

**Saratoga Springs City Center**  
**Authority Meeting**  
**Wednesday, January 9, 2019**  
**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 12, 2018 Authority Meeting
  - B. **December 2018 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 2018 Statement
    - 1) 2018 Year-End Projection- Discussion
  - B. Investment Accounts 12/31/18
  
- V. **Chairman’s Report:**
  - B. **Future Meeting Dates**

Wednesday, February 13<sup>th</sup>  
Wednesday, March 13<sup>th</sup> –Annual Meeting  
Wednesday, April 10<sup>th</sup>
  
- VI. **President's Report:**
  - A. Sales Report 2018 and 2019
  - B. Code of Ethics / Financial Disclosure Statement
    - a. Please return by February 21<sup>st</sup>
  - C. Approval of David Harper Invoices
    - a. #17352 - \$450
    - b. #17383 - \$60
  - D. Approve TRANE invoice from 11/20 – Replacement of Burner Plate
    - a. \$2663.00
    - b. This was originally done as an emergency repair but that was questioned by city as work took multiple days.
  - E. Upcoming Projects
    - a. Exterior Sign Lighting
    - b. Interior Stair and Lobby Lighting
    - c. Carpet – Lobby, M1 and M2
  - F. City Flat Rock Project Update
  
- VII. **Executive Session**-Personnel matter and Legal Counsel
  
- VIII. **Adjournment**

Next Authority Meeting: Wednesday, February 13, 2019, 8 am

Saratoga Springs City Center  
AUTHORITY MEETING

8:00 am

522 Broadway

January 9, 2019

Present: R. Goldsmith S. Sullivan  
R. Ratcliff  
T. Roohan

Absent: R. Higgins S. Wiggins  
D. Rogers-Bullis

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

**Meeting Called to Order**

Chairman T. Roohan called the meeting to order at 8:09 a.m.

**Public Comment Period**

None

**Financial Report**

December 2018 statement

2018 Year-end Projection- Discussion

R. McMahon reported that 2018 income came in at 102.6% of budgeted projections, 11.7% more than in 2017. Building Rental increased, miscellaneous income also increased. He noted that having water bubblers for clients at \$100 each has been very successful, and it is less work on the staff. Expenses for 2018 came in at 94.5% of the amount budgeted, 4.9% more than in 2017. There were many things done, but a lot of items, notably the Website Design, came in under budget. He noted that in accounts receivable, nothing is in jeopardy. R. McMahon noted that in December seven of the ten conferences were City Hall meetings. He announced that all City Hall meetings are now being held at the Recreation Center. He advised that salaries for December 2018 seem low because it was a four-week payroll and each of the three prior Decembers were five-week payrolls.

Investment Accounts 12/31/2018

R. McMahon noted that the grand total as of December 31, 2018 is \$7,376,438.01.

**Consent Agenda**

Approval of Minutes of December 12, 2018 Authority Meeting

R. Ratcliff pointed out that on page one, within the motion for approval of the minutes, the second was made by R. Ratcliff, not L. Ratcliff. R. McMahon said the official copy will be changed accordingly.

Approval of December 2018 Financial Statement

**Motion to approve the consent agenda including the minutes of the December 12, 2018 Authority meeting as amended and the December 2018 Financial report as presented made by S. Sullivan and seconded by R. Ratcliff; unanimously approved.**

**Chairman's Report**

Future Meeting Dates

T. Roohan announced the following meeting dates of the City Center Authority:

Wednesday, February 13<sup>th</sup>

Wednesday, March 13<sup>th</sup>- Annual Meeting

Wednesday, April 10th

R. McMahon clarified that at the annual meeting, the annual report is presented and distributed to Authority members.

## Presidents Report

### Sales Report 2018 and 2019

R. McMahon announced that in 2018, there were 21 booked days and 28 events more than in 2017, a strong year even without the additional business of City Hall meetings. He said that 2019 is tracking strongly with 289.75 booked days and 130 events, right where the numbers should be at this time. He highlighted a few of the many first-time events including Cobra Firing systems, a small but interesting conference featuring fireworks displays. There are several events scheduled in August including first time events, Barberfest and a Women's conference. He is pleased that longtime client Curtis Lumber has chosen to celebrate their \$1b sales mark at the City Center in July. So far for 2020, there are 294.25 booked days and 107 events which is an exceptionally strong start. He explained that his sales staff continues to work diligently and takes the capital district competition seriously, especially since pressure from Albany venues continues because clients look closely at both locations.

### Code of Ethics/Financial Disclosure Statement

- a. Please return by February 21, 2019

R. McMahon distributed the Code of Ethics and Financial disclosure statements to the Authority members and asked staff member R. Vickery to notarize each form as they were signed and submitted. He thanked everyone for submitting them on time. He said that the Authority members not in attendance must have their forms signed and submitted no later than February 21, 2019. Once they are submitted, it is required that the President file them with the Saratoga County Attorney.

### Approval of David Harper Invoices

- a. #17352 - \$450
- b. #17383 - \$ 60

R. McMahon explained that Authority approval of the invoices from legal counsel David Harper is necessary because there is no purchase order.

**Motion to approve payment to David Harper of invoice #17352 in the amount of \$450 and invoice #17383 in the amount of \$60 made by S. Sullivan and seconded by R. Goldsmith; unanimously approved.**

### Approve TRANE invoice from 11/20 – Replacement of Burner Plate

- a. \$2663.00
- b. This was originally done as an emergency repair but that was questioned by the City as work took multiple days.

R. McMahon clarified that there are two invoices, one for \$2,663 and the other for \$1,622 for the same project. Originally the project was considered as an emergency repair but since it took several days for the repair, it must be dealt with as normal project and not an emergency.

**Motion to approve payment to TRANE for invoices related to the replacement of burner plates made by R. Goldsmith and seconded by R. Ratcliff; unanimously approved.**

### Upcoming Projects

- a. Exterior sign Lighting

R. McMahon advised that there have been problems with the exterior sign lighting since it was installed; it has been a total failure and many replacements have been made, mostly under warranty. He has asked consultant Gene Phillips to come up with a new solution for the City Center exterior lighting.

b. Interior Stair and Lobby Lighting

R. McMahon said that it is difficult to change the lights of the interior stairs and lobby. He has asked Gene Phillips for recommendations because he has done all of the electric and lighting throughout the city Center. The goal is to have LED lighting so that frequent bulb changes will not be necessary, and the light is cleaner and brighter.

c. Carpet – Lobby, M1 and M2

R. McMahon explained that the carpet in the lobby and in M1 and M2 is the original carpet installed during the expansion project and it is starting to show age to the point where when a carpet tile is replaced it appears drastically different than the other carpet tiles. The two large areas are 11,000 and 14,000 square feet. It is time to price carpet replacement and create an RFP.

City Flat Rock Project update

Current drawings are for a 608-car structure and the City Council is planning to accept lead agency status. The County, the City Center and the Military Museum had 30-days to weigh in on whether lead agency status should be granted to the City Council and each agreed that it should. The City Council will accept lead agency status and begin the SEQR process at the next City Council meeting, January 15. The SEQR process will be concluded at the subsequent Council meeting on February 5. T. Roohan explained that the SEQR process measures the impact of the project on the environment and if there is less impact and a negative declaration, only the short form will be required which is likely since the LA Group worked on SEQR early in the Flat Rock Project process.

T. Roohan discussed some of the recent changes including more greenspace on High Rock Avenue due to the Greenbelt Trail running from Lake Avenue to Spring Run. He said the structure has been turned and pulled away from the Mouzon House and there will be a temperature controlled connector from the structure to the City Center with a mandated 14' clearance under the connector to allow for through traffic on Maple Avenue. He said a stairway and elevator have been requested and he cautioned that it is imperative to preserve City Center lobby space. R. McMahon said that an important selling point is that there will be a flat open area on top that can be used for many things, particularly City Center clients.

**Other Business**

Travel app

R. McMahon said Mannix Marketing, the Saratoga Chamber of Commerce, the City Center and the Convention and Tourism Bureau are working together to unify the language and the information available on line to promote the City of Saratoga Springs and Saratoga County. D. Leggieri said that all entities will include the same information and messages will be consistent among each agency. Mannix Marketing owns Saratoga.com and they have the biggest online community marketing footprint in this area.

City Center Authority Email addresses

R. McMahon has spoken with Dom D'Andrea from Spa Net about this and he will have Dom email each Authority member regarding setting up their Authority email.

Air B&B

It was reported that in Saratoga County, there are 830 Air B&B hosts, and each earns an average of \$6,600 annually. Air B&B is willing to collect taxes, but the County must agree to that and establish home

rule legislation accordingly. Albany, Rensselaer and Schenectady Counties each have such legislation in place. A committee is being formed in Saratoga County to examine the impact of Air B&B. D. Leggieri said that in Lake Placid, houses are being purchased solely for use to host Air B&B clients and those neighborhoods are becoming transient. This also drives up the area rents, so service workers have long commutes and the inventory of affordable housing is drastically reduced.

**Executive Session – Personnel matter**

**Motion to move to Executive Session for discussion of a personnel matter made at 9:00 a.m. by R. Goldsmith and seconded by R. Ratcliff; unanimously approved.**

**Motion to award the Executive Director, Ryan McMahon, a bonus of \$9500 based on preestablished criteria which included several elements established by the past chairman, made by R. Goldsmith and seconded by R. Ratcliff; unanimously approved.**

**Motion to exit Executive Session made by S. Sullivan, and seconded by R. Ratcliff; unanimously approved.**

**Adjournment**

**Motion to adjourn the meeting came at 9:40 a.m. by S. Sullivan and seconded by R. Ratcliff; unanimously approved.**

The next City Center Authority meeting will take place on Wednesday, February 13, 2019, 8:00 am.

# Saratoga Springs City Center Authority Meeting Agenda

Wednesday, February 13, 2019

Time: 8:00 a.m.

Location: 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.

There will be a Flat Rock meeting immediately following the Authority meeting.

**I. Meeting Called to Order – Authority Members sign-in**

**II. 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

**III. Consent Agenda**

- A. Minutes: January 9, 2019
- B. January 2019 Financial Statement
- C. Investment Accounts January 2019

**IV. Chairman’s Report:**

- A. Update on Flat Rock Project and next steps.
- B. Resolution to empower Ryan McMahon Executive Director
  - a. Chief Executive Officer
  - b. Authority Contracting Officer – disposition of property
- C. Resolution to empower Chief Financial Officer
  - a. Donna Murphy-Duell
- D. Resolution to empower Records Management Officer
  - a. Donna Murphy-Duell

**V. Executive Director’s Report:**

A. Sales Comparison to same point last year.

	<u>Definite Bookings</u>	<u>Tentative Bookings</u>
Feb. 2015 (Actual)	200.00 Days	40.50 Days
Feb. 2016 (Actual)	186.50 Days	75.25 Days
Feb. 2017 (Actual)	203.75 Days	62.75 Days
Feb. 2018 (Actual)	218.75 Days	62.00 Days
Feb. 2019 (YTD)	223.25 Days	66.25 Days
Feb. 2020	96 Days	188.75

B. Sales Report

- C. Motion to approve invoice to Saratoga Chamber of Commerce for \$2,700. This is for a combined event calendar created for the Chamber, Bureau, DBA and City Center.
- D. Motion to approve invoice for the Saratoga Destination Guide for \$3600.
- E. Motion to approve invoice for TRANE for \$2675. This is for the closing of EJP for up coming heat exchange replacement.
- F. Building Liability Insurance Renewal

# **Saratoga Springs City Center Authority Meeting Agenda**

**VI. Executive Session:**

**VII. Adjournment**

Next Authority Meeting: Wednesday, March 13, 2019, 8:00 a.m.

Saratoga Springs City Center

AUTHORITY MEETING

8:00 am

522 Broadway

February 13, 2019

Present: R. Goldsmith S. Sullivan  
R. Higgins  
R. Ratcliff  
D. Rogers-Bullis

Absent: T. Roohan  
S. Wiggins

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

The meeting was called to order at 8:03 am by Vice-Chairman R. Higgins

**PUBLIC COMMENT PERIOD**

None

**CONSENT AGENDA**

Minutes

The minutes of January 9, 2019 were previously distributed to the Board.

R. McMahon explained that he will present the financial report and the Board can then approve both the minutes and the financial report in one motion as a consent agenda.

January 2019 Financial Statement

R. McMahon reported that income was at 5.5%, down slightly from January of 2019 which is not an issue. He noted that January 2019 expenses are at 13.1%, significantly more than 6.7% for January 2018, because we are tracking purchase orders earlier, front loading professional services, HVAC contracts, alarm maintenance and inspection contracts when the contract is signed rather than when invoices start coming in, which is essentially accrual accounting. He stated that none of the Accounts Receivables are in jeopardy and there is nothing unusual in the list of checks over \$500.00. The monthly comparisons indicate that January 2019 was within the normal threshold. We are in good shape.

Investment Accounts January 2019

R. McMahon informed the Authority that the grand total as of January 31, 2019 is \$6,994,389.06 including some encumbrances for the Flat Rock project. There were no questions or comments.

**Motion to accept the January 2019 Financial report and the January 9, 2019 minutes as the consent agenda made by S. Sullivan and seconded by R. Goldsmith; unanimously approved.**

**CHAIRMAN'S REPORT**

Update on Flat Rock Project and next steps

R. McMahon congratulated Mayor Kelly and the City Council for completing the SEQR process in an efficient manner; it was accomplished in one City Council meeting. The next step is for the City Council, as lead agency, to set direction on determining the land use board meeting schedule, and letting the City Center know the schedule. He announced that next week there will be a road trip to

Connecticut to look at options of pre-cast concrete and Authority members are invited. There are concept drawings; and the goal is to choose surfaces in order to determine a cost. R. Goldsmith suggested having pre-set guidelines as to what is in the area in order to ensure that the selection will fit in with existing facades. R. McMahon agreed that the choice must be in keeping with everything that is already here in the project area. Mayor Kelly said that a timeline is necessary; she wants the project in the ground in 2019. R. Higgins suggested beginning talks about the lease now. R. Higgins said that the lease process should run parallel to the approval process so that we do not lose time.

Resolution to Empower Ryan McMahon, Executive Director  
Chief Executive Officer (CEO)  
Authority Contracting Officer-disposition of property

R. McMahon explained that the Authority must consider the resolutions as read by Vice-Chairman Higgins as required by Article II, Section 2 of Authority By-laws to empower the City Center Authority Executive Director as “Chief Executive Officer” (CEO) and “Authority Contracting Officer for disposition of property”, per the requirements of the Public Authorities Accountability Act.

**Motion to**

- I. Empower the City Center Executive Director 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 Executive Director/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 Executive Director/President is designated as the “Chief Executive Officer” (CEO) and “Authority Contracting Officer” and**
- III. Be it resolved that the City Center Authority Executive Director is the authorized decision maker, acting on behalf of the City Center Authority, in regard to City Center Capital Projects and Facility Upgrades,**  
**made by R. Goldsmith, and seconded by R. Ratcliff; unanimously approved.**

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

Resolution to Empower Chief Financial Officer and Records Management Officer

R. McMahon stated that a motion to empower the Chief Financial Officer is required annually by the Public Authorities Accountability Act to establish a Chief Financial Officer. He said the same motion can also include her empowerment as the Records Management Officer of the City Center.

**Motion to establish Donna Murphy-Duell as Chief Financial Officer and Records Management Officer of the City Center Authority made by R. Goldsmith, and seconded by R. Ratcliff; unanimously approved.**

**EXECUTIVE DIRECTOR’S REPORT**

Sales Comparison to same point as previous years

The following chart compares February booking numbers 2015-2020.

	<u>Definite Bookings</u>	<u>Tentative Bookings</u>
Feb. 2015 (Actual)	200 days	40.50 days

Feb. 2016 (Actual)	186.50 days	75.25 days
Feb. 2017 (Actual)	203.75 days	62.75 days
Feb. 2018 (Actual)	218.75 days	62.00 days
Feb 2019 (YTD)	223.25 days	66.25 days
Feb. 2020	96 days	188.75 days

R. McMahon pointed out that the numbers for 2020 are high; they are already at 284 booked days. Events are returning to the City Center after being at other venues for several years and they will be getting more business for 2020 as this year progresses.

### Sales Report

R. McMahon presented the 2019 and 2020 sales reports for review. He said that there are 289.50 days and 145 events booked for 2019. He advised that June 2019 is huge and there are five new events. He said a new event, the American Jersey Cattle Association will not include cows, only a video auction. He said 2020 is looking strong; there are 284.75 booked days and 105 events so far. He explained that many days/events are tentative, but he is confident that the signed contract and deposit will be received.

### Motion to approve invoice to Saratoga Chamber of Commerce for \$2,700

R. McMahon explained that this is for a combined event calendar created for the Chamber, Bureau, DBA and the City Center and the website page is administrated by Mannix and is part of the effort toward more visibility. The site will go live next month; the entire database of the City Center will be in one calendar. This is a first step forward in meeting the Mayors request for a city wide calander. The yearly expense for design, build and upkeep is \$2,700.

**Motion to approve payment of the invoice to Saratoga Chamber of Commerce in the amount of \$2,700 made by S. Sullivan, and seconded by R. Ratcliff; unanimously approved.**

### Motion to approve invoice for the Saratoga Destination Guide for \$3600

R. McMahon explained that the guide is a product of the Saratoga Tourism Bureau and is all about Saratoga Springs and is placed in airports, restaurants, stores and the City Center has had good luck with it as advertising and we want to keep our presence in this guide. The invoice for \$3,600 represents the annual cost to the City Center.

**Motion to approve payment of the invoice in the amount of \$3,600 to the Saratoga Tourism Bureau for the City Center's inclusion in the Saratoga Destination Guide made by R. Ratcliff and seconded by R. Goldsmith; unanimously approved.**

### Motion to approve invoice for TRANE for \$2,675

R. McMahon stated that this is for the closing of Ellsworth Jones Place (EJP) for up-coming heat exchange replacement. R. McMahon advised that TRANE wanted to do the project without flagmen, but he read through the options and revised the amount to include flagmen and barricades as required by the City.

**Motion to approve payment of the invoice in the amount of \$2,675 to TRANE for the closing of EJP for the up-coming heat exchange replacement made by R. Ratcliff, and seconded by D. Rogers-Bullis; unanimously approved.**

Building, Liability Insurance Renewal

R. McMahon reported that building liability insurance is up for renewal but he is postponing discussion on this until he receives information on pricing.

**EXECUTIVE SESSION**

R. Higgins looked for a motion to Adjourn to Executive Session to discuss a personnel matter.

**Motion to adjourn to Executive Session at 8:24am for consideration of a personnel matter and made by S. Sullivan and seconded by R. Goldsmith; unanimously approved.**

Motion was made, after discussion, in which the Mayor and City Council is asked to correct clerical and administrative errors regarding Authority appointments. This is being done to re-stagger the terms as was originally contemplated.

**Motion to request corrections to Authority terms made by S. Sullivan and seconded by R. Goldsmith: unanimously approved.**

**Motion to close Executive Session and reconvene the Authority meeting came at 8:55 am made by S. Sullivan and seconded by R. Ratcliff, unanimously approved.**

**ADJOURNMENT**

**Motion to adjourn came at 8:55am made by S. Sullivan and seconded by R. Ratcliff; unanimously approved.** R. Higgins adjourned the meeting at 8:55 am.

The next Authority meeting will be held at the City Center on Wednesday, March 13, 2019 at 8am.

# Saratoga Springs City Center Authority Meeting Agenda

Wednesday, March 13, 2019

Time: 8:00 a.m.

Location: 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 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

III. **Consent Agenda**

A. **Minutes:** February 13, 2019

B. **February 2019 Financial Statement**

C. **Investment Accounts February 2019**

IV. **Chairman's Report:**

A. Flat Rock Development Update

a. Updated Renderings

b. Parking Control Update

c. Bond Council Update

i. Create PO for Hudgson Russ not to exceed \$10,000

d. Lease / Financing Update

i. Create PO for Lemery Greisler not to exceed \$15,000

V. **Executive Director's Report:**

A. 2018 Annual Report

B. 2019 and 2020 Sales Report

C. Approval of Creighton Manning Invoice - \$1950.00

a. Review of previous traffic study

b. Update of trip generation letter

D. Discussion revisions to standard rental agreement

E. Review short term rental marking meeting with county

VI. **Executive Session:** If needed

VII. **Adjournment**

Next Authority Meeting: Wednesday, April 10, 2019, 8:00 a.m.

Saratoga Springs City Center

AUTHORITY MEETING

8:00 am

522 Broadway

March 13, 2018

Present: R. Goldsmith T. Roohan  
R. Higgins S. Sullivan  
R. Ratcliff S. Wiggins  
D. Rogers-Bullis

Absent: No one

Also Present: R. McMahon M. Kelly  
D. Harper D. Leggieri  
N. Wagner

The meeting was called to order at 8:00 am by Chairman T. Roohan.

**PUBLIC COMMENT PERIOD**

No one spoke

**CONSENT AGENDA**

Minutes

Minutes of the February 13, 2019 Authority meeting were previously distributed to the Board.

February 2019 Financial Statement

R. McMahon reported that so far the City Center is in good shape; total accounts receivable through February is at 11% of the total budgeted 2019 income, an increase of 1% over this time last year. Expenses so far are at 22% which is an increase of 7% over last year because at the request of the City's Purchasing office, several Purchase Orders were cut for the year, frontloading expenses. He advised that there is nothing to worry about and regarding the list of Accounts Receivables, nothing is in jeopardy and all of the checks over \$500 are standard. The monthly comparisons indicate that the total gross income of February 2019 is up by \$26k over February 2018, a really good start to the season. R. McMahon clarified that the substantial increase in catering revenue is due to more events having more food.

Investment Accounts February 2019

R. McMahon advised that that the room tax quarterly payment has not been received yet, so there has been no significant change in the Account Balances since the last Authority meeting. It was noted that the grand total as of February 28, 2019 is \$6,914,371.62. T. Roohan asked for a motion to accept the consent agenda as presented.

**Motion to accept the consent agenda reports as presented made by R. Higgins and seconded by S. Sullivan; unanimously approved.**

**CHAIRMAN'S REPORT**

Flat Rock Development Update

a. Updated Renderings

R. McMahon distributed copies of the updated renderings of the parking structure. He explained that on March 21 there will be a special session with the Design Review Commission and the Planning Board, and the plan is to have Envision Architects make a 20 minute presentation followed by a session of questions and comments. Within the overview it will be explained and demonstrated how the materials tie in with surrounding buildings, particularly with 38 High Rock, and concept drawings will be exhibited. Changes such as the narrower pedestrian bridge will be highlighted. Mayor Kelly emphasized that the presentation should include the history pertaining to how this particular project concept developed and how the proposed project is designed to fit with neighboring structures. R. McMahon said that; the structure is not taller than surrounding structures; DRC will review mass and scale. Mayor Kelly explained that we can request written comments only or public comment and she prefers public comment without dialogue with a limit of two minutes per comment. She will discuss it with the City's Director of Planning and Economic Development, Bradley Birge. Discussion followed on various features of the structure, the glass, the brick, the improved lighting and the location of the pedestrian bridge. R. McMahon advised that since this is a special joint meeting of the Design Review Commission and the Planning Board, it will start one hour earlier than usual, at 5:30pm March 21 at the Recreation Center on 15 Vanderbilt Avenue. He said that anyone from the Authority is welcome; and he, Tom Roohan, and representatives from Envision and the LA Group plan to attend.

b. Parking Control Update

R. McMahon reported that at a recent meeting with the parking company, they reviewed the controls as a group, looking at entrance points and exits at five locations. He explained that most of the entrances are reversible in order to have fluctuation depending on the event. The reversibility is important, especially for well attended events such as graduations. Credit cards and cash can be taken at the kiosks. R. Ratcliff asked about having to pay to park in the north lot, R. McMahon confirmed that all will be controlled; there will also still be parking on Maple Avenue. T. Roohan is concerned about infringement on pedestrian access to the Mouzon House. R. McMahon plans to take the renderings and parking information to the Pedinottis to be sure that they are ok with them. R. McMahon noted that room will be made for bike racks, charging stations, special assessment way-finding signage, and discussions will be held with CDTA. He said that Mike Ingersoll of the LA Group is working on stairways and other features and everything will be on the site plan.

c. Bond Council Update

Create PO for Hudgson Russ not to exceed \$10,000

R. McMahon said that an estimate was received from Hudgson Russ to be Bond Council. Jim Carminucci represents the bank and he has the financing under control. This is essentially a loan converted into a tax exempt bond. We are no longer paying interest only, so the payments are larger, and we now owe Hudgson Russ money for their advancement. R. McMahon explained that there must be corrective actions taken to maintain tax exempt status now that this is an official city project. He asked the Authority for a motion to create a purchase order for Hudgson Russ not to exceed \$10,000.

**Motion for Authority approval to create a purchase order for Hudgson Russ for Bond Council services not to exceed \$10,000 made by R. Higgins, and seconded by S. Wiggins; unanimously approved.**

d. Lease/Financing Update

Create PO for Lemery Greisler not to exceed \$15,000

R. McMahon asked for Authority approval to create a purchase order not to exceed \$15,000 for Lemery Greisler for lease/financing services.

**Motion for Authority approval to create a purchase order for Lemery Greisler for lease/Financing services not to exceed \$15,000 made by R. Higgins, seconded by D. Rogers-Bullis; unanimously approved.**

R. McMahon said that the existing lease will be used to create the new one, which is necessary since the dynamics have changed. Currently, we are waiting for pricing. R. Higgins stated that until there is a cost established, there are not enough details to finalize a lease or financials. R. Goldsmith said that the amount the City Center can afford should be determinable; there is enough detail to estimate revenue and expenses. R. McMahon said that extrapolations, what can be spent based on the budget, will be provided at the next meeting, R. Higgins emphasized that when the actual cost is determined, a real financial plan can be created.

## **EXECUTIVE DIRECTOR'S REPORT**

### 2018 Annual Report

R. McMahon presented the 2018 Annual Report of the Saratoga Springs City Center Authority. He said that since the Authority has reviewed the numbers all year long, he will only highlight some of the important points. He suggested that Authority members review the report at their leisure. He intends to present the report to the City Council in the near future. Mayor Kelly said that it can be put on the agenda of the March 19 City Council meeting. R. McMahon reported that in 2018 there were 8000 more lodged and day guests than in 2017. The amount of income was up \$100k over last year and there were 28 more events at the City Center in 2018 than in 2017, and 77% were repeat events. The economic impact is huge; according to the 2018 operating statement on the next to last page of the 2018 annual report, the balance for the fiscal year of 2018 is \$144,990, 127.9% change from last year, so we ended the year in good financial shape. He advised that after the presentation of the report to the City Council, it will be posted on the City Center website and made available to the public. T. Roohan asked how the City Hall business that was incurred due to the August lightning strike impacted the reported numbers, especially when 2018 is compared to 2019 next year. R. McMahon explained that those numbers, including total guests and income, were held to the side separate from the numbers in the annual report so that the numbers going forward are not affected.

### 2019 and 2020 Sales Report

R. McMahon presented the 2019 and 2020 sales reports for review stating that for 2019, sales are trending up from this time last year with an increase of 14 booked days and 10 events. For 2020, there is an increase of 9 days and 4 events from last month. The total 2020 sales through February 2019 is 293.75 booked days and 109 events, 28 days and 14 events more than this time last year. R. McMahon said there are some interesting new events coming up including the Cobra Firing System which is vendors selling to Fireworks display technicians. Some of the other new events include Mind, Body & Soul Expo, Townsquare Media Wine; Spa City Critters, and a Barberfest.

### Approval of Creighton Manning Invoice - \$1,950.00

- a. Review of previous traffic study
- b. Update of trip generation letter

R. McMahon said that with the physical changes to the parking structure project and the fact that it has been a few years since the original study and letter, Creighton Manning had to update their parking study and the trip generation letter.

**Motion to approve payment of the invoice of Creighton Manning in the amount of \$1,950 for the updating of the parking study and the trip generation letter made by R. Higgins and seconded by S. Sullivan; unanimously approved.**

Discussion revisions to standard rental agreement

R. McMahon said that the rental agreement that the City Center uses for clients holding events at the City Center has been in place for a long time and recently there has been a lot of push-back regarding the clients' ability to be released of obligations in the event of an act of God or nature. . People want more of a breakdown and clearer explanation within the agreement so he will be working with the City Center Authority's attorney, David Harper to improve the rental agreement.

Review short term rental marking meeting with County

R. McMahon reported that he, D. Leggieri and T. Shimkus went to Saratoga County to discuss the impact of Air B& B, focusing on two aspects of the situation including the 4-unit minimum for short-term rentals now included in legislation and the collection of Air B & B tax R. McMahon said that reaction from the County is positive and the City must send a formal request to the County and the County has to go to the state. He said the goal is to get this done by June.

D. Leggieri announced that Mannix is creating an event calendar that will be the same on each website, including the websites of the City, the City Center, the Chamber of Commerce, and the Tourism Bureau. Flexibility is intrinsic and the calendar will include any event taking place in the City. He will work with Commissioner Madigan on a press release and PR for this calendar.

**EXECUTIVE SESSION: None**

**ADJOURNMENT**

Seeing there was no more business to discuss, T. Roohan asked for a motion to adjourn.

**Motion to adjourn came at 9:08 am by R. Goldsmith and seconded by R. Ratcliff; unanimously approved.**

T. Roohan adjourned the meeting at 9:08 am.

The next Authority meeting will be held at the City Center on Wednesday, April 10, 2019 at 8 am.

# Saratoga Springs City Center Authority Meeting Agenda

Wednesday, April 10, 2019

Time: 8:00 a.m.

Location: 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 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

III. **Consent Agenda**

- A. Minutes: March 13, 2019
- B. March 2019 Financial Statement
- C. Investment Accounts March 2019

IV. **Chairman's Report:**

- A. Discussion and Vote - Resolution to extend current ten-year fixed rate on bond
  - a. James Carminucci

V. **Executive Director's Report:**

- A. Sales Report
- B. IAVM Venue Connect
- C. Discussion on Planning Board Comments from 4/4 meeting

VI. **Executive Session:** [Click here to enter text.](#)

- A. Discussion contract for development of Flat Rock project as requested by City Council.

VII. **Adjournment**

Next Authority Meeting: Wednesday, May 08, 2019, 8:00 a.m.