

Saratoga Springs City Center
Authority Meeting
Wednesday, January 9, 2019
8:00 am
City Center

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

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

- II. **Consent Agenda**
 - A. **Minutes:** December 12, 2018 Authority Meeting
 - B. **December 2018 Financial Statement**

- III. **Public Comment Period:**

Individuals will be called on in the order of the sign-in sheet. The Public Comment Period is for statements, presentations and comments. It is not a debate. The Authority Members will not respond to or answer questions. Presenters are asked to be brief and direct with their comments; 2 Minutes

- IV. **Financial Report:**
 - A. December 2018 Statement
 - 1) 2018 Year-End Projection- Discussion
 - B. Investment Accounts 12/31/18

- V. **Chairman’s Report:**
 - B. **Future Meeting Dates**
 - Wednesday, February 13th
 - Wednesday, March 13th –Annual Meeting
 - Wednesday, April 10th

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

- VII. **Executive Session**-Personnel matter and Legal Counsel

- VIII. **Adjournment**

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

Saratoga Springs City Center
AUTHORITY MEETING

8:00 am

522 Broadway

January 9, 2019

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

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

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

Meeting Called to Order

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

Public Comment Period

None

Financial Report

December 2018 statement

2018 Year-end Projection- Discussion

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

Investment Accounts 12/31/2018

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

Consent Agenda

Approval of Minutes of December 12, 2018 Authority Meeting

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

Approval of December 2018 Financial Statement

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

Chairman's Report

Future Meeting Dates

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

Wednesday, February 13th

Wednesday, March 13th- Annual Meeting

Wednesday, April 10th

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

Presidents Report

Sales Report 2018 and 2019

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

Code of Ethics/Financial Disclosure Statement

- a. Please return by February 21, 2019

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

Approval of David Harper Invoices

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

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

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

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

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

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

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

Upcoming Projects

- a. Exterior sign Lighting

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

b. Interior Stair and Lobby Lighting

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

c. Carpet – Lobby, M1 and M2

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

City Flat Rock Project update

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

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

Other Business

Travel app

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

City Center Authority Email addresses

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

Air B&B

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

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

Executive Session – Personnel matter

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

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

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

Adjournment

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

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

Saratoga Springs City Center Authority Meeting Agenda

Wednesday, February 13, 2019

Time: 8:00 a.m.

Location: City Center

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

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

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

II. **Public Comment Period**

Individuals will be called on in the order of the sign-in sheet. The public Comment Period is for statements, presentations and comments. It is not a debate. The Authority Members will not respond to or answer questions. Presenters are asked to be brief and direct with their comments. 2 Minutes

III. **Consent Agenda**

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

IV. **Chairman's Report:**

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

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

A. Sales Comparison to same point last year.

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

B. Sales Report

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

Saratoga Springs City Center Authority Meeting Agenda

VI. Executive Session:

VII. Adjournment

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

Saratoga Springs City Center

AUTHORITY MEETING

8:00 am

522 Broadway

February 13, 2019

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

Absent: T. Roohan
S. Wiggins

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

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

PUBLIC COMMENT PERIOD

None

CONSENT AGENDA

Minutes

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

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

January 2019 Financial Statement

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

Investment Accounts January 2019

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

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

CHAIRMAN'S REPORT

Update on Flat Rock Project and next steps

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

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

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

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

Motion to

- I. Empower the City Center Executive Director to function on behalf of the Saratoga Springs City Center Authority in committing funds (up to \$10,000), negotiate agreements and taking necessary corrective action to deal with emergency situations;**
 - II. Further the City Center Executive Director/President is empowered to negotiate contracts, sign agreements and act on behalf of the City Center Authority in the operation and management of the Saratoga Springs City Center. Additionally, the City Center Executive Director/President is designated as the “Chief Executive Officer” (CEO) and “Authority Contracting Officer” and**
 - III. Be it resolved that the City Center Authority Executive Director is the authorized decision maker, acting on behalf of the City Center Authority, in regard to City Center Capital Projects and Facility Upgrades,**
- made by R. Goldsmith, and seconded by R. Ratcliff; unanimously approved.**

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

Resolution to Empower Chief Financial Officer and Records Management Officer

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

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

EXECUTIVE DIRECTOR’S REPORT

Sales Comparison to same point as previous years

The following chart compares February booking numbers 2015-2020.

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

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

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

Sales Report

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

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

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

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

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

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

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

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

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

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

Building, Liability Insurance Renewal

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

EXECUTIVE SESSION

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

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

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

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

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

ADJOURNMENT

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

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

Saratoga Springs City Center Authority Meeting Agenda

Wednesday, March 13, 2019

Time: 8:00 a.m.

Location: City Center

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

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

II. **Public Comment Period**

Individuals will be called on in the order of the sign-in sheet. The public Comment Period is for statements, presentations and comments. It is not a debate. The Authority Members will not respond to or answer questions. Presenters are asked to be brief and direct with their comments. 2 Minutes

III. **Consent Agenda**

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

B. **February 2019 Financial Statement**

C. **Investment Accounts February 2019**

IV. **Chairman's Report:**

A. Flat Rock Development Update

a. Updated Renderings

b. Parking Control Update

c. Bond Council Update

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

d. Lease / Financing Update

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

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

A. 2018 Annual Report

B. 2019 and 2020 Sales Report

C. Approval of Creighton Manning Invoice - \$1950.00

a. Review of previous traffic study

b. Update of trip generation letter

D. Discussion revisions to standard rental agreement

E. Review short term rental marking meeting with county

VI. **Executive Session:** If needed

VII. **Adjournment**

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

Saratoga Springs City Center

AUTHORITY MEETING

8:00 am

522 Broadway

March 13, 2018

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

Absent: No one

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

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

PUBLIC COMMENT PERIOD

No one spoke

CONSENT AGENDA

Minutes

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

February 2019 Financial Statement

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

Investment Accounts February 2019

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

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

CHAIRMAN'S REPORT

Flat Rock Development Update

a. Updated Renderings

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

b. Parking Control Update

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

c. Bond Council Update

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

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

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

d. Lease/Financing Update

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

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

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

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

EXECUTIVE DIRECTOR'S REPORT

2018 Annual Report

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

2019 and 2020 Sales Report

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

Approval of Creighton Manning Invoice - \$1,950.00

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

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

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

Discussion revisions to standard rental agreement

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

Review short term rental marking meeting with County

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

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

EXECUTIVE SESSION: None

ADJOURNMENT

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

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

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

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

Saratoga Springs City Center Authority Meeting Agenda

Wednesday, April 10, 2019

Time: 8:00 a.m.

Location: City Center

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

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

II. **Public Comment Period**

Individuals will be called on in the order of the sign-in sheet. The public Comment Period is for statements, presentations and comments. It is not a debate. The Authority Members will not respond to or answer questions. Presenters are asked to be brief and direct with their comments. 2 Minutes

III. **Consent Agenda**

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

IV. **Chairman's Report:**

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

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

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

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

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

VII. **Adjournment**

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

Saratoga Springs City Center
AUTHORITY MEETING

8:00 am
522 Broadway
April 10, 2019

Present: R. Goldsmith S. Sullivan
R. Ratcliff S. Wiggins (8:40 am)
D. Rogers-Bullis
T. Roohan

Absent: R. Higgins

Also Present: R. McMahon D. Leggieri
D. Harper J. Carminucci
N. Wagner Tom Owen (8:33 am)

The meeting was called to order at 8:04 am by Chairman T. Roohan.

PUBLIC COMMENT PERIOD

No one spoke

CONSENT AGENDA

Minutes

Minutes of the March 13, 2019 Authority meeting were previously distributed to the Board. The heading will be adjusted to show 2019 instead of 2018.

March 2019 Financial Statement

R. McMahon reported that total accounts receivable through March is at 36% of the budgeted 2019 income, an increase of 5% over this time last year. Total operating income for the first quarter of 2019 is up 16.3% over the first quarter of 2018. Expenses so far are at 31%, an increase of over 7% from 2018 because at the request of the City's Purchasing office, purchase orders are being cut up front for recurring expenses for the year. Expenses for the first quarter of 2019 are up 8% over those in the first quarter of 2018. He advised that there is nothing to worry about and regarding the list of Accounts Receivables, nothing is in jeopardy and all of the checks over \$500 are standard. Regarding monthly comparisons there were 3343 lodged guests for March 2019, an increase of 494 over March 2018 and the number of day guests in March 2019 increased by 11,828. R. McMahon stressed that the numbers resulting from the use of the City Center for City Hall meetings and events are not included in the comparisons of the sales reports; they are kept in a separate category to avoid skewing or unrealistically inflating the year's numbers. He said events are bringing in more guests. For example, attendance to the Woodworkers gate show increased substantially because they used an on-line ticketing program.

Investment Accounts March 2019

R. McMahon advised that there are just shy of \$7m in assets. He noted that some money has come in from the Fair Gaming Coalition but otherwise there has not been any significant change from last month. T. Roohan asked for a motion to accept the consent agenda as presented.

Motion to accept the consent agenda reports as presented made by S. Sullivan and seconded by D. Rogers-Bullis; unanimously approved.

CHAIRMAN'S REPORT

Discussion and Vote: Resolution to extend current ten-year fixed rate on bond

a. James Carminucci

James Carminucci, Lemery Greisler LLC, Special Counsel presented the following resolution for adoption by the City Center Authority:

Resolution Authorizing the Execution and Delivery of Amendments to Financing Documents Relating to Parking Facility Project:

WHEREAS, by resolutions previously adopted the Saratoga Springs City Center Authority (the "Authority") has resolved to move forward with the development and construction of a parking structure to include surface parking (the "Facility") on lands currently owned by the City of Saratoga Springs (the "City") and located to the northwest of High Rock Avenue and southeast of Maple Avenue consisting of approximately 1.62 acres of land and constituting a portion of tax map parcel #165.52-1-45 (the "Facility Site"); and

WHEREAS, pursuant to a resolution adopted by the members of the board of directors of the Authority on July 16, 2015 (the "Bond Resolution"), the Authority resolved to issue its \$7,500,000 Parking Garage Revenue Bond, Series 2017 (the "Bond") to fund construction of the Facility; and

WHEREAS, the Bond was issued and sold pursuant to a certain bond purchase and building loan agreement dated as of January 1, 2017 (the "Bond Purchase Agreement") by and between the Authority and The Adirondack Trust Company, as purchaser of the Bond (the "Holder"); and

WHEREAS, due to delays associated with the development of the Facility, it has become necessary for the Authority to enter into a first amendment to bond purchase and building loan agreement (the "First Amendment") for the purpose of (i) extending the "interest only" period under the Bond to no later than July 1, 2020 and (ii) extending the date by which the Authority needs to be able to demonstrate that it has commenced construction of the Facility and has contributed equity of not less than \$4,500,000 towards development of the Facility to no later than July 1, 2020; and

WHEREAS, the members of the Authority having concluded that it is in the best interest of the Authority and in furtherance of the public purposes of the Authority to enter into the first Amendment, am allonge to the Bond and a related tax certificate (collectively, the "Documents");

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE SARATOGA SPRINGS CITY CENTER AUTHORITY AS FOLLOWS:

SECTION 1. The form and substance of each of the documents is hereby approved.

SECTION 2. (a) Each of the Chairman and the Executive Director of the Authority are hereby authorized, on behalf of the Authority, to execute and deliver the Documents, all in substantially the forms presented to this meeting.

SECTION 3. The members, officers, employees and agents of the Authority are hereby authorized and directed for and in the name and on behalf of the Authority to do all acts and things required or provided for by the provisions of the Documents, and to execute and deliver all such additional certificates, instruments and documents to pay all such fees, charges and expenses and to do all such further acts and things as may be necessary or, in the opinion of the member, officer, employee or agent acting, desirable and proper to effect the purposes of the foregoing resolution and to cause compliance by the Authority with all of the terms, covenants and provisions of the Documents binding upon the Authority.

SECTION 4. This Resolution shall take effect immediately.

James Carminucci explained that signing the presented documents pushes back the dates to provide time to continue with the project and keep the interest rate alive. The Authority is responsible to pay interest only until July 2020 which is what the bank wanted to do. We may have to extend that date; we are in arrears because we hit the sunset date, so the presented resolution rectifies this situation. James Carminucci clarified “am allonge” is a technical term meaning modification to the bond. He explained that the interest rates would be higher if we were to start this process over now. R. McMahon advised that if borrowing had to be increased, our contacts from The Adirondack Trust Company indicated that the same rate of 3.73 would apply.

Motion to adopt the resolution as presented made by R. Goldsmith and seconded by D. Rogers Bullis.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call which resulted as follows:

J. Thomas Roohan	Voting Aye
Roger Goldsmith	Voting Aye
Rosemary Ratcliff	Voting Aye
Dorothy Rogers-Bullis	Voting aye
Stephen Sullivan	Voting aye

Ayes: all. The foregoing Resolution was thereupon declared duly adopted.

EXECUTIVE DIRECTOR’S REPORT

Sales Report

R. McMahon presented the 2019 and 2020 sales reports for review stating that for 2019, there are 291 booked days and 154 events a significant increase over last year at this time. The goal of the sales team is to get to 300 booked days. There are 300 booked days and 113 events scheduled for 2020. Having 300 booked days this far out is a first for the City Center. R. McMahon said that the NYS Bureau of EMS are coming back in 2020 and it was a new event last year that resulted in 500 room nights City-wide. There are three large City-wide events coming in 2020; everyone is working together to bring more city-wide events. R. McMahon said his sales team is always pushing the ceiling. R. Goldsmith asked if it is possible to designate the number of lodged guests on the sales reports. Since a major point is to bring in lodged guests, it would be helpful if the numbers could be available at a glance. R. McMahon said there are very few shows that do not create overnights; it is hard to differentiate the numbers so it would most likely be a “best guess” scenario. He will discuss it with the sales team.

IAVM Venue Connect

R. McMahon reminded the Authority that last year, instead of attending himself, he sent two staff members to IAVM Venue Connect. This year the event will be held in Chicago this July and he plans to attend.

Discussion on Planning Board Comments from their 4/4 meeting

Distributed with the agenda was a memorandum from Matthew J. Jones, attorney for the CCA for the Parking Structure project, summarizing the discussion and recommendations of the Planning Board. The City and the Authority are waiting for the final document to be created by the Planning board and DRC.

T. Roohan explained that the Planning Board feels there will be a lower demand for parking in the future, so they want the building to be able to be re-purposed by the use of flat levels and they want to be able to use part of the structure for civic activities and the Farmers Market.

Tom Owen of Bette Cring said that the green space is being increased which means that more of the water that hits the site will go to groundwater. He explained that the lights on the parking structure will be LED. T. Roohan said that they are planning on the building permit process being completed by June. R. McMahon said this is the City's project.

S. Wiggins arrived at 8:40 am.

EXECUTIVE SESSION:

R. McMahon explained that this Executive Session is for the discussion of the contract for the development of Flat Rock project as requested by the City Council.

Motion to enter into Executive session made by S. Sullivan at 8:41 am, and seconded by D. Rogers-Bullis.

Authority members adjourned to Executive Session at 8:41 am.

ADJOURNMENT

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

Motion to adjourn came at am by and seconded by; unanimously approved.

T. Roohan adjourned the meeting at am.

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

Saratoga Springs City Center Authority Meeting Agenda

Wednesday, May 08, 2019

Time: 8:00 a.m.

Location: City Center

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

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

II. **Public Comment Period**

Individuals will be called on in the order of the sign-in sheet. The public Comment Period is for statements, presentations and comments. It is not a debate. The Authority Members will not respond to or answer questions. Presenters are asked to be brief and direct with their comments. 2 Minutes

III. **Consent Agenda**

A. **Minutes:** April 10, 2019

B. **April 2019 Financial Statement**

C. **Investment Accounts April 2019**

IV. **Chairman's Report:**

A. Future Meeting Dates

B. Update of Flat Rock Project

a. Cash flow review

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

A. Sales Report

B. Review and award Loading Dock Refurbishment contract

VI. **Executive Session:**

A. Contract matters relating to Flat Rock Development.

VII. **Adjournment**

Next Authority Meeting: Wednesday, June 12, 2019, 8:00 a.m.

Saratoga Springs City Center
AUTHORITY MEETING

8:00 am
522 Broadway
May 08, 2019

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

Absent: No one

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

The meeting was called to order at 8:01 am by Chairman T. Roohan.

PUBLIC COMMENT PERIOD

No one spoke

CONSENT AGENDA

Minutes

Minutes of the April 10, 2019 Authority meeting were previously distributed to the Board. R. McMahon advised that the minutes will be amended to show the motions to adjourn executive session and the meeting.

April 2019 Financial Statement

R. McMahon reported that total accounts receivable through April is at 44.9% of the budgeted 2019 income, and last year at this time they were at 37.5%. The City Center is doing well this year which is significant considering that 2018 was a record-breaking year. Expenses so far are at 39.4%, an increase of over 7.4% from 2018 mostly due to the creation of purchase orders up front rather than when things come up. He said that nothing is in jeopardy regarding accounts receivables. Late fees have been instituted which has reduced the amount of lingering accounts receivables. There is nothing unusual in the list of issued checks over \$500. Referring to Monthly comparisons, there was an increase in conferences and total events over last year and it was noted that rent and catering revenues were substantially increased and gross income for April was \$118,588, a significant increase over \$92,249 for April 2018.

Investment Accounts April 2019

R. McMahon advised that the grand total of the Investment Account is \$6,940,655.60 and of that, \$330k is encumbered. The first quarter of hotel occupancy tax in the amount of \$150k has been received; a decrease of \$5k from the 2018 first quarter. He explained that the first quarter of the "bed tax" is always the lowest quarter.

T. Roohan asked for a motion to accept the consent agenda as presented.

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

CHAIRMAN'S REPORT

Future Meeting Dates

T. Roohan announced that the next meeting is scheduled for Wednesday, June 12. R. McMahon said that there may have to be an additional meeting held if a contract is finalized with Bette & Cring.

Update of Flat Rock Project

T. Roohan said that a meeting was held with the Mayor and her legal team and it was agreed that the Mayor and her team would devise a letter to the City Center and bring it before the City Council as assurance of the City's approval of the continuation of the initial design proposal for the municipal parking structure phase one. He said that the City Council unanimously authorized the Mayor to sign the correspondence to the City Center at their May 7th City Council meeting. T. Roohan explained that the Phase One design concepts have been presented to the Planning Board and the construction committee is continuing to formalize a contract. He advised that going forward, it is understood that the City and Planning Board and the Design Review Commission (DRC) may offer further suggestions and input on the design. R. McMahon stated that there has been no official feedback from the DRC or the Planning Board at this time. Mayor Kelly said that the City is moving forward. She advised that Commissioner Scirocco wants to meet about the construction site, specifically the coordination and organization of the trucks and equipment, the logistics of the project, since the City Hall construction will be occurring at the same time. She said that the City Hall project will begin soon, and the City is currently going through the presentation and approval process with the DRC. R. McMahon informed the Authority that he has been in discussions with the City Attorney about the lease and he will elaborate on those discussions in Executive Session.

Cash Flow Review

R. McMahon said that the cash flow projections were presented to the Adirondack Trust Company and they felt that the projections make sense. The calculations are based on the 2015 report and study by Carl Walker. The bank is reviewing the cash flow handout to be sure that the formulas are correct. He explained that the projections include parking revenue to be \$672K, expenses \$430K, debt service, \$711K. The figures are based on the average of total occupancy tax since 2015 of \$1.2m. It will be a 30 year loan. This seems very doable and the bank is happy with what has been presented.

EXECUTIVE SESSION:

R. McMahon asked to move to Executive Session to discuss contract matters relating to Flat Rock development.

Motion to enter into Executive session made at 8:16 am by R. Goldsmith, and seconded by S. Sullivan, unanimously approved.

Authority members adjourned to Executive Session at 8:16 am Seeing that there was nothing more to discuss T. Roohan looked for a motion to adjourn Executive Session and reconvene the meeting.

Motion to adjourn Executive Session and reconvene the regular Authority meeting made at 8:42 am by S. Sullivan and seconded by R. Ratcliff; unanimously approved.

T. Roohan reconvened the regular Authority meeting at 8:42 am

EXECUTIVE DIRECTOR'S REPORT

Sales Report

R. McMahon presented the 2019 and 2020 sales reports for review stating that for 2019, there are 295 booked days and 157 events, a significant increase over last year at this time, and he is confident that they will get over 300 booked days this year. He announced that several large events have been scheduled including the CSEA that has been going to Lake Placid for the last 20 years, the Public Employees Federation, (PEF) and the NYS Bureau of EMS that restructured their conference to fit with Saratoga Springs. These events typically bring in many lodged guests. D. Leggieri said the goal is to ensure the success of these large group conferences so they will continue to return to Saratoga Springs. R. McMahon said that our organizations are working well together to bring in these big events.

He reported that for 2020, they gained two more events but lost a few days, so currently there are 296 booked days and 115 events; so far, 2020 is a very strong year.

Mayor Kelly informed the Authority that the City Council has recently approved several changes to the City's parking ordinance reducing the time allowed for continuous parking. She advised that it is important to manage parking and the many lots and sections of street parking that allowed 48 hours of continuous parking have been a major problem and her goal is to reduce all of these to 12 hours or less. It is a work in progress. She said that eventually there should be a Parking Manager on staff to manage garage parking because control is essential to revenue and the revenue is necessary.

Review and award Loading Dock Refurbishment contract

R. McMahon said that M. Ingersoll has helped with the drawings and a multi-part RFP for repair and renovation of the loading docks was sent out over one month ago. The first part was for the City Center loading dock and the second part was the Hilton Hotel's section. There was only one actual response because some of the vendors could not align their time frame with that of the City Center. The response received was from Galusha & sons, LLC of Queensbury. The amount quoted for the City Center section (A) is \$62,200.00. It was noted that the amount quoted for the Hilton Loading dock (B) is \$22,500 and R. McMahon stated that the Hilton is committed to their piece of the project. He said that Galusha & Sons have worked with Bonacio on local projects. R. McMahon worked with M. Ingersoll to send the RFP directly to companies that would follow the specifications.

Motion to accept the proposal as presented and approve awarding the bid for Loading Dock Reconstruction of the City Center's dock (A) and the Hilton's dock (B) to Galusha & Sons, LLC of Queensbury, NY in the amount of \$63,200 for the City Center's Loading Dock (A) made by R. Higgins and seconded by D. Rogers-Bullis; unanimously approved.

T. Roohan asked about the supervision of the project. R. McMahon said that he, along with S. King and M. Ingersoll will monitor the project. He advised that both loading docks will be done at the same time, but the raised slab holding the Hilton dumpster and the City Center's ramp are not included in the project. He also explained that change orders over \$1500 require Authority approval.

ADJOURNMENT

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

Motion to adjourn came at 8:56 am by R. Goldsmith and seconded by R. Ratcliff; unanimously approved.

T. Roohan adjourned the meeting at 8:56 am.

The next Authority meeting will be held at the City Center on Wednesday, June 12, 2019 at 8 am.

Saratoga Springs City Center Authority Meeting Agenda

Wednesday, June 12, 2019

Time: 8:00 a.m.

Location: City Center

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

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

II. **Public Comment Period**

Individuals will be called on in the order of the sign-in sheet. The public Comment Period is for statements, presentations and comments. It is not a debate. The Authority Members will not respond to or answer questions. Presenters are asked to be brief and direct with their comments. 2 Minutes

III. **Consent Agenda**

A. Minutes: May 8, 2019

B. May 2019 Financial Statement

C. Investment Accounts May 2019

IV. **Chairman's Report:**

A. Future Meeting Dates

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

A. Sales Report

B.

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

VII. **Adjournment**

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

Saratoga Springs City Center Authority Meeting Agenda

~~Wednesday, July 10, 2019~~
Rescheduled to Wednesday, July 17, 2019

Time: 8:00 a.m.

Location: City Center

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

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

II. **Public Comment Period**

Individuals will be called on in the order of the sign-in sheet. The public Comment Period is for statements, presentations and comments. It is not a debate. The Authority Members will not respond to or answer questions. Presenters are asked to be brief and direct with their comments. 2 Minutes

III. **Consent Agenda**

- A. Minutes: May 15, 2019
- B. June 2019 Financial Statement
- C. Investment Accounts June 2019

IV. **Chairman's Report:**

- A. Future Meeting Dates
 - a. August 14th
 - b. September 11th

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

- A. Sales Report
- B. Approve of two Schindler Elevator invoices: \$1851.39 and \$3444.56
- C. Approve of Johnson Controls invoice: \$2315.44
- D. Approve of Susan Bakers expenses: \$227.51
- E. Approve of B&B Plumbing invoice: \$1590.92
- F. IAVM VMS Update
- G. 2020 Budget Update

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

VII. **Adjournment**

Next Authority Meeting: Wednesday, August 14, 2019, 8:00 a.m.

Saratoga Springs City Center

AUTHORITY MEETING

8:00 am

522 Broadway

July 17, 2019

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

Absent: S. Sullivan
S. Wiggins

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

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

PUBLIC COMMENT PERIOD

No one spoke

CONSENT AGENDA

Minutes

Minutes of the May 15, 2019 Authority meeting were previously distributed to the Board.

June 2019 Financial Statement

R. McMahon reported that income is at 58.2% of the 2019 budget and accounts receivables are at 59.9%, a significant increase over 48.8% this time last year. Expenses are at 54.3% of the 2019 budget, attributed to the encumbrance of funds at the end of the year. The total gross income for June 2019 was \$126,955.92, making this the strongest June in many years.

Investment Accounts June 2019

R. McMahon advised that the grand total of the Investment Account as of June 30, 2019 is \$6,938,978.31 which does not reflect the 2nd quarter occupancy tax payment of \$260,222 which is \$20k over the second quarter payment last year. He advised that the third quarter payment is typically the largest because it covers July, August and September. He explained that hotel rates are down because there are more rooms available, but occupancy is strong because there have been a lot of city-wide events. The Director of Sales and sales staff of the City Center are working hard to recruit events that bring in lodged guests.

T. Roohan asked for a motion to accept the consent agenda as presented.

Motion to accept the consent agenda reports as presented made by R. Higgins and seconded by D. Rogers-Bullis; unanimously approved.

CHAIRMAN'S REPORT

Future Meeting Dates

T. Roohan announced that the next two meetings are scheduled for Wednesday, August 14 and Wednesday September 11. He cautioned that the meeting scheduled for August 14 might be canceled because of a high number meetings on the parking garage.

EXECUTIVE DIRECTOR'S REPORT

Sales Report

R. McMahon reported that sales are in good shape. It was noted that so far in 2019 there are 301.5 booked days and 162 events, and for 2020 there are 291 booked days and 118 events.

Approval of two Schindler Elevator invoices: \$1,851.39 and \$3,444.56

R. McMahon advised that there were no purchase orders for the invoices because it was work needed unexpectedly including a door pushed off its track and a pump problem. He said the elevator gets high use and is loaded in and out a lot.

Motion to approve for payment the two Schindler Elevator invoices, for \$1,851.39 and for \$3,444.56 made by R. Ratcliff and seconded by D. Roger-Bullis; unanimously approved.

Approval of Johnson Controls invoice: \$2315.44

R. McMahon explained that alarms were going off randomly; Johnson Controls was called so there was no time to get a purchase order and the invoice is for \$2,315.44.

Approval of Susan Baker's Expenses: \$227.51

R. McMahon clarified that the job related expenses of the Director of Sales, Susan Baker in the amount of \$227.51 were not submitted within 30 days so they require Authority approval.

Approval of B&B Plumbing invoice: \$1,590.92

R. McMahon said the B&B Plumbing invoice in the amount of \$1,590.92 was for gas leaks due to an oversight related to a water pressure release.

Motion to approve for payment the invoice from Johnson Controls in the amount of \$2,315.44, the expenses of Director of Sales Susan Baker in the amount of \$227.51 and the invoice from B&B Plumbing in the amount of \$1,590.92 made by R. Higgins and seconded by R. Goldsmith; unanimously approved.

IAVM VMS Update

R. McMahon announced that he will attend the next IAVM venue management school conference.

2020 Budget Update

R. McMahon advised that he will be presenting the draft 2020 budget at the next Authority meeting.

EXECUTIVE SESSION

Motion to enter into Executive Session to discuss legal issues came at 8:09 am, made by R. Higgins and seconded by R. Goldsmith; unanimously approved.

Motion to adjourn the Executive Session came at 9:14 am, made by R. Goldsmith and seconded by R. Higgins; unanimously approved.

ADJOURNMENT

Motion to adjourn the Authority meeting came at 9:15 am, made by R. Goldsmith and seconded by R. Ratcliff; unanimously approved.

R. Higgins adjourned the meeting at 9:15 am.

The next Authority meeting will be held at the City Center on Wednesday, August 14, 2019 at 8 am.

Saratoga Springs City Center

AUTHORITY MEETING

8:00 am

522 Broadway

July 31, 2019

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

Absent: S. Wiggins

Also Present: R. McMahon T. Owens
D. Harper

The meeting was called to order at 8:04 am by Chairman T. Roohan.

PUBLIC COMMENT PERIOD

No one spoke

EXECUTIVE SESSION

Motion to enter into Executive Session to discuss legal issues came at 8:05 am, made by R. Goldsmith and seconded by D. Rogers-Bullis; unanimously approved

Motion to adjourn the Executive Session came at 8:35 am, made by R. Ratcliff and seconded by R. Goldsmith; unanimously approved.

Motion to approve to approve execution and signature of Bette Cring contract for Phase 1 of the Flat Rock project made by R. Goldsmith and seconded by R. Ratcliff; unanimously approved.

Motion to open a purchase order for Bette Cring totaling \$308,500 to complete design phase of the Flat Rock phase 1 project. Motion made by R. Goldsmith and seconded by R. Ratcliff; unanimously approved.

ADJOURNMENT

Motion to adjourn the Authority meeting came at 8:45 am, made by R. Goldsmith and seconded by R. Ratcliff; unanimously approved.

T. Roohan adjourned the meeting at 9:15 am.

The next Authority meeting will be held at the City Center on Wednesday, August 14, 2019 at 8 am.

Saratoga Springs City Center Authority Meeting Agenda

Wednesday, August 14, 2019

Time: 8:00 a.m.

Location: City Center

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

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

II. **Public Comment Period**

Individuals will be called on in the order of the sign-in sheet. The public Comment Period is for statements, presentations and comments. It is not a debate. The Authority Members will not respond to or answer questions. Presenters are asked to be brief and direct with their comments. 2 Minutes

III. **Consent Agenda**

A. **Minutes:** July 10, 2019

B. **July 2019 Financial Statement**

C. **Investment Accounts July 2019**

IV. **Chairman's Report:**

A. **Future Meeting Dates**

a. Sept 11th, 2019

b. October 9th 2019

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

A. **Sales Report**

B. **2020 Budget Discussion and Vote**

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

A. **Lease Discussion**

VII. **Flat Rock Logistics Update**

VIII. **Adjournment**

Next Authority Meeting: Wednesday, September 11, 2019, 8:00 a.m.

Saratoga Springs City Center

AUTHORITY MEETING

8:00 am

522 Broadway

August 14, 2019

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

Absent: R. Ratcliff
S. Wiggins

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

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

PUBLIC COMMENT PERIOD

No one spoke

CONSENT AGENDA

Minutes

Minutes of the July 10, 2019 Authority meeting were previously distributed to the Board.

July 2019 Financial Statement

R. McMahon reported that income is at 64% of the 2019 budget, a significant increase over July 2018 when income was at 50% of budget. July 2019 is the biggest July in a long time which proves that we can draw business during the track season. Expenses are at 61% of the 2019 budget but the gap is closing; they are running high on the building repair and maintenance line. He explained that the increase in the professional services expense line is because the City required that services/maintenance contracts such as lawn mowing, flowers and plant maintenance be re-bid and classified as professional services. Nothing listed in accounts receivables is in jeopardy, and there is nothing unusual in checks over \$500. R. McMahon referred to the July Monthly comparisons report pointing out that rental revenue was \$50,630, well over last year's total of \$15,325.00, resulting in the best July ever. He conveyed that gross income is strong due in part to staff locking in clients for longer periods.

Investment Accounts June 2019

R. McMahon stated that the grand total of the Investment Account as of July 31, 2019 is \$7,174,884.37 which includes the second quarter Room Occupancy Tax payment. He advised that the third quarter ROT payment is always the highest and will reveal the true impact of the extended racetrack season.

T. Roohan asked for a motion to accept the consent agenda as presented.

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

CHAIRMAN'S REPORT

Future Meeting Dates

T. Roohan announced that the next two meetings are scheduled for Wednesday, September 11 and Wednesday October 9, 2019. The Authority members agreed that they each had too many schedule conflicts on September 11 and agreed to cancel that meeting. R. McMahon said that a notice would be circulated if the meeting was re-scheduled.

Mayor Kelly announced that next week the City Council is going to hold an Executive Session on the parking garage land-lease. R. McMahon advised that the Authority should hold a meeting prior to September 17.

EXECUTIVE DIRECTOR'S REPORT

Sales Report

R. McMahon reported that sales are in good shape. So far in 2019 there are 301.75 booked days in 2019, up .25 over last month and an increase of 18 days over last year. For 2020 so far there are 286.25 booked days, which is more than were booked for 2019 this time last year. He mentioned that a few events have pulled out for reasons that are client related, not venue related but they will be replaced.

R. McMahon stated that the loading dock repair and replacement project is progressing well and will be completed next week.

2020 Budget Discussion and Vote

R. McMahon circulated a draft Parking Structure budget and a draft 2020 City Center operating budget. He advised that approval of a draft 2020 operating budget is required from the Authority so that he can submit it to the Department of Finance for inclusion into the City's draft 2020 budget. He stated that the income line is conservative - all standard miscellaneous income is higher this year because it contains commissions and income on water bubblers. The Room Occupancy Tax line is being held flat until the third quarter (October) payment is received, then the line will be amended, which is routine. D. Leggieri agreed that the amount of the third quarter ROT payment hinges on how the racing season goes especially since there have been so many changes this year. R. McMahon reported that 2020 proposed expenses are decreased from 2019. He informed the Authority that it was necessary to elevate the salary of some of the supervisors to a level higher than those they are supervising. Also, the hourly rate of some staff has been increased for retention purposes because they have shown a strong commitment to the job.

R. McMahon stated that the proposed Parking Garage budget is not indicative of a full year and the numbers are based on the Carl Walker study. It is essentially a proposed income and expense budget for the parking garage for the fourth quarter. The Parking Garage will be a separate account; they are separate documents internally. There was discussion on paid parking as a great revenue source and many people feel safer using paid parking. People from outside the City expect paid parking and have no problem with it. Mayor Kelly advised that paid parking has been very successful in Lake George.

Motion to approve the draft 2020 budget as distributed for submission to the Commissioner of Finance made by R. Higgins and seconded by D. Rogers-Bullis; unanimously approved.

FLAT ROCK LOGISTICS UPDATE

R. McMahon stated that during the construction of the Parking Structure since the current lot will not be available, several options for public parking are being considered. T. Roohan reported that the property next to the City's water plant is not available because it is being sold. It was also reported that National Grid has no space available; the space on the site of the old Excelsior ice rink is a challenge due to the regulations of the NYS Department of Environmental Conservation. R. McMahon advised that a bigger space is necessary because of scheduled City Center and other community events, for people enjoying downtown and for City Hall employees. There was a lengthy discussion about possible places to use for public parking since the construction will temporarily displace about 130 spaces, however fire and police are not a concern. The Authority members felt that SPAC was too far away. T. Roohan stated that regardless of where the alternate parking will be located, lighting, snow removal and cameras will be provided. S. Sullivan volunteered to meet with the owner of the former Tarrant Manufacturing Company about using some of that space for parking.

EXECUTIVE SESSION

Motion to enter into Executive Session for Lease discussion came at 9:03 a.m. made by R. Goldsmith and seconded by R. Higgins; unanimously approved.

Motion to sign Lease discussion came at 9:22 a.m. made by R. Goldsmith and seconded by R. Higgins; unanimously approved.

Motion to adjourn the Executive Session came at 9:25 a.m. made by R. Higgins and seconded by S. Sullivan; unanimously approved.

ADJOURNMENT

Motion to adjourn the Authority meeting came at 9:25 a.m., made by R. Goldsmith and seconded by D. Rogers-Bullis; unanimously approved.

Chairman T. Roohan adjourned the meeting at 9:25 am.

The Authority meeting scheduled for Wednesday September 11, 2019 has been postponed. The next Authority meeting is to be announced.

Saratoga Springs City Center Authority Meeting Agenda

Wednesday, September 18, 2019

Time: 8:00 a.m.

Location: City Center

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

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

II. Public Comment Period

Individuals will be called on in the order of the sign-in sheet. The public Comment Period is for statements, presentations and comments. It is not a debate. The Authority Members will not respond to or answer questions. Presenters are asked to be brief and direct with their comments. 2 Minutes

III. Consent Agenda

A. Minutes: August 7, 2019

B. August 2019 Financial Statement

C. Investment Accounts August 2019

IV. Chairman's Report:

A. Future Meeting Dates

a. October 9th 2019

b. November 13th 2019

c. December 11th 2019

V. Executive Director's Report:

A. Sales Report

B. Approval SPAC Matching Funds Grant – Market NY
Tourism Grant matching funds \$5000

a. This was originally approved about two years ago

C. Approve Galusha and Sons concrete sealing - \$1656.39

D. Elevator Repairs Update - \$12,800

E. Flat Rock Project Update

a. City Council Update

b. Funding Update

i. Met with ADK Trust and City

ii. First 6.5 million from SSCC

iii. ADK pays directly to vendors

c. Building Permit Update / Project Start Update

d. Logistics / Remote Parking Update

VI. Executive Session: If needed.

VII. Adjournment

Next Authority Meeting: Wednesday, October 09, 2019, 8:00 a.m.

Saratoga Springs City Center

AUTHORITY MEETING

8:00 am

522 Broadway

September 18, 2019

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

Absent: D. Rogers-Bullis
S. Wiggins

Also Present: R. McMahon Mayor Kelly
D. Harper N. Wagner
D. Leggieri J. Carminucci
T. Owen

T. Roohan announced that since he will be leaving the meeting early, Vice-Chairman, R. Higgins will be running the meeting.

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

PUBLIC COMMENT PERIOD

No one spoke

CONSENT AGENDA

Minutes

Minutes of the August 14, 2019 Authority meeting were previously distributed to the Board.

August 2019 Financial Statement

R. McMahon reported that income is at 67% of the 2019 budget, compared to 64% last year. We are ahead of where we should be, partially due to some unexpected revenue and new events coming in. Expenses are at 69% of the 2019 budget, somewhat due to surprises such as elevator repair. He reported that none of the accounts receivables are in jeopardy and there is nothing unusual in checks over \$500 or the deposits. R. McMahon referred to the August Monthly comparisons report pointing out that rental revenue was \$22,400, and gross income was \$82,866.97, indicating a solid August. He advised that some of the events are on a two year rotation which accounts for some of the fluctuation in the lodged guests numbers over the four years shown.

Investment Accounts August 2019

R. McMahon stated that the grand total of the Investment Account as of August 31, 2019 is \$6,853,321. He advised that the third quarter ROT payment is always the highest and will reveal the true impact of the extended racetrack season. D. Leggieri informed the authority that according to the Star Report, July reflected an increase and August was flat so there was no loss. R. McMahon clarified that once the lease is formalized, the encumbrance will show in the account balances report.

R. Higgins asked for a motion to accept the consent agenda as presented.

Motion to accept the consent agenda reports as presented made by T. Roohan and seconded by R. Ratcliff; unanimously approved.

T. Roohan announced that the loading dock project was successful and looks great.

R. Higgins explained that since Chairman Roohan has to leave early, the Flat Rock Project update will be moved up on the agenda for discussion.

Flat Rock Project Update

a. City Council Update

Mayor Kelly reported that at the September 17 City Council meeting, the lease was approved unanimously. R. Higgins commended the Mayor for her diligence and hard work bringing the Council on board. Mayor Kelly said that public comment is critical, and the City Council takes it very seriously. R. Higgins said that in the thirteen years he has served on the Authority, there has never been anyone on this board that has not agreed that more parking is needed here.

b. Building Permit Update/Project Start Update

R. Higgins said the next step is for the Authority to sign the lease. J. Carminucci produced the paperwork for Chairman Roohan to start the process. R. McMahon confirmed that some of the sitework can begin without a permit. T. Owen stated that the permits should be issued within three weeks.

C . Funding Update

R. McMahon circulated a letter from Susanne Rogan, Vice President, of the Adirondack Trust Company, addressed to T. Roohan announcing the bank's approval of the credit accommodations for the construction of the parking facility. The letter outlines in detail the rate, conditions, repayment, security, covenant and terms and conditions of the financial commitment. R. McMahon said that a meeting was held with the City's Director of Finance, C. G. Brown and S. Rogan of the Adirondack Trust Company to determine the procedure for paying the bills.

b. Logistics/Remote Parking Update

T. Owen stated that the lower parking lot would be circled with a fence and the foundation would be started, and that should take about one month. He said that the other lot would be a staging area and the parking lot closest to Lake Avenue is now and will continue to be used for the City Hall construction project. He said that one sidewalk along Maple Avenue will be closed, but the sidewalk on the opposite side would remain open. Next week the parking will be reduced to 40%, but in November, there will be no parking available in that area. City employees will have to park remotely. R. McMahon reported that he met with Commissioner Scirocco regarding parking logistics and the plan is to have parking available in High Rock Park; snow removal will be done there, and lighting is already adequate. R. McMahon said that S. Scirocco indicated that potentially even more parking could be made available.

The owners of Tarrant Manufacturing have agreed to the use of an area of their property for about 156 spaces. R. McMahon advised that this parking is intended to be used mostly by downtown workers. The area will be covered with crushed stone and a shuttle will be made available regularly. Insurance is a minor expense, but lighting is necessary, and the area would require about four light trees which have to be rented. T. Owen said it may be cheaper to buy them. R.

McMahon will check to see if light trees are available on state contract and he will also check with the City's DPW and DPS departments.

R. McMahon told the Authority that he has been working with CDTA to rent shuttles and Well-Spring has vans that are under-utilized, so he is having discussions with them also. He believes it is unlikely that lots of people will use the remote parking.

R. Higgins asked whether clients and potential clients were aware of the project. R. McMahon responded that communication with clients regarding the project has been very open. Many of them plan to provide their own shuttles to their event. He explained that 75% of their clients are repeat business; the more public events are the wild cards which tend to draw randomly from the public and parking plans can't really be made in advance, parking just has to be available.

R. Higgins asked if anyone had been retained for ongoing inspections. T. Owen responded that C. T. Male would be conducting inspections and they will be working directly with the Authority. T. Owen stated that once the notice to proceed is issued the first step will be to cut down scrub and begin clearing and grubbing.

CHAIRMAN'S REPORT

Future Meeting Dates

R. Higgins announced that the next three meetings are scheduled for Wednesday, October 9 and Wednesday November 13 and Wednesday, December 11, 2019. R. McMahon advised that each of the meetings are subject to change due to logistics regarding the parking structure project.

EXECUTIVE DIRECTOR'S REPORT

Sales Report

R. McMahon reported that sales are in good shape; so far in 2019 there are 301 booked days and 164 events. A major Christmas party is returning this year and although sales are down ½ day, events are up by 2 and 2019 is up 20 booked days over this time in 2018 and revenue is up \$20k over last year. For 2020 so far there are 295 booked days and 122 events which is an increase of 8.75 days and 6 events from last year. R. McMahon explained that the sales team is taking a more aggressive approach than before; they are actively looking for events along with the Convention & Tourism Bureau which are seeking bigger conferences and encouraging the City Center to take on the larger events by working with other venues. This is an approach that was not taken before. R. McMahon said that the team has already begun to market the parking structure; events are being booked as far out as 2026.

SPAC Matching Funds Grant – Market NY Tourism Grant matching funds \$5000

R. McMahon explained that the Tourism grant was originally approved about two years ago. It is a matching grant, so in order to receive our portion of the grant, we have to spend \$5,000 toward Market New York TV advertisement. The State is putting a large amount of money toward marketing. He said that the City Center's matching contribution will be drawn from the Upstate Theatre Coalition revenue line. Authority approval of this expenditure is requested.

Motion to approve the expenditure of \$5,000 for marketing as a match for the Market Tourism Grant, made by S. Sullivan and seconded by R. Goldsmith; unanimously approved.

Approve Galusha and Sons concrete sealing - \$1,656.39

R. McMahon explained that it was necessary for the concrete to be sealed although it was unanticipated as part of the loading dock project and since Galusha & Sons are the contractor for the loading dock project, they are considered a single source vendor for the sealing of the concrete. Authority approval of the \$1,656.39 expenditure is requested.

Motion to approve the expenditure of \$1,656.39 to Galusha & Sons for concrete sealing made by R. Goldsmith and seconded by R. Ratcliff; unanimously approved.

Elevator Repairs

R. McMahon stated that the repair of the City Center elevator will cost \$12,800 and he wanted to let the Authority know although official approval is not required because a service contract exists. The elevator is ten years old and these type of repairs are normal for elevators of this age and use frequency.

Flat Rock Project Update

Previously discussed.

Renewal of City Center Health Insurance Plan

R. McMahon added this item to the agenda because he wanted to be sure to lock in the terms as soon as possible. He advised that for the year 2020, the City Center's current provider, Capital District Physicians' Health Plan (CDPHP) is offering the same plan at only a 1.15% increase for the year 2020; there are no changes in benefits.

Motion to approve the renewal of the City Center's health plan with CDPHP at 1.15% increase and no change in benefits for 2020 made by R. Ratcliff and seconded by R. Goldsmith; unanimously approved.

EXECUTIVE SESSION

None

ADJOURNMENT

Motion to adjourn the Authority meeting came at 8:44 a.m., made by S. Sullivan and seconded by R. Goldsmith; unanimously approved.

Vice-Chairman R. Higgins adjourned the meeting at 8:44 a.m.

The next Authority meeting is scheduled for Wednesday October 09, 2019 at 8:00 a.m.

Saratoga Springs City Center Authority Meeting Agenda

Wednesday, October 09, 2019

Time: 8:00 a.m.

Location: City Center

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

- I. **Meeting Called to Order** – Authority Members sign-in
 - a. November 13th*
 - b. December 11th
 - c. January 8th
- II. **Public Comment Period**

Individuals will be called on in the order of the sign-in sheet. The public Comment Period is for statements, presentations and comments. It is not a debate. The Authority Members will not respond to or answer questions. Presenters are asked to be brief and direct with their comments. 2 Minutes
- III. **Executive Session:** [Click here to enter text.](#)
- IV. **Consent Agenda**
 - A. **Minutes:** September 11, 2019
 - B. **September 2019 Financial Statement**
 - C. **Investment Accounts September 2019**
- V. **Chairman's Report:**
 - A. Future Meeting Dates
- VI. **Executive Director's Report:**
 - A. Sales Report
 - B. Flat Rock Project Update
 - a. Building Permit / SWPPP / NOI
 - b. Upcoming work – Oct to Nov
 - c. Review construction cash flow
 - C. Award MEP contracts for parking structure
 - D. Approval opening PO for CT Male - \$88,886.00
 - a. Geotech Monitoring and Administration
 - E. Approval opening PO for Better Cring - \$1,750,000
 - a. Anticipated though Dec, 2019
 - F. Approve elevator repair invoice - \$1898.93
- VII. **Adjournment**

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

Saratoga Springs City Center

AUTHORITY MEETING

8:00 am

522 Broadway

October 9, 2019

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

Absent: D. Rogers-Bullis

Also Present: R. McMahon Mayor Kelly
N. Wagner T. Owens

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

PUBLIC COMMENT PERIOD

No one spoke

CONSENT AGENDA

Minutes

Minutes of the September 18, 2019 Authority meeting were previously distributed to the Board. There were two minor changes recommended and agreed to.

September 2019 Financial Statement

R. McMahon reported that income is at 74.3% of the 2019 budget. He stated that October and November are very busy months. He presented the third quarter income comparisons and noted that this year the third quarter income is up 4% over 2018.

Expenses are at 75.2% of the 2019 budget, and over 5% more than in September of 2018. In the side by side comparison of expenses in the third quarter of 2018 and 2019, expenses are up 23.4% in 2019 mostly due to lots of repairs including having to replace the motor in the elevator and the loading dock project, one HVAC replacement, and some computer replacements. He reported that none of the accounts receivables are in jeopardy and there is nothing unusual in the deposits or the checks over \$500 except the payment for the loading dock repair and repaving. R. McMahon referred to the September Monthly comparisons report pointing out that the total number of events in 2018 reflects 12 City Hall events. He stated that the numbers of day guests and lodged guests are at the expected level for September 2019. He explained that the number of lodged guests is down because some of the events are here every other year.

Investment Accounts September 2019

R. McMahon stated that the grand total of the Investment Account as of September 30, 2019 is \$6,849,306.33., almost no change from last month. The third quarter ROT payment is expected in late October.

T. Roohan asked for a motion to accept the consent agenda as presented.

Motion to accept the consent agenda reports as presented, with minor changes to the September 18, 2019 minutes, made by R. Ratcliff, and seconded by S. Wiggins; unanimously approved.

CHAIRMAN'S REPORT

Future Meeting Dates

T. Roohan announced that the next three meetings are scheduled for Wednesday, November 13, Wednesday, December 11, 2019 and Wednesday, January 8. R. McMahon advised that if there are any changes, particularly for the November meeting, he would notify the Board immediately.

EXECUTIVE DIRECTOR'S REPORT

Flat Rock Project Update

Building Permit/SWPPP/NOI

R. McMahon stated that this will be discussed in Executive Session.

Upcoming Work- October to November

T. Owens said the lower lot has been fenced and they have started on the foundation.

Review construction cash flow

T. Owens said that there will be a monthly draw-down on their contract; the big portion of the estimated expenses is the pre-cast which is due in March. We are trying to stay ahead in order to get purchase orders issued.

Award MEP contracts for Parking Structure

T. Owens said that the bidding for the Mechanical, Electrical and Plumbing contracts is complete. There were 8 bids received for Electrical, 2 for Mechanical and 2 for Plumbing. He said there were advertisements placed in the Times Union and The Saratogian newspapers and online; they cast a wide net. S. Wiggins asked if there are any requirements for M/WBE (Minority/Women-owned Business Enterprises) because that opens up great opportunities. T. Owen said several of the firms that will be involved in the project are M/WBE certified including the structural engineer, fire protection, and the rebar erector. R. Ratcliff, S. Wiggins and R. Higgins agreed that M/WBE status is an important consideration when selecting a vendor.

T. Owens stated that the bids for the Electrical were significantly under budget, Plumbing came in over budget and HVAC/Mechanical was significantly over budget. The HVAC proposal includes electric heaters in two bathrooms on the 5th floor and two heating and cooling systems on the bridge which is 700-800 square feet. He noted that blue lights and car charging stations were also added. He said that details can be looked at more intensely anytime. R. Higgins said that this should be done regularly.

T. Roohan scheduled a meeting for next Thursday, October 17 at 9:15 to review construction drawings. T. Owen said that he would prepare a comparison chart of the budget versus the bids.

T. Owen recommends that notice of intent be provided to three contractors but there would be change orders to remove the car charging stations from the price, remove the blue lights from the

price and Bette Cring would be designated as Construction Manager. They are confident in their vendor choices because they have worked with all three vendors a lot. He asked the Authority to sign the change orders and authorize Bette Cring to issue the Notice of Intent.

Motion to authorize T. Owens of Bette Cring to issue the Notice of Intent and execute three contracts (Mechanical-Eastern Heating & Cooling, Electrical-AE Rosen and Plumbing-Homiak), approve two change orders including the removal of the car charging stations and removal of the blue lights from the price proposed, and designate Bette Cring as Construction Manager, made by R. Higgins and seconded by R. Goldsmith; unanimously approved.

T. Owens reported that no test reports on the Environment are back yet; CT Male is the Environmental Engineer on the project. He said that the brick was ordered yesterday, and they have hired a union erector. There are no slow-downs anticipated.

Approval Opening Purchase Order for CT Male - \$88,886.00

Geotech Monitoring and Administration

T. Owen stated that CT Male would be conducting all the environmental and geotechnical inspections and monitoring throughout the construction process. R. McMahon explained that CT Male is already under contract for this project, this is a continuation.

Motion to approve opening purchase order for CT Male in the amount of \$88,886.00 for Geotech Monitoring and administration, made by S. Wiggins, seconded by S. Sullivan; unanimously approved.

Approval Opening Purchase Order for Bette Cring - \$1,750,000

Anticipated through December 2019

Motion to approve opening purchase order for Bette Cring in the amount of \$1,750,000 for work on the parking structure project through December 31, 2019 made by R. Ratcliff, and seconded by R. Higgins; unanimously approved.

Approve Elevator Repair invoice - \$1,898.93

R. McMahon stated that the motor on the City Center elevator had to be replaced as an emergency repair so there was no time to have a purchase order cut. Schindler Elevator Corp. replaced and installed the elevator motor and the invoice is for \$1,898.93

Motion to approve payment of the elevator repair invoice to Schindler Elevator Corporation in the amount of \$1,898.93 made by R. Ratcliff, and seconded by S. Wiggins; unanimously approved.

Travel Expense

R. McMahon explained that in order to retain a city wide national conference City Center was reimbursing travel expenses for the event planner for a second trip to Saratoga Springs. Travel expenses in the amount of \$246 for Robyn Goby.

Motion to approve the travel expense of \$246, made by S. Wiggins, and seconded by T. Roohan; unanimously approved.

Sales Report

R. McMahon reported that sales are in good shape; so far in 2019 there are 300 booked days and 162 events which is a decrease of 1.25 days and 2 events from last month. For 2020 so far there are 291 booked days and 126 events which is an increase of 31.50 days and 9 events over the same time last year. R. McMahon advised that we are up on the number of day guests but holding flat on convention guests. R. Goldsmith asked if there is a goal. R. McMahon responded that the goal used to be 300 events because that number was thought to be an impossible one to reach but it was accomplished last year and there is room here to grow events over 300 and we aim to set records this year and next year. He explained that the Convention and Tourism Bureau does a lot of advertisement and marketing that includes the City Center. There are lots of outside people and organizations that assist in marketing this venue, including Meeting Planners International and all of this assistance keeps the marketing budget lower. S. Sullivan said the City Center rates are fair; it is a great venue for not-for-profits. R. McMahon said that we do a lot of discounted events.

R. Ratcliff stated that we are a public authority, here to serve the community. R. Goldsmith suggested keeping track of the non-profits and not-for-profits that use this facility and maintaining an inventory of the accumulative community events that are held here; tracking what we bring to this community. T. Roohan agreed that the Authority should be kept informed

Other Business

T. Roohan informed the Authority that the Mouzon House was going before the Design Review Commission next week for some exterior changes including extending one porch and adding another. He would like the Authority to show support for their project.

Motion for the Authority to prepare and submit a letter to the DRC in support of the Mouzon House project made by T. Roohan, and seconded by S. Wiggins; unanimously approved.

Parking Logistics

S. Sullivan reported that WJ Morris Excavating is agreeable to reducing the scope of the alternate parking proposal to 117 spaces which are already available on the area that is currently paved, which is ample given the location and this eliminates having to bring in gravel.

R. McMahon spoke with someone from CDTA; a bus already stops at Veterans Way so they could easily re-route the bus and loop through that parking area. They will prepare and present a proposal for that and offer shuttle ideas for large public events, particularly Saratoga Comic Con and the Victorian Street-walk.

R. McMahon said that a member of his staff came up with an idea to lease a 12-person van. There are several staff who could operate it, including a former school bus driver and the City Center could run its own shuttle on a planned loop. He said if the vehicle holds over 12 people, different licensing is required. Insurance would be less than \$3k. It may require hiring someone to drive part time.

EXECUTIVE SESSION

Motion to enter into executive session came at 9:09 a.m., made by S. Sullivan, and seconded by R. Ratcliff; unanimously approved.

ADJOURNMENT

Motion to leave executive session and reconvene the Authority meeting came at a.m., made by and seconded by; unanimously approved.

Motion to adjourn the Authority meeting came at a.m., made by and seconded by; unanimously approved.

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

The next Authority meeting is scheduled for Wednesday November 13, 2019 at 8:00 a.m.

Saratoga Springs City Center Authority Meeting Agenda

Wednesday, November 13, 2019

Time: 8:00 a.m.

Location: City Center

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

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

II. **Public Comment Period**

Individuals will be called on in the order of the sign-in sheet. The public Comment Period is for statements, presentations and comments. It is not a debate. The Authority Members will not respond to or answer questions. Presenters are asked to be brief and direct with their comments. 2 Minutes

III. **Consent Agenda**

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

IV. **Chairman's Report:**

- A. Future Meeting Dates

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

A. Sales Report

B. Flat Rock Project Update – Tom Owens

C. Discuss and Vote – Lease of 249 Excelsior Avenue

a. Month to month lease at \$2000 per month

D. Discussion and vote – Peter Gailor to plow 249 Excelsior

a. Rate proportional with current contract

E. Discussion – Partial sponsorship of Food Bank valet parking.

F. Discussion - December meeting format

VI. **Executive Session:** City Center Lease

VII. **Adjournment**

Next Authority Meeting: Wednesday, December 11, 2019,
8:00 a.m.

Saratoga Springs City Center

AUTHORITY MEETING

8:00 am

522 Broadway

November 13, 2019

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

Absent: No one

Also Present: R. McMahon Mayor Kelly
N. Wagner T. Owens
D. Leggieri D. Harper

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

Minutes of the October 9, 2019 Authority meeting were previously distributed to the Board.

October 2019 Financial Statement

R. McMahon reported that income is at 92.2% of the 2019 budget, and income projections should be met or exceeded by the end of the year. Expenses are at 79.4% of budget, slightly over 5% more than last year at this time. He reported that none of the accounts receivables are in jeopardy and there is nothing unusual in the deposits and most of the checks over \$500 are routine except the payment to Trane for HVAC repairs.

Investment Accounts October 2019

R. McMahon stated that the grand total of the Investment Account as of October 31, 2019 is \$5,034,060.67. Current encumbrances of the Parking/Capital Project Account total \$2,485,017.35, but some of these will be cancelled and restored to budget.

T. Roohan asked for a motion to accept the consent agenda as presented.

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

CHAIRMAN'S REPORT

Future Meeting Dates

T. Roohan announced that the next three meetings are scheduled for Wednesday, December 11, 2019; Wednesday, January 8, 2020; and Wednesday, February 12, 2020. R. McMahon suggested and the Authority agreed that the meeting in December should be the standard format and not a formal breakfast meeting. There may be a breakfast meeting in March, which is traditionally the annual meeting of the Authority.

EXECUTIVE DIRECTOR'S REPORT

Sales Report

R. McMahon reported that for 2019, there are 298.50 booked days and 159 events definite and 2 booked days and 5 events tentative for a total of 300.50 booked days and 164 events, an increase of 15 booked days over last year. To date, rental revenue is up \$31,985 over last year.

R. McMahon stated that no business has been lost due to the construction. All clients were notified ahead of time and parking maps were sent to each client.

R. McMahon announced that so far for 2020 there are 305.75 booked days and 136 events, an increase from last month of 14.50 days and 10 events and 30 days and five events over this time last year. These are great numbers for this time, and nothing seems to be in jeopardy in the list of tentatives.

Flat Rock Project Update

T. Owens reported they are moving ahead as fast as possible. There is an over-run of contaminated dirt, 2200 tons so far. Every 1000 tons cost \$60,000 to handle and 3000 tons were expected and budgeted for (\$180,000). The first phase is almost complete, but there is an estimated 800 tons more still out there. Some excavation has been done into the next area and it is anticipated that there will be far less contaminated soil in that second phase; 75% of the polluted material was predicted to be in the first area and if all holds true, when the second area is complete, the expense will be 25% over budget. The contamination is caused by petroleum but it is highly degraded, not hazardous, very low contamination but it still must be remediated.

T. Owens stated that the building permit process is moving along; the second round of questions have been answered and the process should be wrapped up soon. He advised that the precast company is 85% done with the shop drawings and final finishes must be picked out soon. There will be dark brick, tan brick and red brick; the most important thing to be picked out is the level of sandblasting on the precast. T. Owens explained that the drawings will be done in a few days and once he gets them, he will send out a notice that that it is time to go to the precast company in Vermont and choose colors and the level of sandblasting.

T. Owens advised that the bedrock generally slopes away from the City Center and sometimes it is hard, sometimes like silt which is why the initial pouring process is slower than projected. Sometimes the rock is lower than anticipated and sometimes it is higher, but the 9'6" clearance must be maintained. He said they are hitting water at times; the water helps the concrete curing process. The project was about 6 weeks late starting because they had to wait for test results, and they had to truck the dirt away and the company can only process a certain amount of the dirt per day and we are at the mercy of their restrictions and their schedule. Now that the second lot is available, the process can be accelerated; there are productive months coming up.

Discussion and Vote: Sign lease of 225 Excelsior Avenue parking areas

Month to month lease at \$2,000 per month

R. McMahon said that the lease of the Bill Morris property on Excelsior Avenue was prepared by D. Harper; it is a simple month to month lease at \$2,000 per month, and there will be no payments until the parking area is used; he wants to be able to use it by 11/22/2019.

Motion to approve the month to month lease of the parking area at 225 Excelsior Avenue in the amount of \$2,000 per month made by T. Roohan and seconded by S. Sullivan; unanimously approved.

Discussion and Vote: Peter Gailor to plow 225 Excelsior

Rate proportional with Current Contract

R. McMahon said that last year they went out to bid for a company to do snowplowing with a three-year contract and the bid was awarded to Peter J. Gailor Landscaping & Excavating. He asked the Authority for approval to extend the City Center's current contract with Peter J. Gailor to include snowplowing the leased lot at 225 Excelsior Avenue.

Motion to approve the extension of the current contract with Peter J. Gailor for snowplowing to include the leased lot at 225 Excelsior Avenue at a rate proportional with the current contract, made by R. Higgins and seconded by R. Ratcliff; unanimously approved.

Discussion: Partial sponsorship of Food Bank Valet Parking

R. McMahon explained that the Food Bank and the hospital will get a shuttle bus on their own. The extent of the sponsorship of the food bank valet parking is that if the Food Bank spends a certain amount on valet parking, we will do a credit toward next year's event.

Discussion: December meeting format

Previously discussed

Air B & B Update

R. McMahon advised that a letter is being prepared to invoke action from the County accordingly since they seem far less resistant to the issue. The goal is to apply bed and sales tax to online short term rentals. The process is that we have to ask the County and the County has to ask the State. R. Ratcliff asked if there will be a distinction between the rental of owner-occupied property and purchasers of property just for short term rentals. Mayor Kelly said that all scenarios should be examined; there must be enforcement. D. Leggieri stated that for now our focus and that of the County will only be on the on-line short term rentals such as those through Air B&B and Home Away; otherwise it will be up to the communities.

Mayor Kelly said that the City is looking into hiring an outside company to manage enforcement and something must be done soon, internal meetings have started in City Hall because complaints are year-round, and the number has accelerated significantly. The City does not have the manpower for this enforcement and police are occupied with an increased influx of patrons to late night venues.

EXECUTIVE SESSION: City Center Lease

The Authority decided not to move to Executive Session to discuss the City Center lease. T. Roohan said it involves financing; the bank wants all the leases and the financing to have the same end date. Mayor Kelly asked for the proposal and the communications from the bank to be sent to the City Attorney.

ADJOURNMENT

Motion to adjourn the Authority meeting came at 9:00 a.m., made by R. Goldsmith and seconded by S. Wiggins; unanimously approved.

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

The next Authority meeting is scheduled for Wednesday December 11, 2019 at 8:00 a.m.

Saratoga Springs City Center Authority Meeting Agenda

Wednesday, December 11, 2019

Time: 8:00 a.m.

Location: City Center

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

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

II. **Public Comment Period**

Individuals will be called on in the order of the sign-in sheet. The public Comment Period is for statements, presentations and comments. It is not a debate. The Authority Members will not respond to or answer questions. Presenters are asked to be brief and direct with their comments. 2 Minutes

III. **Consent Agenda**

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

B. **November 2019 Financial Statement**

C. **Investment Accounts November 2019**

IV. **Chairman's Report:**

A. Future Meeting Dates

B. Flat Rock Update – Tom Owens

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

A. Sales Report

B. Approve Johnson Controls invoice \$2005.73

a. Beam detector repair no PO

C. Approve Phillips Associates invoice \$1250.00

D. Award lobby lighting repair/retrofit

a. Clune Electric \$9980.00

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

VII. **Adjournment**

Next Authority Meeting: Wednesday, January 08, 2020, 8:00 a.m.

Saratoga Springs City Center

AUTHORITY MEETING

8:00 am

522 Broadway

December 11, 2019

Present: R. Goldsmith T. Roohan
R. Ratcliff
D. Rogers-Bullis

Absent: R. Higgins
S. Sullivan
S. Wiggins

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

97CALL TO ORDER

The meeting was called to order at 8:10 a.m. by Chairman T. Roohan.

PUBLIC COMMENT PERIOD

No one spoke

CONSENT AGENDA

Minutes

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

November 2019 Financial Statement

R. McMahon reported that income is at 97% of the 2019 budget, 2% less than last year at this time but income projections will be exceeded by the end of this year. Expenses are at 87% of budget, about 5% more than last year. He reported that despite the fact that some of the receivables are coming in slower than usual, none of the accounts receivables are in jeopardy and there is nothing unusual in the deposits. and most of the checks over \$500 are routine. Referring to the monthly comparisons, R. McMahon advised that this was not a strong November with only close to \$50K in revenue compared to \$75k in November of 2018, due in some part to 12 City Hall events last year and some last minute cancellations this year. He noted that with cancellations, the closer to the date of the event, the less the amount of the refund because it is harder to replace the event. Cancelled gate shows have the highest negative impact on the budget. December revenue is expected to be strong; there are two holiday parties, one of which will have 800 attendees.

Investment Accounts November 2019

R. McMahon stated that \$2.3 million is encumbered for the parking project. The year-end projection is that we will using \$60k less than projected towards balancing the 2019 budget.

T. Roohan asked for a motion to accept the consent agenda as presented.

Motion to accept the consent agenda reports as presented, made by R. Ratcliff, and seconded by R. Goldsmith; unanimously approved.

CHAIRMAN'S REPORT

Future Meeting Dates

A list of the 2020 Authority Meeting dates was distributed to the Board. Each meeting will be held at 8 a.m. at the City Center; the 2020 meeting dates are January 8, February 12, March 11, April 8, May 13, June 10, July 8, August 12, September 9, October 14, November 11 and December 9.

Flat Rock Project Update

T. Owens reported 2,945 tons of "dirty dirt" (petroleum contaminated soils) were removed from the first excavation, and so far, the second excavation has not produced any "dirty dirt". By the end of November, 72,000 gallons of "dirty water" were removed and trucked to Glens Falls where it is put through the wastewater treatment plant. He noted that there is only a trace amount of contamination, but the excessive restrictions require treating it in the same way as water for drinking.

T. Owens stated that 10 caissons have been poured out of 63, four more have been drilled. The foundation walls C2-C5 footings have been poured, which is 45 yards, and by the end of the week 100 yards of concrete will have been poured. The rate of pouring has accelerated by to the addition of a second rig. T. Owens explained that the effect of winter weather on concrete is that it generates heat but when the temperature drops to 20° or less, it will have to be heated. Concrete is 75% cured after 7 days and so far all cylinders have met full compression strength in 7 days. He reviewed a budget update that shows the item or service, the budget amount for the item or service which is the guaranteed maximum price and the actual purchase amount. Structural steel for the bridge came in about \$23k over budget. Other possible overruns are noted. T. Owens will produce periodic budget updates every two months or so throughout this project.

T. Owens advised that the plan is to have charging stations. R. Goldsmith suggested that three charging stations is not enough; there should at least be six stations; at least the infrastructure for more charging stations should be put in place. R. McMahon stated that charging stations are a service to City Center clients, T. Owens offered to find out how many charging stations the panels can accommodate. He advised that adding a credit card swipe on charging stations severely impacts the cost of each station. T. Owens added that the RFID card system is being researched.

EXECUTIVE DIRECTOR'S REPORT

Sales Report

R. McMahon reported that for 2019, there are 298 booked days and 213 events. Since last month we have lost 2.5 days, so the goal of 300 booked days has not been met. For 2019, the building rental will be at \$750k. So far for 2020, there are 300 booked days and 138 events. Three items have been lost but there is time to replace those.

R. McMahon stated that for 2019, we are up in the number of guests, down on events over 2018, but the 2018 numbers include the City Hall events. In 2019, 82% of events were return business, an increase of 7% over last year. He clarified the difference between event days and building use days, explaining the that building use days are load-in days, where the building is in use, but that time is not counted as an event.

Discussion and vote: Approve Johnson Controls invoice \$2,005.73

Beam Defector Repair – no PO

R. McMahon explained that Johnson Controls had to repair a beam detector and since the need for the repair was unexpected, there was no purchase order issued so Authority approval is required.

Motion to approve payment of the invoice to Johnson Controls for beam detector repair in the amount of \$2,005.73 made by R. Goldsmith and seconded by D. Rogers-Bullis; unanimously approved.

Discussion and Vote: Approve Phillips Associates invoice \$1,250.00

R. McMahon stated that Gene Phillips of Phillips Associates, is an Engineer used as a consultant for all things electrical. He is thorough and tenacious, and he developed the Request for Proposals for the replacement of the recessed lighting fixtures above the stairs. R. McMahon requested approval to pay the invoice.

Motion to approve the payment of the invoice from Phillips Associates in the amount of \$1,250.00 for consultant work made by R. Ratcliff and seconded by R. Goldsmith; unanimously approved.

Discussion and Vote: Award Lobby Lighting Repair/Retrofit RFP

Clune Electric \$9,980.00

R. McMahon advised that two responses to the RFP for replacement of the recessed lighting fixtures above the stairs in the City Center were received, one from Clune in the amount of \$9,980 and the other from Flex in an amount over \$20k.

Motion to award the Lobby Lighting Repair/Retrofit RFP to Clune Electric per their proposal of \$9,980.00 made by R. Ratcliff, and seconded by D. Rogers-Bullis; unanimously approved.

EXECUTIVE SESSION

None

ADJOURNMENT

Motion to adjourn the Authority meeting came at 9:15 a.m., made by R. Goldsmith and seconded by R. Ratcliff; unanimously approved.

Chairman T. Roohan adjourned the meeting at 9:15 a.m.

The next Authority meeting is scheduled for Wednesday January 08, 2019 at 8:00 a.m.