

**Saratoga Springs City Center**  
**Authority Meeting**  
**Wednesday, January 18, 2012**  
**8:00 am**  
**City Center**

- I. Meeting Called to Order – Authority Members Sign-in
  - A. Chairman’s Comments
  
- II. Approval of Minutes: December 14, 2011 Authority Meeting
  
- III. Financial Report
  - A. December 2011 Statement
    - 1) 2011 Year-End Projection- Discussion
  
  - B. Investment Accounts 12/30/11
  
  - C. Occupancy Tax Account
    - 1) January 2012 Payment for the 9/1/11-11/30/11 \$220,347
    - 2) Historical Comparison
      - January 2011: \$189,756
      - January 2010: \$188,261
      - January 2009: \$170,883
      - January 2008: \$181,251
      - January 2007: \$168,735
  
- IV. Chairman's Report
  - A. Construction Schedule
    - 1) Completion and Certificate of Occupancy
  
  - B. Signing of M. Toohey Baseball
  
  - C. Accounting of Guests; Lodged and Day Guests- R. Higgins
  
  - D. Presidents Annual Review- Executive Session
    - 1) Salary Review
    - 2) Vacation Redemption
  
  - E. Future Meeting Dates
    - Wednesday, February 8th
    - Wednesday, March 14<sup>th</sup> - Annual Meeting
    - Wednesday, April 11<sup>th</sup>
    - Wednesday, May 9<sup>th</sup>
    - Wednesday, June 13<sup>th</sup>
    - \* Suggest returning to every other month meetings after this point
  
- V. President's Report
  - A. Sales Report 2012 and 2013
  
  
  - B. Code of Ethics/ Financial Disclosure Statement
    - 1) Please return by February 8<sup>th</sup>

C. Meeting with new City Council Members

- 1) Michele Madigan
- 2) Christopher Mathiesen

D. Contract Award: HVAC Unit #8

E. Contract Award: Engineering Firm for HVAC Project

VI. Other Business

- A. City Center Staffing Update
- B. State of the City- February 5<sup>th</sup>, 1pm

VII. Executive Session- Personnel Issue

VIII. Adjournment

Next Authority Meeting: Wednesday, February 8, 2012      8am      City Center

Saratoga Springs City Center  
AUTHORITY MEETING

8:00 am

522 Broadway

January 18, 2012

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

Also Present: M. Baker S. Stomieroski  
T. Garofano D. Harper  
A. Snow- City Center Sales Intern

The meeting was called to order at 8:01 am by Vice Chair R. Higgins

### **Approval of Minutes**

R. Higgins requested a motion to accept the minutes from the December 14, 2011 Authority Meeting. Motion to approve the December 14<sup>th</sup> minutes made by R. Goldsmith, seconded by T. Roohan; unanimously approved.

M. Baker introduced Alexis Snow, who is an intern this month from Endicott College.

### **Financial Report**

M. Baker presented the December 2011 Financial Report.

M. Baker reported that the December 2011 financial report is very close to year end projections. Revenue to budget stand at 91.3%; with an additional \$29,592.36 in accounts receivable. Rental revenue stands at 95%. Once accounts receivable is factored in, catering revenue will be will over budgeted amount.

M. Baker reported that expenses currently stand at 80.6% to budget with an additional accounts payable of \$86,919 to be processed. Many expense line items are well below their budgeted amount.

M. Baker presented the accounts receivable list, noting that a number of the items on the list have been paid between the close of December and today's meeting. M. Baker noted that none of the outstanding receivables are in jeopardy. A listing of checks over \$500 was also presented. M. Baker noted that all payments go through the normal requisition/voucher process of the department of Finance and Accounts; many are reoccurring monthly payments, such as utilities and maintenance agreements.

M. Baker presented the December comparisons. The number of events has stayed relatively steady over the last 4 year. The accounting of lodged and day guests will continue to be reviewed in detail. M. Baker reported that we speak with the meeting planners and the Hilton to get an accurate count on how many guests can be attributed to City Center Events. M. Baker noted that we have found that recently the number of events has grown, but the length of stay and number of attendees has decreased; counts may not include vendors for these events. T. Garofano reported that approximately 30% of conference attendees book outside their conference room blocks, noting that December city wide hotel occupancy is up significantly. There are groups, such as GE, that don't pay room tax because they are government entities or tax exempt. Discussion followed regarding accounting for guests. December continues to be a solid month, with growth in special event/parties.

The quarterly listing of Deposits and Transfers was presented for review. M. Baker reported that all deposits and 50% payments are placed in an escrow account until the event actually takes place. M. Baker noted that there are events with deposits in already for 2013 and 2014.

M. Baker presented the Investment Account Balances as of December 31, 2011. The **Room Occupancy Tax Account** balance is \$4,242,618.18 and the **Construction Project Account** balance is \$1,695,797.00. **Total Investments**, stand at \$5,938,415.18. Much of the construction project account balance has already been pledged to the 2012 budgeted upgrades to existing systems (HVAC, roofing).

M. Baker presented a chart of Room Occupancy Tax deposit amounts from 1999 to the most recent deposit for September – November 2011. The recent deposit of \$220,347 was up significantly, compared to the last two years deposits for the same period; stayed fairly consistent. Discussion followed regarding booking of events and tracking of guests.

Motion to accept the December 2011 Financial Report made by R. Goldsmith, seconded by T. Roohan; unanimously approved.

## **Chairman's Report**

Chairman J. Dalton apologized for being late to the meeting and congratulated the members of the board who have been through the entire construction process. J. Dalton offered a brief history of his involvement with the creation of the Authority, original facility and his committed support for the expansion. He looks forward to his partnership with existing and new Authority Members.

### Construction Schedule

M. Baker reported that we still do not have a final Certificate of Occupancy. The elevator inspection had been scheduled for a holiday and has now been rescheduled for Monday, January 23<sup>rd</sup>. The treads on the Ellsworth Jones Place/South East corner steps will also be repainted so they are visible in the dark, they are currently painted black.

### Signing of M. Toohey Baseball

M. Baker passed around the “Thank You” baseball presented to M. Toohey at the December board meeting for everyone to sign.

### Accounting of Guests

The discussion of accounting for guests, both lodged and day, took place during the financial report.

### Presidents Review

J. Dalton read a letter he received from M. Toohey regarding M. Baker’s review. Motion to adjourn into executive session was made by J. Dalton, seconded by R. Goldsmith; unanimously approved. at 8:31am. Executive session ended at 8:47am, with a motion to reconvene by J. Dalton, seconded by R. Higgins; unanimously approved. The Authority had taken no reportable action on a personnel issue.

### Future Meeting Dates

Future meeting dates are as listed- February 8<sup>th</sup>, March 14<sup>th</sup>, April 11<sup>th</sup>, May 9<sup>th</sup> and June 13<sup>th</sup>.

## **Presidents Report**

### 2012, 2013 Sales Update

M. Baker presented the 2012 and 2013 sales reports, noting that the predicted growth from an expanded City Center is actually happening with 246.50 event days for 129 events already in 2012 and 76 events with 184.75 days for 2013. The bureau continues to promote new business, including destination weddings.

### Code of Ethics/Financial Disclosure

M. Baker presented the annual ethics disclosure forms for Authority members to fill out, as mandated by the Public Authorities Accountability Act. Please return these forms to the City Center by February 8<sup>th</sup>.

### Meeting with new City Council Members

M. Baker reported that he has met with Commissioner Madigan and Deputy Commissioner Bachner as well as Commissioner Mathiesen and Deputy Commissioner Finneran. Each group was introduced to the Authority's history and toured the facility/expansion. In each case the meetings were very positive.

### Contract Award- HVAC Unit #8

M. Baker presented a listing of bid responses to replace Rooftop Unit #8 (which services the offices and conference room), noting that the 2012 plan is still to replace the remaining units in bulk. We received two responses; one from Technical Building Services, who currently holds the maintenance agreement for the existing (old) units, and the other from Family Danz Heating & Air Conditioning, who was the contractor for the replacement of the last two HVAC roof top units. M. Baker recommends awarding the contract to Technical Building Services for an amount of \$29,977.00 as the lowest acceptable bid. This is a WICKS/Prevailing Wage project.

Motion to award the HVAC Unit #8 replacement contract to Technical Building Services of Ballston Spa, NY for \$29,977.00 made by T. Roohan, seconded by R. Goldsmith; unanimously approved.

### Contract Award- Engineering Firm for HVAC Replacement Project.

M. Baker presented a list of bids received to serve as the engineering firm for the design to the existing HVAC roof top units. Four bids were received, though two did not meet bid requirements. Phillips Associates did the engineering work for the last two units that were replaced by Family Danz Heating & Cooling. M/E Engineering's response was for a single Prime contract, which is not acceptable since this will be a WICKS project with many individual contracts. M. Baker recommends the approval of Phillips Associates for a base bid amount of \$22,000 and additional CM Quote of \$4,000 as the lowest acceptable bid.

Motion to award the HVAC Unit Replacement Project Engineering Firm contract to Phillips Associates of Saratoga Springs, NY for a total of \$26,000 made by R. Higgins, seconded by T. Roohan; unanimously approved.

### **Other Business**

#### City Center Staffing Update

M. Baker reported that he has have hired an additional building supervisor, Heather Hamelin. This returns the facility back to full staffing.

#### State of the City

M. Baker reported that the City Center will be hosting the State of the City Address on February 5<sup>th</sup> at 1pm

M. Baker also reported that the Saratogian's coverage of the City Center is expected to be in this Sunday's paper (January 22<sup>nd</sup>)

#### Executive Session

Motion made by J. Dalton, seconded by T. Roohan, to enter into executive session at 9:01am to discuss a personnel issue regarding the President's 2012 salary and the request to redeem unused vacation days; unanimously approved. Executive session ended at 9:06am, with a motion to reconvene by R. Goldsmith, seconded by R. Higgins: unanimously approved.

The City Center Authority reported the final results of their deliberations; Regarding the President's 2012 salary; on a motion by T. Roohan, seconded by R. Higgins, to approve an increase of the annual salary, effective January 1 2012, by 5% to a total of \$103,947.60; unanimously approved.

Regarding the President's request to redeem unused vacation days; on a motion by T. Roohan, seconded by R. Goldsmith to approve "changing 5 unused 2011 vacation days into monetary value"; unanimously approved.

Motion to adjourn at 9:07 am made by R. Higgins, seconded by R. Goldsmith; unanimously approved.