current year expenses were up slightly; Miscellaneous revenues were down 22.6%; and we are ending the year at 5.2% below what was budgeted. M. Baker explained that we have never utilized the total amount budgeted from occupancy tax encumbrances before because we either grew our revenues or lowered our expenses. He said that expenses came in 2.1% lower than budgeted but that is not enough to capture the projected deficit of \$43,000. To balance the budget, an additional \$43,000 must be transferred from the Room Occupancy Tax savings to make the revenues whole.

T. Roohan asked if the 2015 budget captures what was learned from 2014. B. Baker responded that the issue is growing the revenue and our product; generating new sales because the problem was not on the expense side since R. McMahon is a good steward of spending. He added that the 30th Anniversary event was successful but there was a cost associated with it.

Motion to transfer \$43,000 from the Room Occupancy Tax account into the 2014 operating budget made by R. Goldsmith and seconded by T. Roohan, unanimously approved.

Investment Accounts 12/31/2014

M. Baker said that fortunately we have the resources to make ourselves whole.

Occupancy Tax Account

January 2015 Payment for the 9/1/14 to 11/30/14 ---\$247,378.00; \$31,069.00 increase

M. Baker noted that the Occupancy Tax payment for the period of 9/1/14 through 11/30/14 is \$31,069 ahead of the same period of 2013.

Historical Comparison

M. Baker said that upon examining the amounts from 2010 forward to the present, it is evident that the occupancy tax collection has grown significantly due to continued growth in convention/hospitality business; room occupancy.

January 2014: \$216,309
January 2013: \$205,686
January 2012: \$220,347
January 2011: \$189,756
January 2010: \$188,261

Motion to accept the December 2014 Financial Statement and report as presented made by T. Roohan and seconded by S. Farnsworth, unanimously approved.

Chairman's Report

Parking Structure Update

Land Use Board Approval Process

T. Roohan reported that the Authority appeared before the Zoning Board of Appeals for a variance to build the structure despite the fact that the Mouzon House has installed solar panels on their building. The Zoning Board will have a decision in two weeks. Then the project will be brought before the Design Review Commission for approval of mass and scale and then back to the Planning Board. There should not be any more surprises; the SEQR process is complete.

Schedule

M. Baker stated that a schedule of the Land Use Board approval process was included with the agenda. The Zoning Board will take action on the City Center's application on January 26th at 7:00 pm in the City Council Room. On March 4 we anticipate appearing before the DRC for mass and scale and feedback on the design.

T. Roohan said that the people making the land use decisions are volunteers like us so it is a good idea to have the Authority's presence at these meetings. All of the approvals are expected to be in place by May. He said the Zoning Board has not requested any supporting materials.

M. Baker stated that a variance is being requested to allow us to build the parking structure that is not in compliance with zoning because of something our neighbor has done. T. Roohan said that if the variance is not granted, the Authority can file an Article 78.

Mayor Yepsen said that having no variance granted would have ramifications because that would mean that nothing of that height could be built on that land limiting its potential value and use.

Land Lease Update

M. Baker said headway is being made with the Commissioner of Finance on the lease agreement.

Appt. Land Lease Sub-Committee

J. Dalton announced the appointment of a committee to review the Land Lease agreement; the committee includes R. Goldsmith, S., Farnsworth, and J. Dalton.

Approval Legal Fees: Jones Firm

M. Baker said that the Jones Firm has submitted invoices for their credible and diligent legal representation and work on the City Center parking structure from October through December of 2014, amounting to \$62,535.28. He explained that \$12,376.50 has been encumbered so far but a line item transfer in the amount of \$50,160 must be made from Room Occupancy Tax savings to the construction legal line to cover the 2014 period and balance out the 2014 budget.

T. Roohan asked if the encumbrance should be increased going forward. M. Baker responded yes, but two motions are required, one for 2014 and the other for 2015.

Motion to transfer \$50,160 from the Room Occupancy Tax account to the Jones Firm/legal line of the Capital Project Account made by T. Roohan and seconded by R. Goldsmith, unanimously approved.

M. Baker noted that with the two adjustments approved today, there is still \$6.1k in the Occupancy Tax Account not including the January 2015 payment. He explained that encumbrances are specific to the account; by State Law, everything at the end of the year is encumbered to the City's Finance Department and it is given back in the New Year.

Other Items

Construction contract

M. Baker said that he and the Parking Structure Subcommittee, T. Roohan, C. Wheeler and R. Higgins have been working to iron out construction contract details.

Architectural Detail

M. Baker said that the architecture details must be 60 to 80% complete to proceed to a Building Permit.

Staging and Shuttle/Transportation

M. Baker reported that he is working with CDTA on a staging and shuttle transportation plan for the period of construction of the Parking Structure.

Financing

M. Baker commented that in regard to Financing, State mandates and the City Center Authority budget dictate what can and cannot be done. This financing is also coordinated and reviewed with the Department of Finance.

Date Request, State of the City Address

M. Baker said that the Mayor has requested a reservation to hold the State of the City address at the City Center on Tuesday January 27, 2015 at 7:00 pm.

Motion to host the Mayor's State of the City Address at the City Center on Tuesday, January 27, 2015 at 7:00 pm made by R. Goldsmith and seconded by T. Roohan, unanimously approved.

Authority Plaque – Expansion 2009-2011

J. Dalton said that in the City Center lobby there are two plaques, one from the building of the original Convention Hall and the other from the building of this City Center. He suggested to the Board that a similar plaque be created for the 2009-2011 expansion of the City Center to denote the expansion so people will realize that the building, as it is now is not as it was originally built. The plaque would include the names of the Authority members that orchestrated the Expansion. M. Baker said that when names are on a plaque, it is memorable. J. Dalton said that recognition should also be given to former Senator Joe Bruno because the City Center addition would not be in place without his advocating for 12 million dollars of NYS Senate appropriations; some sort of recognition of him should be included. R. Goldsmith suggested a thank you tribute could be placed at the bottom of the plaque. M. Baker agreed that it should be something significant, with a long or permanent shelf life.

Future Meeting Dates

J. Dalton announced the next three meeting dates of 2015 as February 11, March 11 (annual meeting) and April 8.

Presidents Report

Sales Report 2015 and 2016

M. Baker said that there were 240 paid event days and 157 events in 2014. So far for 2015, there are 232.50 paid event days and 130 events. He said that the level of 2014 must be exceeded. He said that a summary snapshot from 2011 through 2014 indicates the financial impact of renting the building on the community. The total number of guests in 2014 was down 1.76% from 2013. The number of convention guests was up by 8.9%. This is particularly important because convention guest spending is significantly higher than that of day guests. Day Guest spending is down; the amount they spend depends on when the event is held. Tax revenues increased in 2014 but the revenue generated from total events has not grown enough. He noted that the big jump from 2011 to now is due to the expansion. We could not rent turnover days when we went from one event to another but now we can; the first three years since the expansion indicate the growth of our business model. M. Baker said that we still have a challenge in 2015 to grow our product, rent more days and increase revenues.

Code of Ethics/Financial Disclosure Statement

M. Baker distributed the Code of Ethics and financial disclosure statements to the authority members. He asked that they be completed, notarized and returned to M. Baker by 2/20/2015. It is required that they be filed with Saratoga County Attorney.

Award of Bid

Software Management System

M. Baker said that the software is a venue-management software program recommended by the International Association of Venue Managers (IAVM). He said the concern is that when people leave they take institutional knowledge with them; this program provides staffing, accounting, scheduling and reservation interface. Ungerboeck is an industry favorite with the best customer support availability. The City Center is not big enough to warrant the custom design of its own software. We negotiated with Ungerboeck representatives and their proposal was modified to suit our needs bringing the upfront cost to \$29,130 and dropping the annual maintenance and hosting costs to \$6,990. M. Baker said the software is the favorite of industry peers; the go-to program particularly for a facility of this size. It is not brand new, out of the box; it has a great history of support. It is a web-based software program custom up-dated two times per year.

Motion to approve the purchase of the Ungerboeck Venue Management Software system in the amount of \$36,120 including the purchase price, first year annual maintenance with two updates, and annual hosting made by T. Roohan and seconded by S. Schneider unanimously approved.

Other Business

Mayor Yepsen said that 2015 is the centennial year of our City and she is holding a press event on Tuesday January 20 at 11:00 am in the City Council room to roll out the plans for the year and she would like the Authority members to attend because they are pillars of the community.

Adjournment

Motion to adjourn at 8:46am made by R. Goldsmith and seconded by S. Schneider; unanimously approved.

The next City Center Authority meeting will take place on Wednesday, February 11, 2014, 8:00am.

**Saratoga Springs City Center
Authority Meeting
Wednesday, February 11, 2015
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 14, 2015 Authority Meeting
 - B. January Financial and Investment Report
 - C. Authorization to pay Bette & Cring Invoice
- IV. Chairman's Report
 - A. Authority Parking Structure Update – T. Roohan, M. Baker
 1. Zoning Board – February 9, 2015
 - a.

<u>Planning Board</u>	<u>DRC</u>
March 11	March 18
March 25	April 1
April 18	April 15
 2. Land Use Board Schedule
 - a. Application site plan; February 4th
 3. 2015 Legal Fees Encumbrance
 4. Financing Report
 - B. Appointment of Nominating Committee for Authority Officers: Vice Chair & Secretary
 - 1) Report to March 2015 Annual Meeting
 - a. Roger Goldsmith
 - b. Susan Farnsworth
 - C. Appointment of Finance/Audit Committee
(Familiar with corporate financial and accounting practices)
 - 1) Rick Higgins, Chair
 - 2) Shelby Schneider
 - 3) Joe Dalton
 - D. Mandates: "Public Authorities Accountability Act of 2005"
 - 1) Annual Disclosure Form
 - 2) 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
 - 3) ABO- Mandated Website
 - a. City Center Review
 - 4) 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 11, 2015

V. President's Report

- A. Authority Lobby Plaque
- B. Land Lease Update
 - 1. Set Committee Meeting
- C. 2015 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 (Actual)	197.00 Days	39.25 Days
Feb. 2015 (YTD)	200.00 Days	40.50 Days
Feb. 2016 (Projected)	64.75 Days	133.75 Days

D. 2015 and 2016 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

VI. Other Business

- A. Mayor's State of the City Address: February 7, 2015
- B. Elks Parade, sponsorship
- C. Spirit of Life, donation

VII. Adjournment: Next Authority Meeting: Wednesday, March 11, 8am, City Center

Saratoga Springs City Center
AUTHORITY MEETING

8:00 am

522 Broadway

February 11, 2015

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

Absent: R. Higgins

Also Present: M. Baker R. McMahon
T. Garofano N. Wagner

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

PUBLIC COMMENT PERIOD

No one spoke

CONSENT AGENDA

Minutes

J. Dalton requested a motion to approve the minutes from the January 14, 2015 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.

Financial Report

M. Baker presented the January 2015 Financial and Investment Report. He reported that at this point, revenues are at 7% and expenses are at 7.4% of the amount budgeted for the year. He referred to page 4 of the report and noted more receivables are being carried than preferred but other than that we are in good shape. He reported that in January the numbers of events and the numbers of lodged and day guests have increased over that of January 2014..

M. Baker presented the Account Balances as of January 31, 2015. The Room Occupancy Account Balance stands at \$5,747,100.37 as the result of the money transferred out of the account at the end of last year. The remaining unencumbered construction Account balance is \$22,306.71. The grand total as of January 31, 2015 is \$5,769,407.08.

Motion to approve the January 2015 Financial Report as presented made by S. Farnsworth, seconded by T. Roohan; unanimously approved.

Authorization to pay Bette & Cring Invoice

M. Baker requested the Authority's approval to pay the Bette & Cring invoice of November 2014 in the amount of \$66,272.00 for basic and additional architect and Engineering services regarding the parking structure. He said he insisted on more detail on the invoice due to the extra scrutiny the project is receiving.

Motion to approve payment of invoice #0002-Revised to Bette & Cring in the amount of \$66,272.02 made by T. Roohan, and seconded by C. Wheeler; unanimously approved.

M. Baker stated that since the amount of the Bette & Cring invoice depletes to half what was encumbered and money is being expended without the progress expected, he would like to meet with the Parking Sub-Committee to determine how to handle the expenses and budget going forward.

CHAIRMAN'S REPORT

Authority Parking Structure Update

Zoning Board – February 9, 2015

T. Roohan said the Zoning Board meeting was cancelled Monday night due to the weather and moved to Monday February 23. We are grinding away at the process and hope to have the variance request approved on February 23. He hopes to meet with the Committee next Thursday February 19 to get everyone caught up on the process. This process has been slow and frustrating for all involved.

S. Farnsworth asked about the status of the issue of solar panels being installed on the wrong building and T. Roohan responded that the Design Review Commission did not see it as a big deal and did not separate the two buildings. T. Roohan does not believe that we meet the definition of neighbor as stated in the ordinance because we are located across the street.

Planning Board and DRC

M. Baker announced that the next three Planning Board meetings will be held on March 11, March 25 and April 18 and the project is scheduled for review by the Design Review Commission on March 18, April 1 and April 15. He stated that the dates presented are all subject to continuance; we are not getting great help or encouragement from the Planning Board staff. He said that since the ZBA meeting was rescheduled to February 23, we probably cannot get before the Planning Board until March 25. He said we would not be able to get through this without the assistance of Matt Jones. He asked Authority members to try to attend the land use board meeting to demonstrate unity and support since those against the project come in force.

Land Use Board Schedule Application Site Plan

M. Baker reported that the next step is for the Planning Board to review the Site Plan. The application for Site Plan was submitted February 4th and will be discussed again in March, subsequent to the ZBA decision. He explained that there is a five-question test for a Zoning variance and if the applicant can answer the questions satisfactorily, the ZBA has the legislative power to determine and grant the variance. If not, the applicant also has the ability to file an Article 78 which would essentially appeal the decision. We are looking for a variance for something a neighbor did and we are not technically a neighbor. The area is zoned Transect-6 and the lot is owned by the City. Baker said the ZBA was ready for a resolution until a new member of the ZBA was allowed to ask questions not germane to the variance and take the Board off-topic and away from their purview. The ZBA must consider and respond according to the applicant's response to the five questions and the specific criteria of the variance. M. Baker suggested that sitting City Center board members could speak to the fact that all of the Authority members are volunteers and not shareholders.

2015 Legal Fees Encumbrance

M. Baker said that because the land use board process has been so slow and legal assistance is essential to our success in the process, more money is required for legal fees from the Parking/Capital Project Account.

Motion to approve the transfer of \$22,306.71 from the remaining construction balance to encumber it for legal fees made by T. Roohan and seconded by R. Goldsmith; unanimously approved.

Financing Report

M. Baker stated that he will be setting up a meeting with the Commissioner of Finance and the Director of Finance to select a person as financial advisor of the Authority with the intent to get the project Financing developed at the same time as the Parking and Lease is developed.

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

J. Dalton appointed R. Goldsmith and S. Farnsworth to the Nominating Committee. They will present nominations for Vice Chair and Secretary at the March 2015 Annual meeting.

Appointment of Finance/Audit Committee

M. Baker noted that members must be familiar with corporate financial and accounting practices. J. Dalton appointed R. Higgins as Chairman, S. Schneider and himself to the Finance/Audit Committee.

Mandates: "Public Authorities Accountability Act of 2005

Annual Disclosure Form

J. Dalton reported that everyone has diligently filled out and submitted the forms. M. Baker said that the forms will be submitted to the County Attorney for filing as stipulated by the Public Authorities Law.

Saratoga Springs City Center Authority Ethics Board

J. Dalton announced the members of the SSCCA Ethics Board as R. Goldsmith, Chairman for a term to run from 1/1/2014 through 12/31/2017; S. Farnsworth from 2/8/2012 through 12/31/2015 and T. Roohan from 2/13/2013 through 12/31/2016. The Staff Designate is M. Baker. M. Baker clarified that the terms listed are connected with serving on the ethics board because there is a specific time (not Authority appointment terms) element within the mandate.

ABO-Mandated Website

A printout of the Authority's Website Governance page was presented for review. 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 and he encouraged the Board members to go on the site and read.

Saratoga Springs City Center Authority Governance Committee

M. Baker explained the City Center Authority Board as a whole continues to serve as the Governance Committee.

Announcement of Annual Meeting

J. Dalton announced that the Annual Meeting of the City Center Authority will be held on Wednesday, March 11, 2015.

PRESIDENT'S REPORT

Change in Retirement Rate

M. Baker distributed with the agenda a copy of a letter he received from the City's Director of Finance announcing the 2015 retirement rate as 18.8% for members in Tier 3 and Tier 4, reduced from 20.3% last year. The other rates are 15.5% for Tier 5 members and 10.5% for members in Tier 6. He explained that the percentage is the amount of the annual salary that the City Center contributes toward each employee's retirement benefit and it is based on the NYS Retirement System's criteria.

Authority Lobby Plaque

M. Baker presented a quote for an interior commemorative sign which will reflect the dates of the expansion and a list of the Authority members facilitating the expansion. He said they could restrict the vendors solicited to those of Saratoga County. He will proceed to get two more quotes. The one presented is modeled after the Convention Hall sign. R. Goldsmith said any sign company should be able to do the plaque.

Land Lease Update

M Baker reported that he will continue to work closely with our Attorney, Commissioner Madigan and the Director of Finance on the land lease. M. Baker said they are working on the lease with Attorney Jim Carminucci; the area of concern in the lease is what would happen if the Authority defaulted. There will be a subdivision, surface space and a building and there should be a permanent easement through the surface lot in order to enable us to continue to use it if the City reclaimed the surface lot. Every aspect or probability of the 20-year lease, including loss of revenue due to loss of a number of spots must be specifically detailed and transparent. He said that when this process started, the intent was to mirror the lease on what we have on the City Center property; to expire at the same time. Our enacting Legislation empowers the Authority until 2032 or the City Center Authority to remain empowered as long as there is indebtedness. Home Rule Legislation can be enacted to extend it. So far the lending institution is ok with a 25 year term and Commissioner Madigan agrees that 25 years makes it more comfortable. M. Baker said there is a coalition of people who support the Parking Structure and would vote on it today and there is strong support from the business community.

Set Committee Meeting – Land Lease

M. Baker set a committee meeting for the discussion of the land lease to be held at the City Center on Thursday, February 19th at 8:00 am.

2015 Sales Comparison

M. Baker presented a chart comparing February booking numbers 2008-2016:

	<u>Definite Bookings</u>	<u>Tentative Bookings</u>
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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 (Actual)	197.00 Days	39.25 Days
Feb. 2015 (YTD)	200.00 Days	40.50 Days
Feb. 2016 (Projected)	64.75 Days	133.75 Days

He pointed out that February 2015 year to date shows 200 definite and 40.5 tentative bookings. Sales are moving forward nicely; most of the tentative bookings will convert to definite. A booking is converted from tentative to definite when the signed contract and deposits are received.

2015 and 2016 Sales

M. Baker presented the 2015 and 2016 sales reports for review. He said that the 2015 bookings include 28 new pieces of business, some of which will not be repeated such as weddings and showers; however other pieces such as the Nascar Pit Crew Training/Team Building being held today, the Drug Treatment Court Professionals; and Horizon Solutions could become repeat business. The numbers indicate positive booking trends and a good indicator of what is going on in the community.

T. Garofano commented that one of the measures of success is the number of room nights reserved in the City and we are pacing ahead in that number from 2011 through 2016. The number has fallen behind for 2017 but it is catching up. Because of pending new venues, it is important to diversify the type of business we get. He said the Bureau is adding a new sales position to increase the team and their reach. The new person will concentrate on corporate incentives and the small business association market.

M. Baker said that regarding the business of State associations, we are booking as far out as possible in concert with the hotel; the purpose is to help the downtown and the local hotels remain vibrant, year round. He said that corporate parties are back; it seems as if people are more open to spending than in recent years; however, July and August are still very desolate months for City Center bookings.

T. Garofano said that through focusing on corporate business incentives, we are creating an opportunity to bring business for the track season; it is difficult because we are competing with other vacation areas such as the Hamptons and Lake Placid. We have all the amenities of other destinations, and the cost of the rooms in July and August may not impede these groups. He said the Bureau has had traction and opportunity with various education groups; the timing must be right, but they will not come in July and August.

Resolution to Empower President

M. Baker requested a motion to empower him as CEO and Authority Contracting Officer as mandated by the Public Authorities Accountability Act.

Motion to I. 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; II. Further the City Center President is empowered 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" and III. Be it resolved that the City Center Authority President is the authorized decision maker, acting on behalf of the City Center Authority, in regards to City Center Capital Projects and Facility Upgrades, made by R. Goldsmith, seconded by S. Farnsworth; unanimously approved

M. Baker stated that this motion puts the City Center in compliance with State and City procurement guidelines.

Establish Chief Financial Officer

M. Baker stated that a motion is required by the Public Authorities Accountability Act, to establish a Chief Financial Officer.

Motion to establish Donna Barone as Chief Financial Officer made by R. Goldsmith, seconded by S. Schneider; unanimously approved.

Building, Liability Insurance Renewal

M. Baker presented a chart comparing premium and exposure coverage costs from 2/13/2010, 2011, 2012, 2013, 2014 and the proposed 2015 policies. This year, Travelers came in at \$6,241 for the Umbrella portion and total insurance costs for 2015 including NYS Statutory Disability and Directors and Officers liability are \$73,341, only \$592 over 2014 costs. M. Baker said that we do not carry flood insurance but we do carry earthquake insurance because we are on a fault line. Quotes were selected for alternative insurance coverage; Philadelphia, Travelers. Travelers was the lowest premium submitted.

Motion to renew the City Center Property and Liability insurance policies with Travelers Insurance for a total of \$73,431 made by T. Roohan, seconded by S. Schneider; unanimously approved.

Expense Approval: Sales & Marketing

M. Baker presented for Board review and approval 2nd quarter 2015 sales and marketing expenses.

Motion to accept and approve the Sales and Marketing Expenses as presented made by S. Farnsworth, seconded by S. Schneider; unanimously approved.

OTHER BUSINESS

Mayor's State of the City Address

The State of the City Address was hosted by the City Center on Saturday February 7, 2015 and the event was well attended. M Baker referred to two pages of the presentation and distributed with the agenda where the City Center and the proposed Parking Structure were discussed. Mayor Yepsen publicly thanked the City Center for hosting the event.

Elks Parade Sponsorship

M. Baker said he received a request from the Saratoga-Wilton Elks Lodge #161 for a donation to assist with the running of the 47th Annual Flag Day Parade Saturday, June 13 downtown. This year they are partnering with the Saratoga Springs Vietnam War Commemorative Committee in honoring all Vietnam Era Veterans on the 50th anniversary of the Vietnam War and as a result the parade has been expanded and the Wilton Elks are requesting a charitable contribution of \$250 to assist with this endeavor. M. Baker said that we have done this in the past.

Motion to donate \$250 toward sponsorship of the 6/2015 Saratoga-Wilton Elks Annual Flag Day Parade made by R. Goldsmith, seconded by S. Farnsworth; unanimously approved.

Spirit of Life, donation

M. Baker explained that the City Center has been solicited by the Saratoga Springs Preservation Foundation's Spirit of Life & Spencer Trask Memorial Restoration Campaign Co-chairs for a donation toward the cost of the project. After some discussion the members of the Authority decided to decline in all fairness to other organizations and foundations in this community because a donation in this case would set a precedent that is difficult to maintain.

Recognition of Former Senator Joe Bruno

J. Dalton suggested that since Senator Bruno was responsible for securing \$12M state funding for the City Center to help with the expansion of this facility, we should publicly acknowledge and thank him by naming one of the conference rooms after him.

Motion to name a City Center conference room after Senator Joseph Bruno by means of a plaque or a sign made by T. Roohan and seconded by S. Schneider; unanimously approved.

M. Baker suggested making it a media event. S. Schneider suggested holding it in the room to be named after Bruno. J. Dalton is concerned that if Bruno's name was only on a larger plaque proposed to memorialize the expansion, it would get lost. M. Baker said he could include both concepts for a response on an RFP to ensure that both plaques are done properly and professionally. Authority had further discussion on the topic.

S. Schneider asked about the timeline for the construction of the parking structure. M. Baker responded that if we can get through the red tape, staging could be implemented this fall.

T. Roohan explained that at this time, most pre-cast concrete is being used in the reconstruction of the Tappansee Bridge. He said there is one company that stayed out so it could serve others. M. Baker said there is a significant lead time of about four months necessary for pre-cast concrete. T. Roohan said that pieces are numbered and ours may be in blue, for example, and it goes together like a giant erector set.

Discussion followed on whether any response should be made to inaccuracies recently published in local papers regarding the parking structure project. Essentially, the conclusion drawn is that clarification of major points could be made through a concept of frequently asked questions (Q & A) as a simple, straight forward positive distribution of facts. M. Baker offered to draft the article and present it to the Authority for review.

ADJOURNMENT

Motion to adjourn came at 9:26 am by R. Goldsmith and seconded by T. Roohan; unanimously approved.

J. Dalton adjourned the meeting at 9:26 am.

The next Authority meeting will be held at the City Center on Wednesday, March 11, 2015 at 8am.

Saratoga Springs City Center
Authority Meeting
Wednesday, March 11, 2015
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 11, 2015 Authority Meeting
B. February Financial and Investment Report
- IV. Chairman's Report**
A. **2014 Annual Report- M. Baker**

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

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

D. Parking Structure RFP Update – T. Roohan, M. Baker
1. Parking Sub-Committee February 19th meeting
2. Land Use Board Schedule

E. Sign Quotes

F. Approval of Legal Fees, Parking January 2015
- V. President's Report**
A. 2015 and 2016 Sales

B. Land Lease - Update
1. Insurance
2. Financing

C. Greenbelt Trail Update
1. Connector Study
- VI. Other Business**
A. Albany Convention Center Update
B. Executive Session: Personnel Issues
- VII. Adjournment:** Next Authority Meeting: Wednesday, April 8, 8am, City Center

Saratoga Springs City Center
AUTHORITY ANNUAL MEETING

8:00 am
522 Broadway
March 11, 2015

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

Absent: S. Schneider

Also Present: M. Baker J. LeCain
 T. Garofano R. McMahon
 A. Gardner N. Wagner
 J. Yepsen

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

PUBLIC COMMENT PERIOD

No one spoke

CONSENT AGENDA

Minutes

J. Dalton requested a motion to approve the minutes from the February 11, 2015 Authority meeting which were previously distributed to the Board.

Motion to approve the 2/11/2015 minutes as presented, made by C. Wheeler, and seconded by R. Goldsmith; unanimously approved.

Financial Report

M. Baker presented the February 2015 Financial and Investment Report. He reported that at this point, revenues are at 13.3% and expenses are at 16.0% of the amount budgeted for the year. The expenses include the purchase of the Authority approved new venue software program, so the percentage is slightly higher than usual. M. Baker explained that receivables are higher than normal due to the high level of activity during the months of January and February; it is a good indication of the types and amount of business we are doing. He said the software purchase also pushed up the amount of checks issued over \$500. M. Baker stated that it will take about six months before the software program is completely implemented and up and running.

M. Baker reported that the number of paid days continues to grow with 21.75 in February of 2015 compared to 16.25 in February 2014. This increase is indicative of the huge growth spurt in the first quarter and clients have been a mix of local and national organizations. M. Baker said that the idea that Saratoga Springs is quiet in January and February is no longer true. This is reflected in both the sales tax and the occupancy tax revenues as well.

M. Baker explained that the number of day guests was down in February 2015 partly because of the extremely cold weather and also because the Chowderfest, traditionally run in February, was held January 31 this year.

R. Goldsmith asked if the abnormally cold weather led to a large jump in the cost of heating and M. Baker responded that the cost of heating is in line because the gas rate was locked in.

M. Baker presented the Investment Account balances stating that the \$22.48 remaining construction balance is due to residual interest after the last transfers. The grand total of the Investment Accounts as of February 28, 2015 is \$5,868,916.26.

Motion to approve the February 2015 Financial Report as presented made by R. Goldsmith, seconded by C. Wheeler; unanimously approved.

CHAIRMAN'S REPORT

2014 City Center Annual Report

M. Baker distributed the 2014 Annual Report to the Authority. J. Dalton complimented City Center staff on the great year and great report and urged Authority members to read it completely.

M. Baker thanked J. LeCain and A. Gardner for their hard work on producing the annual report. M. Baker said that 2014 was a benchmark year in addition to being the 30th anniversary of the City Center. He presented a brief overview of 2014 pointing out that 24% of the business was new, which is critical since new business grows into repeat business. In 2014 there were 157 events, the highest ever in the City Center's history. He noted that in 1984, the first year of the City Center, there were only 24 events. The building was in use 315 days in 2014, which is an 86% occupancy rate. He noted that on page 3 of the report, there is an historical perspective from 1984 through to this year. M. Baker stated the sales team is trying to lock people/groups in as far out as possible, particularly New York State associations which have the greatest economic impact on the City. Many events come 10 to 20 years in a row which is a testimony to our community's draw. He noted that in 2014, total revenues were down 4.8% primarily due to the 30% discount provided to long term, non-profit City Center clients in celebration of the City Center's 30th year anniversary. We are in a positive position based on 2014; a great deal was accomplished celebrating the past and preparing for the future. M. Baker will present the annual report to the City Council in the near future. Mayor Yepsen said that efforts should be made to get this Annual Report out to the rest of the world; this wonderful venue and its success should be touted as much as possible.

Report of the Nominating Committee and Vote

S. Farnsworth reported that R. Higgins and R. Goldsmith have accepted the nomination as Vice Chairman and Secretary respectively. J. Dalton closed the nomination process for a vote.

The Authority voted unanimously to elect R. Higgins as Vice Chairman and R. Goldsmith as Secretary of the Authority.

State Authority Budget Office, Annual Update

Internal controls

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. He stated that the internal controls are the same as those presented last year. He said that the City Center Authority and the City of Saratoga Springs have documented and assessed the internal control structure and procedures of the Saratoga Springs City Center Authority for the year ending December 31, 2014 and finds the controls to be adequate. M. Baker said the City Center Authority must use the same or similar purchasing procedures and follow the policies and guidelines set by the City of Saratoga Springs and the Department of Finance; work with them regarding procurement and budgeting. He said that the Authority also reports to the NYS Authority Budget Office in addition to being audited whenever the City is audited.

Motion to accept and adopt the Internal Controls as presented made by C. Wheeler, seconded by S. Farnsworth; unanimously approved.

Parking Structure RFP Update

T. Roohan reported that the Authority attended the ZBA meeting on Monday and the entire presentation took two hours between our counsel, the neighbors' counsel, our speakers and other citizens. We are due back to the ZBA for the Zoning Variance Application vote on March 23. He said that applications have been submitted to the other Land Use Boards but they cannot be acted upon until the variance is approved.

M. Baker thanked the authority members for attending the many Land Use Board meetings; he hopes the project will be moving forward soon. Baker said that they are working on the design in response to citizen comments and he is continuing to work on the lease agreement. There are many aspects to this and continued delays will have a negative impact on the business community; this proposal is an attempt to solve the problem of parking, a problem shared by the whole community.

J. Dalton said that when there is no available parking, people go elsewhere, such as the mall. M. Baker said when they go to the mall they go to another town and take the sales tax with them.

Mayor Yepsen said that consultants have other approaches such as a park and shuttle service; the intention is to build pedestrian traffic and inform visitors where to park, how to park and where handicap parking should be. She said that the Special Assessment District is considering a "Way-finding" program, discussing and strategizing some kind of printed material explaining how to get around the city, where to go for what; digital signage indicating the location of available parking spaces and other comprehensive solutions.

C. Wheeler suggested spaces for the safe unloading of Motor Coaches. The Mayor agreed that those spaces are needed on both the south and north ends of the city.

M. Baker noted that the proposed parking structure is a major step toward accomplishing one element of the problem. The stalling of the project is an issue; we continue to look for support from the Mayor's staff; the phone system is a problem, Land Use/Planning staff is hard to contact and more guidance regarding the Land Use Boards is needed. He said that the City Council should be more visible, more vocal and step up to address the parking issue.

T. Roohan expressed frustration with the number of times the Authority has had to appear before the ZBA before getting a vote. He said some members want to redesign the project and are treating the Authority representatives like they have no experience in this field and discussions do not stay on topic and are not pertinent to the issue under consideration. He said it took over 12 hours of presentations before getting a vote on SEQR.

Land Use Board Schedule

M. Baker presented the Land Use Board Schedule noting that the schedule is subject to change; however subsequent to the vote on the Zoning Variance application on March 23, the project will be presented to the Design Review Commission for mass and scale presentation on April 1, followed by Architectural Design Review before the DRC on April 15, site plan review by the Planning Board on April 22 and back to the DRC on May 6 for Architectural Design Review, returning to the Planning Board on May 13 for continued site plan review. Contingency meetings are scheduled on May 20 and May 27 if necessary for the DRC and the Planning Board respectively. He noted that each step is a portal to the next step and the ZBA is subject to legal procedures and has the most State oversight of any land use board.

Sign Quotes

M. Baker said that in response to the Authority's request he obtained two more quotes on the cost of a plaque/sign on the City Center expansion and all three are included with today's agenda. He said the lowest quote for a 3' x 5' custom, gold leaf sign to match the existing sign and including a custom acrylic cover was from Adirondack Sign Company; it does include installation. Total price of \$1,397.00.

Motion to accept the quote from Adirondack Sign and include installation for \$1,397.00 made by T. Roohan, seconded by R. Goldsmith; unanimously approved.

Approval of Legal Fees, Parking January 2015

M. Baker said The Jones firm has submitted an invoice for legal services conducted throughout January regarding the parking structure project. He noted that the process is running up substantial bills and most of these services were preparatory to going before the ZBA which is legislatively governed.

Motion to approve the payment of \$20,924.07 to The Jones Firm for legal services rendered made by T. Roohan and seconded by S. Farnsworth; unanimously approved.

PRESIDENT'S REPORT

2015 and 2016 Sales

M. Baker presented the 2015 and 2016 sales reports for review. He stated that Judy LeCain, retired Director of Sales, Andy Gardner, Director of Sales, and the rest of the sales staff are working aggressively to reach our 2015 goals. Judy is working part time focusing primarily on bringing the historical and past data into our new software system. He noted that Ryan McMahon and his staff have done a stellar job keeping things running smoothly and within budgeted parameters. He stated that over 20% of the 2015 events booked represent new business; and overall business is slightly ahead of last year.

T. Roohan said it is nice to be able to see the outside monument sign on Broadway and know who is using the City Center and some of the other community events. M. Baker said that the Department of Public Safety can use the sign for road closing or other warnings if necessary.

Land Lease Update

M. Baker reported that continues working on the land lease agreement for the parking structure.

Insurance

M. Baker said that he has received good feedback. It will cost about \$21,000 more than our current policy to insure the parking structure including property and liability.

Financing

M. Baker stated that studies have been done, feedback received and there are three revenue scenarios going at once. He has received guidance from the Director of Finance and our Attorney that we do not have to go out for bond solicitation and we have received interest from the Adirondack Trust Company and they have agreed to a fixed rate of for the first ten years which may reduce the annual \$526k debt load to \$356k. M. Baker said they will continue to approach this project aggressively.

Greenbelt Trail Update

M. Baker stated that landscaping will be incorporated in the Parking Project that will be complimentary to the surroundings and we are working with the Greenbelt Trail to be part of the

connector which will be High Rock. M. Baker said we are committed to be part of the Greenbelt Trail. He said that Commissioner Mathiesen is in favor of High Rock because is better for biking and includes the Farmer's Market. An official bike path must have two lanes, but we can initiate a ten-foot wide "shared path" on the site to accommodate the bike path and sidewalk. M. Baker said that our section could be used as a dismount area. We are not impeding the trail, this is gaining continued "shared path" traction and we are definitely part of the process.

Mayor Yepsen said that it is a 23 mile trail and the plans are necessary now because there is an opportunity to obtain a grant from Tiger Funds and the plans must be included with the application. M. Baker said that new plans will be available today to cover our section.

Greenbelt Connector Study

M. Baker said a study is being initiated that includes Lake Avenue; High Rock Avenue and Maple Avenue and the City Center.

OTHER BUSINESS

Albany Convention Center Update

M. Baker reported that there is now a sales representative for the Albany Convention Center and they are close to breaking ground. He said they have their challenges and they are calling out January 2017 as their opening date. He said we are very conscious of the fact that by 2017 there will be a new venue that could potentially be very competitive with us. T. Garofano commented that they will have their parking challenges as well. M. Baker said that many organizations including CSEA and Cerebral Palsy have committed to the City Center to 2020 despite the fact that the new facility is coming in 2017. He said that as a new kid on the block they may draw business initially but eventually clients will go to where they were comfortable, happy and safe. We have to manage our success and bring people here, get them out of their cars and onto the streets so they can see what our downtown has to offer and that it is safe- safety is a strong selling point.

Mayor Yepsen said she has been frequently invited to come to meetings and conventions at the City Center to welcome the guests and she feels that it is important to show that the City's leadership supports these events and the work of the City Center. She thanked the Authority for accommodating her State of the City address; it was very successful.

Executive Session: Personnel Issues

Motion to adjourn to Executive Session to discuss personnel Issues made by T. Roohan, seconded by R. Higgins; unanimously approved.

Authority Members adjourned to Executive Session at 9:00 am.

Motion to return to regular Board Meeting at 9:27 am by S. Farnsworth, second by C. Wheeler. Passed unanimously.

No votes or official action was taken in the Executive Session.

ADJOURNMENT

Motion to adjourn came at 9:30 am by T. Roohan and seconded by C. Wheeler; unanimously approved.

J. Dalton adjourned the meeting at 9:31 am.

The next Authority meeting will be held at the City Center on Wednesday, April 8, 2015 at 8am.

Saratoga Springs City Center
Authority Meeting
Wednesday, April 8, 2015
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 11, 2015 Authority Meeting

 - B. March 2015 Financial Statement
 - 1. Investment Report
 - 2. ROT Deposit for period of 12/1/'14- 2/28/'15- \$151,634.10; + \$22,830.
 - a. 2014-\$128,805
 - b. 2013-\$124,311
 - c. 2012-\$120,300
 - d. 2011-\$89,000
 - e. 2010-\$96,073

- IV. Chairman's Report
 - A. Motion: Issue of Credit, Cash to Authority Members
 - B. Authority Board Self Evaluation- Please Complete & Return no later than 4/24/15
 - C. Parking Structure Up-date- T. Roohan, M. Baker
 - 1. March 23rd Zoning Meeting Recap
 - 2. Parking Comm. Follow up meeting
 - D. Assembly Bill, A4788; Web Cast of Board Meeting
 - E. Approval of Legal Fees, Parking, February 2015

- V. President's Report
 - A. 2015 and 2016 Sales
 - B. 2015 First Quarter Event Report
 - C. CCA Annual Report to be presented to City Council
 - D. Credit Card usage and rate
 - E. Fairgame enrollment; 2015
 - F. RFP – Roof Replacement – April 30th Bid Opening
 - G. On-going Building Items
 - 1. NYSERDA Rebates
 - H. New Deputy Commissioner of Accounts: Maire Masterson

- VI. Adjournment: Next Authority Meeting: Wednesday, May 13, 2015 at 8 am

Saratoga Springs City Center

AUTHORITY MEETING

8:00 am
522 Broadway
April 8, 2015

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

Absent: J. Dalton
S. Schneider

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

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

PUBLIC COMMENT PERIOD

No one spoke.

CONSENT AGENDA

Minutes

R. Higgins requested a motion to approve the minutes from the March 11, 2015 Authority meeting which were previously distributed to the Board.

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

Financial Statement

M. Baker presented the March 2015 Financial statement stating that this is the conclusion of the first quarter of the year and we are in a very good position. He noted that catering revenues are at 15.5%; the greater catering revenues are typically received in the later part of the year. He said a lot depends on when the catering receivables come in. He pointed out that some lines such as office supplies are a higher percentage over 2014; due to when items are ordered. He noted that expenses in 2015 are close to the same as those in 2014 except for the purchase of the new software program. He explained that the information on page 5 shows the types of activity we have in the City Center. He notes that the Holiday Inn has done an incredible amount of business at the City Center and we get a percentage of that business. He stated that checks over \$500 were primarily auto, building, health insurance payments, repairs including the dock leveler, emergency repair on the escalator and the partition wall; energy payments. Referring to monthly comparisons between 2012 and 2015, M. Baker said that 36.5 paid days and 41 days of use in March 2015 illustrates that the expansion enables the City Center to hold several events simultaneously. He said that pages 9 through 12 are the quarterly report of deposits received and transferred. He explained that when deposits are received on booked events, it is 50% down and the balance is due within 6 months. Deposits are placed in an escrow account and transferred over to earned revenue when an event takes place. He reported that the total deposits on hand as of March 31, 2015 are \$214,948.00.

Investment Report

M. Baker stated that the total investments balance stands at \$5,748,147.75. He said there is a holding pattern between what we earned and what is encumbered. He said that another transfer is necessary for legal fees; the money is going from the current ROT balance into legal.

Financial Report

Motion to approve the March 2015 Financial Statement as presented made by T. Roohan, seconded by S. Farnsworth; unanimously approved.

ROT Deposit

M. Baker announced the ROT Deposit for the period of 12/1/2014 through 2/28/2015 is \$151,634.10. This is up \$22,829, almost 20% from the same period in 2014, and four years prior to that due to a surge in the

economy. M. Baker said the increase is indicative of the amount of business and type of activity in our community. T. Garofano said it was a strong winter with lots of groups, an increase by double digits; March was particularly strong partly due to a new inventory of guest rooms. He noted that the Embassy Suites was sold out last weekend and this weekend. Their focus is business transient, slightly less than 150 rooms, catering to extended stays. He noted that the average room rate annually in the City is \$157 per night and the first quarter average room rate was \$100 per night. T. Garofano said that pending changes in legislation regarding 3rd Party Marketers has resulted in an additional \$60,000 to \$100,000 ROT annually, at the County level.

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. He stated that it is required by State law to officially enact this policy annually that states that we do not extend credit to any Authority member 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 T. Roohan, seconded by C. Wheeler; 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 no later than 4/24/2015. He explained that the members do not have to sign their forms, but they must return them. This fulfills self-evaluation requirements of the Authority and shows oversight.

Parking Structure Update

March 23 Zoning Board of Appeals Meeting Recap

T. Roohan stated that on March 23 the Zoning Board voted 4 to 3 to deny the City Center the variance.

Parking Committee Follow-up meeting

T. Roohan suggested that members of the Parking Structure Committee conduct a workshop with Mike Ingersoll and other parties involved in an attempt to come up with a solution that that everyone can live with and one that is beneficial to the downtown business community.

M. Baker said that at the April 7 City Council meeting, the Commissioner of Finance, Michele Madigan proposed an amendment to the zoning ordinance that would prevent solar panels from impeding development in Transect-6 neighborhoods. The City Council voted 3-2 to send the amendment to the Planning Board for an Advisory review. He said that this is a serious topic regarding future development.

Assembly Bill A4788: Web Cast of Board Meeting

M. Baker said that Assembly Bill Number A4788 has passed in the Assembly and is now before the Senate. It is an act to amend the public authority law in regards to requiring open meetings and the internet broadcast of open meetings of each state authority and local authority. The bill requires all state and local authorities to webcast, record, archive and provide to the public internet access to their meetings. M. Baker said this is a taste of things to come and this would have a severe impact on small IDAs and other small authorities. If it does pass the Senate, there is only a one-year waiver.

Approval of Legal Fees, Parking , February 2015

M. Baker stated that a detailed itemized invoice was received from the Jones Firm for legal work on the Parking Structure project in the amount of \$14,505.

Motion to approve payment of legal fees to the Jones firm in the amount of \$14,505 for work on the Parking Structure project made by T. Roohan, seconded by R. Goldsmith; unanimously approved.

PRESIDENT'S REPORT

2015 and 2016 Sales

M. Baker presented the 2015 and 2016 sales reports for review. He said that 2015 had been aggressively sold with 241 days booked for 146 events, and numbers are looking strong for 2016. The weakest spot is July and August. T. Garofano explained that neighbors of the venue Fasig Tipton are not happy with the parties so after this year there will be no events at the Fasig Tipton that are not related to horse sales.

2015 First Quarter Event report

M. Baker presented the Quarterly Event report comparing the first quarters of 2014 and 2015. He stated that the number of day guests in 2015 is 72,525 compared to 66,070 in 2014. The number of paid event days was 68.25 in 2014 and 75.75 in 2015. M. Baker stated that 19% of the 2014 events were first time events with 81% being repeat business and in 2015, 18% are first time events and 83% are return events These are good numbers; we will be in shape as we enter the second quarter. M. Baker complimented the hard work of his sales staff.

City Center Authority Annual Report to be presented to the City Council April 2015

M. Baker will confirm with the Mayor that the 2014 annual report presentation will be on the agenda of the April 27th City Council meeting.

Credit Card usage and rate

M. Baker stated that credit card usage continues to rise. During the First Quarter of 2014 there were 21 transactions totaling \$38,770. Compared to the same time frame of 2015 there were 31 transactions totaling \$59,391. R. Goldsmith stated that taking credit cards over the internet is beneficial. M. Baker agreed but we need to work through the City Finance Department and this is not possible at this time.

Fairgame enrollment; 2015

M. Baker reported that he has worked hard with the Fairgame Coalition and it helped with the Casino issue. Enrollment is \$2,000 per year and as part of the initial organization, the MOU is that we will be reimbursed for expenses.

RFP-Roof Replacement-April 30th Bid Opening

M. Baker stated that R. McMahon has put out a Request for Proposals for roof replacement on the original building. This is the last of the large repair projects; the HVAC, the Sound system and lighting have been completed. The cost is anticipated to be around \$400k.

On-going Building Items

NYSERDA Rebates

M. Baker stated that two separate rebates have been received from NYSERDA, one for \$1,040 and the other for \$1,750 for the canopy.

New Deputy Commissioner of Accounts: Maire Masterson

M. Baker said he met with the new Deputy Commissioner of Accounts, Maire Masterson and he gave her a tour of the City Center. She was very interested and positive about the activities at the City Center.

OTHER BUSINESS

M. Baker said that he has been invited to Paris Island by the Marine Corps from May 5 through May 8 for a conference for community leaders. He said that Chairman Dalton encouraged him to attend; he is requesting approval for the time to attend the conference; there is no cost to the Authority.

Motion for approval for M. Baker to attend the conference in Paris Island from May 5 through May 8, 2015 made by R. Goldsmith, seconded by S. Farnsworth; unanimously approved.

ADJOURNMENT

Motion to adjourn came at 9:09 am by T. Roohan seconded by R. Goldsmith; unanimously approved.
R. Higgins adjourned the meeting at 9:09am.

The next Authority meeting will be held at the City Center on Wednesday, May 13, 2015 at 8am.

Saratoga Springs City Center
Authority Meeting
Wednesday, May 13, 2015
8:00am
City Center

- I. Meeting Called to Order – Authority Members sign-in
 - A. Introduction of Deputy Commissioner of Accounts: Maire Masterson

- 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 8, 2015 Authority Meeting
 - B. April 2015 Financial Statement

- IV. Chairman's Report
 - A. Cindy Hollowood; General Manager Saratoga Holiday Inn
 - 1. 2015 Executive of the Year NYSHTA
 - 2. 2015 Women in Lodging Connect Leader of the Year for American Hotel & Lodging Assn.

 - B. Authority Members Self Evaluation- M. Baker

 - C. Parking Structure Update – T. Roohan, M. Baker
 - 1. Parking Sub-committee up-date
 - a. Report: Planning Board vote, Advisory opinion
 - 2. Construction Parking/Shuttle

 - D. City Center Sign Copy approval- M. Baker

 - E. Approval of Legal Fees, Parking March 2015

- V. President's Report
 - A. 2015 and 2016 Sales

 - B. Award of Bid: Roof Replacement

 - C. NAMID – Media Event: April 16- T. Garofano

 - D. On-going Building Items
 - 1. Canopy sign lights being replaced
 - 2. Management software install

- VI. Other Business
 - A. Annual Report to City Council April 21st
 - B. Marine Corps, May 5-8

- VII. Executive Session, regarding contract development/negotiation

- VIII. Adjournment: Next Authority Meeting: Wednesday, June 17, 2015 8am. **NOTE DATE CHANGE**

Saratoga Springs City Center

AUTHORITY MEETING

8:00 am

522 Broadway

May 13, 2015

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

Absent: R. Higgins

Also Present: M. Baker R. McMahon
T. Garofano M. Masterson
D. Harper J. Yepsen
C. Hollowood N. Wagner

The meeting was called to order at 8:00 am by Chairman J. Dalton. J. Dalton introduced Maire Materson, the new Deputy Commissioner for Accounts. M. Masterson was asked to introduce herself and share some of her background. The Authority welcomed her and invited her to attend Authority Meetings any time she is available.

PUBLIC COMMENT PERIOD

No one spoke.

CONSENT AGENDA

Minutes

J. Dalton requested a motion to approve the minutes from the April 8, 2015 Authority meeting which were previously distributed to the Board.

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

Financial Statement

M. Baker stated that the April 2015 financial statement was distributed in advanced. He said that revenues are at 37.6% to budget and expenses are at 30.9% to budget. Accounts receivables are well within acceptable limits. He referred to the monthly comparisons on page 6. He reminded the Authority that expenses and purchases go through the City Finance and Accounts Departments respectively. He said that the number of day guests, lodged guests, building use days and paid days indicate the nature and volume of activity in this community. The rent revenue for April 2015 was the highest in the last four years at \$81,025.

Investment Report

M. Baker noted that the total investments balance stands at 5,983,345.77.

Motion to approve the April 2015 Financial Statement as presented made by R. Goldsmith, seconded by C. Wheeler; unanimously approved.

CHAIRMAN'S REPORT

Cindy Hollowood; General Manager Saratoga Holiday Inn

2015 Executive of the Year NYSHTA

M. Baker announced that Cindy Hollowood, general manager of the Holiday Inn received the 2015 award as Executive of the Year from the New York State Hotel & Tourism Association.

2015 Women in Lodging Connect Leader of the Year for American Hotel & Lodging Assn.

M. Baker announced that C. Hollowood also received a National award from the American Hotel & Lodging Association, the Women in Lodging Connect Leader of the Year. J. Dalton stated if you want an honest room count, go to Cynthia. C. Hollowood said it is a pleasure being in Saratoga with

the high quality of life that is in this City. She said it is unusual to stay 30 years in this field, and especially unusual to be at the same hotel. She said that it is also unique to have a 30-year relationship with the City Center leadership, addressing local, state and national issues affecting the hospitality industry. She said there have been partnerships forged with national events; there are stars in this building now that should be recognized in the near future.

M. Baker said that C. Hollowood represents this community well; the Holiday Inn and City Center have been like bookends on Broadway and her support has been stellar to the industry.

Authority Members Self Evaluation

Chairman J. Dalton said that all of the evaluation forms were submitted in a timely fashion and have been returned to M. Baker. M. Baker stated that there was a 100% response and explained that annually the Authority must evaluate themselves as to their function and relationship in the governance of the City Center.

Parking Structure Update

Parking Sub-committee up-date

T. Roohan said there is not much to report. The review team continues to work with the Building Inspector Steve Shaw to determine if there are issues with the plan before taking the next step. He does not think that everything has been resolved; it is a work in progress.

Report: Planning Board vote, Advisory opinion

M. Baker said that City Council procedures are being followed regarding seeking an advisory opinion to change the solar panel requirements within the zoning ordinance; the City Center and Authority are not involved and not participating in that process.

Report: Mouzon Meeting

T. Roohan said that S. Farnsworth and C. Wheeler held a discussion with people representing the Mouzon House and discussed various possibilities concerning their business and the City Center's project.

Construction Parking/Shuttle

M. Baker said that he is continuing to work with the CDTA on the logistics of moving people from remote parking to where they need to go during the construction of the parking structure, including City Hall employees. The goal is to create a non-stop shuttling system and accomplishing this will take coordination and education and staying in step with the process. T. Roohan said that the loss of space used during the project, drives the parking issue. M. Baker said that a shuttle will loop from the black-topped lot on Excelsior next to the Spring Run Trail; the continuous loop will go to Maple Avenue, Lake Avenue and High Rock. Other aspects to be considered are to ensure there is enough subsidy and ample and appropriate insurance. Details need to be attended to; each part is being considered and dealt with.

City Center Sign Copy Approval

M. Baker circulated a copy of the proof for the City Center Expansion sign for approval. He wants the Authority to have input; the sign is designed to be similar to the one from 1984 dedicated to the construction of the City Center. M. Baker said the goal is to memorialize the Authority members on the Board at the time of the expansion. T. Roohan asked if the sign will be an exact replica of the other one in size, shape and colors and M. Baker responded that it will. T. Roohan suggested consistency regarding the inclusion of the middle initials of everyone listed. M. Baker will check with those listed on the sign for their preference.

Approval of Legal Fees, Parking March 2015

M. Baker presented the final bill from the Jones Firm for their work on the parking structure project in the amount of \$12, 527.84.

Motion to approve payment of legal fees to the Jones firm in the amount of \$12,527.84 for work done on the Parking Structure project made by S. Farnsworth, seconded by T. Roohan; unanimously approved.

M. Baker said that a motion must be made to approve the transfer of money from the Room Occupancy Tax fund for payment of the legal fees to the Jones firm.

Motion to transfer funds in the amount of \$12,000 from the Room Occupancy Tax account to Accounts payable made by R. Goldsmith and seconded by S. Farnsworth; unanimously approved.

PRESIDENT'S REPORT

2015 and 2016 Sales

M. Baker presented the 2015 and 2016 sales reports for review. He said that with 240.5 days and 148 events booked, they are tracking close to the ending numbers of 2014. He said the first two quarters have been stellar; there is not as much activity in the summer months. He noted that events marked with an asterisk denote first-time events at the City Center. He explained that an event is listed as tentative until a signed contract and deposit has been received. He said that the City Center now takes credit cards which increase the likelihood that tentative events will be confirmed. He said 2016 sales are on track.

Award of bid-Roof Replacement

M. Baker stated that R. McMahon developed and sent out a Request for Proposals for roof replacement on the original City Center building. This is the last of the large repair projects; the HVAC, the Sound system and lighting have been completed. R. McMahon said that five proposals were received ranging from \$218,811 to \$288,100. M. Baker recommends awarding the bid to Mid-State Industries of Schenectady, New York; they were the lowest acceptable bidder meeting specifications, have excellent references and they have worked on the Casino building in Congress Park. R. McMahon said that the bids came in lower than expected for the project.

Motion to award the bid for replacement of the roof on the original building of the City Center to Mid- State Industries of Schenectady, NY in the amount of \$218,811.00 made by T. Roohan, seconded by S. Schneider; unanimously approved

R. McMahon explained that the areas to be done include the entire main hall, the loading dock area and the wedge room.

S. Schneider asked how Mid-State Industries are able to do the project \$70k under everyone else. R. McMahon said the comparisons are really apples to apples; they are just motivated for that particular time of year. M. Baker said the project should be completed this summer and several contractors had to back away from submitting due to commitments to school projects. He said there will only be street/traffic interruptions and obstructions, but no full street closures are anticipated during the project. R. McMahon said the roof will have a 20-year warranty. C. Hollowood said their bids at the Holiday Inn came in from \$95k to \$150k and they went with the lowest bidder without any problems.

NAMID – Media Event: April 16

T. Garofano said that Thursday April 16 was North American Meetings Industry Day which is intended to shine a light on the real impact that meetings and events have on local businesses, economies and communities. Everyone in the industry is encouraged to hold events to honor and celebrate how meetings and events support local businesses, connect people and drive positive business results. He said the Commissioner of Finance and the County Treasurer spoke on the impact of the Occupancy Tax on Saratoga County and the City of Saratoga Springs. Cindy Hollowood spoke and the President of NYSHTA also spoke. T. Garofano said that the owners of King's Ransom Farm, Becky and Jeff King came in with a prize Holstein named "Finance" and spoke to the growth of Saratoga, and how the addition of hotels and the expansion of the City Center enabled them to bring the 2016 National Holstein Convention to Saratoga Springs. NAMID was the first of a now annual event and there was a great turn out from the Community, hotels and downtown businesses.

Mayor Yepsen said that it is important to do press conferences and draw attention to events like this. She congratulated T. Garofano and C. Hollowood for their hard work and well-deserved awards. T. Garofano said he partnered with Albany Tourism Bureau that morning and spoke on the impact of conventions, meetings and events on the region and had Cindy speak on the local impact and it was well-attended and a great opportunity for Regional Networking. The event was covered by the Business Review and Channel 6. He said that a Web site dedicated to the April 16 NAMID event has been set up.

C. Hollowood announced that discount airfare is coming to Albany – Jet Blue- and hopefully may draw more National conventions to this area and it will drive down other prices from other carriers. T. Garofano said it may also open up international possibilities also.

On-going Building Items

Canopy sign lights being replaced

M. Baker said the canopy sign lights are being replaced again. R. McMahon said the fixtures lasted through the winter which is a new record. The manufacture continue to work on them under warranty. This time the connectors were changed.

M. Baker said it is the same company that has the light strips in the tower. Some day in the future a total re-lamping of the light tower will be necessary.

Management software install

M. Baker reported that Judy LeCain has the lead working with Underbach to configure the software to match our business model using annual and Board reports and cleaning up data bases to prep for software implementation. Data is being drawn from general sales, inventory and historical information. At one time the current system (paper documentation) was very effective but we have outgrown it. C. Wheeler said that the new system has been around over 20 years and it is a proven performer.

OTHER BUSINESS

Annual Report to City Council April 21

M. Baker thanked Mayor Yepsen for placing the report on the Council Agenda. M. Baker reported that the presentation went well and he received many good comments from the City Council; they conveyed enthusiastic appreciation to the Authority members. Mayor Yepsen said it was a good report and it was good news although the media coverage could have been better and more positive. M. Baker is welcome to City Council meetings any time; the updates are appreciated.

Marine Corp 5-8

M. Baker said it was an interesting time and he came back with some business so it was well worth attending and a good opportunity to connect the civilian community with the Military.

Mayor Yepsen announced that on June 1, 2015 at 11am, the Centennial Committee will be unveiling and dedicating Centennial Park at the end of Union Avenue; the Vanderbilt Family is expected to attend. She wanted to personally invite the City Center Authority to attend.

EXECUTIVE SESSION

J. Dalton looked for a motion to adjourn to Executive Session.

Motion to adjourn to Executive Session regarding contract Finances and development/negotiation made by R. Goldsmith, seconded by S. Schneider, unanimously approved.

J. Dalton adjourned the meeting to Executive Session at 8:39 am.

Motion, at 9:40 am, to return to regular Authority Meeting by R. Goldsmith, seconded by S. Farnsworth; unanimously approved.

There were no actions or votes taken during the Executive Session to report.

ADJOURNMENT

Motion to adjourn came at 9:43 am by T. Roohan seconded by S. Schneider; unanimously approved.

The next Authority meeting will be held at the City Center on Wednesday, June 17, 2015 at 8am.

Saratoga Springs City Center
Authority Meeting
Wednesday, June 17, 2015
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 13, 2015 Authority Meeting
 - B. May 2015 Financial Statement

- IV. Chairman's Report
 - A. City Center Authority Parking Structure Update – T. Roohan

 - B. Invoice Bette & Cring; Design and Engineering

 - C. Signage
 - 1. City Center Authority
 - 2. Joe Bruno

 - D. Authority Meeting Schedule: July 8
August 12
September 9

- V. President's Report
 - A. 2015 and 2016 Sales
 - 1. Multiple events being hosted simultaneously

 - B. Parking Structure Land Lease and Financing

 - C. Convention Tourism Bureau – Visitor Center

 - D. Expense Approval – Sales & Marketing

- VI. Executive Session: Personnel Issue

- VII. Adjournment: Next Authority Meeting: Wednesday, July 8, 2015 8 am

Saratoga Springs City Center

AUTHORITY MEETING

8:00 am

522 Broadway

June 17, 2015

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

Absent: S. Schneider
T. Garofano

Also Present: M. Baker R. McMahon
D. Harper N. Wagner

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

PUBLIC COMMENT PERIOD

No one spoke.

CONSENT AGENDA

Minutes

J. Dalton requested a motion to approve the minutes from the May 13, 2015 Authority meeting which were previously distributed to the Board.

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

Financial Statement

M. Baker stated that the May 2015 financial statement was distributed in advance. He said that revenues have caught up with the budget at 41% and accounts receivable is at 43.3%, well within acceptable limits. Rentals are at 48% of revenue, which is excellent. He explained that catering is running slightly below budget because the strongest months for catering fees are September through December, due to the type of business such as the holiday parties. He noted line 11, Room Occupancy Tax year to date, is \$200,000. 35.4% has been brought over from the Occupancy Tax Account to the operating budget, but if August is a lean month, more may be brought in. Referring to the expense summary, M. Baker stated that line 16, equipment maintenance and repairs is at 78.6% of the amount budgeted and line 20, repair/maintenance vehicle is at 70.8% of the amount budgeted. He is going door to door to get quotes for a new Authority vehicle to replace the Buick Lucerne. A request for proposal was sent out two years ago but no quotes were received. He pointed out that salaries and benefits are below budgeted levels because there are some part time positions to be filled. R. Goldsmith asked about the Unemployment Insurance line budgeted at 0.00 and M. Baker responded that there are no anticipated claims and no one is collecting. M. Baker advised the Authority that of the Accounts Receivable, none are in danger of being uncollectible at this time and the checks listed over \$500 are standard expenses. He noted of the year-to-date comparables that the May 2014 conferences and guest count numbers involved the 30th celebration. Rental revenue is down for May 2015 but salaries for May 2015 were below those of May 2014. It was a solid May but not a benchmark; gross income is up which reflects the increase in rates.

Investment Report

M. Baker noted that the total investments balance stands at \$5,976,497.86 and we will be getting additional room occupancy tax payments in July. He stated that to date, the line for Bette Cring stands at (\$65,203.55) because the most recent invoice exceeded the amount on the purchase order. This invoice is being reviewed by Envision Architects.

Motion to approve the May 2015 Financial Statement as presented made by C. Wheeler, seconded by R. Higgins; unanimously approved.

M. Baker warned that health insurance renewal with CDPHP may go up 16.5% according to information from the state; all insurance carriers are expected to levy mass increases that are not based on experience.

M. Baker distributed two news articles from the Albany Business Review, one about Schenectady positioning itself to compete for more convention business and the other about the Albany Convention Center booking its first customer. He stated that the Albany convention facility is being built and is expected to be completed in 2017. He said that ESSAE has booked their 2017 annual conference and trade show in Albany. This organization has given the City Center lots of business and we can congratulate them for picking us for alternate years, but this is part of what lies ahead. It is going to happen that a number of groups will test drive a new facility; one group left for the Albany Hilton and came back to the City Center for multiple years. He explained that the leasable square footage of the City Center is 32,000 and Albany has the same architect but their space configuration is not more user friendly than the City Center and their multi-purposefulness will not compete with us; some of their configurations for loading in are more difficult. In 2017 we may see a slight downturn but our sales staff are working aggressively.

M. Baker commented that Schenectady has been working toward rebuilding the City to where it used to be and they want conferences, sports tournaments and shopping options and, given history, they may become strong competition.

CHAIRMAN'S REPORT

City Center Authority Parking Structure Update

T. Roohan stated that the design engineers and M. Baker are working hard to make the Building Inspector happy. He said that there was a strong performance/support in favor of amending the zoning ordinance regarding solar panels at last night's City Council meeting. The Council is expected to vote on the solar panel amendment at their July 7 meeting. He said S. Farnsworth, C. Wheeler and M. Ingersoll met with the Pedinottis recently. Discussions are on-going. M. Baker said there are proposed additional meetings with the Pedinottis and so far their main concerns are egress off an upper dining deck, improvements on the Eastern face off High Rock Avenue, York Street and parking during construction. He also advised that the Planning Board and the Design Review Commission may ask for accommodations regarding lighting, green belt trails, and details for an over pass and under pass. M. Baker said it will take some time before agreements are formalized and put in writing, but we can begin to work toward a verbal consensus.

Invoice Bette & Cring: Design and Engineering

M. Baker stated that the amount for the design and engineering services by Bette & Cring has exceeded the cap; there is no construction contract and there was \$225,000 on the purchase order. He said that three months of invoices presented which is not acceptable. They were to help us gain approval to get a Building Permit and it is taking more time than expected. M. Baker said he contacted the company and there will be no payment of the invoices until they respond and a review of charges can take place.

Signage

J. Dalton suggested that there should be a formal unveiling of the sign regarding the expansion and the Board members at a reception. Former Senator Joe Bruno should also be recognized for his part in granting \$12m in state money to the project. M. Baker noted that the plaque approved by the authority emulates the present plaque. T. Roohan asked about a prior suggestion of naming one of the meeting rooms after Joe Bruno. J. Dalton said the grant made the expansion feasible; the money could easily have been allocated to other projects in other communities. M. Baker and the Authority agreed to designate and name a meeting room after former Senator Joseph L. Bruno.

Authority Meeting Schedule

Chairman J. Dalton announced that the next three meetings of the City Center Authority will be held July 8, August 12, and September 9 respectively.

PRESIDENT'S REPORT

2015 and 2016 Sales

M. Baker presented the 2015 and 2016 sales reports for review. He said that with days and events booked, they are tracking steadily. He noted that there are 44 days where multiple events are scheduled simultaneously.

EXECUTIVE SESSION

J. Dalton looked for a motion to adjourn to Executive Session to discuss a personnel issue.

Motion to adjourn to Executive Session regarding a personnel issue made by R. Higgins, seconded by C. Wheeler, unanimously approved.

J. Dalton adjourned the meeting to Executive Session at 8:50 am.

Motion to reconvene the meeting made by R. Goldsmith, seconded by S. Farnsworth; unanimously approved.

There were no actions or votes taken during the Executive Session to report

J. Dalton reconvened the meeting at 8:55 am.

Parking Structure Land Lease and Financing

M. Baker explained that he asked if Commissioner Madigan could fast track the lease and she has agreed to get it before the public; there is a sales tax revenue component. The vote on the solar panel amendment is scheduled for July 7. The lease is in regard to the land and air rights; the Commissioner presents it and it goes to the City Attorney. It is necessary for this to be pushed through and get before the City Council.

Convention Tourism Bureau – Visitor Center

M. Baker announced that the Saratoga Convention and Tourism Bureau will be operating the City's Visitor's Center and they intend to use it as a point of sales. They have also hired an additional sales person for conferences and multi-purpose activities. The Bureau has been working aggressively to get groups back and they are working with hotels and the City Center trying to encourage multi-year contracts. He advised that the Dance Flurry is looking to increase dates and book further out. The Convention and Tourism Bureau is helping to service the needs of the City Center.

Expense approval-Sales & Marketing

M. Baker stated that he is seeking Authority approval for sales and marketing expenses for public relations and professional development including for Andi Gardner to attend the National Holstein Convention from June 23 through June 26 in St. Charles Illinois, noting that City Center will host the venue for 2016. He also said that he and Ryan McMahan are members of the IAVM and they try to attend the annual conference when it is held on the east coast and this year it is being held in Baltimore, Maryland.

Motion to approve the expenses for staff to attend the National Holstein Convention June 23-26 and the IAVM Annual conference August 1-4 for public relations and professional development as presented made by R. Goldsmith, seconded by T. Roohan; unanimously approved.

ADJOURNMENT

Motion to adjourn came at 9:20 am by T. Roohan, seconded by R. Goldsmith; unanimously approved.

The next Authority meeting will be held at the City Center on Wednesday, July 8, 2015 at 8am.

Saratoga Springs City Center
Authority Meeting
Wednesday, July 8, 2015
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 17, 2015 Authority Meeting
 - B. June 2015 Financial Statement

- IV. Chairman's Report
 - A. Room Tax Account
 - 1. March – May 2015 collection July 15th; \$262,325 + \$49, 086
 - 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. 2016 Budget – M. Baker
 - 1. August 9 Authority vote
 - 2. September 11 submittal to City Department of Finance

 - C. Bruno Sign Proposal

 - D. Parking Structure Update- T. Roohan, M. Baker
 - 1. Meeting with Mouzon House – S. Farnsworth, C. Wheeler
 - 2. Meetings with Building Inspector – M. Baker
 - 3. July 7 City Council Meeting
 - a. Solar Ordinance Amendment
 - 4. Lease; Air Rights up-date
 - 5. Financial Feasibility up-date

- V. President's Report
 - A. 2015 and 2016 Sales
 - B. Sales Department staffing
 - 1. Director of Sales
 - C. Long-term Sales and Marketing for new City-wide Conventions and Conferences
 - D. Roofing Replacement Project up-date
 - E. Interior Signage/Info Boards – contract approval
 - 1. Software, Computer Up-grades
 - F. Assembly Bill #A06909
 - 1. Saratoga County Economic Development Committee

- VII. Adjournment: Next Authority Meeting: Wednesday, August 12, 2015 8 am

HAVE A GREAT SARATOGA SUMMER

Saratoga Springs City Center

AUTHORITY MEETING

8:00 am

522 Broadway

July 08, 2015

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

Absent: T. Garofano

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

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

PUBLIC COMMENT PERIOD

No one spoke.

CONSENT AGENDA

Minutes

J. Dalton requested a motion to approve the minutes from the June 17, 2015 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 Statement

M. Baker stated that at the mid-year, halfway point, income is where it should be with building rental at 56.2% catering at 50.2% and overall revenue at 53.1%. He explained that the operating fund balance is currently at \$46,468 and it is usually in the negative at this point. July and August are not stellar months this year so a negative fund balance may show up eventually. He noted that compared to the second quarter of 2014, building rental is up 1.7%, catering is up 12.8% and interest income is down 3.3% and total accounts receivable are down 38.3% and monthly expenses are down 6.8%. He advised that these are acceptable limits. M. Baker referred to the comparison of the 2014 second quarter with the 2015 second quarter noting that salaries expenses were down 5% , insurance costs are down, and there are no unemployment insurance expenses because it is only carried if there is a claim. If a claim is filed, the money will be transferred from contingency. He stated that the amount for accounts receivable is less than the previous year but none of the amounts are in jeopardy and they are all well within the time frame; this is the best June in four years. He noted that rental revenue is up but lodge guests and day activities are off slightly, this is indicative of the types of bookings we are getting.

Motion to approve the June 2015 Financial Statement as presented made by T. Roohan, seconded by S. Schneider; unanimously approved.

CHAIRMAN'S REPORT

Room Tax Account

M. Baker advised that the March – May 2015 collection is due July 15th in the amount of \$262,325 which is \$49,086 more for the same period in 2014. He informed the Authority that the goal is no more than 50% of the ROT is applied to general operating budget and the rest is applied to capital. T. Garofano said that demand is up but occupancy dropped slightly, partly due to the change in the dates of Dave Matthews Band appearance at SPAC. In 2014, \$213,239 was received which was an increase of \$19,106 over 2013. In

2013, \$194,133 was received, \$9,533 over 2012 and in 2012 \$184,600 was an increase of \$26,311 over 2011. J. Dalton commented that a \$49,000 increase this year over last year's amount is substantial.

2016 Budget

August 12 Authority

M. Baker commented that by August 12, he will have a draft budget to bring to the Authority for discussion. He said he will show the Authority the methodology and send worksheet in advance. He said the details will be hammered out and the Authority will vote on the budget at their meeting on September 7.

September 11 submittal to City Department of Finance

M. Baker advised the Authority that the budget is due for submission to the City Department of Finance on September 11.

Bruno Sign Proposal

M. Baker presented a proof from the Adirondack Sign Company regarding the sign for the naming of a room at the City Center after Joseph Bruno. He explained that the letters will be made from 3mm brushed aluminum dibond and will be mounted to ¾" thick black backer with ¾" black returns. The letters will be 16.72 inches high and the width of the full name is 102.03 inches over the doorway. M. Baker asked the Authority to pick a word or words to define the space. The Authority agreed on the Joseph L. Bruno Meeting Room, the words "meeting room" would be in the same font as the name but smaller; this is the first draft, the consideration is for cut black anodized letters, below that "Meeting Room" will most likely be on a stringer. T. Roohan asked if the title of Senator should be included, C. Wheeler said that titles are not usually used except for a governor. M. Baker reminded the Authority that the pricing will change because of the additional letters. R. Higgins abstained to comment on the topic. It was the consensus of the Authority to add the title "Senator" to the sign.

Parking Structure Update

Meeting with Mouzon House

M. Baker said that the follow-up meeting has not taken place; there was some discussion through their attorney. C. Wheeler said he was hoping to review how they would deal with parking during construction but the assumption is that they were waiting for last night's vote on the solar panels. M. Baker said there has been no response yet but we will continue to be open to meeting in the future.

Meetings with Building Inspector

M. Baker said he and the architects have met with the Building Inspector and resolved the elevation issue. The architect has designed and worked on all issues including the connector and only an additional staircase needs to be added. Continued conversations with the Building Inspector will need to take place.

July 7 City Council Meeting

Solar Ordinance Amendment

M. Baker reported that the City Council voted 3 to 2 to amend the zoning ordinance so that solar panels would not restrict building heights in the downtown core; T-6 District. He said that the Pedinotti's lawyer was on task and provided petitions but seemed resigned that the amendment would pass. He noted that three of the Commissioners were stellar in putting the change forward but the other two Council members did not state their reason for opposing the amendment.

Lease Air Rights up-date

M. Baker reviewed the potential schedule for the Land Use Board requirements. He said that they had to go before the Planning Board for approval of the subdivision and the site plan and to the Design Review Commission for approval of mass and scale, then for architectural review. He said

that some of the Boards do not meet in August. T. Roohan clarified that they no longer have to go before the Zoning Board of Appeals because of the amendment vote.

Financial Feasibility up-date

M. Baker stated that the Financial Feasibility study is complete and it is a good resource that includes an analysis, inventory and validates the deficit of parking and indicates the revenue stream and expenses. He advised the Authority that limited design modifications do not change the SEQR; it is still valid. He encouraged the Authority to ask questions or offer comments.

PRESIDENT'S REPORT

2015 and 2016 Sales

M. Baker presented the 2015 and 2016 sales reports for review. He said he is positive about 2015. He referred to the First Half Year comparison between 2014 and 2015 noting that guest counts are up substantially in 2015, there were the same number of events, and 146 paid days but the building use days were down slightly. Some of the data relates back to the Room Occupancy Tax figures. The comparison is a good analysis.

Sales Department Staffing

Director of Sales

M. Baker said that the Director of Sales position will have to be considered in the future. A. Gardner has given him a date of departure.

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

T. Garofano presented a snapshot of the Saratoga Convention & Tourism Bureau long-term sales and marketing strategy for new city-wide conferences and convention business. They are using tools including advertising, promotion and public relations. He noted that the last sheet centers on the City Center; about 30k is spent in advertising and promotions. He stated that sales initiatives will focus on new business development while simultaneously working on retaining and growing existing business. The Bureau staff has been increased to four adding a person to focus on corporate, incentives and small meetings freeing up another staffer to put their full attention on City-wide conferences. He said that the transition to the Visitor Center will be complete July 15. They hired one person and retained one part timer and the plan is to extend the hours, expand the walking tour, attract bus tours and other groups and update the exhibits with the primary goal to better serve visitors. They are adding new kiosks for day of event ticket sales and looking at other collaborative efforts with the Chamber. He described the remaining trade shows and sales missions, particularly the Annual Familiarization Tour in Saratoga from August 30 to September 1 that focuses on new conference/convention opportunities. Meeting and event planners must submit a qualification sheet and some are turned away; the preference is to have a mix of corporate sales and meeting planners and the idea is to blitz specific venues targeting various businesses to attract them to this area. T. Garofano explained that with the convention bids fund, the Bureau budget assists to underwrite City Center rental. It also helps with transportation, shuttling and other common costs in order to win new business or retain at-risk business. Recent definite bookings include Cerebral Palsy Association from 2017 through 2020, 805 room nights each. The idea is to get the groups here, particularly for city-wide events. They would rather help a contract get signed than spend the money on advertising. The Bureau is in a position to offer incentives and take other approaches to assist the City Center. M. Baker said that the City Center is trying to put ink to paper and the partnership of the Bureau is important and appreciated.

Roofing Replacement Project up-date

M. Baker reported that the roof replacement project continues, the weather has been the biggest adversary, the glitches have been resolved.

Interior Signage/Info Boards – contract approval
Software, Computer Up-grades

M. Baker presented a letter from Omnivex, the proprietor of the Omnivex Moxie interior signage program and the operating software that was purchased in 2010. The software requires specifically authorized and trained technicians to maintain, and the only authorized company in the Capital District is Specialized Audio Visual, Inc. of Clifton Park, NY (SAVI). He has received a quote from SAVI in the amount of \$9,327.50 to replace the operating computers, on-site project services, system programming and warranty services.

Motion to approve the signing of a contract with SAVI to upgrade and correct deficiencies with the Omnivex Moxie Interior signage program as presented in an amount not to exceed \$9,327.50 made by T. Roohan and seconded by C. Wheeler; unanimously approved.

Assembly Bill #A06909

Saratoga County Economic Development Committee

M. Baker circulated a copy of a memo on Assembly Bill number A6909 which is an act to amend the tax law in relation to the tourist home, inn hotel or motel tax in Saratoga County and the City of Saratoga Springs. As such, the Saratoga Board of Supervisors' home-rule request includes the recomposition of its nine-member committee which advises the Board on expenditures made by the County for the promotion of tourism and conventions, to include representatives of these entities. This legislation provides that the committee be comprises of: the Chair of the Board of Supervisors, the Chair of the Board's Economic Development Committee, the Chair of the Board's Law and Finance Committee, and one member of the Board of Supervisors who also serves as a Director of the Saratoga County Prosperity Partnership, Inc., one representative from the Saratoga County Chamber of Commerce, one representative from the Saratoga Convention and Tourism Bureau, one representative from the Saratoga Springs City Center Authority and the Saratoga County Treasurer.

ADJOURNMENT

Motion to adjourn came at 9:12 am by R. Higgins seconded by R. Goldsmith; unanimously approved.

The next Authority meeting will be held at the City Center on Wednesday, August 12, 2015 at 8am.

Saratoga Springs City Center
Authority Meeting
Wednesday, August 12, 2015
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 8, 2015 Authority Meeting
 - B. July Financial Statement
 - 1. Investment Report

- IV. Financial Report
 - A. July Financial Statement
 - 1. Investment Report
 - B. 2016 Authority Budget; review, discussion

- V. Chairman’s Report
 - A. Parking Structure Update – T. Roohan, M. Baker
 - 1. Meeting with Building Inspector
 - a. Connector/Overpass
 - 2. August 12, Planning Board Meeting
 - a. Sub-division approval
 - 3. September 2, DRC Meeting
 - a. Mass and Scale
 - 4. Meeting with Green Belt Trail – S. Farnsworth
 - 5. Land Lease Fact Sheet – M. Baker, R. Higgins
 - B. Bruno Sign Proposal
 - C. Partnership with “Fairgame Coalition” – M. Baker
 - D. Future Meetings:
 - September 9, October 14, November 11, December 9 Breakfast Meeting

- VI. President’s Report
 - A. 2015 and 2016 Sales

- B. 2015 Summer “Fam Tour” – T. Garofano
- C. Roofing Project
 - 1. Approval 65% Payment
 - 2. Change Order Approval
 - a. -02
 - b. -03
 - 3. Water Damage, Claim
- D. Letter to Board of Elections
- E. RFP Concession Operation
- F. Pedestrian Traffic Meeting – DBA, SAD, Chamber, CVB

VII. Other Business

- A. Canopy Sign - again
- B. All carpets professionally cleaned
- C. Cabling for building wide WIFI
- D. Painting Washrooms

VII. Adjournment: Next Authority Meeting: Wednesday, September 9, 2015

Saratoga Springs City Center

AUTHORITY MEETING

8:00 am

522 Broadway

August 12, 2015

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

Absent: D. Harper
C. Wheeler

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

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

PUBLIC COMMENT PERIOD

No one spoke.

CONSENT AGENDA

Minutes

J. Dalton requested a motion to approve the minutes from the July 8, 2015 Authority meeting which were previously distributed to the Board.

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

Financial Statement

M. Baker noted that the July Financial statement was previously distributed to the Authority. He stated that revenue is at 57.5% year to date and none of the accounts receivables are in jeopardy. Expenses are at 51.6% year to date. He reminded the Authority that July and August are not robust months; there has been some slippage in business. The salary and utilities expense lines are at or below the amounts expected pre-expansion. He stated that regarding utilities expense, we are in the Buying Energy Next program. He noted that checks over \$500 are status quo. Referring to page 5, M. Baker stated that the numbers a little troubling. July 2015 is no better than July 2014, and in 2014 there were some 30th anniversary activities. He noted there was no ESPN boxing in July this year. Over all, July was a soft month, and it goes in cycles with August often being worse. M. Baker said that he and T. Garofano are working aggressively to change this.

T. Garofano stated that in August, Saratoga Springs is the second most expensive destination in the country based on room rate. The most expensive is Montauk, New York.

Investment Report

M. Baker stated that the investment account balance is \$6,184,824.55. We will be receiving one more quarter of ROT.

Motion to approve the July 2015 Financial Statement as presented made by T. Roohan, seconded by R. Goldsmith; unanimously approved.

FINANCIAL REPORT

July Financial Statement

Investment Report

Previously discussed

2016 Authority Budget Review and Discussion

M. Baker presented the draft 2016 budget for discussion and possible vote. He noted the 2016 proposed building rental income is slightly less than that proposed for 2015 because of some dropped business. He reduced the proposed income slightly over \$6k due to some lost August events. He kept the interest income from the operating account the same. He pointed out that the ROT proposed for use in the operating budget for 2015 was \$565k and he reduced this amount to \$540k for 2016. He explained that we subsidize ourselves through the transfer of 50% of the Room Occupancy Tax. The proposed 2016 revenue is \$1,652,562, down 2.59% from 2015 because we plan to use less of the Room Occupancy tax money. He said it is a balanced budget, 3% across the board. Referring to the proposed expense budget, M. Baker advised that the cost of benefits is slightly increased in part due to the retirement contribution rate set by the State and the health insurance rates for CDPHP; approved by the State are expected to increase over 16%. He stated that the expenses for building equipment are the same, office equipment is down, postage is down because more communication is being done electronically; equipment repair is down, building insurance is up slightly and utilities were increased for flexibility. Referring to the 2016 budget worksheet, M. Baker reminded the Authority that tentative bookings mean that the signed contract and deposit have not yet been received. He stated there is a need for increased July and August business and slightly more for January; we must build into these particular months. He said that the charges are increased slightly each year; in 2015, a full building rental was \$4500 and it was increased to \$4750 for 2016. He looks at competition's comparable venues and prices in the area; there is no seasonal rate published. He explained that it is imperative to stay consistent in pricing because many groups talk to each other. It is also important to focus on increasing business in July

and August and to keep in mind that there is more competition than ever before. M. Baker asked the Authority for approval of the 2016 budget with the understanding that there might be amendments.

Motion to approve the 2016 Authority budget as presented with the understanding that there may be some amendments made by R. Higgins, seconded by R. Goldsmith; unanimously approved.

M. Baker said the next step is to submit the 2016 approved budget to the Commissioner of Finance for inclusion with the City's 2016 budget process.

CHAIRMAN'S REPORT

Parking Structure Update

Meeting with Building Inspector
Connector/Overpass

T. Roohan stated that M. Baker and the committee have been meeting with the City Building Inspector to allay concerns about the height, connectors and the overpass.

August 12, Planning Board Meeting
Subdivision Approval

T. Roohan said that at the Planning Board workshop meeting on Monday August 10, the Chairman of the Planning Board talked about the pending RFP for alternative construction proposals on the High Rock lot and the City Center sub-division proposal and the Board members agreed that the City Center should move forward on the sub-division. M. Baker said that Matt Jones will be there as our representative and the Planning Board's legal advisor, Mark Schachner will also be there. M. Baker explained that M. Schachner is a SEQR specialist and he is familiar with the Authority because he did the SEQR review for the 2011 expansion.

September 2, DRC Meeting
Mass and Scale

M. Baker said that subsequent to the subdivision approval, the next step is to appear before the Design Review Commission for approval of mass and scale and after that, we have to return before the Planning Board for Site Plan approval. He cautioned the Authority that the whole process could come to a halt if there is no lease agreement.

M. Baker explained that one of the requirements within the City's RFP is 600 parking spaces to include the City Center. It also calls for retail and residential components and a "mixed use activity center".

T. Roohan said they are moving forward with the approval process and will continue to move forward on the land lease agreement as well. M. Baker said the land lease agreement is not expected to be finalized until after the RFP responses are in. T. Roohan said that the City Center has submitted signed applications for the Land Use Board approvals; the Subdivision, Site Plan and DRC mass and scale; lending details of the land lease for clarification. M. Baker said that getting these approvals from the land use boards gives us up to be ready to go. He reminded the Authority that a negative SEQR declaration has been approved and does not need to be re-addressed. The architect has been asked for a written state interpretation on the connector. He said for site plan review on escrow account will go to an outside review agency. M. Baker stated that we have re-engaged attorney Matt Jones; there will be more fees.

Meeting with Green Belt Trail

S. Farnsworth said there has been a lot of progress. The Glens Falls people are proposing a trail; there is a lot of cooperation and everyone is positive. Mr. Baker received a lot of compliments and it is clear to them that we will be helping with this trail; they need projects like this in order to complete the trail. M. Baker stated that within the parking structure project we will plant trees, etc. and the "shared path" would not take away existing street parking. We will continue to work with the Green Belt Trail committee in a spirit of cooperation.

Land Lease Fact Sheet

M. Baker stated that some of the data on the fact sheet is a re-cap of information. We are still looking at being WICKS compliant and the construction and management of the structure will be at no cost to the City. He explained that the duration is for 25 years with a 25-year bond financing. He stated the percentage of funds payable to the City increases every fifth year on the anniversary of the Certificate of Occupancy issuance. Additionally, 50% of the excess cash flow above expenses will be shared with the City annually. The Authority will create a parking maintenance reserve from parking revenues in an amount not to exceed \$2m. M. Baker noted that at the end of the lease term, if not renewed, all monies in the reserve fund and parking facility equipment become property of the City. He said that the agreement outlines the right of the City to terminate the lease and the details as to loss of parking space, construction interruption and impacts of the City Center and illustrates a formula for reimbursing the Authority for the loss of parking revenues. There are also standard boiler plate items of insurance, mortgages, landlord and lessee language. He said that our legal representative will meet with Commissioner Madigan's legal representative to wrap up details; at some point Commissioner Madigan will bring the lease forward to the City Council; there are many good selling points included in the document. M. Baker stated that the parking revenue is also subject to sales tax. The intent is to have Mr. Carminucci come to an Executive session of the

Authority to present the final document and where concerns can be discussed. Then the agreement will be finalized for the approval of the Authority, and brought to Commissioner Madigan.

Bruno Sign Proposal

M. Baker circulated a rendering of the Bruno sign and samples of the letters stating that the letters will run in height proportionally and intent is for the letters to be either black brushed aluminum. R. Goldsmith commented that the black is less reflective. The Authority agreed that the letters should be in black brushed aluminum. M. Baker said there will be an unveiling of the Bruno sign in the future.

Partnership with "Fairgame Coalition"

M. Baker advised the Authority that we are continuing our membership in the "Fairgame coalition" because at such time as the three casino organizations are realities, funds will be distributed to the agencies in the partnership.

Future Meetings

J. Dalton announced that the next meetings of the City Center Authority are September 9, October 14, November 11, and December 9 which will be a Breakfast Meeting.

PRESIDENT'S REPORT

2015 and 2016 Sales

M. Baker presented the 2015 and 2016 sales reports for review. There were no questions.

2015 Summer "Fam Tour"

T. Garofano reported that the summer familiarization tour takes place Sunday through Tuesday after the Travers and includes qualified meeting and conference planners selected from submitted RFPs. They spend time with partners including the City Center, and they have time to review venues and lodging options. Monday morning there is a breakfast at the City Center and a trade show here that includes local event planners. The tour includes various Saratoga events and venues. T. Garofano said this is not a cheap endeavor and they ask for complimentary lodging, dining options and keep it to a manageable number; participants are allowed to bring a guest. The idea is to enable the conference planners to experience Saratoga. M. Baker said that the program works well; it is an aggressive group effort.

Roofing Project

Approval 65% Payment

Change Order Approval

02

M. Baker explained that Change Order 02 of the roofing project is the provision and installation of new retro drains at all locations on the new roof system, flashing the drains per specifications to comply with the warranty and to remove all debris from the site, for the total amount of \$6,000.

Motion to approve the payment of Change Order #2 to Mid-State Industries, LTD In the amount of \$6,000 made by T. Roohan, seconded by R. Goldsmith; unanimously approved.

03

M. Baker clarified that Change Order 3 of the roofing project is the removal of existing EPDM encapsulating RTU#4 and associated duct where condensation is trapped in the system, wrap the unit with .060 EPDM sealed with seam tape and terminated per specifications, fabricate and install new metal counter flashing and remove all debris from the site, for the total amount of \$2,800.

Motion to approve the payment of Change Order #3 to Mid-State Industries LTD in the amount of \$2,800 made by T. Roohan, seconded by R. Goldsmith; unanimously approved.

Water Damage, Claim

M. Baker stated that the under membrane failed causing serious dry wall and ceiling damage. They are dealing with the insurance company and working with Mid-state Industries. A private contractor has been asked to appraise the damage and present a repair estimate and remediation to correct the problem. He said the problem will be corrected and the roof project should be complete in the next two weeks.

Letter to Board of Elections

M. Baker explained that a letter was sent to the Board of Elections in response to a notice from them regarding some primary dates. The 2015 primary was changed to a Thursday to avoid a conflict with Jewish holidays and we can host it because there will only be two election machines. However, the Primary scheduled for June 28, 2016 presents a serious conflict for the City Center because we are hosting the National Holstein Convention and there will not be space available to accommodate voting. He issued a letter accordingly and has not heard back from the Saratoga County Board of Elections.

RFP Concession Operation

M. Baker said that the Holiday Inn no longer wants to continue their concession operation in the City Center so a request for proposals was sent out to caterers and vendors that might have an interest. It is a necessary amenity to the City Center. He explained that for the first 20 years, the staff managed it and sold snacks, popcorn and coffee, then the Holiday Inn took it over and the City Center receives 7% of the profits. The first quarter is very busy and the fourth quarter is somewhat

busy. It is particularly popular during Dance Flurry and RV shows. It is a snack bar, essentially. Non-profits would be expected to meet the insurance requirements.

Pedestrian Traffic Meeting DBA, SAD, Chamber, CVB

M. Baker stated that Albany is proceeding with the pedestrian bridge for their project because they feel that connectivity is critical to the viability of the Albany Convention Center project. He said that Albany put \$3.5m into the system. This speaks to our City's pedestrian traffic issue including the way-finding program. M. Baker wants to make the DBA, the Chamber and the CVB aware.

OTHER BUSINESS

Canopy Sign (again)

M. Baker reported that the Canopy sign went out and now it is back on. He said he is open to a new design but this company continues to honor the warranty.

All Carpets Professionally Cleaned

M. Baker said that all carpets are being professionally cleaned.

Cabling for Building-Wide WI-FI

M. Baker said that currently the cabling is being installed for building-wide Wi-Fi. There will be limited bandwidth due to cost; those with presentations should get a dedicated line. He noted that the authority may continue to have WI-FI and it may grow to be more robust but it is costly.

Painting Washrooms

M. Baker reported that the City Center washrooms are currently being painted

ADJOURNMENT

Motion to adjourn came at 9:22 a.m. by R. Higgins, seconded by S. Farnsworth; unanimously approved.

J. Dalton announced that the next Authority meeting will be held at the City Center on Wednesday, September 9, 2015.

Saratoga Springs City Center
Authority Meeting
Wednesday, September 9, 2015
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 12, 2015 Authority Meeting

- IV. Financial Report
 - A. August 2015 Financial Statement
 - 1. Investment Report
 - B. 2016 Authority Budget; submitted to Department of Finance

- V. Chairman's Report
 - A. Site Plan Review – Escrow Letter Confirmation
 - 1. Barton & Loguidice; \$17,500

 - B. Bette and Cring Invoice
 - 1. P.O. approved, \$65,203.55
 - 2. Additional invoices
 - a. Invoice: 3,4,5 - \$10,294.31
 - b. Invoice: 6 - \$7,934.51

 - C. Parking Structure Update – T. Roohan, J. Dalton, M. Baker
 - 1. Land Use Board Schedule
 - a. Sept. 9, Planning Board, Sub-division vote
 - b. Sept. 16, DRC, Mass and Scale
 - c. Sept. 24, Planning Board, Site Plan Review
 - d. Oct. 7, DRC, Architectural Review
 - e. Oct. 14, Planning Board, Site Plan Review
 - f. Oct. 21, DRC, continued Review
 - g. Oct. 28, Planning Board, continued review

 - D. ABO: Conflict of Interest

 - E. Green Belt Trail Meeting

 - F. Future Meetings:
 - October 14; November 11; December 9 – Breakfast Meeting

- VI. President's Report
 - A. 2015 and 2016 Sales

 - B. 2015 Summer “Fam Tour” Re-cap - T. Garofano

 - C. Natural Gas Rate Lock-in; 12 month or 24 month

D. Roofing Project

1. Change Order, '04 (water damage)

E. Board of Elections, follow-up

F. Commemoration of the 50th Anniversary of the Vietnam War.

1. November 21, 2015 event

VII. Other Business

Adjournment: Next Authority Meeting: Wednesday, October 14, 2015 8 am

Saratoga Springs City Center

AUTHORITY MEETING

8:00 am

522 Broadway

September 9, 2015

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

Absent: R. Goldsmith
S. Schneider

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

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

PUBLIC COMMENT PERIOD

No one spoke.

CONSENT AGENDA

Minutes

J. Dalton requested a motion to approve the minutes from the August 12, 2015 Authority meeting which were previously distributed to the Board.

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

Financial Statement

M. Baker presented the August Financial statement stating that it was previously distributed to the Authority. He asked Authority members whether they were receiving the statement (electronically) in a timely fashion. J. Dalton requested that the statement (hard copy) be mailed to him earlier in advance of meeting.

FINANCIAL REPORT

August Financial Statement

M. Baker informed the Authority that, for July/August bookings and business, it was one of the worst summers ever. Year to date, revenues are at 58.8% to budget. He stated that in August there were no rent receivables, but an aggressive fall is expected. He noted that \$150k was brought over from the Room Occupancy Tax account into operating in August; year to date, \$350,000 has been brought into operating, 58.5% of the amount budgeted. He reviewed the Expense summary stating

that the majority of the expenses were anticipated and salaries are in line. He explained that the rate of retirement is established by the State and this year that rate is 18.2% and next year it will be 15.5%, the fluctuation is due to the earnings on the State's investments of the retirement accounts. Referring to checks over \$500; M. Baker stated there was nothing extraordinary except the check for Clifton Park Rental in the amount of \$7,905 for tables and electric service for the Law Boards. We rent from them and bill back. M. Baker said that some significant business was lost this month including boxing, and Equine Advocates; there is some repeat business scheduled for next August. He tried to get ESPN back but it has been difficult since there is new management.

Investment Report

M. Baker stated that the investment account balance is \$ \$6,025,642.84. He noted that \$215,335.00 is encumbered for the 2015 budget balance; there is \$132,489 encumbered in the capital project account with \$592.12 remaining unencumbered; the encumbrances are towards existing Purchase Orders. In the future there will need to be more money set aside for the Jones Firm, Bette & Cring, Mid State and the LA Group. Another large ROT check, the third quarterly payment of the ROT, is due in October.

Motion to approve the August 2015 Financial Statement as presented made by S. Farnsworth, seconded by R. Higgins; unanimously approved.

2016 Authority Budget

M. Baker stated that the approved 2016 City Center budget has been submitted to the Department of Finance for inclusion in the City's proposed comprehensive budget.

CHAIRMAN'S REPORT

Site Plan Review

Escrow letter confirmation
Barton & Loguidice - \$17,500

M. Baker stated that Barton and Loguidice have been working on the project site plan on behalf of the City Engineer. The escrow amount to be applied toward expenses; they have already worked on escrow. He asked for a motion to confirm that the escrow was established and that the Authority agrees and is in consensus to move forward on the site plan review.

Motion to approve payment of \$17,500 to Barton & Loguidice and approval for Barton & Loguidice to proceed forward on the site plan made by T. Roohan, seconded by C. Wheeler; unanimously approved.

J. Dalton mentioned that Barton & Loguidice were not listed in the Capital Project Account on the Investment Report. M. Baker said with this approval they will be added to the list for next month .

Bette and Cring Invoice

P.O. approved, \$65,203.55

Invoice: 3, 4, 5 - \$10,294.31

Invoice 6 - \$ 7,934.51

M. Baker advised that a purchase order has been approved for \$65,203.55; additionally Envision Architects have submitted Invoices 3, 4, and 5 totaling \$10,294.31 for work done toward city approvals/SEQRA. M. Baker explained that the expenses are not from Bette Cring; they are from their third party; architect. T. Roohan stated that the invoices are for work done four months ago. Discussion followed about the projects progress and possible expenses through September, October and November. M. Baker said that Barton & Loguidice may want to see a visual assessment and Envision may have to create another visual assessment which takes a minimum of 3 hours; he is not pleased/comfortable with any of this. But Envision has done what was required in consultation with the LA Group. The process has been far more costly and drawn out, than anticipated.

Motion to approve payment of the revised invoice #0003 in the amount of \$65,203.55 as presented made by T. Roohan, seconded by R. Higgins, unanimously approved

M. Baker stated that the Envision invoices expend the balance of the purchase order; he asked for Authority approval to pay invoices 3, 4, 5, and 6 with action to agree on continued expenses.

Motion to approve payment to Envision Architects for Invoices 3 – 6 in the total amount of \$18,228.82 and approval of continued expenses made by R. Higgins, seconded by S. Farnsworth, unanimously approved

C. Wheeler suggested developing a revised development/soft cost budget. M. Baker agreed that soft costs have grown. C. Wheeler said there is already a lag. M. Baker wants a better idea of what is ahead. R. Higgins agreed that we should have a better handle on projected expenses. M. Baker agreed to speak with Envision and Bette Cring for more clarity of future costs through the process to building permit.

Parking Structure Update

Land Use Board Schedule

September 9, Planning Board, sub-division vote

September 16, DRC, Mass and Scale
September 24, Planning Board, Site Plan Review
October 7, DRC, Architecture Review
October 14, Planning board, Site Plan Review
October 21, DRC, continued Review
October 28, Planning Board, continued review

J. Dalton urged the Authority members to attend the September 9 Planning Board meeting and the September 24 DRC meeting for support as these are most critical to the project. T. Roohan stated that at tonight's meeting the Planning Board will be voting on the sub-division and the public hearing has already been closed. The Board has asked their legal advisor Mark Schachner to craft language regarding the vote. He said subsequently if approved, the next step is to go before the Design Review Commission on September 16 for mass and scale approval and once the mass and scale footprint is determined, we will return to the Planning Board for site plan approval. M. Baker noted that one of the challenges is the connectivity to the City Center. He said that a photometric (lighting) plan should be done for the DRC. He advised the Authority that the project most likely will be back on the Planning Board agenda on the 24th of September but the rest of the dates remain to be confirmed; the applications and required materials have been submitted.

ABO: Conflict of Interest

D. Harper stated that the Authorities Budget Office (ABO) has created a model Conflict of Interest Policy that they recommend for Public Authorities to adopt. The policy supplements of the Authority's Code of Ethics established in 2006 and the intention is that this new policy will supplement but not replace other policies. D. Harper said it is essentially a whistle-blower policy establishing procedures to deal with potential conflict of interest of board members to assure that the public authority's interest prevails. M. Baker serves in the role of stewardship. M. Baker asked if the current ethics Policy offers this and D. Harper confirmed that the 2006 policy includes appropriate action with thorough procedures.

Motion to adopt a conflict of Interest Policy for the Authority Board members and staff made by C. Wheeler, seconded by S. Farnsworth; unanimously approved.

M. Baker pointed out that the City Center Authority has more oversight than most including the State, the Comptroller's Office, City Council, the Mayor's Office and the Department of Finance.

Green Belt Trail Meeting

S. Farnsworth stated that the Green Belt trail meeting is tomorrow, September 10. C. Wheeler asked if the group could do anything regarding positive press about the City Center project. S. Farnsworth confirmed that they can. M. Baker stated that they have been supportive of the project through the Complete Streets Committee. S. Farnsworth advised that the Green Belt Trail Committee is not an authoritative group; they want to play nicely with others and it is to their advantage to do so.

Future Meetings

J. Dalton announced that the next meetings of the City Center Authority are October 14, November 11, and December 9 which will be a Breakfast Meeting.

PRESIDENT'S REPORT

2015 and 2016 Sales

M. Baker presented the 2015 and 2016 sales reports for review. He reported that so far for 2015, 151 events are booked for 242 days of use, a strong year with a very weak summer. He noted that 2016 looks more promising with 116 events and 236.5 days booked so far. M. Baker said they continue to work aggressively on areas of need through programs such as the Familiarization Tour, working with hotels regarding group business for the first track week and the last week of the track. We are trying to determine how to reduce room rates and working with long-term associations, being sensitive to competition and the changing market; business being retained and the business that might be lost. He asked the Authority to let him know if there are any groups they advocate for and he will follow up.

2015 Summer "Fam Tour" Re-cap

T. Garofano reported that the summer familiarization tour went well with 23 meeting and event planners attending; it was a good mix with corporate markets well represented. The intention is to draw Board meetings to the City as well as new business opportunities. He explained that there are new planners coming into these associations due to retirements and many were thoroughly impressed with this area. Some of the attendees represent National organizations, and some are more local. More new planners were invited to the Trade Show portion of the FAM Tour held at the City Center. T. Garofano said that the hard work begins now to ensure that these planners are booking events here and the focus is on July and August and the Bureau is encouraging lower room rates and trying to attract smaller events. He said there are currently internal discussions regarding the timing of the FAM Tour because there is evident community fatigue due to the Travers, so they are considering having the Tour at the opening weekend instead because everything is fresh and crisp then. He commented that NYRA did not waive charges, did not return calls and their lack of participation was disappointing.

M. Baker said that much of the FAM is underwritten by the Convention and Tourism Bureau's budget and he thanked them for their efforts and for acknowledging and addressing challenges.

Natural Gas Rate Lock-in

M. Baker presented a Natural Gas Pricing Proposal from Energy Alliance. He explained that the City Center locked in a rate two years ago with significant savings. The proposal included a comparison between locking in at 12 months or 24 months. Commodities are down now, so the rate for 12 months is \$0.35290 and the rate for 24 months is \$0.37770. M. Baker recommended locking in the Natural Gas for 24 months, at a rate of \$0.37770

Motion to approve locking in a Natural Gas rate of \$0.37770 for 24 months moved by R. Higgins and seconded by T. Roohan, unanimously approved.

Roofing Project

Change Order 04

M. Baker explained that change Order 04 is due to interior water damage because of failed under membrane. The change order is in the amount of \$4,500 and he is working with the contractor to split the cost. R. McMahan said the roof is done and the close out is being worked on.

Board of Elections follow-up

M. Baker reported that the City Center will host Thursday's Primary. The Board of Elections has acknowledged the receipt but not responded to the letter he sent them explaining that there is no space in the City Center to hold the June 2016 Primary Election because of the National Holstein Convention.

Vietnam Commission

M. Baker announced that the Vietnam Commission event will be held at the City Center on November 21 in honor of the 50th anniversary. The event is paid for by a City-County sponsorship and it is good for the City Center to be involved.

OTHER BUSINESS

T. Roohan requested that any dedication of the Bruno room be held off until after November. M. Baker said the letters of the sign are being fabricated but some materials are on back order. It was suggested to consider doing the dedication at the December Breakfast meeting.

ADJOURNMENT

Motion to adjourn came at 8:51 a.m. by R. Higgins, seconded by T. Roohan; unanimously approved.

The next Authority meeting will be held at the City Center on Wednesday, October 14, 2015 at 8:00 am.

SARATOGA SPRINGS CITY CENTER

AUTHORITY MEETING

Wednesday, October 14, 2015

8:00 am

522 Broadway

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

II. APPROVAL OF MINUTES, September 9th Authority Meeting

III. 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.

IV. FINANCIAL REPORT

A. September 2015 Report

1. Investment Report
2. 2015 Year-end Projection
3. ROT Tax Deposit

Oct 15th Payment for period of June through August 2015; \$553,155.00

This is a \$34,923.00 or 6.7% increase over the 2014 collection.

June to August ROT	
2015	\$553,155
2014	\$518,232
2013	\$461,000
2012	\$442,821
2011	\$406,515
2010	\$393,472

V. CHAIRMAN'S REPORT

A. Parking Structure update- M. Baker, T. Roohan

1. Oct 14th Planning Board (Site Plan)
2. Oct. 21, DRC (Mass & Scale)
3. Oct. 28th, Planning Board
4. Line Item Adjustment
 1. Bette & Cring/Soft Cost
 2. Jones Firm
 3. L.A. Group
 4. Mid-State Industries; change order #04

B. Land Lease Draft

C. Ethics Committee Report for November- R. Goldsmith

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

D. Appointment to City's RFP, Internal Technical Review Committee

E. Presidents Annual Review- Forms Attached- Return by November 13th

VI. PRESIDENT'S REPORT

A. 2015 and 2016 Sales Up-date

1. 3rd Quarter Event Report

B. Renewal of Employee Health Insurance Program 12/1

1. Pre-A.C.A.

VII. OTHER BUSINESS

A. Ongoing Building Projects Update

1. Roof completed, close out proceeding

VIII. Executive Session: Meeting with legal counsel regarding contract/lease negotiations.

IX. ADJOURNMENT- Next Meeting November 11th

Saratoga Springs City Center

AUTHORITY MEETING

8:00 am

522 Broadway

October 14, 2015

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

Absent: D. Harper

Also Present: M. Baker R. McMahon
T. Garofano N. Wagner

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

PUBLIC COMMENT PERIOD

No one spoke.

APPROVAL OF MINUTES

Minutes

J. Dalton requested a motion to approve the minutes from the September 9, 2015 Authority meeting which were previously distributed to the Board.

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

FINANCIAL REPORT

September 2015 Report

M. Baker presented the September Financial statement stating that it was previously distributed to the Authority and the report also serves as a quarterly update. Total revenues for the month were \$53,001.98 and to date, revenues total \$1,116,723.86, 64.4% of the total revenue budgeted for 2015. M. Baker noted that with accounts receivable included we are at 65.3% of the amount budgeted. He stated that revenues are behind because of the lack of summer business which is a little concerning. Referring to the expense summary on page 3 of the September financial report, M. Baker said that expenses are at 63.9% of the amount budgeted ; we are balanced despite being behind. He explained that client expenses on line 14 are those that we run through and are subsequently reimbursed for them. He stated that business and sale expenses listed on line 13 are higher than normal because of attendance at the National Holstein Convention and the IAVM conferences. M. Baker referred to the 2014-2015 third quarter expense comparison stating that

salaries and many other expenses are below budget. Accounts receivables indicate that more catering was accounted for and the checks over \$500 include the attendance at the Holstein Convention in Chicago and the IAVM Conference in Baltimore.

M. Baker reported that this September was not as solid as in previous years; there were 11 events this year and 15 events in September of 2014, several of which were directly related to the 30th anniversary of the City Center. M. Baker said that certain groups were displaced from their usual September slot and are here in October this year; and other groups including the Bridal Expo did not come back. He explained that page 8 shows third quarter (July – September) deposits received and transferred in 2015. Event deposits and 50% of the total rental are escrowed until the event takes place, then when the event occurs escrowed funds are transferred into active revenue lines. The balance of the bill is paid in full before the group walks in the door.

Investment Report

M. Baker informed the Authority that the investment account (ROT) shows what has been transferred and what has been encumbered, and the balance is \$6,026,190.38 including the 2015 budget balance encumbered; the parking/capital project account and remaining construction balance.

2015 Year-end Projection

M. Baker referred to the 2015 year-end projection summary. Earned revenue is projected to come in at \$862,485.23, 87.8% of the amount budgeted for 2015. He explained that other revenues include ROT and capital funds. He stated that there are additional pieces of business not shown yet in the revenue portion such as catering; the projection comes from historical data of groups that have been here before. M. Baker said that general expenses are projected to come in at 87.6% of the amount budgeted. The year-end projection is a positive balance of \$16,000 so we are in good fiscal shape. C. Wheeler suggested that the lateness of Labor Day this year would definitely have a negative impact on September's numbers.

R. Goldsmith recommends including building usage and lodged guests numbers in the quarterly and monthly reports; they would be interesting to track. M. Baker said the number of lodged guests is down; the numbers will be discussed.

ROT Tax Deposit

M. Baker said that the ROT payment expected on October 15 is for the period of June through August 2015 in the amount of \$553,155.00 which is \$34,943 or a 6.7% increase over the 2014 third quarter collection which reflects room occupancy and room rate. He presented a chart comparing third quarter collections from 2010 through 2015:

June to August ROT	
2015	\$553,155
2014	\$518,232
2013	\$461,000
2012	\$442,821
2011	\$406,515
2010	\$393,472

M. Baker said that our total ROT collection in 2015 so far is \$1.2m.

Motion to approve the September 2015 Financial Statement and quarterly financial report as presented made by R. Higgins, seconded by C. Wheeler; unanimously approved.

CHAIRMAN'S REPORT

Parking Structure Update

Chairman Dalton announced the next three Land Use Board meetings as follows:

October 14th Planning Board (Site Plan)

October 21 Design Review Commission (DRC)

October 28th Planning Board

He stated that all meetings will be at City Hall at 7:00 PM. T. Roohan reported that tonight's Planning Board meeting will be another public hearing and no action will be taken, then the project goes to the DRC for mass and scale approval on October 21. He expressed an element of futility in the process because the City Planner, the Chairman of the Planning Board and the City Engineer have indicated that they are not in support of the project. He said that the second appearance to the DRC will be for façade approval including colors and materials.

Line Item Adjustments

M. Baker stated that in order to continue to pay for services rendered, the dollar value of purchase orders for each vendor must be extended.

Bette & Cring/ soft cost

Motion to approve up to \$60,000 for services from Bette & Cring made by T. Roohan, seconded by S. Schneider; unanimously approved.

Jones firm

M. Baker said there is a \$1,400 balance on the PO but there will clearly be more legal fees during this process.

Motion to approve an additional amount up to \$25,000 to the Jones Firm for legal services made by C. Wheeler, seconded by S. Farnsworth; unanimously approved.

L.A. Group

M Baker said that the LA Group has been stellar in their support.

Motion to approve up to \$15,000 for services by the LA Group made by T. Roohan, seconded by S. Schneider; unanimously approved.

M. Baker explained that these are place holders to put into purchase orders.

Mid-State Industries

M. Baker explained that the original invoice for change order #004 was in the amount of \$4,500 but as a result of discussions between himself, the insurance companies of the City Center and MSI, the invoice for the removal and replacement of a cast iron drain pipe was revised to \$3,000. Baker recommended approval of the negotiated value.

Motion to approve payment of the revised Change Order #004 to Mid-State Industries in the amount of \$3,000 made by R. Goldsmith, seconded by T. Roohan; unanimously approved.

Land Lease Draft

M. Baker said the last review is going to be with the City Attorney and Commissioner Madigan will do that first. He said the Authority gave the draft a cursory review and Mr. Carminucci has examined the document. It needs to be a separate lease that the Commissioner of Finance will eventually bring forward to the City Council as a draft presentation sometime in November or December. There are lots of variables; we are in good shape with it.

R. Goldsmith asked if there are any time constraints regarding the building of the structure and M. Baker replied that there are none; the document addresses City retrieval of the surface lot; contains easements and looks at property rights and contains provisions within the contract to protect the rights of the City Center. He advised that it is a 25 year commitment and stipends for the City are included after expenses. J. Dalton added that the City Center can recover via a formula if the City takes back ground level parking.

Ethics Committee Report for November

R. Goldsmith said that he and committee members S. Farnsworth and T. Roohan will present the committee's report at the City Center Authority meeting on November 11.

Appointment to City's RFP Internal Technical Review Committee

J. Dalton announced the appointment of T. Roohan to the City's RFP Internal Review Committee stating that he appreciates Tom's commitment. M. Baker explained that the Mayor brought forth that there would be an internal review committee to closely examine the proposals submitted for the development of the High Rock Parking Lot. Other City Council members recommended that the City Center Authority be represented on that committee.

President's Annual Review- Forms attached

J. Dalton stated that each Authority member has received evaluation forms and he requested that Authority members fill in their forms and mail them to him in the attached stamped and addressed envelope by November 13, 2015.

PRESIDENT'S REPORT

2015 and 2016 Sales Update

M. Baker presented the 2015 and 2016 sales reports for review. He reported that for 2015, 152 events are booked for 248.25 days of use, a strong year. He noted that 2016 looks more promising with 119 events and 239.50 days booked so far. M. Baker said that in the next sales reports he will include what was budgeted.

Renewal of Employee Health Insurance Program 12/1

M. Baker presented a chart comparing various plans offered by CDPHP for renewal of the City Center's health insurance plan. He said that the rates are expected to increase 16.5% in January of 2016 and he accommodated for that in the 2016 budget, but since the City Center renews in December, the increase will be about 10.4%. M. Baker said that the current plan, the Platinum 301 is no longer available, so he requested that the Authority approve the Proposed Matchback Plan, CDPHP EPO 15/20-Platinum Plan106 for a total monthly cost of \$11,010.74 and annual cost of \$132,128.88.

Motion to renew the Employee Health Insurance Program CDPHP-EPO- 15/20 Platinum Plan 106 for one year as presented starting on 12/1/2015 made by T. Roohan, and seconded by S. Schneider, unanimously approved.

OTHER BUSINESS

Ongoing Building Projects Update

Roof completed, close out proceeding

M. Baker advised that the project is being closed out. Mid-state Industries did a good job overall.

EXECUTIVE SESSION

Motion to adjourn to executive session at 8:44 am for discussion on contract/lease negotiations and pending litigation made by R. Goldsmith, seconded by R. Higgins; unanimously approved

At 9:20 am, on a **motion by R. Higgins and second by C. Wheeler**, the City Center Authority came out of Executive session and returned to the scheduled Authority Meeting.

Chairman J. Dalton announced there had been no votes taken nor any official decision made in the Executive Session.

Motion to authorize the Jones Firm to answer and represent the City Center Authority in addressing the pending Article 78 litigation made by R. Higgins, seconded by C. Wheeler; unanimously approved.

ADJOURNMENT

Motion to adjourn came at 9:35 a.m. by T. Roohan, seconded by S. Farnsworth; unanimously approved.

The next Authority meeting will be held at the City Center on Wednesday, November 11, 2015 at 8:00 am.

Saratoga Springs City Center Authority

SPECIAL AUTHORITY MEETING

8:00 am

522 Broadway

November 4, 2015

Present: J. Dalton T. Roohan
S. Farnsworth R. Goldsmith (conferenced in)
C. Wheeler

Absent: R. Higgins
S. Schneider

Also Present: M. Baker
M. Jones
M. Ingersoll
J. Stasack

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

There being no one to address the Authority, the Public Comment period was closed

J. Dalton called on M. Jones, legal counsel to the Authority to up-date and review the pending Article 78 litigation.

M. Jones, declared attorney's privilege to discuss a legal matter with his client; the City Center Authority. Following a review of the pending litigation and discussion the Authority moved to other business.

J. Stasack and M. Ingersoll reviewed the up-coming Land Use Board schedule. They update the Authority on the preparation for the November 12th Planning Board Meeting; Site Plan Review. All materials have been submitted. There will be a public hearing for the November 12th meeting.

Discussion took place regarding the recent DRC meeting and the crafting of responses to DRC member comments; color design and treatments

There being no other business before the Authority, a motion to adjourn by C. Wheeler, Second by T. Roohan, motion unanimously approved.

Meeting adjourned at 9:30 am.

SARATOGA SPRINGS CITY CENTER

AUTHORITY MEETING

Wednesday, November 11, 2015

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 14, 2015
- B. Approval of Minutes of October 4th, special meeting
- C. October 2015 Financial Statement

IV. FINANCIAL REPORT

- A. October 2015 Report
 - 1) Investment Report
 - 2) Parking Project Finance Status Report; Fund Transfer

V. CHAIRMAN'S REPORT

- A. Ethics Committee Annual Report- R. Goldsmith
- B. Parking Sub-Committee Report – T. Roohan, M. Baker
 - 1) Pending litigation - Article 78
 - 2) Farmer's Market MOU
- C. President's Annual Review
 - 1) Executive Session (end of meeting)
- D. December Meeting
 - 1) Wed. December 9th; City Council, County Reps; Past Authority Members?

VI. PRESIDENT'S REPORT

- A. 2015 and 2016 Sales Up-date
 - 1) Sales/Mkt. – Pending Competition
- B. Approval of 1st Quarter 2016 Expenses
- C. Utility Rate Lock-in- Electric
- D. Meeting Dates-January 20th, February 10th, March 9th

VII. OTHER BUSINESS

- A. Ongoing Building Projects

VIII. ADJOURNMENT

Saratoga Springs City Center

AUTHORITY MEETING

8:00 am

522 Broadway

November 11, 2015

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

Absent: J. Dalton
S. Schneider

Also Present: M. Baker M. Madigan
D. Harper R. McMahon
T. Garofano.

CALL TO ORDER

The meeting was called to order at 8:00 am by Vice-Chairman R. Higgins. He welcomed Commissioner Madigan.

PUBLIC COMMENT

None

CONSENT AGENDA

Approval of Minutes

R. Higgins requested a motion to approve the minutes from the October 14, 2015 Authority meeting which were previously distributed to the Board.

Motion to approve the October 14, 2015 meeting minutes as presented, made by T. Roohan, and seconded by C. Wheeler, unanimously approved.

M. Baker said that minutes of the Special Authority Meeting held November 4, 2015 were not previously distributed but they are included in today's meeting materials.

Motion to approve the November 4, 2015 meeting minutes as presented, made by T. Roohan and seconded by S. Farnsworth, unanimously approved.

October 2015 Financial Statement

M. Baker reviewed the October 2015 income summary reporting that building rental revenue is at 80.6% to budget, catering stands at 64% not including receivables. He stated that income is at 71.6% and with receivables it is 74.7% to budget. We are behind but in balance with expenses. M. Baker explained that an unusually slow July and August negatively impacted the ratio of income to budget. He referred to the October 2015 expense summary stating that expenses are at 71.3% to budget. Although November and December are heavy months, the entire amount of budgeted Room Occupancy Tax will have to be used because of less revenue in 2015 than projected. He reviewed the expense summary explaining that miscellaneous expenses include anything that is not covered in other lines; expenses that are anticipated that fall outside the other line items. M. Baker said that a five-week month affects the salary expense line. Commissioner Madigan noted that the amount for utilities expense seems high. M. Baker responded that the City Center is locked into a fixed rate.

M. Baker explained that the City Center charges 12% of the gross for food and beverage and when a caterer comes in, and also 7.5% for coffee breaks to cover set up and clean up; important part of our revenue stream. He noted that none of the total of \$53,883.60 accounts receivable are in jeopardy. He referred to the October monthly comparisons from 2012 through 2015, stating that this was the highest October in four years. The report provides a snapshot of the business traffic through the City Center in October; there were 37.75 paid event days and 2200 lodged guests and 9,957 day guests which are the number of guests in our community, people visiting our downtown.

FINANCIAL REPORT

October 2015 Report

Investment Report

M. Baker reported that the Investment Account includes the most recent quarterly payment of Room Occupancy Tax and the current balance minus encumbrances is \$6,343,178.05. He explained that the Parking/Capital Project Account includes money to be used for specific categories including engineering, design and legal expenses.

Parking Project Finance Status Report; fund Transfer

M. Baker asked the Authority to approve moving \$250,000 out of the Room Occupancy Tax account into the Parking Capital Project Account to allow future distribution into appropriate lines as needed so that invoices can be paid as presented. M. Baker clarified that moving this money does not necessarily mean that it will all be spent.

Motion to move \$250,000 from the Room Occupancy Tax Account to the Parking/Capital Project Account made by R. Goldsmith, and seconded by S. Farnsworth, unanimously approved.

M. Baker commented that during the Special Authority Meeting November 4, legal counsel outlined the process of the pending Article 78 litigation and the upcoming Land Use Board schedule, which indicates there will be more charges from the Jones firm.

Motion to approve the October 2015 Financial Statement as presented, made by C. Wheeler, and seconded by S. Farnsworth, unanimously approved.

CHAIRMAN'S REPORT

Ethics Committee 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 October 28. 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; none hold office in a political party; no events or written complaints were filed and no advisory opinions were sought during the first ten months of 2015. 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 as required. M. Baker noted that this is done in compliance with the Public Authorities law.

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

Parking Sub-Committee Report

Pending Litigation-Article 78

T. Roohan commented that the Authority is represented by the Jones Firm, the Planning Board is represented by Mark Schachner and the City is represented by the City Attorney and all three of them are working together to respond to the lawsuit with the City Attorney taking the lead and they have 60 days to make a motion to dismiss. Commissioner Madigan said that the taxpayers are paying for the City Attorney and for Mr. Schachner.

M. Baker reported that the next step is site plan review by the Planning Board tomorrow night, November 12, where the design team will present the finalization of all submittals. All questions were outlined and answered in writing. He stated that a conference was held with Barton & Loguidice in regard to the City mandated engineering review that we are paying for. At this time there are no issues precluding the Planning Board from making a decision. If authority members could be there, it would be appreciated; a public comment period will be held after the presentation. Questions will be answered without unnecessary elaboration. M. Baker explained that the members of the Planning Board had an opportunity to request further information during their agenda workshop meeting but no requests were put forth. T. Roohan advised that Land Use Board members tend to ask more questions when they are not in favor of a project.

Farmer's Market MOU

M. Baker said that one component that keeps resurfacing regarding the parking structure discussion is the Farmer's Market and Farmers Market representatives have spoken out on behalf of the Authority at various meetings. He presented a Memorandum of Understanding (MOU) drawn up between the City Center Authority and the Saratoga Springs Farmer's Market Association pledging to work together to develop a four season enclosable Farmer's Market within the "civic space" of the parking structure. If the project is eventually approved and moves forward, the MOU indicates that the City Center and Farmer's Market would formalize their agreement. Attached to the MOU is an outline of each party's responsibility and outline of joint responsibilities. M. Baker explained that this is not a contract; the Farmer's Market wants to work with the City Center to retain the market at its' current location and have the ability to hold a winter market at the same location; temporary heat and portability are essential components. M. Baker commented that City Code Enforcement has stated that there is a way to temporarily enclose the Farmer's Market within the current codes and the Farmer's Market is willing to take that responsibility as well as for clean-up and maintenance of their site. The City Center will provide basic water, electric service and security. M. Baker advised that a motion is not necessary at this time but asked the Authority for their consensus to the content of the MOU. The Authority agreed that the arrangement makes sense.

Commissioner Madigan asked if the roll-up enclosure system could be used for other needs and M. Baker responded that multi-use arrangements could be honed into a good-neighbor relationship. Saratoga Arts has indicated an interest in the use of the Agora and other interested groups could negotiate a rental agreement and the Farmer's Market is very open to that.

December Meeting

M Baker announced that the annual December breakfast meeting will be held Wednesday December 9th. The City Council, County representatives, and past Authority members will be invited.

He asked everyone to mark their calendars. The Holiday Inn will cater the breakfast.

PRESIDENT'S REPORT

2015 and 2016 Sales

M. Baker reported that for 2015, 154 events are booked for a total of 249 event days. So far for 2016, 121 events are booked for a total of 234 paid days. There is a plateau that is somewhat due to new venues in the area.

Sales/ Mkt-Pending Competition

M. Baker explained that there is serious competition coming with the new venues in the area. For example, a meeting planner event that has come to the City Center for 20 years is moving in 2017 to the new Albany venue; their intent is to do a rotation between Albany and Saratoga Springs. He informed the Authority that the New York State Professional Land Surveyors are going to Albany in 2019 and this is a big loss because it is a three-day event held in January. The Albany venue is brand new; people are going to test drive it and take advantage of grand opening discounts and other promotions.

T. Garofano stated that the number of local overnight rooms is pacing ahead of last year. The new Albany Renaissance, attached to the new convention center, is going through some turbulence since BBL management pulled out and sales efforts have been soft. He said the most problematic issue with the Albany facility is that loading into the venue and hotel is very difficult, almost impossible because they were not given the funds necessary to establish loading areas where they are needed and wanted.

M. Baker commented that the Baptists will not be returning to the City Center on President's Day weekend. T. Garofano noted that this opens up Sunday and Monday for the Dance Flurry to expand which is a better group for the City because they are not tax exempt. T. Roohan stated that the Realtor Association keeps going to venues (Casinos) that are in the central part of the State. T. Garofano reminded the Authority that rental incentives are available through the Bureau if certain thresholds are met.

R. Higgins said that with the competition, ample additional parking is more crucial than ever to the success of the City Center than ever before.

Commissioner Madigan suggested that the Authority make a presentation at a City Council meeting in the near future to clear up misconceptions and misinformation on the parking structure project so the true facts can be resonated to the public.

The Authority agreed that a cogent fact sheet is necessary; it should contain bullet points and be simple and straightforward. T. Garofano offered the Bureau's assistance with the creation of the document. Commissioner Madigan stated that comments on the structure are misleading and based on a lack of knowledge and the misinformation has resulted in blocks and delays throughout the process so there is a dire need to alleviate concerns.

Approval of 1st Quarter 2016 Expenses

M. Baker requested approval for anticipated expenses the first quarter of 2016 relative to sales, marketing, Public Relations and professional development as submitted to the Board.

Motion to approve the first quarter 2016 expenses as presented made by R. Goldsmith, and seconded by S. Farnsworth, unanimously approved.

Meeting Dates-January, February, March

M. Baker asked the Board if the listed meeting dates of Wednesday January 20, February 10 and March 9 of 2015 at 8:00 am were acceptable. The Authority agreed to the meeting dates.

OTHER BUSINESS

M. Baker announced that there would be a special presentation at the City Center on December 3 at 11 am. He asked authority members to save the date.

ADJOURNMENT

Motion to adjourn came at 8:55 am by R. Goldsmith and seconded by S. Farnsworth, unanimously approved.

The next Authority meeting will be held Wednesday, December 9, 2015.

SARATOGA SPRINGS CITY CENTER

AUTHORITY MEETING

Wednesday, December 9, 2015

8:00 am

City Center

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

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

II. CONSENT AGENDA

A. Approval of Minutes: November 11, 2015 – previously distributed

B. Approval of November 2015 Financial Report – previously distributed

III. FINANCIAL REPORT

A. 2015 - D. Barone, M. Baker

IV. PRESIDENT'S REPORT

A. 2015 Year End Summary - A. Gardner, Director of Sales

1. 2016 Projected Sales - A. Gardner, Director of Sales

B. Facility/Operations

1. 2015 Project Update/Year End Summary- R. McMahon, Operations Manager

2. 2016 Anticipated Projects/Upgrades

a. New Pantries- kitchen equipment

b. Refurbish original restrooms

c. Carpet replacement

V. CHAIRMAN'S REPORT

A. Parking Project

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

1. Design Review - Presentation

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

VI. Executive Session-Personnel matter

VII. ADJOURNMENT

Next Authority Meeting- Wednesday January 20, 2016, 8am

Happy Holidays

Saratoga Springs City Center
AUTHORITY MEETING

8:00 am
522 Broadway
December 9, 2015

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

Also Present: M. Baker R. McMahon
T. Garofano D. Harper
Mayor J. Yepsen Supervisor P. Martin
M. Jones Supervisor M. Veitch
C.G. Brown F. Wheeler
Commissioner John Franck Deputy Commissioner M. Masterson
Commissioner M. Madigan Deputy Commissioner M. L. Bachner
Commissioner S. Scirocco D. Buckley
Commissioner C. Mathiesen Deputy Commissioner E. Finneran
J. LeCain A. Gardner
D. Barone N. Wagner
M Rivers

Welcome and Holiday Greetings

At 8:00 am Chairman J. Dalton welcomed Authority Members and Guests.

Consent Agenda

Approval of minutes

J. Dalton requested a motion to approve the minutes from the November 11, 2015 Authority Meeting which were previously distributed.

Motion to approve the November 11, 2015 meeting minutes as presented, made by R. Goldsmith and seconded by S. Schneider, unanimously approved.

Approval of Financial Report

J. Dalton requested a motion to approve the November 2015 Financial Report which was previously distributed.

Motion to approve the November 2015 Financial Statement as distributed made by C. Wheeler and seconded by T. Roohan, unanimously approved.

Financial Report

M. Baker stated the annual breakfast is to recognize City officials that assist the City Center throughout the year, and current and past Authority members. He introduced City Center's CFO Donna Barone to present a summary of the 2015 Financial Report. D. Barone said this year was successful for the City Center due to a lot of hours spent and a lot of hard work by a number of people in City Hall. She thanked Flo Wheeler, Christine Gilmett Brown, Lynn Bachner, and Stefanie Richards for their assistance throughout the year.

D. Barone reported that the City Center Budget is well balanced with revenue at 94% to budget and expenses at 92% to budget. She reported that less than half of the City Center's budgeted 2015 Room Occupancy Tax payment will be used to balance this year's budget. M. Baker thanked D. Barone for her hard work and diligence.

M Baker explained that the City Center continuously appreciates the availability of the services of City Departments including Accounts, Finance, Public Safety, Public Works and the Mayor's Office. He acknowledged the new Assistant to the Purchasing Agent, Stefanie Richards who had big shoes to fill when the former agent resigned and she has done a great job. He thanked Chief Williams of the SSFD and Chief Veitch of the SSPD for their willingness to work with the City Center throughout the year. He thanked Deputy Mayor Joe Ogden who is always ready to assist the City Center in all of its endeavors.

President's Report

2015 Year End Sales Summary

M. Baker introduced the Director of Sales, Andrea Gardner. A. Gardner reported a solid finish for 2015 with 154 paid events, an increase of 5% over 2014. The number of "first timers" increased in 2015, and 73% were returning clients, up from the 68% in 2014. She stated so far in 2016, there are 131 events booked and she is confident that the numbers will exceed those of 2015. She thanked the staff of the Hilton Hotel, stating that much of the City Center's business comes from our partnership with the Hilton. A. Gardner noted that she is particularly excited that the National Holstein Convention will be held at the City Center in June for the first time.

M. Baker said that the County Tourism Advisory Committee is being reconstituted in 2016 and the City Center will have a seat on that committee. He noted that there will be challenges going forward, particularly starting in 2017 with an abundance of competition in the area. Saratoga Springs will remain competitive because it is and will continue to be an attractive, safe, clean community with excellent hotels.

Facility/Operations

2015 Project Update/Year End Summary

M. Baker introduced the Operations Manager, Ryan McMahon. R. McMahon reported that two major infrastructure projects were completed in 2015. The original roof over the wedge room, the main hall and the loading docks was replaced. The second major project was the purchase, installation and implementation of an integrated venue management software system to facilitate booking, scheduling and tracking events and related contractual and financial information.

2016 Anticipated Projects/Upgrades

R. McMahon said that in 2016, the original restrooms will be completely refurbished; the foodservice pantries will be updated and new kitchen equipment will be installed; and the carpet in the vehicle access area will be replaced. These are not glamorous projects, but they are worthwhile and necessary.

Chairman's Report

Parking Project

J. Dalton said that the Parking Sub-committee has put in a large amount of time on this project. He called upon the committee chairman, Tom Roohan to report on the Parking structure project. T. Roohan reported that they have been to the Planning Board and received a negative declaration for SEQR, Site Plan approval and Subdivision approval. They are still working with the Design Review Commission on mass and scale and architectural review. The plans have been updated in an effort to create the best project possible. T. Roohan thanked fellow committee members R. Higgins, and C. Wheeler and M. Baker for their incredible support and hard work on the project. He commended them, Joe Dalton and Roger Goldsmith for sitting through all the public meetings on the project. M. Baker expressed his appreciation to the committee. He also pointed out that the original recommendation came from Mayor Klotz to essentially divide High Rock Parking Lot into three parts, and that the City Center Parking 2002 Report should not take up more than 40% of the lot. He also mentioned the good work and research done in 2002 by the committee for the City Center expansion that included the building of a parking structure to complete and compliment the expansion.

Design Review- Presentation, Parking Structure

M. Baker conducted a presentation of the project scope and description as it has been presented to the City's Design Review Commission. He said the subdivision of the lease parcel property was approved. He exhibited each elevation, stating that they have tried to come up with a distinctive format and design. The building only takes up one third of the lot. There is space for possible future development and for load in. He said that many have questioned how a bridge from the parking area to the City Center would fit and he showed a historic picture of a pedestrian bridge from the Congress Hotel across Spring Street which existed in the early 20th century, explaining that the design could be emulated and the pedestrian pass through

would be metal with some glass to blend with the City Center. He noted that the width of the connector has been modified from 100 feet to 90 feet; the corners were pulled back to make it pedestrian friendly; additional glass features were added and the changes and re-direction of the design are the result of strong positive feedback from the Council, Land Use Boards and the public.

M. Baker said that there has been concern expressed about the structure making the area darker so he showed a rendition of the structure at night, noting that it will add light and vibrancy projecting down Maple Avenue and High Rock corridor. Vegetation and a green/grow wall were added to the northside and the focus is to make the area very user friendly. He noted that the Hilton Hotel is on board and supportive. He said that the connector is 90 feet wide; total of 30 steps. The intention is to create a covered entrance and a staging area for City Center attendees and for buses. The structure will be created to compliment the City Center and enhance it as a marketable commodity. M. Baker said that the Saratoga Arts Council has been contacted regarding art work that may be incorporated into the project. The connector will have LED lights and a wall wash will be added. They are working with the DRC on lighting metrics and directions so that the lights do not shine into any surrounding units. Screening will be used and a transition will be offered for people coming up from High Rock. There will also be an open civic space with good lighting. The greenbelt trail will have a ten foot shared path in front of the the Civic area and nothing will block the view or entrance to High Rock Park. M. Baker advised that the Farmer's Market has issued an MOU for the use of a Civic area within the parking structure. He noted that the structure is 75 feet from the Mouzon House and the entire project is respectful of that space; they have also provided an additional 7 parking spaces on York Street. He concluded that this is a summary of what has been presented to the DRC and the project returns to them for further discussion on January 6, 2016. In the near future, he will be speaking with City Council members regarding the lease arrangement.

M. Baker referred to a Parking Structure Fact Sheet that was distributed with the agenda; it was suggested by Laura Chodos because she felt that it was necessary to get the facts out to the public. The City Center will provide the funding, security, and maintenance. M. Baker said that former Senator Bruno said it is very important how Saratoga Springs moves forward; it is urgent to grow the asset to benefit the community. M. Baker thanked everyone that has worked on the Parking project; there are no owner or shareholders on the Authority, only volunteers. He thanked all present for their continued endorsement and guidance. The project will cost about \$12m and input is welcome from the City Council and the community.

Closing Comments

J. Dalton said that Judy LeCain will leave the City Center in January. She joined the City Center sales team in September of 1986 part time and continued until she went to full time as Sales Manager in January of 1989 and subsequently was appointed Director of Sales on June 30, 1989. She has been with the City

Center in some fashion for over 29 years, and her official retirement was on May 19, 2014. She has been working part time since July 1 orchestrating the new management software system. During her tenure as Director of Sales she grew event bookings from 112 to 157 per year in 2014 and had sold days of 154.75 in 1989 and 240 days in 2014. She sold and welcomed such entities as Trans World Entertainment; Associated General Contractors; Curtis Lumber; New York State Athletic Administrative Association; Dance Flurry; NYS Town Clerks and the NYS School Superintendents, Business Officials and Buildings and Grounds.

J. LeCain was recognized and congratulated by all assembled.

J. LeCain said she has always believed that if you sell it, you must service it. She commented that her daughter grew up at the City Center and learned the importance of a work ethic. She said to be successful in the hospitality industry you must have a passion for it. J. Dalton and M. Baker presented her with a gift in appreciation for her hard work.

J. Dalton and M. Baker thanked the Holiday Inn for the breakfast and they thanked everyone for attending.

Executive Session

J. Dalton looked for a motion to Adjourn to Executive Session to discuss a personnel matter.

Motion to adjourn to Executive session at 9:00 am for consideration of a personnel matter made by T. Roohan, and seconded by C. Wheeler; unanimously approved.

Adjournment

The next Authority Meeting will be Wednesday, January 20, 2016 at 8:00 am.