Saratoga Springs City Center
Authority Meeting
Wednesday, January 10, 2018
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 13, 2017 Authority Meeting and executive session
   B. December 2017 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 2017 Statement
      1) 2017 Year-End Projection- Discussion
   B. Investment Accounts 12/31/17
   C. Occupancy Tax Account
      1) January 2017 Payment for the 9/1/17 to 11/30/17 – No Data Yet – moved to Feb
   D. Discuss adoption of late fee’s

V. Chairman’s Report:
   B. Future Meeting Dates
      Wednesday, February 14th
      Wednesday, March 14th –Annual Meeting
      Wednesday, April 11th

VI. President’s Report:
   A. Sales Report 2017 and 2018
   B. Sales Activity Report
   C. Code of Ethics / Financial Disclosure Statement
      a. Please return by February 21st

VII. Executive Session-Personnel matter, Legal Counsel on Litigation

VIII. Adjournment
   Next Authority Meeting: Wednesday, February 14, 2018, 8 am
* 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:** December 13, 2017 Authority Meeting
   B. January Financial and Investment Report

IV. **Chairman's Report**
   A. Appointment of Nominating Committee for Authority Officers: Vice Chair & Secretary
      1) Report to March TBD, 2018 Annual Meeting
         a. Steve Sullivan
         b. Shaun Wiggins
   B. Appointment of Finance/Audit Committee
      (Familiar with corporate financial and accounting practices)
      1) Rick Higgins, Chair
      2) Rodger Goldsmith
      3) Dorothy Rogers-Bullis
   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. _________________________
         c. _________________________ Staff Designate: Ryan E McMahon
   D. **Resolution** to empower Chief Financial Officer
      1) Donna Barone
   E. **Resolution** to empower Ryan McMahon Executive Director
      1) Chief Executive Officer (CEO)
      2) Authority Contracting Officer-disposition of property
   F. **Resolution** to empower Records Management Officer
      1. Donna Barone
H. Announcement of Annual Meeting
Saratoga Springs City Center Authority
Annual Meeting
Wednesday, March TBD, 2018

V. President’s Report

A. 2017 Sales Comparison; same point in year

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B. 2017 and 2018 Sales

C. Building Liability Insurance Renewal

D. Review Insurance Requirement Changes

E. Approve David Harper Retainer

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

VII. Adjournment: Next Authority Meeting: Wednesday, March TBD, 8am, City Center
Saratoga Springs City Center
AUTHORITY MEETING
8:00 am
522 Broadway
February 14, 2018

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

Absent: None

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

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

PUBLIC COMMENT PERIOD
No one spoke

CONSENT AGENDA

Minutes
T. Roohan requested a motion to approve the minutes from the December 13, 2017 Authority meeting which were previously distributed to the Board.

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

Financial and Investment Reports
R. McMahon said he met with the new Board members and reviewed the financial statement. He reported that we are at 5.7% of the budgeted year income while last year we were at 4.6% which is an improvement. He noted that the first quarter Room Occupancy Tax is not in yet and expenses are at 7.1% of the yearly budget and they were at 6.7% last year. He pointed out that of the accounts receivable, nothing is in jeopardy. He mentioned that he wants to redo the catering agreement. Currently clients can pay late without penalty. C. Wheeler suggested charging interest after the first 30 days. R. McMahon said that checks over $500 are standard except the one for the Oglebay Resort. This is a venue training school and R. McMahon explained that he attended last year and the training targets middle management which will be ideal for Shelby King and Lauren Rowland. C. Wheeler said that it is a thorough five-day training program for this industry; it provides a wealth of knowledge in this field. R. McMahon said it is a five-day training plus one day travel each way and they will each receive certification upon completion.

Referring to the Monthly comparisons for January 2015 through January 2018, R. McMahon said that some of the conferences previously held in January are held in February this year. He advised that the competition in the area has clients checking out other venues, but many are finding the prices at the City Center to be less expensive. R. McMahon clarified that gate shows are home shows, MMA, the chip fest, any event where there is a charge at the door. R. Goldsmith stated that conferences are preferred because they book more hotel rooms.

CHAIRMAN’S REPORT

Appointment of Nominating Committee for Authority Officers: Vice Chair & Secretary
T. Roohan appointed S. Sullivan and S. Wiggins to the Nominating Committee. They join Rodger Goldsmith and will present nominations for Vice Chair and Secretary at the March 2018 Annual meeting. The Board discussed the best date for the annual meeting since a majority had a conflict with the March 14 date and agreed to hold the Authority annual meeting on March 7, 2018.

Appointment of Finance/Audit Committee

T. Roohan appointed R. Higgins as Chairman and R. Goldsmith and D. Rogers-Bullis as members of the Finance/Audit Committee.

Mandates: “Public Authorities Accountability Act of 2005”

Annual Disclosure Form

T. Roohan reported that the disclosure forms had been distributed. He stressed that these are required by the Public Authorities Law, they are different from the oaths of office forms members have to sign in City Hall. R. McMahon said there are two notaries available on staff from 9:00 am to 5:00 p.m. daily. T. Roohan encouraged the Board members to submit their forms as soon as possible.

Saratoga Springs City Center Authority Ethics Board

T. Roohan appointed R. Goldsmith to chair the SSCCA Ethics Board, noting that his term runs from 1/1/2014 through 3/20/2019. The Staff Designate is R. McMahon. He asked Roger to pick two Authority members to serve on the Ethics Board and announce the appointments at the next meeting.

Resolution to Empower Ryan McMahon, Executive Director

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

T. Roohan requested the Authority to approve the resolutions 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 of 2005.

Motion to I. Empower the City Center Executive Director/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 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/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 S. Sullivan, and seconded by C. Wheeler; unanimously approved.

This motion puts the City Center in compliance with State and City procurement guidelines. It was noted that all major expenditures are presented for Authority approval or reviewed with the Authority Chair in an emergency situation prior to implementation. The Authority does not have the ability to approve actions or vote on issues via memo.

Establish Chief Financial Officer

T. Roohan stated that a motion is required annually by the Public Authorities Accountability Act and Article II, Section 2 of Authority By-Laws to establish a Chief Financial Officer.
Motion to establish Donna Murphy as Chief Financial Officer made by R. Goldsmith, and seconded by C. Wheeler; unanimously approved.

Resolution to Empower Records Management Officer
R. McMahon requested a motion to appoint a records management officer.

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

Announcement of Annual Meeting
T. Roohan announced that the Annual Meeting of the City Center Authority will be held on Wednesday, March 7, 2018.

PRESIDENT’S REPORT

2016 Sales Comparison
R. McMahon presented a chart comparing February booking numbers 2015-2019. He pointed out that for 2018, there are 218.75 definite use days which is an increase from last year, and 280.75 total booked days. 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. This is the third consecutive year of record bookings for the City Center.

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2018 and 2019 Sales
R. McMahon presented the 2018 and 2019 sales reports for review. He said there are many returning events; for example the Juvenile Diabetes Research Foundation is coming back this September, and in 2019. They set a fund raising record here. R. Goldsmith explained that an asterisk indicates an event that is new to the City Center. R. McMahon said that this past weekend was the Chowderfest and they had a second event running simultaneously that was new to the City Center- the Cartwheels Gymnastics Center and it was very successful. Participants and their parents went downtown shopping and enjoying the local stores which was evidenced by the many different store bags people were carrying. For 2019, it was noted that there are 69.75 definite booked days and 172 tentative days for a total so far of 91 events. He said they are working hard to recruit holiday parties and the team is also focusing on bringing in interesting events that benefit the community. C. Wheeler commented that the Director of Sales is highly competent and has an amazing ability to get the most yield out of a space.

Building, Liability Insurance Renewal
R. McMahon reported that we are in the third year of a three year deal. He advised that the Directors-Officers portion increased a little due to the parking garage litigation. He said the biggest change in insurance is that the City Center is requiring that vendors acquire a separate rider to cover their
vehicles if they are driven inside the building. All clients will have to sign and the organization must get the rider to cover the vehicles that drive inside here to deliver and pick-up items.

**Late Fees**

R. McMahon advised that there are clients that are continuously late in paying fees and there is no penalty. T. Roohan said that the penalty for paying city taxes late is 5% for the first 30 days and an additional 1% after. He asked how long people tend to go before paying and R. McMahon responded 60 days to 6 months which leaves the City Center exposed because they could walk away leaving us without the ability to rent the space. He was thinking of tacking on a late fee of 1.5% per month. The authority agreed. R. McMahon felt that no motion was necessary.

David Harper, Retainer

R. McMahon explained that the arrangement with the City Center Attorney must be re-formalized to be in compliance with Purchasing Policy.

**Motion to approve having a retainer for City Center Attorney David Harper made by C. Wheeler and seconded by S. Sullivan; unanimously approved.**

**EXECUTIVE SESSION**

T. Roohan 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 8:31 am for consideration of a personnel matter and legal counsel on litigation made by R. Goldsmith and seconded by R. Higgins; unanimously approved.**

**Motion to adjourn Executive Session and reconvene the meeting came at 8:44am by R. Goldsmith and seconded by R. Higgins; unanimously approved.**

**ADJOURNMENT**

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

T. Roohan adjourned the meeting at am.

The next Authority meeting will be held at the City Center on Wednesday, March 7, 2018 at 8 am.
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 14, 2018 Authority Meeting  
   B. February Financial and Investment Report

IV. **Executive Session**-Personnel matter and Litigation Discussion

V. **President's Report**  
   A. 2018 and 2019 Sales  
   B. February Financial Report  
   C. Discover Saratoga Destination Guide  
      Full Page Center Advertisement $3120 (list $4800)  
      (This is the same as last year.)  
   D. Approve sales tax in total of $2.62 from petty cash.

VI. **Chairman's Report**  
   A. 2017 Annual Report- R. McMahon  
   B. Report of the Nominating Committee and Vote –  
      a. Vice Chair  
      b. Secretary  
   C. Approval of Jones Firm Legal Fees  
      a. Current Invoice $14,462.50  
      b. Encumbering $80,000 which is already budget

VIII. **Adjournment** **Next Authority Meeting**: Wednesday, April 11, 8am, City Center
Present: R. Goldsmith   S. Sullivan
R. Ratcliff   S. Wiggins
D. Rogers-Bullis
T. Roohan

Absent: R. Higgins
Also Present: R. McMahon   M. Kelly
D. Harper   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
T. Roohan requested a motion to approve the minutes from the February 14, 2018 Authority meeting which were previously distributed to the Board.
Motion to approve the minutes as presented, made by R. Goldsmith, and seconded by S. Sullivan; unanimously approved.

EXECUTIVE SESSION

T. Roohan 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 8:01 am for consideration of a personnel matter and litigation discussion made by R. Goldsmith and seconded by S. Wiggins; unanimously approved.

Motion to adjourn Executive Session and reconvene the meeting came at 8:19 am made by S. Sullivan and seconded by S. Wiggins; unanimously approved.

T. Roohan looked for a motion related to discussion held in Executive Session.

Motion to support the proposed amendment to the City Center lease agreement with the City as presented made by S. Wiggins and seconded by R. Ratcliff; unanimously approved.
Mayor Kelly thanked the Authority for supporting the amendment unanimously. She explained that her goal is to sell Saratoga Springs as a family friendly community; she loves what the City Center is doing for the community. She said the next step is to bring the amendment to the City Council at a Special City Council meeting Friday March 9. If the City Council approves the amendment to the lease agreement, she and R McMahon will work on a press release.

PRESIDENT’S REPORT

2018 and 2019 Sales

R. McMahon presented the 2018 and 2019 sales reports for review stating that for 2018, there are 280 days booked for 143 events, 2 days and one event down from last month but still trending nicely. He said for 2019, there are now 262.75 days and 95 events, still ahead of this time last year, even
without the NEACA show, for which there was no contract. He reported that two clients moved their events recently, but otherwise the City Center is in good shape with sales.

February Financial Report

R. McMahon advised that so far we are at 9.8% of budgeted income compared to 8.4% last year; January and February are not the most robust months. This year expenses are at 15.1% of the amount budgeted primarily due to a payment of $9k for new website design and development, repair of the air walls in the amount of $2k and $17k for work and improvement around the building. R. McMahon reported that nothing listed in accounts receivables is in jeopardy and he attributes that to the use of late fees. Referring to checks over $500, R. McMahon said the highest amounts are for annual software maintenance for the event management software, National Grid and the employee’s monthly health and dental insurance. Reviewing account balances as of February 28, 2018, it was noted that currently the grand total is $6,572,131.35. R. McMahon stated that very little has changed from last month. He said that $172,602.44 is encumbered from the parking/capital project account and more funds need to be encumbered for the Jones Steves firm, the City Center’s legal representative on the Parking structure litigation.

Discover Saratoga Destination Guide

Full Page Center Advertisement

R. McMahon advised that last year they did a full page advertisement for the City Center as a destination in Discover Saratoga and, as a result, received several bookings of weddings. He explained that the cost of a full page center advertisement is $3,120. He reminded the Authority that this is the same price as last year and list is $4,800. This is a useful tool and it is important for the City Center to take advantage of it.

Mayor Kelly announced that NYRA is looking to highlight stakeholders within this community and the deal is free international advertising May through August. They would like to highlight five spots of things that are key gems of this City and the City Center should be the at the forefront. She explained that the City is creating its own video. R. McMahon said that the City Center has been working on some videos so there are some ideas that could be used.

Approve Sales tax in total of $2.62 from petty cash

R. McMahon said that since the City as a government body is tax exempt, they will not pay sales tax. Therefore, to cover sales tax paid on an item purchased from petty cash, which is typically something outside the City’s purchasing policy, Authority approval is needed regardless of how small the amount might be.

Motion to approve the payment of $2.62 in sales tax from petty cash made by R. Goldsmith, and seconded by R. Ratcliff; unanimously approved.

CHAIRMAN’S REPORT

2017 Annual Report

R. McMahon presented the 2017 Annual Report of the Saratoga Springs City Center Authority. He said that he will be presenting the report to the City Council in the near future. R. McMahon reported that in 2017, the City Center hosted 175 events, a record number for the facility and an increase of 4 events over 2016. There were 333 days of building use which exceeded the previous record by 13 days. He advised that this year, the goal of the sales staff is to have 180 events. So far the numbers of events and booked days are trending well. Of the total of 166,626 guests at the City Center in 2017, 20,671 were lodged guests and 145,955 were day guests. He referred to the report of Susan Baker, the Director of Sales that highlights the accomplishments in 2017, particularly new business that included the JDRF Ride to Cure Diabetes, the Equestricon, the Regional Food Bank Auction
Gala, and the Senior Service Centers Travers Wine Tasting. Some of the new events are scheduled to go elsewhere in 2018, but each group has indicated that they want to return to the City Center soon. There is a two-page list of events that were confirmed in 2017 for future years and in 2017, returning clients comprised 72% of the business.

R. McMahon advised that the long history of the City Center’s full time employees is unusual and a critical component of the accomplishments of the City Center. He said that the tenure of over 30 years of the former Executive Director and the former Sales Director was not normal in this industry and currently one individual has 32 years, another 29 years and a third has been here 21 years and this is not common in venues like this; this stability speaks to the continued success of the City Center.

R. McMahon said the annual report highlights the staff professional development, sales and marketing activities, volunteer and civic involvement, boards and committees served and membership of professional organizations He noted that this year, since the venue management school is no longer for strictly top management, he is sending the newly appointed Operations Manager, Shelby King and Sales Manager, Lauren Rowland.

Noting the annual financial report, R. McMahon said that the bottom line shows the fund balance up from last year, and 5% less occupancy tax was used this year than last year. He advised that the Room Occupancy Tax was down in 2017, primarily a symptom of Air B&B and one hotel that is not collecting.

R. Ratcliff asked if money was not used for capital improvements as originally designated; does it go back to the City? R. McMahon responded that the money goes into a reserve for that particular purpose, not to the City.

Report of the Nominating Committee and Vote
R. Goldsmith reported that he and the other two nominating committee members, S. Wiggins and S. Sullivan are requesting a motion to approve continuing with the current officers, R. Higgins as Vice Chair and R. Goldsmith as Secretary for one year.

Vice Chair – R. Higgins
Secretary – R. Goldsmith

Motion to approve continuing the current officers, R. Higgins as Vice Chair and R. Goldsmith as Secretary for 1 year made by S. Wiggins and seconded by R. Ratcliff; unanimously approved.

Approval Jones Firm Legal Fees
R. McMahon presented an invoice in the amount of $14,462.50 from Jones Steves, the legal firm representing the City Center in the litigation of Mouzon v. City of Saratoga Springs and City Center Authority, for legal services from January 1 through January 31, 2018. R. McMahon requested two motions, one to pay the invoice and another motion to encumber $80,000 more to pay future legal service invoice from the Jones Steves firm although the litigation may be ramping down in the near future.

Motion to approve payment of invoice number 3399 from Jones Steves in the amount of $14,462.50 made by R. Goldsmith, and seconded by S. Wiggins; unanimously approved.
Motion to encumber $80,000 to Jones Steves from the Parking/Capital Project Account for future litigation services made by R. Goldsmith and seconded by S. Wiggins; unanimously approved.

Other Business

Because there are three new members on the Authority, there was discussion about the availability of the By Laws of the City Center Authority. R. McMahon said that By Laws and other Authority requirements and responsibilities are available on the City Center website under the Governance tab. He said there is an on-line course that Authority members have to take that covers a lot regarding the Freedom of Information Law, and the Open Meetings Law.

ADJOURNMENT
Seeing there was no more business to discuss, R. Goldsmith asked for a motion to adjourn the meeting.
Motion to adjourn came at 8:59 am by S. Wiggins and seconded by D. Rogers-Bullis; unanimously approved. R. Goldsmith adjourned the meeting at 8:59 am.

The next Authority meeting will be held at the City Center on Wednesday, April 11 at 8 am, 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 7, 2018 Authority Meeting
B. March 2018 Financial Statement

V. Chairman's Report
A. Annual Motion: Issue of Credit, Cash to Authority Members

VI. President's Report
A. 2018 and 2019 Sales
B. 2018 First Quarter Event Report

VII. Adjournment: Next Authority Meeting: Wednesday, May 9, 2018 at 8 am
Saratoga Springs City Center

AUTHORITY MEETING

8:00 a.m.
522 Broadway
April 11, 2018

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

Absent: R. Goldsmith
T. Roohan

Also Present: R. McMahon   M. Kelly
D. Harper   N. Wagner
V. DeLeonardis   M. Jones
D. Leggieri   M. Madigan

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

PUBLIC COMMENT PERIOD
No one spoke

EXECUTIVE SESSION

R. Higgins looked for a motion to adjourn to Executive Session to discuss a personnel matter, legal counsel on litigation.

Motion to adjourn to Executive Session at 8:00 a.m. for consideration of a personnel matter and litigation discussion made by S. Sullivan and seconded by S. Wiggins; unanimously approved.

The members of the City Center Authority, Executive Director R. McMahon, Counsel D. Harper, M. Jones, Mayor Kelly, V. DeLeonardis, and Commissioner M. Madigan went into Executive Session at 8:01 a.m.

Motion to adjourn Executive Session and reconvene the meeting came at 8:36 a.m. made by S. Wiggins and seconded by S. Sullivan; unanimously approved.

Vice Chairman R. Higgins reconvened the regular Authority meeting at 8:37 a.m.

CONSENT AGENDA

Minutes
R. Higgins asked if there were any changes to the minutes of the March 7, 2018 Authority Meeting which were previously distributed to the Board. He asked R. McMahon to report on the March 2018 Financial Statement which was also previously distributed to the Board.

March 2018 Financial Statement
R. McMahon presented the March 2018 Financial statement stating that this is the conclusion of the first quarter of the year. He referred to the Income Summary, stating that accounts receivables are at 31.4% of the amount budget compared to 15.6% at this time in 2017. He said this income is pacing well for this year. He noted that building rental is up 5% over 2017. He explained that reimbursement of current year expenses refers to items that we rent or obtain for clients and are reimbursed for; and at this time these are trending down 9%, but that is not concerning at this point as
it is pass though expense. Given the comparisons of income for the first quarter of 2018 to that of 2017, the City Center is ahead $33k and at 15% of the amount budgeted.

R. McMahon advised that expenses are tracking ahead of last year and are at 23.4% of the amount budgeted, 2% higher than the first quarter of 2017, partly due to increases in health insurance costs and expenses related to the new website. He stated that $35k has been budgeted for the new website which was not in last years budget. They are considering doing some on-line walking tours involving both inside the City Center and on Broadway. The goal is to include downtown hotels in the walking tour. He noted that Ungerboeck, the publisher of the City Center’s venue management software is designing the website and it will be completely customized, with no templates. R. Ratcliff asked what the expense category of professional services entails and R. McMahon responded that it is primarily for attorneys.

He said there is nothing unusual involving Accounts Receivables; everything is within acceptable time periods, nothing is in jeopardy. There is nothing unusual in the list of checks over $500 issued in March and nothing odd in the list of deposits. Referring to the monthly comparisons, R. McMahon pointed out that business is trending in the right direction; rent revenue is up close to $10k. He noted that the Saratoga ComicCon was held last week at the same time as the one in Albany and a record for attendance was set here at the City Center event.

R. Ratcliff asked whether emails are sent out about public events. R. McMahon said that there are no email blasts sent from the City Center at this time but it will be part of the new website.

R. McMahon presented the Account balances stating that some money was transferred from the Occupancy Tax Account (cash reserve) into the City Center budget and $80k was encumbered to the Jones Firm at the last meeting due to the ongoing litigation. It is unpredictable, but some months, more money is spent on the litigation than in other months.

**Motion to approve the consent agenda as presented, made by S. Wiggins, and seconded by S. Sullivan; unanimously approved.**

**CHAIRMAN’S REPORT**

*Motion: Issue of Credit, Cash to Authority Members*  
R. McMahon pulled this item from the agenda; it will be back on the agenda at the next meeting.

**PRESIDENT’S REPORT**

*2018 and 2019 Sales*  
R. McMahon presented the 2018 and 2019 sales reports for review. He said that 2018 has 278.5 booked days and 146 events, the goal was 280 days. Things will come and go between now and the end of the year; there were 263 booked days last year. We are in good shape to finish well and reach our goal. He advised that as new contracts come out, a 5% fee increase is being added; in order to attract multi-year contracts and provide an incentive for booking out several years some of bookings do not reflect a 5% increase for the first three years. He explained that some types of events, for example corporate events, can be booked on shorter notice so they are often solicited to fill in any holes that might pop up between now and the end of the year. He discussed several recent bookings that are different and will attract people such as the “Chocolate & Wine Festival” scheduled for April 21 and “Barks Brews and Tattoos” tentatively scheduled for June 16.

R. McMahon reported that 99 events have been booked for 2019 so far, down 12.5 events from this time last year. They have re-examined the calendar and released “zombie” holds and freed up inventory for the City Center Sales team and the Convention and Tourism Bureau to work with. We are in good shape; there are events that will come in. He said that new marketing material is being printed and he hopes to bring some samples to the meeting next month.

*2018 First Quarter Event report*  
The First Quarter Event report was presented with the agenda packet. This document compares the first quarters of 2017 and 2018.

Page 2 of 3
Vote on Payment of $2,166 to BR Johnson. Service of airwall completed before a PO was generated.
R. McMahon explained that the bearings on an air wall were not working properly and had to be replaced; it was an emergency repair that happened before a purchase order could be cut and did not fall under the normal maintenance contract that we have with BR Johnson. He asked for approval to pay the $2,166 invoice. .
Motion to pay $2,166 to BR Johnson for service to the airwall made by R. Ratcliff, seconded by S. Wiggins; unanimously approved.

Vote to open a Blanket Authorization for incidental sales tax paid during the course of City Center business
R. McMahon advised that the City does not allow for reimbursement of sales tax or tips. Rather than having to come to the Authority for as little as ten cents in sales tax, he is requesting blanket approval for incidental sales tax for the 2018 fiscal year. This approval is not to exceed $500 during the fiscal year.
Motion to grant approval for incidental sales tax paid during the course of City Center business during the 2018 fiscal year made by R. Ratcliff, seconded by S. Wiggins; unanimously approved.

OTHER BUSINESS
R. McMahon announced that he and S. Baker are working on re-doing the banners hanging in the main hall of the City Center with images of local spots such as SPAC and the Saratoga Race Track to tie in with Saratoga Springs and all it has to offer.

ADJOURNMENT
Motion to adjourn came at 9:02 a.m. by S. Sullivan, and seconded by S. Wiggins; unanimously approved.
R. Higgins adjourned the meeting at 9:02 a.m..

The next Authority meeting will be held at the City Center on Wednesday, May 9, 2018 at 8 a.m.
Saratoga Springs City Center
Authority Meeting
Wednesday, May 9, 2018
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. Executive Session- Litigation Update

IV. Consent Agenda
   A. Approval of Minutes: April 11, 2018 Authority Meeting
   B. April 2018 Financial Statements

V. Chairman's Report
   A. Annual Motion: Issue of Credit, Cash to Authority Members

VI. President's Report
   A. 2018 and 2019 Sales
   B. Website Update:
      a. Demo site June
      b. Launch August
      c. Virtual walkthrough of facilities to follow by middle of October

VII. Adjournment: Next Authority Meeting: Wednesday, June 13, 2018 8am.
The meeting was called to order at 8:00 a.m. by Chairman T. Roohan.

PUBLIC COMMENT PERIOD
No one spoke

EXECUTIVE SESSION
Chairman T. Roohan looked for a motion to adjourn to Executive Session to for an update and discussion regarding current litigation.

Motion to adjourn to Executive Session at 8:00 a.m. for discussion and update on current litigation made by R. Higgins and seconded by S. Wiggins; unanimously approved.

The members of the City Center Authority, President R. McMahon, and Counsel D. Harper went into Executive Session at 8:00 a.m.

Motion to adjourn Executive Session and reconvene the meeting came at 8:13 a.m. made by S. Sullivan and seconded by S. Wiggins; unanimously approved.

Chairman T. Roohan reconvened the regular Authority meeting at 8:13 a.m.

CONSENT AGENDA

Minutes
Chairman T. Roohan asked if there are any changes or deletion to the minutes of the April 11, 2018 Authority Meeting which were previously distributed to the Board. There are none. He asked R. McMahon to report on the April 2018 Financial Statement which was also previously distributed to the Board.

April 2018 Financial Statement
R. McMahon presented the April 2018 Financial statement stating that we are in good shape so far this year, tracking about 1% ahead of last year. He noted that income from catering increases toward the end of the year, and we are on pace to reach the amount budgeted for 2018 building rental. He explained that "Reimbursement of current year’s expenses” is broadly guessed; this is adjusted as the year goes on. He advised that miscellaneous income includes when a provider gives us a percentage, or equipment rental or renting water bubblers; the City Center has made $5k already this year renting out water bubblers.
R. McMahon stated that Room Occupancy Tax was lower in April due to Air B&B usage and the fact that the Casino does not contribute because they are exempt on comped rooms. He has had meetings with various City officials to discuss how to handle the Air B&B situation; Air B&B will facilitate the collection of a bed tax right on their site. Current law restricts the payment of bed tax to only properties with more than four units in Saratoga County to protect local residents that rent out rooms at track season and any modification to that restriction must be done at the State level. T. Roohan pointed out other concerns involving safety and liability; there is nothing to guarantee that Air B&B rooms are up to code, and if officials do not know in an emergency that rooms are occupied, not evacuating those particular tenants could have tragic consequences. Also, the Air B & B “landlords” are not required to have specific liability insurance that is required for larger rental properties. It was also mentioned that this is a difficult problem to solve on the state level because the Governor wants to sign legislation that affects an entire County or more, not just one or two specific communities. D. Leggieri reported that Air B & B has over 600 listings in Saratoga County; R. McMahon added that those numbers do not include everything that is booked. R. McMahon advised that the County does not wish to address this fearing additional work load on county employees and political backlash. R. Higgins stated that another impact Air B & B has on local business is that people renting through them are not going through realtors. R. McMahon reminded the Authority that money from the room occupancy tax is spent on improvements toward tourism.

R. McMahon referred to the Expense summary, stating that this month expenses included the purchase of a vehicle and several racks of tables to replace some of the 30-year old tables. There are no red-flags on expenses. He reported that nothing listed in Accounts Receivable is in jeopardy. Presenting the monthly comparisons to April 2018, he stated that the number of conferences are down because of where they fall based on the Easter holiday which affects everything in April. However, paid days, day guests and lodged guests are up and overall things are trending upwards. He reported that Occupancy Tax is down slightly from last year; the grand total as of April 30 is $6,651,559.56 and $230,173.54 is encumbered for the parking garage project. There is nothing unusual in the list of checks over $500 issued in April except the vehicle purchase, and nothing odd in the list of deposits. Motion to approve the consent agenda as presented, made by S. Sullivan, and seconded by R. Goldsmith; unanimously approved.

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, Chairman T. Roohan 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 S. Wiggins; unanimously approved.

PRESIDENT’S REPORT
2018 and 2019 Sales
R. McMahon presented the 2018 and 2019 sales reports for review. He said that 2018 has 280 booked days and 150 events, the sales goal of 280 days has been met, last year there were 260 booked days. The number of events and booked days reported for 2018 last month has increased by 4 events and 7 days; things will come and go. We are trending where we want to be and we are attracting new events including the Navy’s Khaki Ball and another formal ball, both of which will bring
in catering revenue. D. Leggieri noted that a record was set in April for hotel occupancy at the Hilton.
R. McMahon reported that there are 100 events and 254 booked days for 2019 so far, which is ahead of where we were at this time last year. In order to open space for new listings, the sales team has dropped zombie holds which are reservations not cleared from the schedule despite the fact that the event has been cancelled.

Website Update

Demo Site – June

R. McMahon explained that the website update is coming along. He is planning to demonstrate the site to the Authority at their June meeting.

Launch – August

R. McMahon advised that the goal is to conduct a robust launch of the updated Website in August.

Virtual Walkthrough of facilities

R. McMahon said that the Website will include a virtual walkthrough of the facility beginning with coming into the City Center from the outside and throughout the facility and there will be another virtual walk-through from the loading dock area to demonstrate the ease of load in because the City Center is unique in that there are a lot of ways to bring stuff in which is easier for vendors and large items can be easily accommodated. Another goal is to include tours and market the fact that there is easy access to the City Center from many local hotels and downtown. T. Roohan suggested that in order to accomplish this, his firm could lend its drone and licensed operator to the City Center. Flights have to be registered and receive permission; FAA licensing is required.

D. Rogers-Bullis recommended including on the site a map with distances between the hotels and the City Center indicated. R. McMahon said he has a lot of goals for the Website; he wants it to be more interactive and Chamber of Commerce members should be highlighted. He noted that so far the update remains on budget.

OTHER BUSINESS

Loading Dock

R. McMahon announced that the new manager at the Hilton is agreeable to partner with the City Center. The loading dock needs a better texture. D. Leggieri noted that the new manager of the Hilton is on board to enhance the relationship between the City Center and the Hilton and be a positive part of this community.

Overgrowth and outside concerns

T. Roohan expressed concern about the overgrowth on the other side of Maple Avenue parking area; it visually shrinks the parking lot and if it is not cleared out it becomes a campground. He also mentioned that the planters on the EJP side of the City Center limit available space; they were supposed to be mobile but they are stationary. R. McMahon advised that the planters are often utilized during many events and by tourists as backdrops for photos.

R. McMahon announced that he will be bringing various staff members to the Authority meetings so that members can get to know them and what they do; the longevity of many of the employees here is very unusual in this business.

ADJOURNMENT

Motion to adjourn came at 8:51 a.m. by R. Higgins, and seconded by S. Sullivan; unanimously approved.
Chairman T. Roohan adjourned the meeting at 8:51 a.m.
The next Authority meeting will be held at the City Center on Wednesday, June 11, 2018 at 8 a.m.
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. Executive Session – Personnel Matter and Litigation if needed.

IV. Consent Agenda
   A. Approval of Minutes: May 9th, 2018 Authority Meeting
   B. May 2018 Financial Statement

V. Chairman's Report
   A. Authority Meeting Schedule: July 11
      August 8
      September 12
   B. Appointment of S. Wiggins to parking committee

VI. President’s Report
   A. Sales Report 2017 and 2018
   B. IAVM VMS Report - Lauren and Shelby

VII. Other Business

VIII. Adjournment: Next Authority Meeting: Wednesday, July 11, 2018 8 am
The meeting was called to order at 8:00 a.m. by Chairman T. Roohan.

PUBLIC COMMENT PERIOD
No one spoke

EXECUTIVE SESSION
Chairman T. Roohan looked for a motion to adjourn to Executive Session to discuss current litigation.

Motion to adjourn to Executive Session at 8:01 a.m. for discussion on current litigation made by R. Goldsmith and seconded by L. Ratcliff; unanimously approved.

The members of the City Center Authority, President R. McMahon, and Counsel D. Harper went into Executive Session at 8:01 a.m.

Motion to adjourn Executive Session and reconvene the meeting came at 8:15 a.m. made by R. Goldsmith and seconded by S. Wiggins; unanimously approved.

Chairman T. Roohan reconvened the regular Authority meeting at 8:15 a.m.

IAVM VMS Report
R. McMahon introduced Shelby King, City Center Operations Manager and Lauren Rowland, Sales to report on their experience attending the International Association of Venue Managers’ School held in Wheeling West Virginia at the Oglebay Resort. He noted that M. Baker was one of the original members of the IAVM. He stated that he attended last year and felt that the school was gaged more for the individuals in the trenches of venue management.

L. Rowland reported that the instructors were from a variety of countries including the United States, Canada, Australia and New Zealand and an individual from Korea who shared the experience of having just hosted the Olympics. S. King said he has a stack of business cards from people to whom he would be comfortable reaching out to get their perspective on a situation or concern. L. Rowland commented that they learned that they are fortunate to have D. Murphy as the CFO for the City Center because attendees from other venues discussed many problems concerning fiscal mismanagement that have not been experienced here. Otherwise, most venues regardless of their size experience similar problems and work through those situations the same way. L. Rowland said that year two, attendees have an opportunity to become ambassadors to assist first year students and she has signed up to be an ambassador next year. S. King said his high point was visiting Heinz Field and
exploring the stadium. He said he learned a lot and is looking forward to next year. R. McMahon said that we have a lot of advantages within this community so it is hard to realize what many communities go through to stay viable so attending this training and networking with attendees is good exposure. He noted that with over 300 students, this is the biggest class since the training event started 31 years ago.

L. Rowland and S. King advised that there were people in attendance from similar sized facilities but no one else from venues in this area. L. Rowland collected business cards from people that use Ungerboeck, the same venue management software as the City Center.

S. Wiggins asked which was more useful, the networking or the information imparted during training sessions. L. Rowland responded that both were equally useful. They each learned more about what each other does and how each piece works together. It is very intense with five full days of training and travel on each end. S. King said training begins immediately; the whole session was well done. R. McMahon said the intention is to continue to send staff to these kinds of training sessions. The Authority members thanked them for their report.

CONSENT AGENDA

Minutes
Chairman T. Roohan asked if there are any changes or deletion to the minutes of the May 9, 2018 Authority Meeting which were previously distributed to the Board. There are none. He asked R. McMahon to report on the May 9, 2018 Financial Statement which was also previously distributed to the Board.

May 2018 Financial Statement
R. McMahon presented the May 2018 Financial statement stating that we are in good shape so far this year, with total income tracking about 44% of budget, noting that things pick up in this area at the end of the year, especially catering income. He said reimbursements are hard to predict; and occupancy tax is down slightly this year due to more drop off in rentals, primarily due to the use of Air B&B instead of regular hotels. He advised that Air B&B rentals in this City equivocate to three hotels. He explained that the City has no authority to do anything; occupancy tax goes through the county, and then to the state. Places with four rental units or less are exempt. L. Shields stated that the Department of Safety was interested in changing the ordinance because it is a safety concern and it is causing enforcement issues with the Code and the Building Departments. A lot of complaints from neighbors are fielded through the Mayor’s office because it changes the landscape of the neighborhood. Discussion revealed that the biggest problem is that there is no way to monitor the existence of safety measures such as posted exits, fire alarms, directions to emergency exits, fire extinguishers and accessible emergency exits required in standard licensed rentals.

R. McMahon reported that expenses are at 39% of the budget, 3% over last year. He said the increase is due to the payment of some fees earlier than usual and the ramping up of marketing endeavors. Nothing is in jeopardy regarding the Accounts Receivables and there is nothing unusual in the list of checks over $500. He referred to the monthly comparisons stating that in May there were 7 conferences, 1 trade show, 1 gate show and 7 banquets, an increase due to weddings. There are some new gate shows coming in June including the Barks, Brews and Tattoos which seems to have a lot of traction. He said the total number of events is the same as last year. R. McMahon presented the account balances as of May 31, 2018 stating that it is pretty much the same as last month, the grand total is $6,652,197.88.

Motion to approve the consent agenda as presented, made by R. Goldsmith, and seconded by S. Wiggins; unanimously approved.
CHAIRMAN’S REPORT
Authority Meeting Schedule
T. Roohan stated that the next three Authority meetings will be held on July 11, August 8 and September 12 at 8 a.m. at the City Center.
T. Roohan reported that the City’s Gun buy-back event was quite successful; 86 weapons and one bag of parts were bought back and, essentially, taken off the streets.

Appointment of S. Wiggins to Parking Committee
T. Roohan announced the appointment of S. Wiggins to the Parking Committee.

PRESIDENT’S REPORT
2018 and 2019 Sales
R. McMahon presented the 2018 and 2019 sales reports for review. He said that 2018 has 279.25 booked days, a slight decrease from last month and 152 events, an increase of two over last month; some of the changes are due to events needing less space than originally planned. The sales goal of 280 days for 2018 has been met, and we are in good shape. R. Goldsmith noted that some of the events severely impact parking availability, especially graduations. R. McMahon said he is working with Saratoga Hilton to determine space usage and configure ways to free up space to alleviate some of the parking problems. R. McMahon reported that there are 100 events and 250 booked days for 2019 so far, including several new events.

IAVM VMS Report
Previously discussed

OTHER BUSINESS
Virtual Tour
R. McMahon announced that on Monday, July 9 and Tuesday July 10 the City Center will essentially be closed because a virtual tour of the City Center will be filmed. He can ship a lot of employees to the weekend, and he plans to allow the Reception staff to work from home. One of the things that will be featured is the access to the City Center for the exhibition of large vehicles. D. Leggieri said the Convention and Tourism bureau is planning to do a video of the downtown area from the perspective of a conference attendee. R. McMahon said that discussions are underway about having a virtual tour of the Hilton.

Authority Member Email addresses
T. Roohan said that concern has been expressed about the possibility that Authority members’ personal or business email accounts could be subject to Foil requests. R. McMahon stated that mostly the email addresses are used to share intra-agency information such as copies of the minutes and financial reports which is usually not subject to FOIL but the rules may vary regarding lawsuits. L. Ratcliff advised that City Center email accounts for Authority members would be a lot cleaner. R. McMahon said he will bring someone in from Spa Net to discuss this.

ADJOURNMENT
Motion to adjourn came at 9:06 a.m. by R. Goldsmith, and seconded by S. Wiggins; unanimously approved.
Chairman T. Roohan adjourned the meeting at 9:06 a.m.

The next Authority meeting will be held at the City Center on Wednesday, July 11, 2018 at 8 a.m.
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 13, 2018 Authority Meeting

IV. Chairman’s Report
A. Introduction of new Hilton GM: Thomas Olsen

   B. Room Tax Account – Numbers available the middle of July, a separate update will be sent.
      1. March – May 2018 collection July 15th 2018, $XXX,XXX; down/up $XX,XXX
         2017: $230,534
         2016: $243,083
         2015: $262,325
         2014: $213,239
         2013: $194,133

   C. 2019 Budget
      1. Finance Committee to review draft in August
      2. September 12 Authority vote. Submit to City Department of Finance on September 14, 2019

V. President’s Report
A. June 2018 Financial Statement

B. 2018 and 2019 Sales

C. Jones Firm Invoice

VI. Executive Session Litigation Matters

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

HAVE A GREAT SARATOGA SUMMER
The meeting was called to order at 8:00 a.m. by Chairman T. Roohan.

R. McMahon introduced the new General Manager of the Hilton, Tom Olsen. T. Olsen explained that he was the General Manager of the Doubletree Hilton Hotel in Carrier Circle in Syracuse NY. He said that the Hilton was renovated last year and he will continue to move in that direction. Next, they will be instating new carpet in the ballroom. His focus will be on changing the hotel’s relationship with the City Center and the community; there will be more emphasis placed on the community. He is excited to be here. The Authority members introduced themselves and welcomed him to Saratoga Springs.

Chairman Roohan mentioned that he would like the City Center and the Hilton to work together to rebuild the loading dock.

PUBLIC COMMENT PERIOD

No one spoke

CONSENT AGENDA

Minutes
Chairman T. Roohan asked if there are any changes or deletions to the minutes of the June 13, 2018 Authority Meeting which were previously distributed to the Board. There are none.

Motion to approve the June 13, 2018 minutes as presented, made by R. Goldsmith, and seconded by S. Sullivan; unanimously approved.

CHAIRMAN’S REPORT

Introduction of new Hilton GM Thomas Olsen
Previously discussed

Room Tax Account- Numbers available the middle of July
March-May 2018 collection July 15, 2018

- 2017: $230,543
- 2016: $243,083
- 2015: $262,325
R. McMahon noted that there has been no Room Tax report from the County; the numbers are not expected until the middle of July. He will email the Authority members when he has the numbers. He advised that the numbers are expected to be down slightly again and the blame cannot be placed entirely on Air B&B. Other factors have had an impact as well including the move of the Skidmore Horse Show to Stillwater, which resulted in many participants and attendees staying in hotels in Clifton Park and in Malta. R. McMahon said that hoteliers are at a competitive disadvantage. R. Higgins asked if there is a sense that there could be a coalition similar to the Fair Game Coalition that might be formed to work toward changing this situation. D. Leggieri said that there is a resolution being written and it is a topic to approach after the November elections. He advised that New York State legislators are working on a deal with Air B&B in an attempt to get an understanding of their intentions. R. McMahon stated that this is influencing the amount of hotel tax revenue. D. Leggieri stated he is optimistic that the state will come up with something. R. McMahon stated that state legislation would be stronger if it did not contain an opt-in aspect.

2019 Budget
Finance Committee to review draft in August

T. Roohan noted that R. Goldsmith is the only remaining member of the Authority Finance Committee; he asked Authority members to volunteer. R. Ryan explained that he will create a draft budget for the Finance Committee to review in August, then the budget will be brought before the Authority for approval and then that budget is brought to the City Department of Finance.

September 12: Authority votes on budget.
Submit to City Department of Finance on September 14, 2018

R. McMahon clarified that the City Center budget is included in the City budget which is brought before the City Council for approval.

PRESIDENT’S REPORT

June 2018 Financial Statement

R. McMahon presented the June 2018 Financial Statement stating that we are in good shape so far this year, with total income tracking about 52% of budget, 3.4% over last year. Income will ramp up at the end of the year, currently we are slightly ahead. Building rental is at 60.8% of budget; this was one of the best Junes in a long time. He noted that for the second quarter there was a 25.3% increase in catering, 7.5% increase in rental and an overall 12.7% increase in operating income over our first quarter. He advised that nothing is in jeopardy regarding the Accounts Receivables. R. McMahon reported that expenses are at 48% of the budget, close to 5% over last year, primarily due to the upgrading of the website, the purchase of a new vehicle and sending people to training. There
are no issues on the expense side. He referred to the second quarter expense comparison of 2018 and 2017 stating that Repair/Maintenance Vehicle is up 300% because we purchased a car, salaries increased 8% and that was in the 2018 budget. R. McMahon stated that there is nothing unusual in the list of checks over $500. In the year to year monthly comparisons, there were 8 conferences in June, 27.75 building use days, an increase of 8.5 over last year and an increase of over 1300 lodged guests over last year, mostly due to the 2nd Circuit Court which rotates every other year so they were not here last year. He advised that the 2nd Circuit Court event has a major positive impact on the downtown economy. He noted that the number of day guests for June 2018 is up 629 over June 2017 but on average the number of day guests over the last four years has been fairly consistent and total revenue is up slightly over last year.

R. McMahon presented the account balances as of June 30, 2018 stating that the grand total is $6,652,815.65, about $700 over last month. Not much has changed but these balances will change when more is done regarding parking. He noted that the ROT draw account for parking structure construction is temporarily on hold.

**Motion to accept the June Financial Statement made by R. Goldsmith, and seconded by S. Sullivan; unanimously approved.**

### 2018 and 2019 Sales

R. McMahon presented the 2018 and 2019 sales reports for review. He said that 2018 has 279.25 booked days, a slight decrease from last month and 153 events. He explained that although the number of events decreased, the length of stay increased which positively impacts hotel use. The sales goal of 280 days for 2018 has been met, so he has revised the goal to 290 days for this year and we are in good shape. R. McMahon reported that for 2019 there are 248 days and 99 events booked so far which is down from this time last year. They are working closely with the Hilton to eliminate space holds that never happened in order to have a more accurate count. The result may be a decrease but it is a more accurate representation than has been reported in the past. R. McMahon said that a couple of events have been lost one due to a lack of sponsors and another selected another venue. R. Higgins asked if there has been a notable drop in events because of the new venue in Albany. R. McMahon responded no; the ease of drop off and loading gives the City Center a notable advantage. D. Leggieri stated that they are trying to recruit groups and negotiate lower costs to stay competitive. Competition is something we need to be aware of. R. McMahon said that so far the new venues are being monitored. D. Leggieri said that Schenectady is a brand new event center and very nice, yet the casino is small. However the location is still a drawback particularly if there is an event
that has to spill outside of the Center. It will be awhile before they become competitive, yet they should remain on the radar.

**OTHER BUSINESS**

**Ice Machine**

R. McMahon announced that the City Center ice machine is on its last legs and it will cost around $4k for a new one. They spent close to $2k last year to repair the existing one, but a new one is necessary. The new machine will be more energy efficient.

R. McMahon discussed the First Half-year Comparison 2017-2018 report, noting that in 2018 there has been a substantial increase from 2017 in the number of convention, day and total guests mostly due to the 2nd Circuit Court; a decrease of 1 in total events and significant increases in the number of paid event days and building use days. The number of first time events is down slightly in 2018 but most notable in this report is the number (70) and percentage of return events at 80%. R. McMahon advised that this percentage is significantly strong for this industry and testament to the vibrancy of Saratoga Springs.

**EXECUTIVE SESSION**

Chairman T. Roohan looked for a motion to adjourn to Executive Session to discuss current litigation.

**Motion to adjourn to Executive Session at 8:27a.m. for discussion on current litigation matters made by R. Ratcliff and seconded by R. Higgins; unanimously approved.**

The members of the City Center Authority, President R. McMahon, and Counsel D. Harper went into Executive Session at 8:27 a.m.

**Motion to adjourn Executive Session and reconvene the meeting came at a.m. made by; unanimously approved.**

**ADJOURNMENT**

**Motion to adjourn came at a.m. by, and seconded by; unanimously approved.**

Chairman T. Roohan adjourned the meeting at a.m.

The next regular Authority meeting will be held at the City Center on Wednesday, August 8 at 8 a.m.
Saratoga Springs City Center
Authority Meeting
Wednesday, July 25, 2018
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. Authorization of payment to the Jones Firm

IV. Executive Session Litigation Matters

V. Adjournment: Next Authority Meeting: August 8th at 8am.

HAVE A GREAT SARATOGA SUMMER
The meeting was called to order at 8:00 a.m. by Chairman T. Roohan.

PUBLIC COMMENT PERIOD

No one spoke

AUTHORIZATION OF PAYMENT

Chairman T. Roohan looked for a motion to approve payment to The Jones Firm for legal services rendered March through June 29, 2018 related to parking structure litigation.

Motion to approve payment of $11,960 to The Jones Firm, invoices #3452, #3492, and #3559 for legal services, made by R. Higgins and seconded by R. Goldsmith; unanimously approved.

EXECUTIVE SESSION

Chairman T. Roohan looked for a motion to adjourn to Executive Session to discuss current litigation.

Motion to adjourn to Executive Session at 8:01 a.m. for discussion on current litigation made by D. Rogers-Bullis and seconded by R. Goldsmith; unanimously approved.

The members of the City Center Authority, President R. McMahon, Mayor Kelly, Counsel D. Harper and Counsel M. Jones went into Executive Session at 8:01 a.m.

Motion to accept the settlement agreement of the Mouzon House lawsuit as presented, made by R. Higgins and seconded by S. Wiggins; unanimously approved.

Motion to adjourn Executive Session and reconvene the meeting came at 8:35 a.m. made by R. Goldsmith and seconded by R. Ratcliff; unanimously approved

Chairman T. Roohan reconvened the regular Authority meeting at 8:36 a.m.

ADJOURNMENT

Motion to adjourn came at 8:36 a.m. by R. Goldsmith, and seconded by D. Rogers-Bullis; unanimously approved.

Chairman T. Roohan adjourned the meeting at 8:36 a.m. The next Authority meeting will be held at the City Center on Wednesday, August 8, 2018 at 8 a.m.
Saratoga Springs City Center
Authority Meeting
Wednesday, August 8, 2018
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: July 11, 2018 & July 25, 2018 Authority Meetings.

IV. Update on Flat Rock Working Group

V. Chairman's Report
   A. Room Tax Account
      1. March – May 2018 collection
         2018, $233,313
         2017, $230,534
         2016: $243,083
         2015: $262,325
         2014: $213,239
      
      B. Review 2019 Budget as discussed by the budget committee.
         Motion to approve and submit to Dept. of Finance

VI. President's Report
    A. July 2018 Financial Statement
    B. 2018 and 2019 Sales
    C. Approve payment of Total Events invoice for $2039.50

VII. Adjournment: Next Authority Meeting: September 12th at 8am.
Saratoga Springs City Center

AUTHORITY MEETING
8:00 a.m.
August 8, 2018

Present: R. Goldsmith
         R. Higgins
         R. Ratcliff

T. Roohan
         S. Sullivan

Absent: D. Rogers-Bullis
        S. Wiggins

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

M. Kelly
        N. Wagner

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

PUBLIC COMMENT PERIOD

No one spoke

CONSENT AGENDA

Minutes

Chairman T. Roohan asked for a motion to approve the minutes

Motion to approve the July 11, 2018 and the July 25, 2018 Authority minutes as presented, made by R. Higgins, and seconded by R. Goldsmith; unanimously approved.

UPDATE ON FLAT ROCK WORKING GROUP

R. McMahon explained that we are in phase 1 of the project. He has been going through old documents in preparation for a discussion on the original RFP and the process moving forward. The Pedinottis have not yet signed the stipulation and order; there are procedural items pending. There have been some discussions with Bette-Cring. Mayor Kelly suggested that a plan be put in place; there will be committee meetings to determine a schedule and discuss the financials and the project itself and there should be consistency in the attendance of these meetings.

CHAIRMAN’S REPORT

Room Tax Account- Numbers

It was noted that the total of the March-May 2018 collection is $233,313
Previous collections for the same period were 2017: $230,534; 2016: $243,083; 2015: $262,325; 2014: $213,239. Chairman Roohan pointed out that the Room Tax went up this last quarter for the first time in three years.

2019 Budget

Chairman Roohan reported that the Finance Committee reviewed the 2019 proposed City Center budget. R. Goldsmith stated that keeping the Room Occupancy Tax flat is a good move. The proposed income is also kept flat at $1,178,475. R. McMahon explained that Miscellaneous income was increased because it includes Audio Visual Assessment and Water Bubblers that have been doing
well. R. McMahon reported that proposed expenses are up due to increases in salaries and benefits. There are no major purchases anticipated; any that occur would be an emergency purchase. He advised that the Business Expense/Sales line includes sending staff to venue management school, and the Ungerboeck Conference. There is no major variance from 2018 to the proposed 2019 budget.

Motion to approve the proposed 2019 City Center budget for submission to the Commissioner of Finance made by R. Goldsmith and seconded by S. Sullivan; unanimously approved.

PRESIDENT’S REPORT

July 2018 Financial Statement

R. McMahon presented the July 2018 Financial Statement income summary stating that we are in good shape so far this year, with total income tracking at 61.5% of budget, 11.5% over last year. He noted that expenses are at 54.9% of the amount budgeted, 5.2% over last year primarily due to the website re-design and the purchase of a new vehicle. There is nothing problematic pertaining to expenses and they are trending to come in under budget. R. McMahon advised that nothing is in jeopardy regarding the Accounts Receivables and it is a shorter list than normal. He stated that checks over $500 include insurance, utilities and health benefits and the 3-D Virtual Tour which will be ready next month for presentation to the Authority by the sales staff. Subsequently there will be a soft launch then the official launch which will be media-worthy.

This prompted a lengthy discussion on the need for increased marketing of events that occur in the City of Saratoga Springs; that there should be a way to increase the awareness of residents and visitors of Saratoga Springs about what is happening not just at the City Center but throughout the community. Mayor Kelly said that creative and new ideas are necessary to get the word out to the community, its restaurants and hotels to make people aware of what is going on in our City. It was suggested that the Tourism Bureau create a template list that is continuously updated that can be distributed to restaurants and hotels and throughout the City. T. Roohan suggested that organizers should take advantage of marquis like the one in front of the City Center. D. Leggieri explained that often communication to the Chamber of Commerce or the Tourism Bureau is not a priority for organizers because they are so busy and focused on launching their event, so marketing falls short. R. Ratcliff said that in Chamonix there was an app available for guests’ cell phone that included local events, times and locations to help visitors plan their days. Mayor Kelly commented that it is hard to find websites pertaining to Saratoga Springs and local events; all the attractions should be one site; instead they each seem to be on their own and things are being missed.

R. McMahon referred to the year to year monthly comparisons stating that there were 7 conferences in July 2018, a slight decrease from the last two years; There were 978 lodged guests, 17.25 building use days and $15,325 rent revenue, an increase over July 2017. He explained that the difference between paid days and building use days is that building use days include load-in and breakdown.

R. McMahon presented the account balances as of June 30, 2018 stating that the grand total is $6,881,345.26, reflecting the payment received mid-July, a portion of which will be put towards operating expenses.
2018 and 2019 Sales

R. McMahon presented the 2018 and 2019 sales reports for review. He said that 2018 has 283.50 booked days, and 155 events, an increase of 4.25 days and 2 events from last month. This is an increase of 11.5 over this time last year. They are trying to reach the new goal of 285 booked days. R. McMahon reported that so far for 2019, there are 262.75 booked days and 112 events, a significant increase of 14.75 days and 13 events over the numbers reported last month.

Approve Payment of Total Events invoice

R. McMahon explained that Authority approval is required for payment of the Total Events invoice of $2,039.50, to cover equipment rented for vignettes and sample set ups for the 3-D Tour.

Motion to approve payment of the Total Events invoice in the amount of $2,039.50 as presented made by S. Sullivan, and seconded by R. Ratcliff; unanimously approved.

ADJOURNMENT

Motion to adjourn came at 8:45 a.m. made by R. Higgins and seconded by R. Goldsmith; unanimously approved.

Chairman T. Roohan adjourned the meeting at 8:45 a.m.

The next regular Authority meeting will be held at the City Center on Wednesday, September 12, 2018 at 8 a.m.
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 8, 2018 Authority Meeting

IV. President's Report
   A. Financial Report
      1. August 2018 Financial Statement
      2. Investment Report
   B. 2018 and 2019 Sales
   C. Electric Supply Commitment
      • 24 month commitment with Direct Energy at a rate of $0.058
      • This is projected to save 10k per year based on past consumption.
   D. Award of interior and exterior plantings
      • Innovative Plant Design $10,183
        5 year deal at a 4% increase per year
      • Grasshopper Gardens $27,285
      • Toadflax Declined to bid, no reason given
   E. Approval of Jones Firm invoice#3668 - $19,609
      • Contains work for settlement
   F. Future Meetings:
      October 10; November 14; December 12 – Breakfast Meeting

Adjournment: Next Authority Meeting: Wednesday, October 10, 2018 8 am
Saratoga Springs City Center

AUTHORITY MEETING

8:00 a.m.

September 12, 2018

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

Absent: R. Higgins 
D. Rogers-Bullis

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

CALL TO ORDER

The meeting was called to order at 8:06 a.m. by Chairman T. Roohan.

PUBLIC COMMENT PERIOD

No one spoke

CONSENT AGENDA

Minutes

Chairman T. Roohan asked for a motion to approve the minutes of the August 8, 2018 meeting. R. Ratcliff had one minor correction.

Motion to approve the August 8, 2018 Authority minutes as amended, made by S. Sullivan, and seconded by S. Wiggins; unanimously approved.

PRESIDENT'S REPORT

Financial Report

August 2018 Financial Statement

R. McMahon presented the August 2018 Financial Statement stating that income is at 64% to budget, almost 10% increase over this time last year primarily because there was more front-loading business and more business in August this year. Reimbursables are tracking slightly behind but nothing is in jeopardy. Regarding billing, attempts are being made by staff to fold costs together to reduce the number of invoices for clients. Regarding monthly comparisons, the number of lodged guests in August 2018 was 132, significantly lower than the 484 lodged guests in August of 2017 because one of the events, Leading Edge New York, is on rotation. In the summer months, little variations make a big difference.

Investment Report

R. McMahon presented the account balances as of August 31, 2018 stating that the little has changed since last month; the grand total of $6,869,626.14 does not reflect the track season. The next payment of hotel occupancy tax is not expected until October and is expected to be the biggest check this year. D. Leggieri reported that this was a record setting August for the local hotel and lodging business.
2018 and 2019 Sales

R. McMahon presented the 2018 and 2019 sales reports for review. He said that 2018 has 280.75 booked days, and 199 events; the goal of 280 days has been met. He noted that these numbers do not include the 44 meetings and events scheduled due to the loss of the use of City Hall, and the cost of those events is being submitted to the City’s insurance carrier. R. McMahon reported that so far for 2019, there are 250 booked days and 112 events, right on track and his staff continues to work closely with the Hilton to attract and keep clients.

Electric Supply Commitment

24-Month Commitment with Direct Energy at rate of $0.058.

R. McMahon explained that this 24-month commitment with Direct energy was the best deal available. It was noted that this commitment is projected to save $10k per year based on past consumption.

Award of Interior and Exterior plantings

Innovative Plant Design - $10,183- 5-year deal at 4% increase per year
Grasshopper Gardens - $27,285
Toad Flax – Declined to Bid

R. McMahon advised that an RFP was sent out for interior and exterior plantings and plant care and there were two responses, one from Grasshopper Gardens for $27,285 and one from Innovative Plant Designs who proposed $10,183 with the option of a five-year contract that includes a 4% increase per year. This company has served the City Center well in the past. R. McMahon commented that Toad Flax declined to bid because they felt they could not be competitive.

Motion to accept the proposal by Innovative Plant Design in the amount of $10,183 for the first year with a subsequent 4% increase per year for four additional years made by R. Ratcliff, and seconded by S. Wiggins; unanimously approved.

Approval of Jones firm Invoice #3668 - $19,609.75

R. McMahon clarified that this invoice is mostly for work on the Mouzon House settlement and some is for working with the City Attorney on an on-going project.

Motion to approve payment of $19,609.75 to The Jones Firm, invoice #3668 for legal services, made by R. Goldsmith and seconded by S. Sullivan; unanimously approved.

C.T. Male Associates Change Order

R. McMahon distributed two proposals from C.T. Male Associates of Latham, NY: one for the Flat Rock Park project, a boundary and topographic survey on city property, tax map 165.52-4-45 and one for subsurface explorations and geotechnical engineering services for the northeast corner of the intersection of Lake Avenue and High Rock Avenue for the City Center 5-story Parking Garage project. He advised that this is a change order for the City Center and does not require a “Request for Proposal”
or bid because C.T. Male did the first survey. However, the City would have had to initiate an RFP or Bid process and approval process that would take a significant amount of time to complete. Concrete/Pre-cast companies will base their work on this survey. The results will be baseline information necessary to build anything for Phase 1 or Phase 2 and required for the approval process., The City Council is supportive of this survey and geo-technical work.

Motion to accept the change order in the proposals of C.T. Male Associates as presented for geotechnical engineering services and professional Surveying Services for Phase 1 and Phase 2 of the Parking Structure/Flat Rock project made by S. Wiggins and seconded by S. Sullivan; unanimously approved.

Future Meetings
R. McMahon announced that the last three Authority meetings of the year will be held at 8:00 a.m. Wednesday October 10, Wednesday November 14 and Wednesday December 12. He informed the Authority that the December 12 meeting is the annual breakfast meeting.

OTHER BUSINESS
Email Addresses
T. Roohan asked about the assigning of email addresses to Authority members so that their personal or business emails would not be subject to FOIL requests. R. McMahon said he would set something up with Spa.Net. R. Ratcliff recommended that each member set up a G-mail account.

Market
D. Leggieri said that he has had recent discussions with T. Shimkus and others about event promoting apps such as the one in Chamonix described by R. Ratcliff at the last meeting. The plan is to approach the IDA with a budget request since tourism and hospitality is the City’s largest industry. He advised that the Tourism Bureau is also working on hosting a national conference in 2020 for which they are seeking ideas for an outside venue such as High Rock Park for one of the conference events.

ADJOURNMENT
Motion to adjourn came at 8:54 a.m. made by R. Goldsmith and seconded by R. Ratcliff; unanimously approved.

Chairman T. Roohan adjourned the meeting at 8:54 a.m.

The next regular Authority meeting will be held at the City Center on Wednesday, October 10, 2018 at 8 a.m.
SARATOGA SPRINGS CITY CENTER
AUTHORITY MEETING
Wednesday, October 10, 2018
8:00 am
522 Broadway, Room 101

I. MEETING CALLED TO ORDER – Authority Members sign-in
   A. Welcome and Introductions

II. PUBLIC COMMENT PERIOD
   Individuals are welcome to address the City Center Authority. Please state your name and address.
   Statements and comments should be kept to a maximum of two (2) minutes. This is not a debate or dialogue.
   Authority Members will not respond nor answer questions. Respectfulness and civility are requested.
   Individuals will be called on in the order of sign in.

III. CONSENT AGENDA – All items previously distributed
   A. Approval of Minutes: September 12, 2018

IV. Update on Flack Rock Parking Structure
   A. Resolution Update

V. Review 30% design fee from Bette Cring
   A. Approve contingent on City Council adopting resolution

VI. CHAIRMAN'S REPORT
   A. Financial Report
      b. September 2018 Investment Report

VII. PRESIDENT'S REPORT
   A. 2018-2019 Sales Up-date
   B. Award Three Ring Protection contract for security within SSCC
      -$24.47 Event Security
      - $22.85 Permeant Security
      - $36.50 Armed Security
      - $45.80 Executive Protection
   C. Award RTU-6 Replacement Bid
      - MLB $129,000
      - Northeastern Mechanical Services $67,200
      - Family Danz **59,600**
   D. Award 2018/2019 Plowing and Snow Removal
      - Peter Gailor only submittal
      - Cleveland Brothers declined to bid
      - King Enterprises no showed the bid

VIII. OTHER BUSINESS

IX. ADJOURNMENT
CALL TO ORDER

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

PUBLIC COMMENT PERIOD

No one spoke

CONSENT AGENDA

Minutes

Chairman T. Roohan asked for a motion to approve the minutes of the September 12, 2018 meeting. There was one minor correction.

Motion to approve the September 12, 2018 Authority minutes as amended, made by S. Sullivan, and seconded by R. Goldsmith; unanimously approved.

UPDATE ON FLAT ROCK PARKING STRUCTURE

Resolution Update

Matt Jones explained that the City Council will be considering a resolution stemming from the study this past summer of the Flat Rock Parcel. The resolution explains the history of the 2.6 acre Flat Rock parcel regarding its proposed development through to the formation in 2018 of the Mayor’s Flat Rock Committee that was charged to develop a concept plan for the entire parcel. The LA Group was hired by the City to assist with the project and the resulting plan consists of the four major components identified by the Committee including establishing a public park at the south end of the parcel, continuation of the Greenbelt Trail along High Rock Avenue, retention by the City of a parcel on the northside along Maple Avenue for future development and the construction of a municipal parking structure on the balance of the parcel. (M. Jones left 8:21 a.m.)
Flat Rock Parking Structure (Phase 1)

R. McMahon referred to a proposal from Bette Cring which was distributed with the agenda that outlines the scope of work and pricing for 30% design fees which would bring the project from initial design development through the approval process. The prices proposed are for five different companies for activities within their areas of expertise totaling $235,600. He explained that it has been suggested to remove Chazen Companies from the team and replace them with the LA Group, the company that developed the concept plan using parameters established by the 2018 Flat Rock Committee.

Motion to move forward with the Flat Rock Parking Structure (Phase 1) 30% design fees proposal with the conditions that (1) Bette Cring agrees to remove Chazen Companies from the team and replace them with the LA Group and (2) Contingent on City Council approval of the resolution presented made by T. Roohan and seconded by S. Sullivan; unanimously approved.

CHAIRMAN’S REPORT

Financial Report

September 2018 Financial Report

R. McMahon reported that income is up $50k over last year. R. Higgins pointed out that room tax receipts have increased over 30% in the last five years. R. McMahon stated that this is particularly significant because room rates have gone down slightly. He advised that income is at 76% of budget, close to 10% more than at this time last year. It was noted that the total operating income of the third quarter of 2018 was more than twice the income of the third quarter of 2017.

R. McMahon said we are good shape on expenses, we are at 69.9% of the amount budgeted. None of the accounts receivable are in jeopardy; and there is nothing unusual in the list of checks over $500. He cautioned that in the monthly comparison report for September, the number regarding building use days is skewed due to the number of City Hall meetings currently being held at the City Center. He explained that the insurance company would pay part of the cost for rental of space for those meetings. Looking at the comparisons, R. McMahon commended the sales team for booking aggressively and layering events on top of each other, two to three at a time. He noted they are also booking more corporate events. He clarified that a special event is a catch-all for an event that does not fit any other category such as First Night, 30th Anniversary events, a Blood Drive, the Record Riot, etc.

September 2018 Investment Report

A report of the Account Balances as of September 30, 2018 was previously distributed to the Board. It was noted that the grand total as of September 30, 2018 is $6,875,706.10.

PRESIDENT’S REPORT

Award Three Ring Protection contract for security within SSCC
$24.47 Event Security  
$22.85 Permeant Security  
$36.50 Armed Security  
$45.80 Executive Protection  

R. McMahon explained that it has been a constant battle to have security guards that meet the standards required by the City Center. He has found that the 3 Rings Security service is a higher quality company with qualified personnel, although not the low bidder, they were the lowest bidder meeting specifications to the fullest. They are Veteran owned and operated and fully licensed bonded and insured. Their training goes well beyond the minimum training required by the state. He explained that this is a charge-back situation most of the time where the City Center hires the security for the events and the client reimburses the City Center. He explained that the contract locks in the rates and approval allows the creation of a Purchase Order to streamline the purchasing process.

Motion to accept the proposal by 3 Rings of Fort Johnson, New York for event security services in the amounts presented made by R. Higgins, and seconded by D. Rogers-Bullis; unanimously approved.

Award of RTU-6 Replacement Bid

<table>
<thead>
<tr>
<th>Company</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLB</td>
<td>$129,000</td>
</tr>
<tr>
<td>Northeastern Mechanical Services</td>
<td>$67,200</td>
</tr>
<tr>
<td>Family Danz</td>
<td>$59,600</td>
</tr>
</tbody>
</table>

R. McMahon said this is the oldest roof-top unit and will be replaced by a Trane unit; Trane is on state contract. Family Danz was the lowest bidder and has done great work for the City Center in the past.

Motion to accept the proposal by Family Danz in the amount of $59,600 to replace the RTU-6 unit made by R. Ratcliff, and seconded by R. Goldsmith; unanimously approved.

Award 2018/2019 Plowing and Snow Removal

<table>
<thead>
<tr>
<th>Company</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter Gailor</td>
<td>Only submittal</td>
</tr>
<tr>
<td>Cleveland Brothers</td>
<td>Declined to Bid</td>
</tr>
<tr>
<td>King Enterprises</td>
<td>No Showed the bid</td>
</tr>
</tbody>
</table>

R. McMahon advised that Peter F. Gailor Landscaping & Excavating, Inc. was the only bidder. King enterprises said they were bidding but never submitted a proposal. The proposal was $90 per call for plowing the City Center parking lot, loading dock and driveway curb cut, $100 per call to salt the parking lot and loading dock.

Motion to accept the proposal as presented by Peter Gailor for Plowing and Snow Removal for the 2018/2019 season made by R. Ratcliff, and seconded by D. Rogers-Bullis; unanimously approved.
2018 and 2019 Sales

R. McMahon presented the 2018 and 2019 sales reports for review. He said that 2018 has 282 booked days, and 202 events; the goal of 280 days has been met. He advised that the 6.25 tentative events are not in jeopardy, we are waiting for the finalization of the contracts. R. McMahon reported that so far for 2019, there are 260 booked days, 117 events which is ahead of where we were last year at this time. We are in good shape and the years of 2020 and 2021 are right on track also.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

Motion to adjourn came at 8:52 a.m. made by S. Sullivan and seconded by R. Goldsmith; unanimously approved.

Chairman T. Roohan adjourned the meeting at 8:52 a.m.

The next regular Authority meeting will be held at the City Center on Wednesday, November 14, 2018 at 8 a.m.
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 – All items previously distributed
   A. Approval of Minutes: October 10, 2018

III. CHAIRMAN'S REPORT
   A. Financial Report
      b. October 2018 Investment Report
   B. December Meeting
      a. Wed. Dec. 12th
      b. TBD catering

IV. PRESIDENT'S REPORT
   A. 2018-2019 Sales Up-date
   B. Approve David Harper invoice to be paid from construction budget
   C. Approval of CDPHP Platinum 121 EPO health plan - +7% over last year. Other comparable options would increase co-payments.
   D. Approve BST Accounting as auditing agency for parking structure feasibility study.
   E. Notification of budget transfer for 30% drawings ($235,600) along with additional funds for BST.
   F. Meeting Dates-December 13th, 2017, January 10th, 2018, February 13th 2019

V. OTHER BUSINESS

VI. ADJOURNMENT
CALL TO ORDER

The meeting was called to order at 8:02 a.m. by Chairman T. Roohan.

PUBLIC COMMENT PERIOD

No one spoke

EXECUTIVE SESSION

Chairman Roohan asked for a motion to go into Executive Session to discuss matters involving litigation.

Motion to adjourn to Executive Session made at 8:02 a.m. by S. Sullivan, and seconded by S. Wiggins; unanimously approved.

Motion to adjourn Executive Session and reconvene the regular Authority meeting made at 8:35 a.m. by R. Goldsmith and seconded by S. Sullivan; unanimously approved.

Chairman T. Roohan reconvened the meeting at 8:35 a.m. M. Jones left the meeting.

CONSENT AGENDA

Minutes

Chairman T. Roohan asked for a motion to approve the minutes of the October 10, 2018 meeting.

Motion to approve the October 10, 2018 Authority minutes as amended, made by S. Sullivan, and seconded by R. Goldsmith; unanimously approved.

CHAIRMAN’S REPORT

Financial Report

October 2018 Financial Report

R. McMahon reported that the City Center has met or exceeded income goals for this year. At the end of October, income was at 94% of the amount budgeted for the year. Although November and December are not the strongest months, they are good, so income goals will definitely be exceeded. He announced that City Hall rentals now have their own line in the income summary. R. McMahon said
expenses are under the amount budgeted because the big expenses are not in yet. For example, Family Danz is working on the heating unit replacement. T. Roohan mentioned that one of the canopy lights are out, explaining that the lead time on architectural lighting is extensive. R. McMahon stated that they were working on a permanent solution for those lights. He continued the financial report, affirming that none of the accounts receivable are in jeopardy; and there is nothing unusual in the list of checks over $500. He advised that in the Monthly Comparison Report for October, fifteen of the 26 conferences held in October were City Hall meetings/events.

October 2018 Investment Report

A report of the Account Balances as of October 31, 2018 was previously distributed to the Board. R. McMahon explained that the balance has increased because the third quarter Room tax payment has been received. The grand total as of October 31, 2018 is $7,458,761.63.

December Meeting

Wednesday, December 12
R. McMahon announced that the Authority meeting on December 12 will be a breakfast meeting. He is going to invite the City Center staff to the breakfast, and invitations will also be extended to past members of the City Center Authority.

TBD Catering
R. McMahon said he is exploring several options for a caterer for the event.

PRESIDENT’S REPORT

2018 and 2019 Sales Update

R. McMahon presented the 2018 and 2019 sales reports for review. He reported that rentals are up and the goal for 2019 is 285 to 290 booked days. So far there are 131 events and 275.5 booked days for 2019.

Approve David Harper invoice to be paid from construction budget

R. McMahon asked for a motion to approve an invoice from the City Center Authority Attorney, David Harper in the amount of $1,470 for work on the Parking Structure project. The money will come from the construction budget.

Motion to approve payment of the invoice from Attorney David Harper in the amount of $1,470 made by S. Sullivan and seconded by S. Wiggins; unanimously approved.

Approval of CDPHP Platinum 121 EPO health plan

R. McMahon advised that the costs for the CDPHP Platinum 121 EPO Health Plan comes in at 7% over last year with all of the plans offerings remaining the same, where other comparable options would increase co-payments which is not an option given the modest salaries of City Center employees. R. McMahon said the 7% increase is acceptable since he budgeted for an 8% increase.

Motion to approve the CDPHP Platinum 121 EPO Health Plan at a 7% increase in cost over last year made by R. Ratcliff and seconded by D. Rogers-Bullis; unanimously approved.
Approve BST Accounting as auditing agency for parking structure feasibility study

R. McMahon explained that BST has also done auditing work for the City. Their proposal for consultant work related to the parking structure project was distributed with the agenda. He would like to limit the cost to not exceed $25k.

Motion to accept the proposal by BST Accounting Agency of Albany, NY as presented for an amount not to exceed $25k made by R. Goldsmith and seconded by S. Sullivan; unanimously approved.

Notification of budget transfer for 30% drawings ($235,600) along with additional funds for BST

R. McMahon notified the Authority that he has completed a budget transfer for 30% drawings of $235,600 along with additional funds for BST. Authority approval is not required but he wanted to keep them informed.

R. McMahon commented that a change in the size of the parking structure would not have an impact on most of the projected numbers.

Meeting Dates

R. McMahon announced the next three Authority meeting dates as Wednesday December 12, 2018; Wednesday January 9, 2019 and Wednesday, February 13, 2019. Each meeting will be held at 8:00 a.m.

OTHER BUSINESS

R. Goldsmith expressed thanks and appreciation to Mayor Kelly for her support on the parking structure project.

T. Roohan suggested that the new City Center website be presented at the December breakfast meeting.

T. Roohan reminded R. McMahon about the need to create a City Center email address for Authority members. R. McMahon said he would be in touch with the City Center’s IT manager.

ADJOURNMENT

Motion to adjourn came at 9:00 a.m. made by R. Goldsmith and seconded by S. Sullivan; unanimously approved.

Chairman T. Roohan adjourned the meeting at 9:00 a.m.

The next Authority meeting will be a breakfast meeting at the City Center on Wednesday, December 12, 2018 at 8 a.m.
I. WELCOME AND HOLIDAY GREETINGS- J. Thomas Roohan

A. Welcome City Council, County Representatives, Other Guests

II. CONSENT AGENDA

A. Approval of Minutes: November 14, 2018 – previously distributed
B. Approval of November 2018 Financial Report – previously distributed

III. EXECUTIVE DIRECTOR’S REPORT

A. 2018 Year End Summery – R. McMahon
   1. Flat Rock Park Development / SSCC Parking
   2. Future Projects


C. Approval of TRANE for HVAC service contract under state contract pricing for 2019 - $27,193

D. Sales Presentation
   1. 2018 Sales Summary – S. Baker, Director of Sales
   2. 2019 Projected Sales - S. Baker, Director of Sales
   3. Website Presentation
   3. Reveal Arts Fair Feedback - Jacqueline Grande

IV. CHAIRMAN’S REPORT

A. Closing Comments- J. Thomas Roohan

V. ADJOURNMENT

Next Authority Meeting- Wednesday January 9, 2019, 8am

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

Absent: R. Higgins  

Also Present: R. McMahon  D. Murphy Duell  
D. Harper  D. Leggieri  
N. Wagner  S. King  
N. Current  T. Gonzalez  
G. Gorton  M. Furman  
L. Rowland  R. Vickery  
R. Nelson`  K. DeLaney  
J. Vickery  J. Brennan  
K. DenBesten  L. Page  
Mayor M. Kelly  L. Shields  
Commissioner Madigan  M. Sharp  
Commissioner Martin  J. Dailey  

WELCOME AND HOLIDAY GREETINGS  

At 8:30 a.m. Chairman T. Roohan called the meeting to order. He welcomed Authority Members, members of City and County government, and City Center staff and thanked everyone for coming.  

CONSENT AGENDA  

Minutes  

Chairman T. Roohan asked for a motion to approve the minutes of the November 14, 2018 meeting.  

Motion to approve the November 14, 2018 Authority minutes, made by S. Sullivan, and seconded by L. Ratcliff; unanimously approved.  

Financial Report  

The November 2018 Financial report was previously distributed to the Authority.  

EXECUTIVE DIRECTOR’S REPORT  

2018 Year-end Summary  

R. McMahon announced that Longfellows catered this breakfast meeting. He thanked them for the wonderful food, particularly the made to order omelets. He explained that it is important for the Authority and the City Council and City staff to know who works at the City Center. He welcomed the
entire full time City Center staff as the folks who make the City Center successful and each staff member introduced themselves with their job title. R. McMahon credited the staff as the reason that this year the City Center had 78% repeat business, the highest in the past ten years and 2018 has been the busiest year since the 30th anniversary year. He acknowledged his hardworking staff, noting that N. Current and T. Gonzalez have each been at the City Center over thirty years and that continuity and familiarity is important to clients and is the primary reason for the high rate of repeat business which is unusual for this industry.

Flat Rock Park Development/SSCC Parking

R. McMahon thanked Mayor Kelly and City Council for their leadership and support for the parking structure project.

Financial Report

R. McMahon introduced the City Center CFO Donna Murphy Duell who diligently tracks the finances of the City Center.

D. Duell welcomed everyone to annual Authority Breakfast. She stated that this year the overall revenues have increased 11% over last year’s numbers and although increased business from City Hall is partially responsible, R. McMahon’s new calculation of room rates and additional charges have proven to be effective in keeping the City Center budget current with the economy. This even balance is also reflected in expenses. Maintaining a 35 year-old building has its challenges and leads to large projects such as the repair and replacement of HVAC units. Improvements are also important, such as the current project of converting the under-utilized concession area in the lobby into an information center. Despite these necessary projects, expenses have only increased 4% over last year. The effort to stay within budget is noted in the PR project to completely create and launch a new City Center website which finished under the budgeted amount of $60k budget yet still includes professional photos and a 3D virtual video tour.

Approval of TRANE for 2019 HVAC service contract under state contract pricing

R. McMahon explained that the cost of the HVAC service agreement with TRANE for 2019 is $27,193 and although it is State contract pricing, approval of the Authority is required.

Motion to approve the 2019 HVAC service agreement with TRANE in the amount of $27,193 made by T. Roohan, and seconded by S. Wiggins; unanimously approved.

Sales Presentation

R. McMahon and D. Duell introduced Lauren Rowland, Sales Manager to report on City Center Sales and present the new City Center website. L. Rowland reported that in 2018 there were 21,416 convention guests and 155,690 day guests at the City Center, an increase of 10,480 over 2017. It was noted that there were 289.75 days booked and 205 events in 2018, and so far for 2019 there are 286 days booked for 137 events. She advised that in addition to the new website, an important project that the sales team worked on this year was the City Center banner project. The banners showcase this wonderful community and highlight community attractions in Saratoga Springs and Saratoga County and there is a revenue component since banner locations are also rented to clients who can use them for logistic help, or to highlight venues. With Sales Manager R. Vickery operating the projector, the new City Center website was featured. L. Rowland explained that the site includes many tools for event managers, attendees, exhibitors, and event planners. There are floor plans, a list of caterers, the event list,
information on downtown Saratoga Springs and nearby venues, square footage, space utilization and the calendar six months out. The calendar lists some events as private, so the blocking of the space is indicated without revealing information on that particular event. There are also profiles and pictures of the entire City Center staff, so clients know exactly who they are working with and through the descriptions, it is easy to determine that many of the staff have been here a long time and this assures consistency and knowledge. So far, large conference leads have come directly to the sales staff through this website. Another important aspect of the website is the virtual tour which was exhibited to the Breakfast guests. L. Rowland summarized that this has been an exciting year in sales. One of the highlights has been signature new events such as the Reveal Art Fair held July 29 through August 9 at the City Center. She introduced the manager of that event, Jackie Grande to speak on the experience of running this event here for the first time.

Jackie Grande said this is a great facility to host a first time international contemporary art fair, especially in Saratoga Springs. The goal was to host 30 art galleries from around the world which required space for 225 artists to display their work. She also required a space to hold tutorials such as sessions on insurance and everything needed was here. She said that Ryan’s and Susan’s combined event experience helped with set up and the City Center partnered with them to help make this first event successful and it was exceptional. All eyes of the international contemporary art field were upon us because a boutique art fair in upstate New York is very unusual since it is an event more often held in a large city. People talked about it being a perfect event because exhibitor’s needs were a priority and were always met. J. Grande said that the Reveal Art Fair will be held at the City Center in 2019 in July. This positive reaction has drawn more interest. She said that one of the sponsors, Merrill Lynch will be returning next year also. She said that as a Saratogian, she appreciates this facility and we are fortunate to have such a wonderful venue in the heart of our downtown district. She announced that next year’s art fair dates are July 14 through July 21 and she is looking forward to working with everyone next year.

CHAIRMAN’S REPORT

Closing Comments

T. Roohan thanked everyone for coming. He thanked the City Center staff for attending; it was a great idea to invite them, they work hard every day. He thanked the Authority members for their efforts and interest, particularly R. Goldsmith who has perfect attendance at the Flat Rock Park meetings. He thanked the City Hall staff because the Authority and City Center staff depend on that team regarding bill paying, insurance, finance, payroll processing and the parking project. There have been some great years at the City Center, but nothing can be taken for granted because there is lots of competition in this area. T. Roohan said the Authority appreciates everyone’s support of the City Center venue and the projects. Particularly the City Council regarding the parking project. He thanked Matt Jones, Mike Ingersoll, and Dave Harper for their work and feedback on the Flat Rock Project noting that what the Authority may think is important may not be on their priority list, but they take their time and make sure things are done right. He said we are working together well, and hopefully next year is as successful and productive as this year.

ADJOURNMENT

Seeing that there was no further business, T. Roohan adjourned the meeting at 9:17 a.m.

The next Authority meeting will be held on Wednesday, January 9, 2019 at the City Center at 8 a.m.