

Saratoga Springs City Center
Authority Meeting
Wednesday, January 11, 2017
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 14, 2016 Authority Meeting and executive session
December 6, 2016 Special Meeting
 - B. **December 2016 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 2016 Statement
 - 1) 2016 Year-End Projection- Discussion
 - B. Investment Accounts 12/31/16
 - C. The Jones Firm invoices (2)
 - D. Occupancy Tax Account
 - 1) January 2016 Payment for the 9/1/15 to 11/30/15 -\$292,137.28. This is a \$44,759.00 increase over the same period last year.
 - 2) Historical Comparison

January 2016: \$292,137	
January 2015: \$247,378	
January 2014: \$216,309	

- V. **Chairman’s Report:**
 - A. Parking Structure Update – T. Roohan, R. Higgins
 - 1) Finance, Up-date
 - a. Bond Resolution
 - b. Finance Closing, \$7.5 million
 - c. Terms
 - 2) Approval of escrow account to satisfy “Letter of Credit”; \$658,000.
 - 3) Litigation Up-date
 - 4) Site Plan Approval Up-date
 - 5) CM, agreement up-date
 - B. **Future Meeting Dates**

Wednesday, February 10th
Wednesday, March 9th –Annual Meeting
Wednesday, April 13th

VI. President's Report:

- A. Sales Report 2016 and 2017
- B. Sales Activity Report
- C. Code of Ethics / Financial Disclosure Statement
 - a. Please return by February 19th
- D. Application for Records Keeping Grant from NYS
- E. Donation of planters to Broadway sculpture from Mr. Dake

VIII. Adjournment

Next Authority Meeting: Wednesday, February 8, 2017, 8 am

Saratoga Springs City Center
AUTHORITY MEETING

8:00 am
522 Broadway
January 11, 2017

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

Absent: D. Pickett
S. Schneider

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

Meeting Called to Order

At 8:03 am Chairman J. Dalton called the meeting to order.

Consent Agenda

Approval of Minutes

J. Dalton requested a motion to approve the minutes from the December 6, 2016 Special meeting and the December 14 Authority meeting.

Motion to approve the December 6, 2016 Special meeting minutes and the December 14 Authority meeting minutes as presented, made by T. Roohan and seconded by C. Wheeler; unanimously approved.

Approval of December 2016 Financial Statement

C. Wheeler said the numbers looked good.

Motion to accept the December 2016 Financial Statement as presented made by R. Higgins and seconded by T. Roohan; unanimously approved.

Executive Session

R. McMahon announced that there will be an executive session at the conclusion of this meeting to discuss legal and contract issues.

Public Comment Period

No one spoke

Financial Report

December 2016 statement

2016 Year-end Projection and discussion

R. McMahon stated that building rental is at 99.8% of the amount budgeted. Expenses are below budget. He stated that of the year to date miscellaneous income amount of \$40,396, \$23,000 of that is from the new AV arrangement which started in June. He thought it would come on line sooner, but the number indicates that it is profitable.

J. Dalton asked if the figures for the 2016 projected close-out in February include money rolled from 2015.

R. McMahon said no, the only income rolled is deposits which are handled differently.

R. McMahon referred to the fourth quarter comparisons. The totals are comparable. He noted that Regeneron had four load in/load out days and the Policemen's Gala was held in 2015, not in 2016.

Investment Accounts 12/31/2016

R. McMahon stated that the balance of the Occupancy Tax Account is currently \$6,292,887.46 and does not include the payment for 9/1/16 to 11/30/16. He said there needs to be a transfer from the investment account to the Construction budget of \$180k to cover the salary of M. Baker and the Construction manager.

Motion to transfer \$180,000 from the Investment Account to the Construction budget made by T. Roohan and seconded by C. Wheeler; unanimously approved.

The Jones firm Invoices

R. McMahon stated that the Jones Firm has submitted two invoices, one for work done 11/10/2016 through 12/14/2016 related to the development of the parking structure in the amount of \$617.50, the other for litigation work 10/31/2016 through 12/21/2016 in the amount of \$6,207.50.

Motion to pay The Jones Firm invoice #2963 in the amount of \$6,207.50 and invoice #2964 in the amount of \$617.50 made by T.; Roohan and seconded by R. Higgins; unanimously approved.

Occupancy Tax Account

January 2017 Payment for the 9/1/16 to 11/30/16 ---\$

R. McMahon noted that the numbers for the final quarter payment of Occupancy Tax are not here. T. Garofano explained that the amount that was paid was less than it should have been. He contacted the County Treasurer Andrew Jarosh and they are in the process of fixing the problem. Some of the checks have not cleared yet. T. Garofano said there are delinquencies sometimes but the County is very aware; he has had several meetings with them and he noted it will take some time to clear up the matter because the County's process is very primitive.

T. Garofano explained that everyone profits from the tourism industry; of the Occupancy tax payment, the City Center receives 2%, the City and County each get 1% and the Bureau receives 2%. He said it is an antiquated system but the Bureau pays close attention because it is 80% of their budget.

Historical Comparison

It was noted that from 2014 through January of 2016, it is evident that the occupancy tax collection has grown significantly.

January 2016: \$292,137
January 2015: \$247,378
January 2014: \$216,309

Chairman's Report

Parking Structure Update

Finance, Up-date

M. Baker said that there must be a vote by the authority of financing through a new bank commitment letter with Adirondack Trust Company. It is important to have a motion to accept the financing program and to authorize the Chairman to execute documents. He explained that they should have closed last Friday but they were unable to execute the agreement and as a result, there was a change in the interest rate from 3% to 3.3%, an extra \$12k. This also changed the debt reserve from \$428k to \$444k; equity input should be declared. R. Higgins also noted that the Authority will keep \$500,000 in the bank at all times during construction. M. Baker said that J. Carminucci had some questions that have not been resolved; we will confer on Friday with Bond Counsel, their lawyers, and our lawyer to work everything out. He announced that the actual closing takes place on January 17 at 10:00 am. He wants a review of all documents with T. Roohan and R. Higgins to ensure that everything is in place.

R. Higgins said that originally there was going to be a construction advance of \$4.5m but now the bank wants a liquidity covenant in the amount of \$500k. M. Baker said they are locking in a rate but have to take an initial draw from the bond purchase. We are closing at this point to guarantee the rate, for clarity there is a bond resolution to re-confirm. Upon the advice of the City Center Authority attorney, T. Roohan disclosed that he is currently serving on the Board of the Adirondack Trust Company.

Bond Resolution

M. Baker noted that the bond resolution stands as previously approved.

Finance Closing, \$7.5 million
Terms

M. Baker stated that the modified Bank Commitment Letter is to include a new ten-year locked interest rate of 3.33% (the impact is \$12,000 annually); confirm \$4.5 million owner (Authority) equity; confirm a \$500,000 Liquidity Covenant against Change Orders.

Motion to approve the modified Bank Commitment Letter of January 10, 2017 from the Adirondack Trust Company for the City Center Authority Parking Structure as presented made by R. Higgins and seconded by C. Wheeler; unanimously approved (4-0).

Motion to empower and approve the City Center Authority Chairman to sign and execute any and all necessary documents and agreements to successfully complete financing arrangements for the City Center Parking Structure, including: Bond Purchase and Building Loan Agreement, Pledge and Security Agreement; Bank Loan Commitment and Agreement; and Any other required Bank or Bonding documents made by C. Wheeler and seconded by R. Higgins; unanimously approved (4-0).

Approval of escrow account to satisfy "Letter of Credit"; \$658,000

M. Baker said that the Authority needs to memorialize and get the Letter of Credit amount into an account for the City. The City engineer has reviewed the access and the ROW requirements. M. Baker said the authority is being treated as a private sector applicant.

Motion to approve the establishment of a City Center escrow account with the City of Saratoga Springs Department of Finance in the amount of \$658,000 to satisfy the City's "Letter of Credit" requirement regarding Right of Way (ROW) and "Onsite Work" for the City Center Parking Structure with funds available and to be transferred from the City Center Room Occupancy Tax funds made by R. Higgins and seconded by C. Wheeler; unanimously approved (4-0).

R. Higgins asked why this is being done at this time. M. Baker said it is part of the construction packet. This motion designates the amount in an escrow account; it is a deposit into an escrow account within City Hall's bookkeeping.

Site Plan Approval Up-date

M. Baker reported that the City Engineer has finished reviewing the Site Plan. One major issue he has is with the entrance and exits to and from the remaining two City lots. The concern is that where we have entrance points, it was made so you can go out the same way; he wants to modify the exit and entrance stations. He said we can connect the two lots and go back and forth between the first and secondary lot. This will result in the loss of four spaces there. T. Roohan said it is simple, there will be nothing done to the street. The grade changes are not insignificant but there is no additional traffic control or stations; we will have to move our pay station, but connectivity is added. T. Roohan agrees to T. Wales' proposed changes to the site plan. M. Baker said no motion is required, but there should be a consensus. The Authority agreed to the City Engineer's proposed changes.

Construction Manager, agreement up-date

M. Baker said he met with MLB and Jim Dawsey who will be assigned to the project. They reviewed the AIA contract. M. Baker is checking it now and may modify some things. MLB has agreed to restructure the approved fee to phases since this is taking longer than anticipated. They will meet again on the details. M. Baker advised that MLB has been given the Contractors draft contract, proposed construction budget and a set of drawings to review. They are reviewing the project, breaking it into phases; MLB has agreed that there is no reason to start an on-site Construction Manager until construction has started. The first phase is the budget review and contract, then Wicks law, payroll, etc. then the next phase is on-site construction. M. Baker said that MLB will continue working with Bette Cring.

Future Meeting Dates

J. Dalton announced the next four meeting dates of 2017 as Wednesday February 8, Wednesday March 8, which is the annual meeting, Wednesday April 12 and Wednesday May 10.

Presidents Report

Sales Report 2016 and 2017

R. McMahon reported that there were 171 events for 261 days in 2016. There were 154 events in 2015. He said that revenue for 2015 was \$155k and \$180k for 2016. He said that so far in 2017, there are 78 definite events for 183.25 definite dates and 53 tentative events for 73 tentative days. He advised that tentative bookings mean that the contracts have not been signed yet; nothing seems to be in jeopardy. He explained that clients with the State and County governments cannot get their contracts signed until after the first of the year. He said that 2017 is looking good despite the fact that some of the Christmas parties will not be held here next year. He noted that there are 23 definite events for 66.5 days in 2018 which is good for where we are. He is not seeing any slippage yet.

Sales Activity Report

R. McMahon apologized that this report has not been submitted this month. He will share it as soon as he receives it.

Code of Ethics/Financial Disclosure Statement

R. McMahon distributed the Code of Ethics and financial disclosure statements to the Authority members. He asked that they be completed, notarized and returned to him by 2/8/2017. Once they are submitted, it is required that the President file them with the Saratoga County Attorney.

Application for Records Keeping Grant from NYS

R. McMahon announced that Nancy Wagner and Judy LeCain are applying for a non-matching grant from the New York State Archives Local Government Records Management Improvement Fund. It is a competitive grant program through the New York State Department of Education. The grant is for the management of inactive records. If funded, the money will be spent on steel shelving for record and map storage, map storage boxes, text searchable content management software, a scanner, and a temporary inventory clerk. We do not have a final amount yet, but the grant will be for about \$22,000

Donation of planters to Broadway sculpture from Mr. Dake

R. McMahon said that the planters will be placed next to the sculpture on the sidewalk in front of the southwest corner of the building.

Adjournment

Motion to adjourn to Executive Session for the discussion of legal and contract issues made by T. Roohan at 8:53 am and seconded by C. Wheeler; unanimously approved.

Motion at 9:25 a.m. to return to regular Authority Meeting by T. Roohan, seconded by C. Wheeler; unanimously approved.

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

ADJOURNMENT

Motion to adjourn came at 9:26 a.m. by T. Roohan and seconded by C. Wheeler; unanimously approved.

J. Dalton adjourned the meeting at 9:26 a.m.

The next City Center Authority meeting will take place on Wednesday, February 8, 2017, 8:00am.

Saratoga Springs City Center
Authority Meeting
Wednesday, February 8, 2017
8:00am
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

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 11, 2017 Authority Meeting
- B. January Financial and Investment Report
- C. Approve of \$42,500 for Hudgson Russ

IV. **Chairman's Report**

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

- 1) Report to March 8th, 2017 Annual Meeting
 - a. Charlie Wheeler
 - b. Tom Roohan

B. Appointment of Finance/Audit Committee
(Familiar with corporate financial and accounting practices)

- 1) Rick Higgins, Chair
- 2) Rodger Goldsmith
- 3) Joe Dalton

C. 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 - 3/20/19
 - b. Charlie Wheeler 7/12/13 - 2/15/18
 - c. Shelby Schneider 1/12/12 - 2/12/18

Staff Designate: Ryan E McMahon

E. **Resolution** as approved at December meeting to Empower President

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

D. **Resolution** to empower Chief Financial Officer

- 1) Donna Barone

G. **Resolution** to empower Records Management Officer

- 1. Donna Barone

H. Announcement of Annual Meeting
Saratoga Springs City Center Authority
Annual Meeting
Wednesday, March 8, 2017

V. **President's Report**

A. 2017 Sales Comparison; same point in year

	<u>Definite Bookings</u>	<u>Tentative Bookings</u>
Feb. 2014 (Actual)	197.00 Days	39.25 Days
Feb. 2015 (Actual)	200.00 Days	40.50 Days
Feb. 2016 (Actual)	186.50 Days	75.25 Days
Feb. 2017 (YTD)	203.75 Days	62.75 Days
Feb. 2018 (Projected)	70.00 Days	195.00 Days

B. 2016 and 2017 Sales

C. Building, Liability Insurance Renewal

D. IAVM VMS June 3rd to June 9th
1. Tuition \$2540.36 plus airfare

VI. **Other Business**

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

Saratoga Springs City Center

AUTHORITY MEETING

8:00 am

522 Broadway

February 8, 2017

Present: J. Dalton T. Roohan
R. Goldsmith C. Wheeler
D. Pickett

Absent R. Higgins
S. Schneider

Also Present: R. McMahon D. Harper
M. Kelly 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 11, 2017 Authority meeting which were previously distributed to the Board.

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

Financial and Investment Reports

R. McMahon said we are on pace to come in ahead of budgeted income, primarily because the sales team is doing a great job getting bookings. He referred to the format of the Account Balances sheet noting that items number II, Parking/Capital Project Account was expanded to list encumbered funds and remaining construction balance and item III, Construction Debt Reserve Account was added along with the ROT account for more detail.

Motion to approve the January 2017 Financial and Investment Reports as presented made by T. Roohan, and seconded by D. Pickett; unanimously approved.

Authorization to Pay Hodgson Russ LLP \$42,500

J. Dalton requested the Authority's approval to pay the Hodgson Russ firm for work performed as bond counsel. He advised that the bill was appropriated, approved and anticipated.

Motion to approve payment of the January invoice to the Hodgson Russ Firm in the amount of \$42,500 for bond work for the parking structure project made by T. Roohan and seconded by C. Wheeler; unanimously approved.

R. Goldsmith asked if this is a one-time expense and J. Dalton confirmed that it is.

CHAIRMAN'S REPORT

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

J. Dalton appointed C. Wheeler and T. Roohan to the Nominating Committee. They will present nominations for Vice Chair and Secretary at the March 8, 2017 Annual meeting.

Appointment of Finance/Audit Committee

It was noted that members must be familiar with corporate financial and accounting practices. J. Dalton appointed Rick Higgins as Chairman, Roger Goldsmith and himself to the Finance/Audit Committee. He suggested having a long-range planning meeting with the Director of Sales, the Authority President and the members of the Finance/Audit Committee in the near future.

Mandates: "Public Authorities Accountability Act of 2005
Annual Disclosure Form

J. Dalton reported that only one disclosure form was submitted so far. He stressed that these are required by the Public Authorities Law. T. Roohan said there is a notary available at his office daily from 9:00 am to 3:30 pm.

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 3/20/2019; C. Wheeler from 7/12/2013 through 2/15/2018 and Shelby Schneider, 1/12/2012 through 2/12/2018. The Staff Designate is R. McMahon. There are terms connected with serving on the ethics board because there is a specific time element within the mandate.

Resolution to Empower President
Chief Executive Officer (CEO)
Authority Contracting Officer-disposition of property

J. Dalton requested the Authority to approve the resolutions as required by Article II, Section 2 of Authority By-laws to empower the City Center authority President as "Chief Executive Officer" (CEO) and "Authority Contracting Officer for disposition of property", per the requirements of the Public Authorities Accountability Act of 2005.

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 C. Wheeler, and seconded by T. Roohan; unanimously approved.

This motion puts the City Center in compliance with State and City procurement guidelines.

Establish Chief Financial Officer

J. Dalton stated that a motion is required annually 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, and seconded by T. Roohan; unanimously approved.

Resolution to Empower Records Management Officer

J. Dalton stated that a motion is required to appoint a records management officer.

Motion to establish Donna Barone as Records Management Officer of the City Center Authority made by T. Roohan, and seconded by R. Goldsmith; unanimously approved.

Announcement of Annual Meeting

J. Dalton announced that the Annual Meeting of the City Center Authority will be held on Wednesday, March 8, 2017

PRESIDENT'S REPORT

2016 Sales Comparison

R. McMahon presented a chart comparing February booking numbers 2014-2018. He explained that he shortened the chart to include the last three years, the current year and next year instead of going back ten years. He pointed out that for 2017 there are 266 use days which is an increase from last year. He said some things will come, some will go but the numbers will end up about the same; most of the tentative bookings will convert to definite. He said bookings are confirming earlier than usual.

	<u>Definite Bookings</u>	<u>Tentative Bookings</u>
Feb. 2014 (Actual)	187 days	39.25 days
Feb. 2015 (Actual)	200 days	40.50 days
Feb. 2016 (Actual)	186.50 days	75.25 days
Feb. 2017 (YTD)	203.75 days	62.75 days
Feb. 2018 (Projected)	70 days	195 days

2017 and 2018 Sales

R. McMahon presented the 2017 and 2018 sales reports for review. He said that there are 266.50 days and 141 events booked for 2017. He said there are 265 booked days in 2018 and 104 events. He explained that 195days/80 events are tentative but he is confident that the signed contract and deposit will be received. C. Wheeler asked what the goal is for the number of days booked and R. McMahon replied 261. C. Wheeler asked if there is still a lot of opportunity for business inside. R. McMahon responded that there is at times, particularly Mondays and Tuesdays which are less in demand. He added that August is unusually busy with the Equestricon, the NYS Funeral Directors and Senior Services Wine Tasting.

He mentioned they lost the booking of a large annual Christmas party because they felt they had outgrown the venue. They have reportedly signed a multi-year deal in Albany.

January 2017 Sales Activity Report

R. McMahon pointed out that this is a new document that the sales team is working on that shows January sales activity for the current year and at least five years out including tentative bookings, contracts issued, prospects or proposals and lost events. He clarified that the reasons for lost events is not usually due to competition, but more often the event is cancelled, only uses space in the Hilton or changes dates.

T. Roohan said that a house guest of his came to Saratoga for the North/East Organic Farmers event and was very impressed with the City Center venue and the event.

Building, Liability Insurance Renewal

R. McMahon reported that building liability insurance is up for renewal and the package is the same and there is minor variance from last year.

IAVM VMS June 3 to June 9

Tuition \$2,540.36 plus airfare and expenses

R. McMahon stated that this was a late addition to the agenda because he just got accepted to the International Association of Venue Managers Venue Management School. He said that Mr. Baker attended the school when he first started. C. Wheeler said that you will be in classes among your

peers; the environment creates a network that a stand-alone venue like ours can use. R. McMahon said the tuition is \$2,540.36 plus airfare and expenses.

Motion to approve the attendance of R. McMahon at the IAVM VMS June 3 through June 9 in the amount of \$2,540.36 plus airfare made by C. Wheeler, and seconded by D. Pickett; unanimously approved.

OTHER BUSINESS

None

ADJOURNMENT

Motion to adjourn came at 8:20 am by T. Roohan and seconded by R. Goldsmith; unanimously approved. J. Dalton adjourned the meeting at 8:20 am. The next Authority meeting will be held at the City Center on Wednesday, March 8, 2017 at 8am.

Saratoga Springs City Center
Authority Meeting
Wednesday, March 8, 2017
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 8, 2017 Authority Meeting
B. February Financial and Investment Report
- IV. Chairman's Report**
A. 2016 Annual Report- R. McMahon

B. Report of the Nominating Committee and Vote – T. Roohan, C. Wheeler
1. Vice Chair
2. Secretary

C. Approval of CT Male

D. Approve Lemery Greisler LLS

E. Approval of Jones Firm Legal Fees
- V. President's Report**
A. 2017 and 2018 Sales – Susan Baker

B. Discover Saratoga Destination Guide
Full Page Center Advertisement \$3120 (list \$4800)

C. HVAC Service Agreement RFP results

D. Albany Convention Center Update
a. Business review article on ribbon cutting.
- VII. Adjournment:** Next Authority Meeting: Wednesday, April 12, 8am, City Center

Saratoga Springs City Center
AUTHORITY MEETING

8:00 am

522 Broadway

March 8, 2017

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

Absent: D. Pickett
C. Wheeler

Also Present: R. McMahon S. Baker
T. Garofano 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 February 8, 2017 Authority meeting which were previously distributed to the Board.

Motion to approve the 2/8/2017 minutes as presented, made by T. Roohan, and seconded by R. Higgins; unanimously approved.

February Financial and Investment Report

J. Dalton requested a motion to approve the February 2017 Financial and Investment Reports as presented. He noted that these reports were also previously distributed to the Board. R. McMahon stated that we are on pace to meet budget goals. There is nothing out of the ordinary financially regarding February 2017.

Motion to approve the February 2017 Financial and Investment Reports as presented made by T. Roohan, and seconded by R. Goldsmith; unanimously approved.

CHAIRMAN'S REPORT

2016 Annual Report

R. McMahon distributed the 2016 annual report to the Authority. He noted that 2016 was a year of many changes. He said Susan Baker will discuss the sales statistics and highlights under the sales report. Susan Baker referred to page 10 of the report stating that the City Center participated in the 2016 Albany Business Review Best Places to Work Survey noting that the comments received from City Center employees were impressive and thoughtful. She said the plan is for City Center employees to participate in the survey again in 2017; it allows the employees to have a voice and provides enhanced marketing opportunities with the Capital District corporations that are aligned with the Albany Business Review.

Report of the Nominating Committee and Vote

T. Roohan reported that he and C. Wheeler, as the nominating committee offered and R. Higgins and R. Goldsmith have accepted the nomination as Vice Chairman and Secretary respectively. J. Dalton closed the nomination process for a vote.

Motion to elect R. Higgins as Vice Chairman and R. Goldsmith as Secretary of the Authority made by T. Roohan and seconded by S. Schneider; unanimously approved.

Approval of CT Male

R. McMahon presented a bill from CT Male for Phase 1 Environmental Site Assessment in the amount of \$1,800. The expense has been previously approved by the Authority; however because he submitted it previously on a 2016 warrant for service in 2017, it needs to be re-approved for submitting in 2017. The service provided was necessary to acquire the loan from the Adirondack Trust Company for closing.

Motion to approve the payment of Invoice 32561 dated 1/19/2017 in the amount of \$1,800 to CT Male for Phase 1 Environmental Assessment made by T. Roohan and seconded by S. Schneider; unanimously approved.

Approval Lemery Greisler LLS

R. Mc Mahon said the services of Lemery Greisler LLC were for the closing regarding the parking garage project.

Motion to approve the payment of statement number 111217 to Lemery Greisler LLC in the amount of \$8,867.40 made by T. Roohan and seconded by R. Goldsmith; unanimously approved. .

Approval of Jones Firm Legal Fees

J. Dalton requested approval to pay invoice #3011 in the amount of \$8,934 from The Jones Firm for services of the month of January 2017 related to the Article 78 litigation

Motion to approve the payment of \$8,934 to The Jones Firm for legal services rendered in January of 2017 made by T. Roohan and seconded by S. Schneider; unanimously approved.

Ryan McMahon said the money has been previously appropriated. T. Roohan confirmed that this bill will not be reimbursed by insurance, explaining that there has been a portion that was reimbursed because it was covered under a public officer's policy; however it is not reimbursable going forward.

PRESIDENT'S REPORT

2016 and 2017 Sales

Ryan McMahon introduced Susan Baker to present more detailed information on sales. She referred to pages 1 and 2 of the annual report noting that in 2016 the number of City Center guests increased by 23,466 over the number of guests in 2015. She noted that building use was 319.75 days, an increase of 9 days over 2015; there was good use of the building. She said there were 53 first time events at the City Center an increase of more than 20% over 2015. She advised that because of increased competition in the capital district, repeat events are in danger because many want to try new places, so reaching out to new clients is more important than usual. Susan Baker stated that so far in 2017 there are 215 definite days and 101 events and 40 tentative events and 55.50 days. There is a lot of time to fill in the calendar. She explained that special events are events that do not fit in any other classification. Some examples of special events are elections, law boards, and the State of the City address.

Susan Baker noted that weddings used to be considered special events, but they are not classified as banquets. They are very important and an inexpensive re-branding opportunity for marketing. She reported that the sales staff is working hard with the Tourism Bureau on making Saratoga

Springs a wedding destination and the City Center a destination wedding venue. T. Garofano commented that the interaction between the Bureau and the City Center has been great.

S. Schneider recommended that creating and distributing marketing materials that specify competitive advantages of the City Center would be beneficial.

T. Garofano said that the new convention center is offering a lot of promotions to bring in customers. S. Baker said they made sure that a lot of issues that other venues have were not present in the new center; for example, there are lots of parking options there and parking is a huge concern here.

S. Baker said guests have asked what Saratoga Springs does to make it so friendly; she said it is a core value here and we need to be focused on this innate hospitality and keep it going. She said that staff is aware of the enhanced competition and they are working to secure multi-year contracts, new business opportunities and alternative revenue streams. They are reaching beyond the traditional capital district area into the NY Metro and New Jersey for leads.

T. Garofano mentioned that posters placed in downtown storefronts that welcome various groups and organizations are a great asset. He said it is interesting and speaks volumes that people keep their name badges on as they stroll through downtown. T. Roohan loves the marquee sign; it brings awareness to everyone that sees it what groups are visiting and what events are taking place here.

J. Dalton said it has been his experience that there are a large amount of people that work downtown but are not aware of other stores, venues, and downtown events. They should be made aware of these things so they can answer questions that guests may have. T. Garofano said that the Bureau is managing walking tours that are conducted by C. Kuenzel and D. Patterson and they are working on a program to use those tours and guides to educate and inform the downtown employees because they are the front line. S. Schneider suggested including local taxi drivers. T. Garofano said that Rochester has a taxi training program that informs the drivers of venues and events in that City. He said that CDTA will soon oversee the taxi driver medallion program in this region and they plan to incorporate a similar training program. J. Dalton suggested contacting Finger-paint Company to do a promotional poster for downtown Saratoga Springs.

Discover Saratoga Destination Guide

Full Page Center Advertisement \$3120 (list \$4800)

R. McMahon said that the Saratoga Destination Guide has become more enhanced and the City Center is going to have a full page center ad in the guide at the cost of \$3,120. T. Garofano is excited because previously only 1500 guides were distributed; now there will be 50,000 guides and it will be used as an important sales tool going to a much broader audience. He explained that since the Tourism Bureau has taken over the Visitors' Center, they have learned that people wanted a publication that encapsulates everything that Saratoga Springs has to offer. R. McMahon said that the Guide will also include advertisement for the caterers that the City Center partners with. This is all part of the new marketing strategy to bring the City Center to a new level.

HVAC Service Agreement RFP Results

R. McMahon reported that the bids have been received and three of the four did not follow instructions. As a result, an addendum has been issued and the bid deadline has been extended.

Albany Convention Center Update

Business review article on ribbon cutting

R. McMahon stated it will be interesting to see what they do to attract larger conferences and the more they do, the more they get the word out about this region, so the better it will be for all of us in the industry in this area. T. Garofano said that because of the ceiling height, they can take advantage of sports events. So they will be able to do things that the City Center can't do

J. Dalton announced that he will not be present at the next City Center Authority meeting Wednesday, April 12, so Vice-Chair R. Higgins will run the meeting.

EXECUTIVE SESSION

Chairman J. Dalton called an executive session for the purposes of discussing ongoing litigation.

Motion to adjourn to executive session to discuss ongoing litigation made by T. Roohan and seconded by R. Goldsmith; unanimously approved.

J. Dalton adjourned the meeting to Executive session at 8:43 a.m.

ADJOURNMENT

Motion to adjourn came at 8:44 am by T. Roohan and seconded by R. Goldsmith; unanimously approved.

J. Dalton adjourned the meeting at 8:45am.

The next Authority meeting will be held at the City Center on Wednesday, April 12, 2017 at 8am.

Saratoga Springs City Center
Authority Meeting
Wednesday, April 12, 2017
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. Executive Session-Personnel matter, Legal Counsel on Litigation
- IV. Consent Agenda
 - A. Approval of Minutes: March 8, 2017 Authority Meeting
 - B. March 2017 Financial Statement
 - 1. Investment Report
 - 2. ROT Deposit for period of 12/1/'16- 2/28/'17- \$157,345; up \$11,403 (+7/8%)
 - a. 2016 – \$145,943
 - b. 2015-\$151,634.10
 - b. 2014-\$128,805
 - c. 2013- \$124,311
 - d. 2012-\$120,300
 - e. 2011-\$89,000
 - f. 2010-\$96,073
- V. Chairman's Report
 - A. Motion: Issue of Credit, Cash to Authority Members
 - B. Authority Board Self Evaluation – Please complete and return no later than 4/29/16
 - C. Transfer \$250,000 from room occupancy to operating budget – normal for first quarter.
- VI. President's Report
 - A. 2017 and 2018 Sales
 - B. 2017 First Quarter Event Report
 - C. D & O Insurance Renewal
 - D. CCA Annual Report to be presented to City Council; date tbd
 - E. Award 2017 HVAC Service Contract
 - F. Floor Scrubber Purchase
 - G. IAVM
 - 1. VMS \$3002.26 plus expenses
 - 2. IACM Venue Connect \$795.00 plus hotel, flight and expenses
- VII. Adjournment: Next Authority Meeting: Wednesday, May 10, 2017 at 8 am

issued in March, he noted that CDPHP is always the biggest year to year expense. He noted that the quarterly auto and building insurance payment is substantial also. Referring to monthly comparisons, R. McMahon reported that there were 8 conferences in March which is average for this time of year. Gate shows were down this month but there will be more next month; the difference is due to timing, none were lost. He said this weekend April 14 and 16 the Northway Church will celebrate Easter at the City Center; a large crowd is expected.

Mayor Yepsen said she had been skeptical about being invited to a boxing event but she had a great time. She got to go into the ring and welcome people, and was happy to see many people from out of town. Ryan McMahon explained it was an amateur boxing match featuring West Point vs. Canada. There were young kids boxing also; it was a fundraising event for Bob Miller who is a leader in amateur boxing and was seriously hurt in an accident. His family was very appreciative of the fundraising effort.

Investment Report

R. McMahon that the total investment balance stands at \$5,955,418.45. He stated that there are not a lot of changes.

Motion to approve the March 2017 Financial Statement as presented made by T. Roohan, seconded by C. Wheeler; unanimously approved.

ROT Deposit

R. McMahon announced the ROT Deposit for the period of 12/1/2016 through 2/28/2017 is \$157,345 up \$11,403 from this period last year. For the last seven years, the deposits for the same time period were as follows:

2016 -	\$145,953	2013 -	\$124,311
2015 -	\$151,634.10	2012 -	\$120,300
2014 -	\$128,805	2011 -	\$ 89,000
		2010 -	\$ 96,073

R. McMahon explained that there are still some outstanding payments. Todd Garofano is working on that; the hold-up is due to some hotels not cooperatively turning in the room occupancy tax money in a timely manner. R. Higgins was impressed with the increase from \$89,000 in 2011 to \$157,345 in 2017. T. Roohan reminded the Authority that 2012 was the first year that the addition was complete.

CHAIRMAN'S REPORT

Motion: Issue of Credit, Cash to Authority Members

R. McMahon advised that this 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. As required annually by Public Authority law, R. Higgins read the following statement into the record:

“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 R. Goldsmith, seconded by C. Wheeler; unanimously approved.

Authority Self Evaluation-Please Complete & Return

R. Higgins advised the Authority that the self-evaluation forms distributed with their meeting materials must be completed and returned to him no later than April 29, 2017. Members have the

option to sign the forms or submit them unsigned. Confidential evaluations of Board performance are a requirement of the State and show the Authority budget office that members have responded and evaluated themselves as required, which shows oversight.

Transfer \$250,000 from room occupancy to operating budget

R. McMahon stated that this transfer is normal for the first quarter.

Motion to approve the transfer of \$250,000 from the Investment/room occupancy account to the City Center operating budget made by T. Roohan, seconded by D. Pickett; unanimously approved.

PRESIDENT'S REPORT

2017 and 2018 Sales

R. McMahon presented the 2017 and 2018 sales reports for review. He said that 2017 had been aggressively sold and we may reach a new high water mark, excluding the 30th anniversary year. He said that the Director of Sales Susan Baker and her staff are doing a great job of outreach to attract new customers and replace events that have been dropped either due to location or budget. He commented that nothing else seems to be in jeopardy. He said we are in a strong position now and we were able to re-sign the Dance Flurry and the Chess Group because their hotel issues have been resolved thanks to the hard work of Susan Baker and Todd Garofano. It was noted that so far for 2018, there are 140 events booked and 109 are definite. T. Roohan pointed out that other venues are losing business to the new facilities. R. Mc Mahon said that many other venues are struggling more than the City Center. C. Wheeler advised the Authority that he will be attending a walk-through of Albany's new facility in May.

2017 First Quarter Event report

The First Quarter Event report was presented with the agenda packet. This document compares the first quarters of 2016 and 2017.

D & O Insurance Renewal

R. McMahon stated that since the City Center's Directors' and Officers' Insurance coverage is about to expire; he has been working with insurance staff of the Adirondack Trust Company to determine the best option for renewal coverage. The City Center's coverage was through Darwin who took over after Chubb. R. McMahon explained that Darwin has offered to extend the expiring coverage for two months for \$788; the new expiration date would be June 13, 2017. Beginning June 1, there will be a new carrier for Public Officials coverage, XL Catlin Insurance at a better price.

City Center Authority Annual Report to be presented to the City Council date tbd

R. McMahon will confirm with the Mayor when the 2016 annual report presentation will be on the agenda of a City Council meeting. Mayor Yepsen commented that she has brought R. McMahon in to the City Council meeting on her agenda and he did a great job. She is trying to build a relationship between the City Center and the Mayor's Office and City Hall.

Award 2017 HVAC Service Contract

R. McMahon stated that the contractor currently servicing the City Center HVAC system was not doing satisfactory work so he brought them in, along with a consultant for a discussion and explained to them that a higher standard is being set and they agreed to try to comply with those standards. The same company was also the lowest bidder for the HVAC service contract. R. McMahon said he is willing to give them a chance; there will be on-site roof inspections conducted

after the systems are serviced. This is a savings of around \$2000 annually. No motion is necessary but the Authority agreed with hiring Technical Building Services (TBS) to service the HVAC in 2017 per their bid of \$9,520.00.

Floor Scrubber Purchase

R. McMahon reported that the floor scrubber is over ten years old and it is time to retire it. He explained that quotes were received on the Floor Scrubber machine replacement and the decision was made to purchase a Tomcat Pro MicroRide from E.A. Morse for \$9,894.60 which is a state contract price. E.A. Morse currently maintains and services the current floor scrubber. This is an orbital machine.

IAVM

VMS - \$3002.26 plus expenses

IACM Venue Connect - \$795.00 plus hotel, the flight and expenses

R. McMahon requested a motion to approve the expenses and R. McMahon's attendance at the Venue Management School (VMS) and IACM Venue Connect and the expenses.

Motion to send R. McMahon to VMS at the cost of \$3,002.26 plus expenses and to IACM Venue Connect for \$795 plus hotel, flight and expenses made by C. Wheeler, seconded by T. Roohan; unanimously approved.

C. Wheeler recommends sending someone else to the school as well; it is an excellent program. He added that since the City Center is not part of a major corporation, attending these conferences allows face to face contact with people in the same business that have a lot of knowledge. It is an excellent opportunity to network.

OTHER BUSINESS

T. Roohan reported that the loading dock; it needs repair and a facelift. C. Wheeler suggested that it could be a safety risk. R. McMahon said he is working on a request for proposals to get prices. T. Roohan said that drivers have to do a four or five-point turn to back into there now. R. McMahon said there are big potholes, it needs a new surface. T. Roohan said that fast-drying concrete is used nowadays because it is more durable. R. McMahon said the dock itself is ok, just the ground leading to it is the issue. He has a scheduled meeting with the manager of the Hilton next door to encourage him to do his area simultaneously. T. Roohan said that concrete they use now is a much better material.

ADJOURNMENT

Motion to adjourn came at 8:40 am by D. Pickett, and seconded by C. Wheeler; unanimously approved.

R. Higgins adjourned the meeting at 8:40 am.

The next Authority meeting will be held at the City Center on Wednesday, May 10, 2017 at 8am.

Saratoga Springs City Center
Authority Meeting
Wednesday, May 10, 2017
8:00am
City Center

- I. Meeting Called to Order – Authority Members sign-in
 - A. Introduction of Building Supervisors

- 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 12, 2017 Authority Meeting
 - B. April Financial Statement

- IV. Chairman's Report
 - A. Authority Members Self Evaluation

- V. President's Report
 - A. 2017 and 2018 Sales

 - B. Motion to Encumber \$20,000 for the Jones Firm

 - C. Request motion to pay Jones Firm Invoices
 - a. #2977 – \$11,846: Mostly litigation from February - encumbered
 - b. #3022 – \$227.50: Litigation from January - encumbered
 - c. #3049 - \$7916: Litigation, Court Communications and Site Plan

 - D. Water Stations – Crystal Rock

 - E. Brochure Rack

 - F. Website Update – Exploratory Phase
 - a. Met with Ungerboeck regarding sight design services and integration of current venue management software into updated website to streamline input.
 - b. Met with Manix about website design services
 - i. Web search optimization \$2,375 per year includes listings on: Saratoga.com, Albany.com and CliftonPark.com as well as Facebook promotion.

- VI. Executive Session – Personnel Matter and Litigation

- VII. Adjournment: Next Authority Meeting: Wednesday, June 14, 2017 8am.

Saratoga Springs City Center

AUTHORITY MEETING

2:00 pm
522 Broadway
May 10, 2017

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

Absent: D. Pickett

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

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

PUBLIC COMMENT PERIOD

No one spoke.

INTRODUCTIONS

None

CONSENT AGENDA

Minutes

J. Dalton requested a motion to approve the minutes from the April 12, 2017 Authority meeting and the April monthly financial statement which were previously distributed to the Board.

Motion to approve the minutes from the April 12, 2017 Authority meeting and the April financial statement as presented, made by C. Wheeler, and seconded by S. Schneider; unanimously approved.

Financial Statement

R. McMahon stated that he received an email from C. Wheeler regarding the City Center budget and where we are compared to previous years. R. McMahon advised that so far this year shows a 1.5% increase in income and a 3% decrease in expenditures from this same time last year; income is up, expenses are behind. He explained that C. Wheeler has suggested that a year-to-date comparison should be included in the monthly financial statement in order to provide a better idea of where the City Center stands with their budget. R. McMahon agrees, stating that the first one-third of the year is good yet April was relatively weak, mostly due to a late Easter and some date changes of renewed events. It was noted that the grand total of the investment account is \$6,122,725.79. R. McMahon said the encumbrances total \$356,556 but he will be asking for an additional encumbrance for the Jones Firm.

CHAIRMAN'S REPORT

Authority Members Self Evaluation

J. Dalton advised that any one that had not filled out and returned their evaluation forms must do so at the end of the meeting.

PRESIDENT'S REPORT

2017 and 2018 Sales

R. McMahon stated that the meeting packet contains the April Sales Activity report which shows the sales activity during the month of April. He noted that two events scheduled for 2017 were lost because the organizations each decided they were not coming to the capital district. The 4 events for 2018 were lost because one group decided not to come to this area, one said the City Center was not large enough and the right dates were not available for the other two groups. He said an example of the typical changes encountered by the sales team is that one group that used to book two separate weekends has completely folded up and are no longer having live events at all. They have been shrinking over the years and attendance dropped significantly at both of their events. One of their weekend dates has already been filled in. discussion followed on changes within the regional catering industry and the impact of those changes on the City Center. R. McMahon advised that efforts to deal with the pending changes are underway.

He presented the 2017 and 2018 sales reports for review. He said that sales are trending in the right direction in days booked, noting that there are 281 days booked for 2018 (169 are tentative) and 273 (45 are tentative) days booked for 2017. It was mentioned that a recent article in a business publication stated that the booking pace of the Albany Center is slower than expected.

Motion to Encumber \$20,000 for the Jones Firm

R. McMahon said that in anticipation of future bills, it is necessary to encumber an additional \$20,000 for the Jones Firm. He advised that this is not money being spent right now, and this encumbrance leaves \$10k of the amount budgeted.

Motion to encumber \$20,000 in the City Center Investment account to the Jones Firm made by R. Higgins, and seconded by R. Goldsmith, unanimously approved.

Request motion to pay Jones Firm Invoices

- a. #2977 - \$ 227.50: Mostly litigation from February
- b. #3022 - \$11,846.00: Litigation from January
- c. #3049 - \$ 7,916.00: Litigation, Court Communications and Site Plan

R. McMahon requested a motion to pay three invoices from the Jones firm. The invoices, including detailed descriptions of service were distributed in the meeting packet. R. McMahon said he has closely scrutinized each invoice. He said that these are the last three invoices outstanding until there is a decision on the appeal process. There will be no more bills until we have received decisions on the motions from the judges. R. Goldsmith stated that the hourly rate is \$325 per hour. T. Roohan stated that last month, the Planning Board granted an 18-month extension on the site plan. He advised that we are waiting for feedback from Judge Chauvin's office on all the different motions that have been filed in relation to the case.

Motion to pay to the Jones Firm a total of \$19,989.50 for invoices number 2997 for \$227.50, number 3022 for \$11,846 and number 3049 for \$7,916 made by T. Roohan and seconded by R. Goldsmith; unanimously approved.

Water Stations – Crystal Rock

R. McMahon explained that normally, for water, three large picnic style water jugs are put out for the groups. The jugs did not fit esthetically with most events so we reached out to Saratoga Water and they could only provide a variety of sizes of bottles. He did not want to go this route as it would be labor intensive. Crystal Rock is able to provide black water bubblers with free cups. The cost is an average of \$50 per month, but this has the potential of generating an income of \$2,000 per year.

Brochure Rack

R. McMahon credited J. Dalton with the idea for a Brochure Rack where, for a bi-annual fee, businesses and organizations who wish to have their brochures on display at the City Center regularly can reserve space on the brochure rack. T. Garofano stated that the Tourism Bureau

charges businesses \$100 per year to display their brochures and a staff member of the Bureau calls each business when their slot is empty. R. McMahon said that one of the operations staff will be assigned the task of monitoring the brochure rack. He said the fee they would most likely charge is \$75 semi-annually.

Website Update - Exploratory Phase

Met with Ungerboeck- site design services

R. McMahon said he is working on enhancing the City Center website. He explained that he met with Ungerboeck regarding site design services and the integration of the City Center's current venue management software into an updated website to streamline input. He said that Ungerboeck specializes in venues like the City Center. He would like to add the function that enables the event information in Ungerboeck to auto-populate to the City Center's electronic sign. This would save a lot of time for staff who currently spends time updating the signage for events. He said that Ungerboeck is able to do this but we are comparing what they can do with the abilities of local companies.

Met with Manix- website design services

Web search optimization \$2,375 per year

R. McMahon advised that the annual optimization fee would include listings on Saratoga.com, Albany.com, and Clifton Park.com as well as a Facebook promotion .He said the website would need to be updated daily. T. Roohan said if you post and market a lot on line, it definitely increases business. S. Schneider advised that whatever is done must be in compliance with the Public Authorities law, and we need to examine our audience.

EXECUTIVE SESSION

Personnel Matter and Litigation

Motion to adjourn into executive session to discuss a personnel matter and litigation came at 8:27 a.m. by J. Dalton, seconded by R. Goldsmith; unanimously approved.

Motion to adjourn executive session and reconvene the Authority meeting came at 9:08a.m. by J. Dalton, seconded by R. Goldsmith; unanimously approved.

ADJOURNMENT

Motion to adjourn came at 9:09am by J. Dalton, seconded by R. Goldsmith; unanimously approved.

The next Authority meeting will be held at the City Center on Wednesday, June 14, 2017 at 8am.

Saratoga Springs City Center
Authority Meeting
Wednesday, June 14, 2017
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 10, 2017 Authority Meeting
 - B. May 2017 Financial Statement
 - a.. Revised Income and Expense summary sheets as per last month's request

- IV. Chairman's Report
 - A. Authority Meeting Schedule: July 12
August 9
September 13

- V. President's Report
 - A. Sales Report 2017 and 2018

 - B. Loading Dock Update
 - a.. LA Group willing to work up RFP
 - b. Aging dock levelers.

 - C. IAVM VMS Report

- VI. Other Business

- VII. Executive Session – Personnel Matter and Litigation if needed.

- VIII. Adjournment: Next Authority Meeting: Wednesday, July 12, 2017 8 am

Saratoga Springs City Center
AUTHORITY MEETING

8:00 a.m.
522 Broadway
June 14, 2017

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

Absent: D. Pickett
C. Wheeler

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

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

PUBLIC COMMENT PERIOD

No one spoke.

CONSENT AGENDA

Approval of Minutes

J. Dalton requested a motion to approve the minutes from the May 10, 2017 Authority meeting which were previously distributed to the Board.

Motion to approve the minutes from the May 10, 2017 Authority meeting as presented, made by T. Roohan, and seconded by R. Higgins; unanimously approved.

May 2017 Financial Statement

Revised Income and Expense summary sheets as per last month's request

R. McMahon stated that regarding the income summary, there were no major problems but building rental is tracking slightly behind last year. He advised that overall, the income is ahead of last year. He noted that income from audio-visual has significantly increased over last year and clients seem happy with the new arrangements. R. McMahon reported that there is nothing problematic at this point listed in the Expense Summary, but some expenses are tracking ahead such as Business Expense/Sales which includes the cost of his attendance at VMS and pending attendance at the IAVM Conference in August. Building Equipment rental is tracking ahead because of the blackout during the Rotary loading. He advised that inspections include Health, Sprinkler and Fire and seem to take place at about the same time. He stated that there is nothing in jeopardy regarding the list of Accounts Receivables; it is normal for the Hilton and Holiday Inn to run slightly behind in catering receivables.

R. McMahon said there is not much of note in the monthly comparisons except there is a higher number of gated shows.

Account balances

R. McMahon said that very little has changed with the Account Balances since last month. It was noted that the grand total as of May 31, 2017 is \$6,084,626.68. He advised that the amount encumbered for the Jones firm is earmarked for expenses that might occur in the case of an appeal.

Motion to approve the May 2017 Financial Report as presented, made by R. Goldsmith, and seconded by R. Higgins; unanimously approved.

CHAIRMAN'S REPORT

Authority Meeting Schedule

J. Dalton stated that the next three Authority meetings will be held Wednesday, July 12 at 8:00 a.m., Wednesday, August 9 at 8:00 a.m., and Wednesday, September 13 at 8:00 a.m. He advised the Authority members to mark their calendars. R. McMahon stated that there is an asterisk next to August 9 because that is traditionally a meeting that could be re-scheduled or cancelled depending upon the availability of members.

J. Dalton said that all of the ratings forms have been submitted by Authority members.

R. McMahon announced that two staff members at the City Center, L. Rowland and R. Vickery are now notaries.

PRESIDENT'S REPORT

2017 and 2018 Sales Report

R. McMahon advised that sales are tracking ahead of the 2017 goal for booked days despite the fact that 6 of the tentative events pulled out, some due to needing space in the Hilton next door that was not available which resulted in a change in procedure. He stated that City Center was reviewing protocol for room holds made thought the Hilton. He said that two events were postponed this year and the March of Dimes has cancelled, but nothing additional was lost to new venues. He reported that so far in 2017, there are 266.25 days booked and 154 events, and the goal is 270 booked days by the end of the year. He mentioned that in September, the Juvenile Diabetes foundation has booked its Ride for the Cure bike race this year at the City Center and they are wanting to sign for three years because they love Saratoga Springs. The event draws at least 600 bicyclists and they rent the building for five days with catered dinners. He is not sure of the number of room nights at this time.

S. Schneider commented that a recent report on the Today Show included Saratoga Springs, New York as a premier destination.

R. McMahon said that so far in 2018, there are 284.5 days booked and 117 events. He stated that lost business in 2018 are primarily events that will not happen because of either lack of funds or because the dates requested are not available. He noted that currently they are running out of available dates from Wednesday to Saturday. R. Goldsmith asked about the 19 tentative events scheduled for 2023 and R. McMahon explained that many groups book well in advance. When asked Ryan also commented that clients are frustrated with the delay in the parking structure and while nothing is in immediate jeopardy some clients are expressing frustration and that they may eventually have to find a different venue.

Loading Dock Update

L.A. Group Willing to work up an RFP- Ingersoll

R. McMahon said they are working on an RFP to repair and resurface the loading dock. The dock would be changed from blacktop to concrete. R. McMahon responded that the Hilton does share part of the loading dock with the City Center and they might fix their side at the same time if they have the money.

Aging dock levelers

R. McMahon said that recently there has been trouble with the dock levelers. They are original to the building and are nearing the end of their useful life and should be replaced within the next two years.

IAVM VMS Report

R. McMahon reported that he spent a week in Wheeling, West Virginia attending the International Venue Management School. There were about 150 students and he did lots of networking. He noted that classes had a range of complexity and some were more useful than other. He stated that the program is a two year program though they do not need to be completed in back to back years and that there is a third year they referred to as graduate studies.

Other Business

There was no other business reported.

EXECUTIVE SESSION

Personnel Matter and Litigation (if needed)

Motion to adjourn into executive session to discuss a personnel matter and litigation came at 8:27 a.m. by S. Schneider, seconded by T. Roohan; unanimously approved.

Motion to adjourn executive session and reconvene the Authority meeting came at 8:38a.m. by T. Roohan, seconded by R. Higgins; unanimously approved.

ADJOURNMENT

Motion to adjourn came at p.m. by, R. Higgings seconded by T. Roohan; unanimously approved.

The next Authority meeting will be held at the City Center on Wednesday, July 12, 2017 at 8 a.m.

Saratoga Springs City Center
Authority Meeting
Wednesday, July 12, 2017
8:00am
City Center

- I. Meeting Called to Order – Authority Members sign-in
 - A. Welcome guests 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

- IV. Chairman's Report
 - A. Room Tax Account
 - 1. March – May 2017 collection July 15th 2016, \$XXX,XXX; down \$XX,XXX from the same period last year
 - 2016: \$243,083
 - 2015: \$262,325
 - 2014: \$213,239
 - 2013: \$194,133

 - B. 2018 Budget
 - 1. Draft budget presented for discussion and vote at August meeting.
 - 2. August 9th Authority vote.

- V. President's Report
 - A. June 2017 Financial Statement
 - B. 2017 and 2018 Sales
 - C. 2017, half year comparisons
 - D. HVAC Unit Replacement
 - E. Loading Dock Up-date

- VI. Executive Session Meeting Personnel and Contract Matters

- VII. Adjournment: Next Authority Meeting: August 9th at 8am.

HAVE A GREAT SARATOGA SUMMER

Saratoga Springs City Center
Authority Meeting
Wednesday, August 16, 2017
8:00am
CANCELLED

- I. Meeting Called to Order – Authority Members sign-in
 - A. Welcome guests 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 14, 2017 Authority Meeting
 - B. Approval of Minutes: July 26th Budget Committee Meeting

- IV. Executive Session Ongoing Litigation

- V. Chairman's Report
 - A. Room Tax Account
 - 1. March – May 2017 collection July 15th
 - 2017, \$230,534;
 - 2016: \$243,083
 - 2015: \$262,325
 - 2014: \$213,239
 - 2013: \$194,133

 - B. Review 2017 Budget Revisions as discussed by the budget committee in July
Motion to approve and submit to Dept. of Finance

 - C. Review 2018 Budget as discussed by the budget committee.
Motion to approve and submit to Dept. of Finance

- VI. President's Report
 - A. July 2017 Financial Statement
 - B. 2017 and 2018 Sales
 - C. Approve payment of CT Male invoice from January for \$1375
 - D. Approve Bette and Cring 80% completion invoice for \$2399.52
 - E. Approve payment of miscellaneous expenses \$64.88
 - F. Loading Dock Update
 - G. Approve payment of LA Group for RFP Loading-Dock surface replacement \$1495
 - I. Web-site Proposal
 - Motion to accept Ungerboeck proposal for design and hosting of new City Center web-site not to exceed total cost of \$60,000.
 - J. NYS Education Department – Records Management Grant - \$22,741

- VII. Adjournment: Next Authority Meeting: September 13th at 8am.

Saratoga Springs City Center
AUTHORITY MEETING

8:00 am
522 Broadway
August 16, 2017

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

Absent: D. Pickett
T. Roohan

Also Present: R. McMahon M. Kelly
T. Garofano N. Wagner
M. Jones

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, 2017 Authority meeting which were previously distributed to the Board.

Motion to approve the 6/17/17 Authority minutes as presented, made by R. Goldsmith, and seconded by R. Higgins; unanimously approved.

J. Dalton requested a motion to approve the minutes from the July 26, 2017 Budget Committee meeting which were previously distributed to the Board.

Motion to approve the minutes of 7/26/3017 Budget Committee meeting as presented made by R. Goldsmith, and seconded by R. Higgins; unanimously approved.

EXECUTIVE SESSION

Ongoing Litigation

J. Dalton requested a motion to adjourn to Executive Session to discuss ongoing litigation.

Motion to adjourn to Executive Session to discuss ongoing litigation came at 8:02 a.m. by R. Goldsmith, and seconded by R. Higgins; unanimously approved.

Motion to adjourn Executive Session and reconvene the Authority meeting came at 8:38 a.m. by R. Higgins, and seconded by R. Goldsmith; unanimously approved.

M. Jones left the meeting.

CHAIRMAN'S REPORT

Room Tax Account

March-May 2017 collection 7/15/17	
2017: 230,534	2016: \$243,083
2015: \$262,325	2014:\$213,239
2013: \$194,133	

T. Garofano said that this amount is down \$12,548 from the same period last year which could be due in part to the increased use of Air B & B in the City. T. Garofano stated that Air B & B is willing to collect the room tax; the point is to level the playing field with the local hotels. Hosts currently are not required to have inspections or the proper insurance. He advised that Dutchess and Essex Counties collect the bed taxes on Air B & B; the City should follow some of those models. There is some statewide legislation but the locality has to decide what it wants to do. This has a big impact on our

City's many hotels. Two years ago there were 180 local residences listed on Air B & B and now there are over 400 just in Saratoga Springs.

Review 2017 Budget Revisions

The revisions were discussed by the Budget Committee at its July meeting. R. McMahon explained that the revised income reduced revenue by \$17,703.05 and reduced expenses by \$32,029.65.

Motion to approve the 2017 City Center budget revisions as presented and submit them to the Department of Finance made by R. Higgins, and seconded by C. Wheeler; unanimously approved.

Review 2018 Budget as discussed by the Budget Committee

R. McMahon advised that the 2018 City Center budget was reviewed and discussed by the Budget Committee on July 26 and the committee agreed to submit the proposed budget to the full Authority.

Motion to approve the 2018 budget as presented and submit it to the Department of Finance made by R. Goldsmith, and seconded by S. Schneider; unanimously approved.

PRESIDENT'S REPORT

July 2017 Financial Statement

R. McMahon reported that at the conclusion of July, revenue is at 50.9% and expenses are at 49.7%. R. Higgins commented that the figures are on track with the revised budget. R. McMahon advised that the original budgeted building rental was excessive. He said some groups have contracts booked years in advance; the increases will not impact those clients. Some clients may have to be phased in with the rate increases. People with long term contracts understand they are saving money. R. McMahon advised that he and the Director of Sales are looking into producing banners for clients as a possible revenue stream.

2017 and 2018 Sales

R. McMahon reported that 2017 sales are up with 269 days booked over 259 days in 2016. So far for 2018 there are 288 days booked and 120 events. He stated that the Equestricon was successful; there were over 1000 pre-sold tickets. It was very busy but there is no exact count at this time.

Approve Payment of CT Male invoice from January for \$1,375

R. McMahon advised that this invoice for the expected expense of surveying work and it was sent in January but misplaced and needs approval for payment from the Authority because it is so old.

Motion to approve payment to CT Male of the 1/9/17 invoice #75042 in the amount of \$1,375 made by S. Schneider and seconded by R. Goldsmith; unanimously approved.

Approve Bette and Cring 80% Completion invoice for \$2,399.52

R. McMahon explained that this invoice was for pre-construction work by Envision Architects.

Motion to approve payment of the May 12, 2017 Bette and Cring invoice #7 in the amount of \$2,399.60 made by R. Goldsmith, and seconded by S. Schneider; unanimously approved.

Approve Payment of Miscellaneous Expenses of \$64.88

R. McMahon clarified that since these types of expenses that would only be paid by the City with Authority approval, a motion of approval from the Authority is required.

Motion to approve payment of miscellaneous expenses in the amount of \$64.88 made by R. Higgins, and seconded by S. Schneider; unanimously approved.

Loading Dock Project Up-date

R. McMahon stated that the LA Group worked up a Request for Proposal (RFP) for the resurfacing of the City Center Loading Docks.

Approve Payment to the LA Group for the RFP for the Loading Dock Surface Replacement

R. McMahon advised that the RFP is complete and ready to send out.

Motion to approve payment to the LA Group in the amount of \$1,495 for their work on the RFP for the loading dock surface replacement made by S. Schneider, seconded by R. Goldsmith; unanimously approved.

Web-site Proposal

R. McMahon explained that a change to City Center's current web site is desperately needed. He said the proposed cost is \$60,000 including \$28,000 base cost, \$14,000 for digital Single Integration, \$1,800 for integrated client surveys and \$10,000 for contingency. Single sourcing through the City Center's current event/venue management software vendor, Ungerboeck, ensures that the web-site will interface directly with the booking software and also feed internal signate. The fact that the web-site will integrate well with the current software with assurance of total functionality between the two qualifies Ungerboeck as a sole source vendor.

Motion to accept Ungerboeck proposal for the design and hosting of a City Center web-site not to exceed a total cost of \$60,000 made by S. Schneider, and seconded by R. Higgins; unanimously approved.

New York State Education Department Records Management Grant

R. McMahon announced that the City Center has been awarded a competitive non-matching grant from the New York State Archives in the amount of \$22,741 for a records management project. He acknowledged the hard work of D. Barone and N. Wagner on the application. He stated that there will be no cost to the City Center.

ADJOURNMENT

Motion to adjourn came at 9:07 a.m. by S. Schneider and seconded by C. Wheeler; unanimously approved.

The next Authority meeting will be held at the City Center on Wednesday, September 13, 2017 at 8am.

Saratoga Springs City Center
Authority Meeting
Monday, September 18, 2017
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 16, 2017 Authority Meeting

- IV. Executive Session Ongoing Litigation

- V. President's Report
 - A. Financial Report
 - 1. August 2017 Financial Statement
 - 2. Investment Report

 - B. 2017 and 2018 Sales

 - C. Employee Health Insurance - review and approve

 - D. Notice of payment of Jones Firm Invoice of \$2,632.50 for ongoing litigation.

 - E. 2017 Summer “Fam Tour” Re-cap - T. Garofano

 - F. Future Meetings:
 - October 11; November 8; December 13 – Breakfast Meeting

Adjournment: Next Authority Meeting: Wednesday, October 11, 2017 8 am

Saratoga Springs City Center

AUTHORITY MEETING

8:00 am

522 Broadway

September 18, 2017

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

Absent: D. Pickett
S. Schneider

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

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

PUBLIC COMMENT PERIOD

Chairman Dalton opened the public comment period at 8:01 am. Deirdre Ladd, Saratoga Springs, stated that she is speaking on behalf of the Saratogians for Gun Safety. She stated that Saratoga Springs is a beautiful, safe and welcoming City that should be protected from those trying to tarnish the image. She implored the Authority to discontinue the Gun shows because they threaten to tarnish the brand name and legacy of Saratoga Springs. Although there have been no incidents so far at the shows, she is wary that there could be problems especially in light of the recent efforts to have controversial exhibits.

Seeing that no one else wished to speak, Chairman Dalton closed the public comment period at 8:03 am.

CONSENT AGENDA

Minutes

J. Dalton requested a motion to approve the minutes from the August 16, 2017 Authority meeting which were previously distributed to the Board.

Motion to approve the 8/16/17 Authority minutes as presented, made by R. Goldsmith, and seconded by R. Higgins; unanimously approved.

EXECUTIVE SESSION

Ongoing Litigation

J. Dalton requested a motion to adjourn to Executive Session to discuss ongoing litigation.

Motion to adjourn to Executive Session to discuss ongoing litigation came at 8:04 am by R. Higgins, and seconded by T. Roohan; unanimously approved.

Motion to adjourn Executive Session and reconvene the Authority meeting came at 9:03 am by R. Higgins, and seconded by R Goldsmith; unanimously approved.

M. Jones left the meeting.

PRESIDENT'S REPORT

Financial Report

August 2017 Financial Statement

R. McMahon reported that at the conclusion of August, revenue is at 55.6%, 7% behind 2016 and expenses are at 57.3%, 5% less than in 2016. He explained that the business scheduled for the next four months will straighten out the differences because it is a timing issue, not a structural issue; the City Center is in good shape on both income and expenses. R. McMahon explained that client reimbursables are at 83% and nothing is in jeopardy. He referred to page 5 of the financial report, the

monthly comparisons, and stated that August of 2017 was the best August of the last four years with ten paid days, fifteen building use days and 484 lodged guests.

Investment Report

R. McMahon reported that the unencumbered balance of the Occupancy Tax Account is \$5,518,003.63 and the grand total is \$6,321,565.37.

2017 and 2018 Sales

R. McMahon conveyed that there are 272.5 booked days for 2017 and the goal was 270. He noted that the Director of Sales, Susan Baker is great at finding new events. So far for 2018 there are 295.5 days booked and 129 events. He advised that there are more multiple-day events scheduled for 2018 which is great for local hotel business. .

Employee Health Insurance- Review and approve

R. McMahon advised that for 2018, he budgeted \$233k for employee Health Insurance and Dental coverage and he received quotes for various plans from CDPHP, MVP, Blue Shield, and Empire. He said that the Health Insurance CDPHP Platinum 121 EPO Copayment plan and the CDPHP Dental Plan that seem to be the best choices total \$221k, which is \$12k less than budgeted and a \$16k increase over 2017.

Motion to approve the City Center 12/1/2017 Health Insurance and Dental Insurance plan as presented made by T. Roohan and seconded by R. Higgins; unanimously approved.

Notice of payment of Jones Firm Invoice of \$2,632.50 for ongoing litigation

R. McMahon explained that the invoice was for 8.10 hours of various tasks and services related to the case of Mouzon v. City of Saratoga Springs and City Center Authority.

Motion to approve payment of the Jones firm invoice #3117 dated 7/31/2017 in the amount of \$2,632.50 made by R. Higgins, and seconded by T. Roohan; unanimously approved.

2017 Summer "Fam Tour" Re-cap

T. Garofano said the annual Familiarization Tour was very successful. The focus is always on bringing new business into the City. There were 22 planners and their guests from all over the United States and New York. Part of the program at the City Center included a mini exhibition which was rated 4.56 out of 5 in the attendees' evaluations. Some groups have already booked business and other bookings are in progress as a result of the three day event. One of the groups that booked an event is the New Jersey Cattle Association. T. Garofano stated that he is looking forward to next year's "Fam Tour".

T. Garofano said that the Tourism Bureau is working with local hotels and the City Center to help Albany Hilton because they are experiencing a strike of their labor force. T. Garofano advised that the City Attorney is working on an ordinance to regulate the collection of room tax from local residents that host customers of Air B&B. Concern is centered primarily on safety and quality of life.

Future Meetings

Chairman Dalton noted that the next three meetings of the City Center Authority are scheduled for Wednesday, October 11, Wednesday, November 8 and Wednesday, December 13, which is the annual breakfast meeting.

ADJOURNMENT

Motion to adjourn came at 9:28 a.m. by R. Higgins and seconded by R. Goldsmith; unanimously approved.

The next Authority meeting will be held at the City Center on Wednesday, October 11, 2017 at 8am.



SARATOGA SPRINGS CITY CENTER

522 BROADWAY
SARATOGA SPRINGS □ NEW YORK 12866-2247
(518) 584-0027 □ FAX (518) 584-0117

MARK E. BAKER
President

TO: City Center Authority
FROM: Ryan E. McMahon
RE: Meeting Notice
DATE: October 6, 2017

This memo serves as a reminder of the Authority Meeting which will take place on Wednesday, October 11, 2017. The minutes of the September 18th meeting are attached.

Meeting Notice
Authority Board Meeting
Wednesday,
October 11, 2017
8:00 am

City Center Board Room

Please inform me if you are unable to attend this meeting by calling the office at 584-0027.

Thank you.

**SARATOGA SPRINGS CITY CENTER
AUTHORITY MEETING**

Wednesday, November 8, 2017

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. EXECUTIVE SESSION

A. Ongoing Litigation

III. CONSENT AGENDA – All items previously distributed

A. Approval of Minutes: September 18, 2017

IV. CHAIRMAN'S REPORT

A. Financial Report

a. September / October 2017 Financial Report

b. September / October 2017 Investment Report

B. December Meeting

a. Wed. Dec. 13th

b. Holiday Inn catering

V. PRESIDENT'S REPORT

A. 2017-2018 Sales Up-date

B. Award bid for Laserfiche Software for archiving grant.

C. Review other large expense for archiving grant.

1. Shelving

2. Scanner

3. Labor

4. Misc

D. Award bid for replacement of City Center vehicle

E. Meeting Dates-December 13th, 2017, January 10th, 2018, February 14th 2018

VI. OTHER BUSINESS

VII. ADJOURNMENT

Saratoga Springs City Center

AUTHORITY MEETING

8:00 am

522 Broadway

November 8, 2017

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

Absent: D. Pickett T. Garofano
R. Higgins
C. Wheeler

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

The meeting was called to order at 8:18 a.m. by Chairman J. Dalton.

PUBLIC COMMENT PERIOD

There were no public comments.

CONSENT AGENDA

Minutes

J. Dalton requested a motion to approve the minutes from the September 18, 2017 Authority meeting which were previously distributed to the Board.

Motion to approve the 9/18/17 Authority minutes as presented, made by T. Roohan, and seconded by R. Goldsmith; unanimously approved.

EXECUTIVE SESSION

Ongoing Litigation

This item was pulled from the agenda.

CHAIRMAN'S REPORT

Financial Report

September/October 2017 Financial Report

R. McMahon reported that back in September, the numbers were lagging but at the conclusion of October, revenue is in line at 81%; this time last year it was at 72.7%. He advised that building rental is the biggest indicator. He noted that miscellaneous income will exceed the \$55k budgeted; it is currently at 99.9% of that. Expenses are at 70%, 8% less than in 2016. He projects that expenses will come in about \$40k under budget, however there is an issue with the public Wi-Fi and troubleshooting needs to take place before a cost can be established. R. McMahon stated that the anticipated surplus

is about \$40-45k over the original projection for 2017. He said that of the \$55,360 Accounts receivable, nothing is in jeopardy; the City Center is in good shape.

September/October 2017 Investment Report

R. McMahon referred to the Account Balance as of October 31, 2017 advising that additional money was encumbered to the Jones Firm for the ongoing litigation. He said the Authority is in much the same spot as last month because the most recent occupancy tax payment came in before the last Authority meeting. It was noted that the Occupancy Tax Account cash reserve is \$5,961,801.42 and the grand total with encumbrances is \$6,608,622.59.

December Meeting

J. Dalton announced that the annual Authority breakfast meeting is scheduled for Wednesday December 13 at 8:00 a.m. The Holiday Inn is catering the event.

PRESIDENT'S REPORT

2017 and 2018 Sales

R. McMahon conveyed that there are 277.25 booked days for 2017, an increase of 6.5 days from the last meeting. Last year at this time there were 261 booked days. He reported that so far for 2018, there are 290 booked days, a decrease of 9 from the last meeting but that is normal. He noted that the Juvenile Diabetes Research Foundation (JDRF) event will be held here in 2018, September 10 through September 18. He said their event this year had a record attendance and positive response. He is working out the logistics of parking and the location of the starting and the finish lines for the 2018 event. Referring to monthly comparisons, R. McMahon pointed out that there were 14 conferences in October of 2017, 7 more than in 2016, mostly due to timing and rotations. He said the number of room nights is roughly 500 more than last year and there were roughly 1,000 room nights in September due primarily to the JDRF event.

The business that was lost in October for 2017 through 2023 is shown on the October 2017 Sales Activity report. R. McMahon explained that business is mostly lost because the requested dates are not available or the organization preferred a different location, for example the United Professors wanted to stay in Albany, and Equestricon is being moved to Kentucky in 2018; they may come back. R. McMahon advised that parking is still a serious issue; people suffer through the inconvenient parking situation because they want to be in Saratoga Springs; interim solutions are worked out on a case by case basis and when possible, several nearby business have been helpful. We are trying to be creative.

Award of Bid for Laserfiche Software for archiving grant

R. McMahon advised that part of the \$22,741 grant received from the New York State Archives for the archiving of City Center records is for Laserfiche electronic content management software. There were three quotes; the lowest response meeting specifications was from General Code of Rochester, N.Y. in the amount of \$9,816.00.

Review of other large expenses for archiving grant

R. McMahon explained that other expenses anticipated during the Archiving project include shelving, scanner, labor and map storage. He reminded the Authority that all expenses are covered by the grant award.

Motion to approve the purchase of Laserfiche software from General Code of Rochester, N.Y. in the amount of \$9,816.00 and to approve the related expenses of the archiving grant including shelving, a scanner, map storage and labor not to exceed the total of \$11,925 made by T. Roohan and seconded by S. Schneider; unanimously approved.

Award of bid for replacement of City Center vehicle

R. McMahon presented three quotes for the replacement of the City Center Authorities 2007 Buick Lucerne. The Authority had previously agreed that the vehicle needed to be replaced and money was earmarked in the budget. The lowest bidder for a 2018 Ford Fusion Hybrid meeting specification is West Herr Ford, in Hamburg, New York, in the amount of \$32,510 including delivery.

Motion to award the bid for the replacement of City Center vehicle to West Herr Ford of Hamburg, New York in the amount of \$32,510 for a 2018 Ford Fusion, including delivery, made by S. Schneider and seconded by R. Goldsmith; unanimously approved.

Future Meetings

Chairman Dalton noted that the next three meetings of the City Center Authority are scheduled for Wednesday, December 13, 2017, Wednesday, January 10, 2018 and Wednesday, February 14, 2018.

ADJOURNMENT

Seeing there was no further business, Chairman Dalton asked for a motion to adjourn.

Motion to adjourn came at 8:49 a.m. by S. Schneider and seconded by R. Goldsmith; unanimously approved.

The next Authority meeting will be held at the City Center on Wednesday, December 13, 2017 at 8am.

**SARATOGA SPRINGS CITY CENTER
AUTHORITY MEETING**

Wednesday, December 13, 2017

8:00 am

City Center

- I. WELCOME AND HOLIDAY GREETINGS- J. Dalton, Chairman
 - A. Welcome City Council, County Representatives

- II. CONSENT AGENDA – J. Dalton, Chairman
 - A. Approval of Minutes: November 8, 2017 – previously distributed
 - B. Approval of November 2017 Financial Report – previously distributed

- III. FINANCIAL REPORT
 - A. 2017 – Financial Summary, D. Murphy

- IV. EXECUTIVE DIRECTORS’S REPORT
 - A. Executive Director’s Report – R. McMahon
 - 1. 2017 Review
 - 2. Staffing Announcement

 - B. 2017 Year End Summary – S. Baker, Director of Sales
 - 1. 2018 Projected Sales – S. Baker, Director of Sales

- V. CHAIRMAN’S REPORT
 - A. Closing Comments- J. Dalton

- VI. Executive Session-Personnel matter, Legal Counsel on Litigation – Rm 101

- VII. ADJOURNMENT

Next Authority Meeting- Wednesday January 10, 2018, 8am

Happy Holidays

Saratoga Springs City Center
AUTHORITY MEETING

8:00 am

522 Broadway

December 13, 2017

Present:	J. Dalton	C. Wheeler
	R. Goldsmith	
	R. Higgins	
Also Present:	R. McMahon	D. Murphy
	T. Garofano	S. Baker
	N. Wagner	D. Murphy
	S. King	N. Current
	T. Gonzalez	M. Jones
	Mayor J. Yepsen	Deputy Mayor M. Kelly
	L. Shields	M. Sharp
	M. Rivers	S. Richards
	J. Franck	M. Masterson
	D. Buckley	M. Veitch
	Ass't. Chief Peter Shaw	T. Gaston
	Supervisor P. Martin	Supervisor Veitch

WELCOME AND HOLIDAY GREETINGS

At 8:10 am Chairman J. Dalton called the meeting to order. He welcomed Authority Members and members of City and County government and thanked everyone for coming.

CONSENT AGENDA

Approval of minutes

J. Dalton requested a motion to approve the minutes from the November 8, 2017 Authority Meeting which were previously distributed.

Motion to approve the November 8, 2017 meeting minutes as presented, made by R. Goldsmith and seconded by R. Higgins; unanimously approved.

Approval of Financial Report

J. Dalton requested a motion to approve the November 2017 Financial Report which was previously distributed.

Motion to approve the November 2017 Financial Report as distributed made by R. Higgins and seconded by R. Goldsmith; unanimously approved.

Financial Report

2017 Financial Summary

J. Dalton introduced the City Center's CFO Donna Murphy to present the 2017 financial summary report. D. Murphy thanked everyone for coming. She noted that long time City Center Authority President M. Baker retired last year and R. McMahon came in as Executive Director in 2017. He clearly was the best choice as evidenced by the excellent fiscal year of 2017. She reported that as of November 30, 2017, revenues are exceeding expectations. For example, rental revenue is at 96% of the amount budgeted, catering is at 97% and miscellaneous revenue has also exceeded expectations at 114% of the amount budgeted. She anticipates coming in at 101% of the 2017 operating budget. D. Murphy reported that expenses are at 78% to budget as of November 30; some of the larger expenses in 2017 included a new floor scrubber, fixing up the loading dock, and a new website. Lastly, she announced that in 2017, the City Center received a non-matching competitive grant from the New York State Archives Local Government Records Management Improvement Fund. She thanked N. Wagner for her hard work on the grant application. She announced that

as part of the grant funded project, in February 2018, the City Center will be installing Laser Fiche content management software to help reach the goal of substantial reduction of paper records. The idea is that if a paper copy is not necessary, do not print one.

EXECUTIVE DIRECTORS REPORT

2017 Review

R. McMahon thanked everyone for coming, noting that the guests include members of the community, City Center staff, City Hall staff County leaders, City Council, and members of the Authority. He thanked the Authority members for the large amount of time they each dedicated to the City Center over the last few years. He is amazed at the community spirit exhibited daily. He stated that in changing roles from Operations Manager to Executive Director he learned that clients value the longevity of staff. They love seeing the same staff each time they come to the City Center. He introduced Norm Current and Terrence Gonzales as the two longest tenured employees at the City Center, Norm started in 1988 and Terrence in 1989. He noted there are several others with well over 10 years at the City Center and that speaks well for the M. Baker and the City Center itself.

Staffing Announcement

R. McMahon introduced Shelby King and thanked him for helping with the breakfast meeting and running the video and power point. He announced that Shelby King has been serving in a supervisory capacity at the City Center for a while and as of January 1, he will be Operations Manager charged with maintaining the infrastructure, room set-up, cleanliness and attractiveness of our City Center.

R. McMahon reported that the pads have been replaced on the Loading Dock and next year the surface will be re-done with a concrete slab for durability. He explained that when someone cleans and polishes the City Center floor, to do it properly they must walk over one mile so a new rider floor machine was purchased to enable staff to accomplish the task more efficiently. He announced the launching of a new website program; they are working with Ungerbok, the proprietor of the City Center's event manager software and it will include full screen images and integrate with existing internal signage. The new site will provide resources for clients as to what is in town. Another thing that staff is working on is updating the City Center's Facebook presence. He noted that the number of hits on Facebook was up over 175% over last year. He thanked Rebecca Vickery for her hard work on this. He said they have maintained a partnership with SPAC in the Upstate Gaming Consortium to help mitigate potential negative impact to our type of venue, and this collaboration will generate a small income for the City Center. R. McMahon thanked Joe Dalton for his years served on the Authority and for his guidance, input and great leadership helping drive the success of the City Center and keeping Saratoga Springs the strong unique City that it is.

2017 Year End summary- S. Baker, Director of Sales

R. McMahon introduced the Director of Sales, Susan Baker. S. Baker announced that in 2017 there were 175 events and 273 paid use days, and in 2016 there were 154 events and 260 paid use days. There has been a lot of effort and creativity to draw more business to the City Center, especially since there is more competition both locally and in the capital district. S. Baker stated that in 2017, the number of gate shows increased 14%, banquets increased 4%, and special events were up by 13% over last year. Conferences and conventions, tier one business, remained consistent despite increased competition. She explained that there were a lot of first time events such as the Senior Service Center Travers Wine Tasting which has been held 19 years but this is the first time it was held at the City Center, and they are returning in 2018. Also in August was the Equestricon which attracted 1500 people and was a very exciting event. Although it will be held in Kentucky next year, they assure us they will return to Saratoga Springs. One of the largest first-time events was the Juvenile Diabetes Ride for the Cure which resulted in 2,798 booked hotel rooms and over \$1.2m in direct spending and supported 269 jobs. The event earned \$2.6m for the Juvenile Diabetes Research Foundation and they have contracted with the City Center for 2018 and 2019. Another first-time event was the New York State Police Superintendent's Gala, the celebration of the 100th anniversary of the State Police which brought in 625 guests. They chose the City of Saratoga Springs because they wanted a destination location. S. Baker reported that in 2017, 72% of the events were repeat customers and 28% were there for the first time, which is a solid ratio that we will strive to maintain.

2018 Projected Sales

S. Baker reported that so far for 2018 there are 80 definite and 53 tentative events including the Dance Flurry, the JDRF, and the Chowderfest, and for the first time, Cartwheels Gymnastics Center, REVEAL Art Fair, the US Air force Band, and the NE Association of Equine Practitioners. She attributed the success of the City Center to the collaboration and partnership with the Saratoga Convention and Tourism Bureau. With their help, the City Center is becoming a wedding destination. She anticipates even more success with an improved Website, an enhanced presence on Social Media and continued participation with the planning organization ESSAE, MPI and the Saratoga Chamber of Commerce. She thanked everyone for their continued support of the City Center.

CHAIRMAN'S REPORT

Closing comments

J. Dalton stated that the most important concept he took from each of the reports is teamwork. He thanked City Hall staff, pointing out that City Center staff work with every department in City Hall. He said the County has also been helpful, particularly with advertising and support. He announced that his service on the Authority is coming to an end and he thanked the Board members for their hard work and the hours they have each invested on committees and attending meetings. He noted that the future looks good, but there are continuing challenges that must be faced and overcome including local Air B&B which affects the occupancy of our downtown hotels and financially impacts the City Center, and the legal issues regarding the construction of the parking structure. These problems need to be solved to ensure the continued success of the City Center. He complimented R. McMahon on his successful first year as Executive Director of the City Center, explaining that the committee had conducted a nation-wide search to replace Mr. Baker and found that the right person for the job was already here. R. McMahon brought five years of experience as the facility operations manager and a great background managing meeting and theatrical facilities. They wanted to find the best and they have. J. Dalton expressed appreciation for M. Baker who spent over 30 years perfecting this facility and it remains in great hands for future success. He thanked everyone for coming and wished them all a Merry Christmas.

EXECUTIVE SESSION

J. Dalton looked for a motion to Adjourn to Executive Session to discuss a personnel matter and legal counsel on litigation.

Motion to adjourn to Executive Session at 8:47 am for consideration of a personnel matter and legal counsel on litigation made by R. Goldsmith and seconded by R. Higgins; unanimously approved.

ADJOURNMENT

The next Authority Meeting will be Wednesday, January 10, 2018 at 8:00 am.