

**Saratoga Springs City Center
Authority Meeting Agenda**

Wednesday, January 13, 2021

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: December 1, 2020

B. December 2020 Financial Statement

C. Investment Accounts December 2020

IV. Chairman's Report:

A. Future Meeting Dates: February 10, March 10, April 14

V. Executive Director's Report:

A. Sales Report

B.

VI. Executive Session: Click here to enter text.

VII. Adjournment

Next Authority Meeting: Wednesday, February 10, 2021, 8:00 a.m.

Saratoga Springs City Center Authority Meeting Agenda

Wednesday, February 10, 2021

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: December 9, 2020
- B. January 2021 Financial Statement

IV. **Chairman's Report:**

- A. Future Meeting Dates: March 10, April 14, May 12

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

- A. Sales Report
- B. Motion to refund
 - a. ANCA \$7812.50
 - b. JDRF \$1000.00
- C. COVID Vaccination Site Update
 - a. Drafted lease on the 5th awaiting signature
- D. State AirBnB Update
- E. Decorating Contract Update

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

- A. Current Legal Action
- B. Financing

VII. **Adjournment**

Next Authority Meeting: Wednesday, March 10, 2021, 8:00 a.m.

Saratoga Springs City Center Authority Meeting Agenda

Wednesday, March 10, 2021

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 10, 2021
- B. February 2021 Financial Statement
- C. Investment Accounts February 2021

IV. **Chairman's Report:**

- A. Future Meeting Dates: April 14, May 12, June 9

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

- A. Sales Report
- B. Annual Report
- C. Vaccination Site Update
- D. Approve Peter Gailor Invoices
 - Contract had lapsed and we did not notice.
 - a. \$6430.00 – 12/17 & 12/18
 - b. \$2,740.00 - January

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

- A. Contract / Employment Discussion

VII. **Adjournment**

Next Authority Meeting: Wednesday, April 14, 2021, 8:00 a.m.

Saratoga Springs City Center
522 Broadway
AUTHORITY MEETING
8:00 am March 10, 2021
ZOOM

Present: R. Goldsmith T. Roohan, Chair
R. Higgins S. Sullivan
J. Ogden
D. Rogers-Bullis

Absent: S. Wiggins

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

CALL TO ORDER

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

PUBLIC COMMENT PERIOD

No one spoke.

CONSENT AGENDA

Minutes

The minutes of the February 10, 2021 meeting were not presented.

February 2021 Financial Statement

R. McMahon presented the February 2021 financial report, starting with estimated cash flow explaining that the numbers show cash positivity through June, then there is a small deficit through October. He noted that there have been further reductions in staff; people are working part time in order to keep things going. He is working with the County to become a center for vaccinations which could bring an estimated \$49k. Recent changes in vaccine priority such as the lowering of the age to 60 increases the chances for the City Center to become a place to get the vaccine. The income summary report indicates that the pace is far behind January, February and March of 2020 because the City Center was still viable until the mid-March 2020 shut down. R. McMahon explained that they are always looking for ways to save money; for example, instead of paying to have the walk-off matts cleaned, two sets were purchased, and they will be cleaned in-house, saving \$1,000. The one item listed in Accounts Receivable is not in jeopardy; there is nothing unusual in the checks over \$500; deposits keep coming in, mostly from long term clients for return events.

Refund Approval

R. McMahon said there are three more refund requests including \$1,650 to Shenendehowa Senior Prom, \$8,500 to AngioDynamics, and \$1,000 to the U.S. Court of Appeals for 2nd Circuit. R. McMahon advised that AngioDynamics is moving their event to a state with easier COVID rules, which is something that is happening too often. Because of the events on January 6 at the nation's capital, the U.S. Court of Appeals is moving their event to The Sagamore which is a more controlled environment. This brings the total refunds to date to \$93,457 which is a small percentage.

Motion to authorize the three refunds totaling \$11,150 as presented made by S. Sullivan and seconded by J. Ogden; unanimously approved.

Investment Accounts February 2021

It was noted that the total available funds as of 2/28/2021 is \$522,556.90 and R. McMahon stated that worst case scenario there will be \$85k at year end. Anticipated income includes money from the County, small events, and more events in August and September when things are expected to become relatively normal. R. McMahon said that pandemic relief is being distributed and he has requested financial help from the City Council, and he hopes they will soon make a commitment accordingly. T. Roohan asked for a motion to accept the Consent Agenda as presented.

Motion to accept the Consent Agenda, specifically the February 2021 financial report as presented, made by R. Goldsmith, and seconded by R. Higgins; unanimously approved.

CHAIRMAN'S REPORT

Future Meeting Dates

T. Roohan announced that the next three meeting dates are April 14, May 12, and June 9, 2021. R. McMahon suggested returning to on-site in person meetings and everyone agreed that the next meeting will be on April 14 at 8:00 a.m. at the City Center.

EXECUTIVE DIRECTOR'S REPORT

Sales Report

R. McMahon presented the sales report, stating that the only events in the immediate future are blood drives and the formulas to determine economic impact are not made for that kind of event. He said that 2022 is looking better, clients want their events to happen in 2022; he is signing contracts daily.

Chairman T. Roohan requested that 2019 be included in the sales reports so that there is a healthy year for comparison. The Court system is going to conduct jury interviews on the 22nd and 23rd so they will need space for up to 100; the front half of the main hall will be set up accordingly. Judge Wait would like the City Center to be a permanent location for this event.

Annual Report

R. McMahon displayed the annual report electronically stating that he is unsure whether he would be presenting it at the City Council meeting; he plans to ask the Mayor whether a presentation is necessary. T. Roohan stated that a formal printing is not required but the report should be shared with the Board and especially with the Mayor and the City Council for them to get a thorough understanding of the impact of the pandemic on the City Center.

R. Higgins asked about the parking structure revenue. R. McMahon said that the biggest day was the day with the heavy snowfall. So far 22 spots have been sold, visitors and summer people will have to learn that the structure is there, a report on use is received daily. They are looking again to rent out lower-level space for events beginning in mid-April.

COVID Gathering Rules Update

R. McMahon reported that the CDC has increased the gatherings of people from 50 to 100 at the City Center He noted that the Casino can have up to 800 without testing. He advised that there cannot be related events in the same venue which precludes being able to break up an event into several rooms.

R. McMahon stated that Skidmore is mulling over a proposal to do multiple event watch parties for graduation, and this would be in combination with a package for hotels. D. Leggieri agreed that it would be an opportunity to keep the parents in town to occupy hotel rooms and spend money here.

County Vaccination Site Update

R. McMahon said they are still working to move forward; he is working with the Chamber of Commerce to find a sponsor. The expectation is that the site would start up in April, the Johnson & Johnson vaccine and the change in refrigeration temperature requirements for the Pfizer vaccine is a game changer. D. Leggieri said that the tourism bureau is looking at ways to promote Saratoga Springs as a vaccination destination enticing people to make a day of it, come and take time to enjoy downtown; they are encouraging businesses to offer special promotions. R. McMahon said the plan is to offer parking in the parking structure channeling pedestrian traffic across the bridge into the City Center.

EXECUTIVE SESSION

Personnel

Motion to move into Executive Session to discuss personnel made at 8:46 a.m. by J. Ogden and seconded by R. Goldsmith; unanimously approved.

Motion to leave Executive Session and reconvene the meeting made at 8:51 a.m. by R. Higgins and seconded by T. Roohan; unanimously approved.

Approve Peter Gailor Invoices

R. McMahon noted that no one noticed that the contract with Peter Gailor had lapsed. There are two invoices from Peter Gailor to pay for snow plowing and removal. One is for December 17 and December 18, 2020 in the amount of \$6,430.00 and the other is for snowplowing the month of January for \$2,740.00.

Motion to pay the December and January Gailor invoices as presented totaling \$9,170.00 made by R. Goldsmith and seconded by S. Sullivan; unanimously approved.

R. McMahon presented that more money needed to be allocated for security and asked that the Three Rings purchase order be increased by \$50,000

Motion to increase PO for Three Rings Security by \$50,000 made by R. Goldsmith and seconded by S. Sullivan; unanimously approved.

ADJOURNMENT

Motion to adjourn the meeting came at 8:53 a.m. by S. Sullivan and seconded by J. Ogden; unanimously approved.

SS City Center Authority Meeting
03-10-2021

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

The next Authority meeting is scheduled for Wednesday, April 14, 2021.

Saratoga Springs City Center Authority Meeting Agenda

Wednesday, April 14, 2021

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 10, 2021

B. March 2021 Financial Statement

C. Investment Accounts March 2021

IV. **Chairman's Report:**

A. Future Meeting Dates: May 12, June 9, July 14

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

A. Sales Report

B.

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

VII. **Adjournment**

Next Authority Meeting: Wednesday, May 12, 2021, 8:00 a.m.

Saratoga Springs City Center
522 Broadway
AUTHORITY MEETING
8:00 a.m. April 14, 2021
City Center

Present: R. Goldsmith S. Sullivan
J. Ogden S. Wiggins
D. Rogers-Bullis
T. Roohan, Chair

Absent: R. Higgins (Excused)

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

CALL TO ORDER

The meeting was called to order at 8:27 a.m. by Chairman T. Roohan

PUBLIC COMMENT PERIOD

No one spoke.

CONSENT AGENDA

Minutes

The minutes of the March 10, 2021 meeting were previously distributed to the Board.

March 2021 Financial Statement

R. McMahon presented the March 2021 financial report, starting with estimated cash flow stating that the financial picture is improving. Being under \$250k is not great but we are no longer in the red partially because there have been more concessions by Bette Cring, increasing security is on hold for now and furloughed staff have run out of health insurance. R. McMahon said that one staff member with 34 years at the City Center has retired. Some staff are working part time in order to keep things going. Cash Flow is improving. Referring to monthly comparisons, business is still not back; The toughest restrictions are in New York where venues such as the City Center are locked in at 100 to 150 people which is causing many clients to take their business to states with less restrictions. The one accounts receivable is the County because they had rented space in the City Center to be a vaccine provider and that has not happened. Referring to the Income Summary, R. McMahon said there will be a bed tax check any day now; the parking garage revenue should be improving soon because two-hour parking signs are going up soon along High Rock Avenue and the City's Department of Public Safety has announced that parking tickets are starting to be issued again.

Refund Approval

R. McMahon said there are two new refunds requested including \$500.00 to Northeastern Association of the Blind at Albany and \$500 to Galaxy Events/Wine & Chocolate Expo. This brings the total refunds to date to \$94,457 which is still a small percentage.

Motion to authorize the two refunds totaling \$1,000 as presented made by T. Roohan and seconded by J. Ogden; unanimously approved.

Investment Accounts March 2021

R. McMahon stated that the funds are going up because money has been moved out of construction to the operating account and the occupancy tax account which is the cash reserve. He advised that the parking garage construction is done, and the Investment Account balance as of March 31, 2021 is better at \$445,445.85.

T. Roohan asked for a motion to accept the Consent Agenda as presented.

Motion to accept the Consent Agenda, specifically the March 10, 2021 meeting minutes and the March 2021 financial report as presented, made by J. Ogden, and seconded by D. Rogers-Bullis; unanimously approved.

CHAIRMAN'S REPORT

Future Meeting Dates

T. Roohan announced that the next three meeting dates are, May 12, June 9, and July 14, 2021. R. McMahon stated that each meeting will be held on site at 8:00 a.m. at the City Center.

EXECUTIVE DIRECTOR'S REPORT

Sales Report

R. McMahon presented the sales report, stating that 2022 is strong, and 2021 is coming around; September and October of 2021 are busy every day. He said that the losses of the City Center are losses for us as a community. D. Leggieri stated that many clients are going to neighboring states because of the restrictions on conferences and conventions here to 150 or 70% capacity, which ever is less. Regarding the racetrack, it is up to the Governor, the Preakness is being allowed 10k, Belmont is being figured out. It does seem as if people may have to show proof of vaccination. As more states around us are opening, hopefully New York will be able to soon.

R. McMahon said that SPAC is trying different events; they just did one at the Pitney Meadows Farm and sold out quickly. Requiring temperature checks and proof of vaccination may be the key to opening. Logistical issues regarding those requirements are being considered. He stated that for 2021 there are 78 paid days, 60.25 tentative days for a total of 138.25 days and 104 events of which 79 are repeat and 25 are new. He advised that the economic impact due to lost events, using projected attendance figures, is \$22,437,317.09 as of 4/12/2021.

D. Leggieri said that restrictions have to go in the right direction, especially by the fall. Hotels are filling up a bit; the track will have fans and racing fans are starting to book rooms, especially for the weekends. Some places are planning on full attendance based on proof of vaccination. He advised that 50k can fit at the track, but restrictions percentages are based on the number of actual seats at this point.

New Events/COVID Vaccination Site

R. McMahon said that the County is continuing to hold jury selection at the City Center because it is working out well. The City Center has also registered to be included as a location for the filming market/industry because location scouts could easily be attracted to Saratoga Springs since it is a great City. Mind Body Soul will be holding weekend events once a month outside. People will have

stands out there on the lower level of the garage. This is essentially a health and wellness market.

R. McMahon explained that for Skidmore graduation, no family is invited on campus, but there will be an on-campus event for the students with Cornell West as the keynote speaker. The plan is that remote viewing will be made available in various locations around town, hopefully including the City Center. We will have to bring in an AV package.

R. McMahon announced that the City Center will not be used as a vaccination site.

Air B & B

R. McMahon advised that the County is currently waiting for State action on the proposed legislation to have sales and occupancy tax imposed by the home sharing economy. New York City is regularly imposing those taxes. In this County, we must close the current loophole that any home/venue with 4 units or less to rent is exempt.

EXECUTIVE SESSION

None

ADJOURNMENT

Motion to adjourn the meeting came at 9:00 a.m. by J. Ogden and seconded by D. Rogers-Bullis; unanimously approved.

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

The next Authority meeting is scheduled for Wednesday, May 12, 2021.

Saratoga Springs City Center Authority Meeting Agenda

Wednesday, May 12, 2021

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 14, 2021

B. April 2021 Financial Statement

C. Investment Accounts April 2021

IV. **Chairman's Report:**

A. Future Meeting Dates: June 9, July 14, August 11

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

A. Sales Report

a. Approve Refunds

B. Reopening Staffing Needs

C. County Tourism Update

D. Approve TRANE invoice - \$5114.70

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

VII. **Adjournment**

Next Authority Meeting: Wednesday, June 09, 2021, 8:00 a.m.

Saratoga Springs City Center
522 Broadway
AUTHORITY MEETING
8:00 a.m. May 12, 2021
City Center

Present: R. Goldsmith S. Sullivan
R. Higgins
J. Ogden
T. Roohan, Chair

Absent: D. Rogers-Bullis
S. Wiggins

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

CALL TO ORDER

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

PUBLIC COMMENT PERIOD

No one spoke.

CONSENT AGENDA

Minutes

The minutes of the April 14, 2021 meeting were previously distributed to the Board.

April 2021 Financial Statement

R. McMahon presented the April 2021 financial report, starting with estimated cash flow broken out by month. He noted that the estimated cash flow for August of 2021 is about \$70,000 when not long ago is was \$270,000. He explained that the Chamber of Commerce executive committee decided to pre-pay for their events five years out as a cash infusion which has helped with cash flow immensely. R. McMahon said they held a mock trade show to explore various versions of safer trade shows, best plan for spacing, and many clients came, and the event was covered by Channel 13. Effective May 19, large venues will be able to run at 25% capacity which is based on the maximum allowed by fire code. This allows almost all business at the City Center except for Dance Flurry and one or two other large events. Income is at 23% of budget and expenses are at 30.8% of budget. There is nothing in jeopardy in the accounts receivable and nothing unusual in the list of checks over \$500; the Gailor landscaping is for snow removal in December and January. Monthly Comparisons show a slight improvement for April 2021 over April 2020, yet a painful difference compared to April 2019. Deposits continue to come in, so things are looking better.

Refunds Requested

R. McMahon stated there were four additional refund requests including \$1,650 for Stillwater High School; \$500 for Schenectady High School; \$963 to Belmonte & Son and \$500 to Bark, Brew & Tattoo which brings the total amount of refunds to \$98,070. R. McMahon said that some of the events will return eventually. St this point there are no high school graduations. Skidmore is not allowing parents on campus during their ceremony but venues throughout the City, including the City Center will

feature the event remotely. Skidmore wants to improve and increase community relations and involvement.

Motion to approve the payment of the refunds as presented, made by S. Sullivan and seconded by J. Ogden; unanimously approved.

Investment Accounts April 2021

R. McMahon stated that the certificate of occupancy was just issued for the parking structure. The Building Department wants a safety plan in order to open and have events on the roof deck. T. Roohan urged communication with the bank; the parking contract will be closed out soon now that there is a CO. It was noted that available funds are at \$273,652. There is concern that the quarterly ROT payment came in lower than expected last quarter.

T. Roohan asked for a motion to accept the Consent Agenda as presented.

Motion to accept the Consent Agenda, specifically the April 14, 2021 meeting minutes and the April 2021 financial report as presented, made by R. Goldsmith, and seconded by R. Higgins; unanimously approved.

CHAIRMAN'S REPORT

Future Meeting Dates

T. Roohan announced that the next three meeting dates are, June 9, July 14, 2021 and August 11.

EXECUTIVE DIRECTOR'S REPORT

Sales Report

R. McMahon presented the sales report stating that the report includes 2019 as a frame of reference as requested. He advised that things are trending in the right direction; the number of 2021 events is likely to increase toward the end of the year and 2022 is on a much better track and is actually on pace with 2019. The economic impact due to lost events because of the Corona Virus so far in 2021 is conservatively estimated at \$23,591,054.89.

Parking Structure Reports

R. McMahon presented a series of reports for April on the use of the parking structure including the General Totals Report, Entry/Exit Time Report and Duration of Stay Report. From April 1 through April 30, there were 1,363 transactions netting \$3,133.00. He said that three monthly rentals have just been added. T. Roohan suggested reminding neighbors of the available space for monthly rentals. More people are using the structure on weekends. The Entry/Exit Time Report indicates that people are coming in for meals.

R. McMahon reported that T. Owens was here with the landscaper; the Elms are a hybrid so there should be no risk of Dutch Elm disease. They also discussed ways to handle the excessive bamboo. Daley Concrete will re-caulk in various places where some water has come in.

Reopening Staffing Needs

R. McMahon stated that fifteen bills were sent out for 50% payment have been sent back already indicating that reopening is beginning. He asked the Authority for ideas on how to sustain the City Center financially through the reopening process, particularly restaffing because the quarterly payments of room tax are for the previous quarter. Members discussed the possibility of grants or loans from the State. It was agreed that it is concerning, particularly because the ROT payment came in lower than expected last quarter and things are moving slowly although in a positive direction. For example, in 2019 the 2nd quarter payment was \$668k, in 2020 it was \$187k, and it is predicted the second quarter payment in 2021 will be \$394k. Protocols are going to be required for full opening and venues will have to re-write logistics which may include unexpected costs.

County Tourism Update

R. McMahon said that the County is coming around regarding the Air B&B bed tax. There needs to be a change in the exemptions for places with four or fewer beds.

Approve TRANE invoice

R. McMahon requested Authority approval for an invoice from TRANE in the amount of \$5114.70 for an issue of air in the lines.

Motion to pay the Trane invoice in the amount of \$5,114.70 made by J. Ogden, and seconded by S. Sullivan, unanimously approved.

EXECUTIVE SESSION

None held.

ADJOURNMENT

Chairman T. Roohan adjourned the meeting at 9: 12 a.m.

The next Authority meeting is scheduled for Wednesday, June 9, 2021.

Saratoga Springs City Center Authority Meeting Agenda

Wednesday, June 09, 2021

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 12, 2021

B. May 2021 Financial Statement

C. Investment Accounts May 2021

IV. **Chairman's Report:**

A. Future Meeting Dates: July 14, August 11, September 8

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

A. Sales Report

B.

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

VII. **Adjournment**

Next Authority Meeting: Wednesday, July 14, 2021, 8:00 a.m.

Saratoga Springs City Center
522 Broadway
AUTHORITY MEETING
8:00 a.m. June 09, 2021
City Center

Present: R. Goldsmith
R. Higgins
J. Ogden
D. Rogers-Bullis – by telephone remote
T. Roohan, Chair
S. Wiggins

Absent: No one

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

CALL TO ORDER

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

PUBLIC COMMENT PERIOD

No one spoke.

CONSENT AGENDA

Minutes

The minutes of the May 12, 2021 meeting were previously distributed to the Board. There was a correction made on page one, the second to last sentence in the last paragraph changing St to At and the words “community-wide” were added to describe economic impact, on page 2 in the fourth sentence under Sales Report.

May 2021 Financial Statement

R. McMahon presented the May 2021 financial report noting that 21 payments were received in May, and May 2021 was the first time since March 2020 where a cash transfer was not necessary to balance the budget. He reported that the Adirondack Sports and Fitness event was successful and drew between 400 and 500 people over two days. Reviewing the income summary, R, McMahon advised that the summer bed tax will improve to more than anticipated. D. Leggieri said at this time, the mid-week group business is missing but it is coming back slowly, however leisure travel is significantly increasing. R. McMahon stated that the labor market is an ongoing challenge. His staff is waiting to come back but he is re-imagining some of the previous positions for efficiency and increased service to the public. He reported that income is 30% to budget and this percentage will noticeably increase as the year progresses and the City Center re-opens. R. Higgins requested that 2019 numbers be included in the income and expense summary reports to have a comparison with a normal year. Expenses are tracking well, nothing out of the ordinary but the switch to a demand meter may cause the utilities cost to rise. May Accounts Receivable have been paid, nothing unusual in checks over \$500; a power hose and nozzle were purchased in the amount of \$1,260 for the parking structure. R. McMahon noted that in the year over year comparison of the month of May, there is evidence of an uptick, but May 2021 revenue was half of that of May 2019. There were 8 events in May and they were each successful, including the

Mind Body and Soul events on the ground floor of the parking garage, although the heat had a slightly negative impact. Of the deposits received in May, all but two were for events to be held in 2021. People are planning to do their events; there are no new refunds to report so the total refunds due to COVID remains at \$98,107 and many of those events will eventually return. R. McMahon reported that the Parking Structure Financial summary indicates that people are staying longer; there were 2800 transactions in May, with \$6,900 received which is a significant improvement. Since the report shows that people are using, the York Street exit a lot more, he wants to reverse one of the entrances to accommodate this area of heavier use

Investment Accounts May 2021

R. McMahon stated that the ROT draw Account is a hold-over from when we went to the Adirondack Trust Company, essentially a reserve fund. The projected total at year end is \$286,629.35.

T. Roohan asked for a motion to accept the Consent Agenda as presented.

Motion to accept the Consent Agenda, specifically the May 12, 2021 meeting minutes with corrections and the May 2021 financial report as presented, made by R. Goldsmith, and seconded by S. Wiggins; unanimously approved.

CHAIRMAN'S REPORT

July 14 meeting – Possible date change

Since three Authority members are unable to make the July meeting, it was decided to cancel the City Center Authority meeting for the month of July. T. Roohan asked that the financial report be submitted shortly after receiving the ROT payment, around the 20th of July.

Future Meeting Dates

T. Roohan announced that the next two meeting dates are August 11, and September 8.

EXECUTIVE DIRECTOR'S REPORT

Sales Report

R. McMahon presented the sales report noting that business is coming back; there are 99.75 definite and 32.50 tentative for a total of 132.25 paid days and 98 events of which 25 are new to the City Center. He said that 2022 is looking good with 103 events and 266 paid days scheduled. R. McMahon advised that several venues within a few hours away are undergoing or planning renovations in through 2023 so we are reaching out to encourage their clients to come here. Referring to the report of the economic impact due to lost events because of the pandemic, R. McMahon stated that the economic impact upon the community is estimated at \$22,309,104.74. He stated that this is the last time this report will be included with the agenda.

Fair Gaming Coalition Update

R. McMahon explained that casinos with table gaming were required to give money to smaller venues, and the City Center received between \$15k and \$20k per year. It was noted that Rivers has not paid since February and owes \$300k; Del Logo owes \$150k and Montary and Tioga Downs have asked for a 10% discount to which the Coalition agreed. The Coalition's attorney is reaching out one more time before going to the State Gaming Commission about Rivers and Del Logo; the Fair Gaming payments are not a lot of money, but this is worth watching. This is a "wait and see", the City Center is taking no direct action on this. The Fair Gaming grants program, which gives grants to small arts organizations, is on hold pending casino payments.

Chamber of Commerce Letter

R. McMahon circulated a letter to the Saratoga County Chamber of Commerce that each Authority member will personally sign. The letter thanks the Chamber for their advanced support ensuring continued partnership throughout many events for the remainder of 2021 through December 2025.

American Recovery Funds Letter

R. McMahon presented a letter addressed to the Chairman of the County Board of Supervisors requesting a grant from the County's American Rescue Plan Recovery Funds. The funding request will be signed by the current and four former Chairmen of the Saratoga Springs City Center Authority.

Parking Structure Update

R. McMahon advised that the counting mechanism is off due to a logic issue affecting the first, second and fourth levels. Bette Cring is working out the issue with AGI. R. McMahon presented with the agenda several copies of security camera footage of various issues that took place in the parking structure such as individuals driving into parked cars; lifting the gate to avoid payment. He advised that the system is working, with the help of the police, each perpetrator was apprehended.

EXECUTIVE SESSION

None held.

ADJOURNMENT

Motion to adjourn the meeting came at 8:54 a.m., made by R. Higgins, and seconded by S. Wiggins; unanimously approved.

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

The next Authority meeting is scheduled for Wednesday, August 11, 2021.

**Saratoga Springs City Center
Authority Meeting Agenda**

Wednesday, July 14, 2021

Time: 8:00 a.m.

Location: City Center

**Authority Meeting of Wednesday, July 14, 2021 has been cancelled.
The Authority Board will meet again at the next scheduled meeting of Wednesday, August 11, 2021**

Saratoga Springs City Center Authority Meeting Agenda

Wednesday, August 11, 2021

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 14, 2021

B. July 2021 Financial Statement

C. Investment Accounts July 2021

IV. **Chairman's Report:**

A. Future Meeting Dates: September 8, October 13, November 10

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

A. Sales Report

B.

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

VII. **Adjournment**

Next Authority Meeting: Wednesday, September 08, 2021, 8:00 a.m.

Saratoga Springs City Center
522 Broadway
AUTHORITY MEETING
8:00 a.m. August 11, 2021
City Center

Present: R. Goldsmith
R. Higgins
J. Ogden
T. Roohan, Chair
S. Sullivan

Absent: D. Rogers-Bullis - excused
S. Wiggins - excused

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

CALL 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

The minutes of the June 9, 2021 Authority meeting were previously distributed to the Board. There were no corrections

July 2021 Financial Statement

R. McMahon presented the July 2021 financial report noting that New York State has waived unemployment expenses. In 2020, unemployment ran 443.4% over the amount budgeted. Referring to the 2021 and 2022 estimated cash flow, R. McMahon advised that he is still using the "Carl Walker" model for the revenue and expense projections of the parking structure. Mayor Kelly stated that people are not aware that there is a parking structure or that they can use that facility. She suggested placing a large sign of a "P" on the Lake Avenue side and using larger way-finding signs. The income summary report indicated that by the end of July in 2020 the income was at 63.8% of budget, in 2021 it is at 35.1% of budget. At the end of July 2020 the room occupancy tax income was at 48.4% of budget; at this time in 2021 it is at 60%. Total expenses are tracking well, 45.6% to the amount budgeted. Lack of staff has contributed immensely to the savings in expenses. R. McMahon advised that parking expenses are at 71.1% to budget; partly because of an increase in security personnel due to the track season. None of the accounts receivable are in jeopardy. Checks over \$500 are mostly related to the parking structure, primarily security services. Conference season begins August 31; mask enforcement is being left to clients. The July monthly comparisons show that in July of 2019, the total monthly revenue was \$74,379.59 and \$91,653.51 in 2021, partly because expenses were \$11,859 more in 2019. Total deposits on hand as of July 30, 2021 is \$330,271.13. Parking revenue is 50% behind pre-construction estimates, there is still a pandemic so there has not been the number of events anticipated in the estimates and the projections were done with the expectation that the track would have only one dark day. In July, 5,839 tickets were pulled; and there are 428 monthly

SS City Center Authority Meeting
08-11-2021

passes and 16 yearly contracts. The Holistic Market event held in the parking structure was very successful and the client would like vendors to be able to park in the garage at a bulk rate.

Investment Accounts May 2021

R. McMahon stated that the City Center operating account contains \$61,140; the Occupancy Tax Account (Cash Reserve) is \$190,735.90 and the ROT draw Account for Parking Structure construction is \$115,537 bringing the total available funds to \$367,413. Restricted funds held by the Adirondack Trust Company totals \$612,347.

T. Roohan asked for a motion to accept the Consent Agenda as presented.

Motion to accept the Consent Agenda, specifically the June 9, 2021 meeting minutes and the July 2021 financial report as presented, made by R. Goldsmith, and seconded by J. Ogden; unanimously approved.

CHAIRMAN'S REPORT

Future Meeting Dates

T. Roohan announced that the next three meeting dates are September 8, October 13, and November 10.

EXECUTIVE DIRECTOR'S REPORT

Sales Report

R. McMahon presented the sales report noting that the third and fourth quarters of 2021 look strong with about 38k day guests anticipated. Next year, 2022 is trending well, ahead of 2019, because events are returning. Rules on vaccinations, masks, are up to the clients to enforce. So far, no one with reservations in 2022 has cancelled. The sales staff is focusing on scheduling events for the summer months of 2022. The City Center offers security services for which the client is billed, and security will enforce masks, and vaccines if that is what the clients want.

2022 Budget

R. McMahon explained that the City requires a budget to be submitted in August. Income and expenses are updated on an ongoing basis. The operations revenue budgeted for 2022 is \$976,822 and includes building rental, and client revenue such as catering. Non-operating revenue budgeted is \$77,000 and includes items such as employee health contributions, upstate theatre coalition. Parking Structure income budgeted for 2022 is \$480,000; miscellaneous charges of \$2,500 and reimbursed current year expenses of \$2,500 were budgeted. Room Occupancy tax was budgeted at \$503,643. Total income budgeted for 2022 is \$2,735,465.19 and total expenses budgeted are \$27,735,465.19.

Motion to accept the 2022 budget to be submitted to the City's Department of Finance as presented made by R. Higgins and seconded by R. Goldsmith; unanimously approved.

SS City Center Authority Meeting
08-11-2021

Health Insurance

R. McMahon advised that costs have gone down slightly; his recommendation is to continue with CDPHP on the Platinum 130 EPO plan which saves 1% and maintains current coverage. The plan cost \$138,948 in 2021 and will cost \$137,606 in 2022.

Motion to continue employee health insurance coverage with CDPHP as presented made by R. Higgins and seconded by R. Goldsmith; unanimously approved.

Shared Receptionist

R. McMahon stated that now, operating without personnel in reception, whomever can answer the phone at the City Center does so but when events start up again, this will not work. To save money, the City Center is going to try to share a receptionist with the Chamber of Commerce and the Convention Bureau. The City Center will be responsible for one third of the total cost of this position. Beginning in September, the floating receptionist will answer all phone lines directly from a central location.

Three Rings Purchase Order

R. McMahon asked for Authority approval to increase an open purchase order by \$50,000 for the parking structure (E3475654 54720) and an additional \$6,000 for events (E3577164 54720). Also requested approval to pay the following Three Rings Security invoices: Inv. #530 - \$3,200; Inv. #534 - \$3,793.75; Inv. #537 - \$200.00; Inv. #540 - \$4,200; Inv. #544 - \$4,000; Inv. #548 - \$4,187.50.

Motion to increase the open purchase order for Three Rings Security to pay the invoices as presented, made by S. Sullivan and seconded by R. Goldsmith; unanimously approved.

Parking Structure Update

R. McMahon reported that the SWPP has been closed out, still two points outside our lease line that we are monitoring to be sure that grass grows there. Bette Cring is holding payment to ATI Parking Control until issues with the counting mechanism are worked out. The gate is closing too soon, and tickets are not being given. Monitoring software was used, and error reports sent to the manufacturer. The license plate reader will be re-located at the exit and water damaged equipment in the counting system will be replaced. Some clients have requested a functional system that enables group pre-sales so clients can get batches of tickets, hopefully at a bulk rate, for their members. Two more vehicle charging systems, funded entirely by Evolve New York, are being installed on the north end of the parking lot.

Refund: Matt McCabe - \$862.50

Motion to approve a refund to the McCabe family in the amount of \$862.50 made by R. Higgins and seconded by S. Sullivan; unanimously approved.

SS City Center Authority Meeting
08-11-2021

ADJOURNMENT

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

Chairman T. Roohan adjourned the meeting at 9:00 a.m. The next Authority meeting is scheduled for Wednesday, September 8, 2021.

**Saratoga Springs City Center
Authority Meeting Agenda**

Wednesday, September 08, 2021

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 11, 2021

B. August 2021 Financial Statement

C. Investment Accounts August 2021

IV. Chairman's Report:

A. Future Meeting Dates: October 13, November 10, December 8

V. Executive Director's Report:

A. Sales Report

B.

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

VII. Adjournment

Next Authority Meeting: Wednesday, October 13, 2021, 8:00 a.m.

Saratoga Springs City Center
522 Broadway
AUTHORITY MEETING
11:00 a.m. September 16, 2021
City Center

Present: R. Goldsmith T. Roohan, Chair
J. Ogden S. Sullivan
D. Rogers-Bullis S. Wiggins

Absent: R. Higgins

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

CALL TO ORDER

The meeting was called to order at 11:04 a.m. by Chairman T. Roohan

PUBLIC COMMENT PERIOD

No one spoke.

MEET ARTIST ANDREA BACKUS REGARDING MURAL

T. Roohan said that he and R. McMahon have been discussing having a mural painted on the side of the parking structure on the Lake Avenue side, off the road where the ground is flat and more visible. He introduced artist Andrea Backus. A. Backus circulated several sketches primarily centered on the theme of Health, History and Horses. One of the sketches featured a horseshoe and a likeness of the "Whitney Rose". She does not believe there are trademark issues but that will be verified when the sketch is agreed upon. She explained that she paints the mural, uses a clear sealant, rust oleum paint, then a final coat of clear sealant is added; the process gets the mural about a 25 year life. D. Rogers-Bullis suggested using a composite board mounted to the exterior as the canvas. R. McMahon said then it would be a sign; regardless, it still requires DRC approval. R. Goldsmith requested more time and information before he can provide input. D. Leggieri liked that Saratoga, health, history and cultural arts, the four pillars of this community, are represented. R. McMahon asked Andrea to email him copies of her sketches so he can circulate them to the Board members.

CONSENT AGENDA

Minutes

The minutes of the August 11, 2021 Authority meeting were previously distributed to the Board. No changes were made.

August 2021 Financial Statement

R. McMahon presented the August 2021 financial report, announcing that the City Council has granted the City Center \$250k which is crucial. He stated that the goal is to have a \$1m cushion on a regular basis in case anything like 2020 happens again. R. McMahon reported that at the end of August in 2021, income is at 38% of budget, compared to 46.7% by the end of August 2020. He stated that expenses are at 50% to budget, nothing is ahead of where it should be. He did just order three computers, which was anticipated. R. McMahon advised that parking revenue

from only the machines totaled \$42,336 for June through August 2021. This is less than the amount on the income summary report because that number includes annual renewals, sales of spaces long-term, etc.

T. Roohan informed the Authority that a parking lot on the corner of Henry and Caroline Street and the lot between the Algonquin and Collamer buildings has also just been sold. This reduces the free parking inventory which might increase public interest in using the parking structure.

R. McMahon advised that it was good to see some items in Accounts Receivable and nothing is in jeopardy. Catering, AV charges are back and there has been no push-back from clients about AV charges. There is nothing unusual in the list of checks over \$500 and deposits continue to come in strong with \$57,933.75 coming in August 2021. Referring to the monthly comparisons of August 2019, 2020 and 2021, things look a lot more normal up over \$40k from last year. There is one refund to approve today, but events are returning. The proms are back and the SSCSD has already paid, they are going to have two proms in 2022, one for Seniors and one for Juniors which will be easier to manage.

Investment Accounts August 2021

R. McMahon stated that the City Center Investment Account has \$329,477.66 in total available Funds and \$612,359.82 in restricted funds.

T. Roohan asked for a motion to accept the Consent Agenda as presented.

Motion to accept the Consent Agenda, specifically the August 11, 2021 meeting minutes and the August 2021 financial report 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 meeting dates are Thursdays, October 21, November 18, and December 16 at 11 a.m. Meetings will take place in Room 101.

R. McMahon said that an additional Parking sign has been ordered. This will require a sign permit from the Building Department. The sign will be placed on the southern side, in the lower right corner, there is a light there, and this will increase visibility on Lake Avenue.

T. Roohan asked about the status of the Air B&B tax issue. R. McMahon said that the County is more receptive now than they have been. They have to take the action to move the process forward.

EXECUTIVE DIRECTOR'S REPORT

Sales Report

R. McMahon presented the sales report noting that so far in 2021 there have been 6,000 convention guests and 20k day guests which is not bad for 1 ½ quarters worth of business. He advised that 2022 is coming along well, 143 paid and 53 tentative. Two bookings for 2022 include the jockey club renting the full building for a full event and boxing is also returning,

Meet artist Andrea Backus regarding mural

Previously discussed.

City Grant Discussion / Letter to City Council

R. McMahon distributed a copy of a letter to be signed by each Authority member and sent to the City Council thanking them for the grant.

Approve pay for key City Center employees

- a. Only on full time weeks

R. McMahon stated that throughout the pandemic, key full-time employees stepped up and did anything necessary. Raises have been given of either 5% or, in the case of S. King, 8%. These raises should be applied retroactively to January 1st, 2021. Likewise, the performance bonus should be paid to R. McMahon totaling \$8,800 as determined by the Chairman T. Roohan. An estimated breakdown was provided for the retro pay totaling \$8,952.58. T. Roohan said this is well deserved; staff was mowing the lawn, removing snow, cleaning toilets, anything they could do to help.

Motion to approve paying retroactively the 5% raise for 2021 to key full time employees, an amount totaling \$8,952.58 along with Executive Director bonus of \$8,800 made by S. Sullivan and seconded by S. Wiggins; unanimously approved.

Increase to Three Rings Purchase Order - \$45,000

- a. Review Three Rings situation

R. McMahon asked for Authority approval to increase an open purchase order for Three Rings Security by \$45,000 for the parking structure (E3475654-54720) He also requested approval to pay the following Three Rings Security invoices from the purchase order: Inv. #552 - \$4,200; Inv. #553 - \$325.00; Inv. #555 - \$4,200.00; Inv. #559 - \$ 162.50; Inv. #565 - \$4,193.75; Inv. #566 - \$300.00; Inv. #569- \$4,193.75; Inv. #570- \$100.00; and Inv. #571- \$450.00, a total of \$18,125.00.

Motion to increase the open purchase order for Three Rings Security by \$45,000 and to pay the invoices as presented, made by R. Goldsmith, and seconded by J. Ogden; unanimously approved.

Approve ATI -\$3,126.50 for relocation of license plate reader camera

R. McMahon explained that the license plate reader will be re-located from York Avenue to High Rock Avenue; the current location was a poor choice considering the popularity of events on the ground level along with other minor work. To cover the cost of this work, he requests approval to open a purchase order for ATI not to exceed \$6,000.

Motion for approval to open a purchase order to ATI in an amount not to exceed \$6,000 made by D. Rogers-Bullis and seconded by R. Goldsmith; unanimously approved.

Validation Machine for Parking Structure

Some clients have requested a functional system that enables group pre-sales so clients can get batches of tickets, hopefully at a bulk rate, for their members. R. McMahon announced that he has found a machine, AMANO Plus Ticket Validations, that allows the validation of tickets on site.

Cancellations/Cancellation Penalty

R. McMahon stated that there have been two recent last-minute cancellations, with less than 30 days notice. These cancellations have a huge impact on local hotels. R. McMahon would like to update the City Center rental contract in a way that contemplates some of the other lost revenues, particularly if there is less than 30 day notice. D. Leggieri said the industry standard is that as soon as you sign a contract, you are on the hook for something. The closer to the event the cancellation is the higher the economic impact; this becomes a negotiating piece to make it harder to walk away. R. McMahon wants something in the contract to deter last minute cancellations. R. Goldsmith cautioned that the City Center should not put themselves in a position where they are chasing money. J. Ogden suggested avoiding subjective, vague terms within the contract such as "economic impact".

Saratoga Hospital refund \$1,400

R. McMahon explained that Saratoga Hospital event was originally set for April 2020, and they never rebooked.

Motion to approve a refund to Saratoga Hospital in the amount of \$1,400 made by S. Sullivan and seconded by S. Wiggins; unanimously approved

EXECUTIVE SESSION: If necessary

_ADJOURNMENT

Motion to adjourn the meeting came at 12:06 p.m. made by R. Goldsmith and seconded by S. Wiggins; unanimously approved.

Chairman T. Roohan adjourned the meeting at 12:06 p.m. The next Authority meeting is scheduled for Thursday, October 21, 2021, 11:00 a.m.

Saratoga Springs City Center Authority Meeting Agenda

Wednesday, October 13, 2021

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: September 8, 2021

B. September 2021 Financial Statement

C. Investment Accounts September 2021

IV. **Chairman's Report:**

A. Future Meeting Dates: November 10, December 8, January 13

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

A. Sales Report

B.

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

VII. **Adjournment**

Next Authority Meeting: Wednesday, November 10, 2021, 8:00 a.m.

Saratoga Springs City Center
522 Broadway
AUTHORITY MEETING
11:00 a.m. October 21, 2021
City Center

Present: R. Goldsmith
J. Ogden
D. Rogers-Bullis
S. Sullivan

Absent: R. Higgins
T. Roohan, Chair
S. Wiggins

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

CALL TO ORDER

R. McMahon announced that since Chairman T. Roohan and Vice Chairman R. Higgins were both unable to attend today's meeting, he would call the meeting to order.

The meeting was called to order at 11:02 a.m. by Executive Director R. McMahon

PUBLIC COMMENT PERIOD

No one spoke.

CONSENT AGENDA

Minutes

The minutes of the September 16, 2021 Authority meeting were previously distributed to the Board. No changes were made.

September 2021 Financial Statement

R. McMahon presented the September 2021 financial report. He explained that the budget is set in August of the previous year, and it was expected that events would return to the City Center before September but that was not the case. There were lots of events in September, but the Delta variant forced a lot of cancellations in October. Revenue was at 56% of budget at the end of September; expenses were at 54.4% of budget which shows that costs are being kept down. R. McMahon explained that the Upstate Theatre Coalition was formed when area venues were vying for permission to operate a casino in the capital district area. As a result of the casinos going into operation, the New York State government mandated that the casinos had to give money to places that were expected to be negatively impacted by the casinos. The City Center has received so far this year, 11,387.76. Some casinos still owe the coalition \$500k; the coalition is pursuing the collection of these funds through the State Gaming Board. R. McMahon stated that the City Center will continue to be supportive of whatever the other members want to do.

R. McMahon reported that it is good to see Accounts Receivable looking closer to normal. Most of the accounts are not in jeopardy, only one account, barely over \$100 is not expected to be received. There is nothing unusual in the list of checks over \$500. Monthly Comparisons show an increase in business to closer to normal such as 2019 numbers. Deposits continue to come in daily. There were no refunds requested in September.

Investment Accounts September 2021

R. McMahon stated that as of September 30, 2021 the City Center Investment Account has \$453,553.59 in total available funds.

Motion to accept the Consent Agenda, specifically the September 16, 2021 meeting minutes and the September 2021 financial report as presented, made by J. Ogden, and seconded by D. Rogers-Bullis; unanimously approved.

CHAIRMAN'S REPORT

Future Meeting Dates

R. McMahon announced that the next three meeting dates are Thursdays, November 18, December 16 and January 20th at 11 a.m. Meetings will take place in Room 101.

EXECUTIVE DIRECTOR'S REPORT

Sales Report

R. McMahon said there were 5 conferences, 3 gate shows and 2 special events in September, a total of 10 with 27.50 paid days compared to 2 paid days in September 2020 and 35.50 in September 2019.

Future Sales Outlook – Susan Baker

R. McMahon introduced Susan Baker, Director of Sales, to report on sales and the progress toward normality. S. Baker stated that the City Center essentially re-opened with the first conference in July and business continued culminating in a strong September, but then the COVID variant severely impacted October business where a significant number of events, most medically adjacent, were postponed, but the majority of those clients moved their events to future dates. S. Baker advised that by 2022, the City Center hopes to be predominantly back to pre-COVID numbers. The rental goal for 2022 is 82% of available space. A lot of space has been rented but there are still pockets of space that the sales staff is working diligently to fill; the goal is to use space to the maximum advantage. It is a work in progress; November and December are not as strong yet, but most of that business will come back in 2022. Some large holiday parties are still on the books for this December, although one has backed out, they did re-schedule for 2022.

R. Goldsmith asked if the sales staff has received feedback about the parking structure. S. Baker said it will take about one year of normal business to know for sure; the staff sells the benefit of covered parking, continuous security and a covered walkway directly into the City Center. Clients include the Parking Structure information on registration forms. The new validation machine

makes it easy; the first two weeks of October brought in \$1,000 per day. There is an issue with the Hotel staff leaving the gates up but that is being worked out; the problem stems from staff shift changes. S. Baker stated that she has just written five contracts for major pieces of business; they are holding dates out as far as 2027. There are other situations affecting the conference industry that might benefit the City Center. For example, the Lake Placid Convention Center will be closed until 2024 for renovations and when re-opened, their focus will be primarily on the leisure and sports market. Also, the Westchester Hilton has permanently closed. The City Center is continuously encouraging displaced conferences with the help of the Saratoga Convention and Tourism Bureau; they are great at knowing which venues have been closed and which clients have been displaced and they reach out immediately. Our geographical location and the fact that this is a beautiful City helps immensely in attracting conferences. S. Baker said that the City Center sales staff is continuously looking for new business, new clients, trying to build relationships and move forward successfully.

Parking Update

R. McMahon reported that parking revenue for September was just shy of \$15k and October will most likely fall short, but business will pick up next year. The average duration of stay is between 0 and 4 hours, more day guests than hotel guests. Regarding maintenance, the winterizing has begun including the draining of water pipes in the bathrooms, and the caulking of lights. Bette Cring has been great to respond to every request and concern.

Certificate of Occupancy for Fifth Floor

R. McMahon advised that to hold events on the fifth level of the parking structure, a Certificate of Occupancy is required and despite the efforts of the City Center to satisfy all requirements to receive the CO, including the crafting of a Safety Plan that illustrates how emergency vehicles get in to respond to emergencies, the Building Inspector continues to deny the issuance of the CO. Part of the problem is that this is an outdoor area of a parking lot that is being mistakenly perceived as a new interior space within the City Center itself.

Mayor Kelly suggested that the City Center Attorney, D. Harper, have a meeting with City Attorney V. DeLeonardis.

EXECUTIVE SESSION

ADJOURNMENT

Motion to adjourn the meeting came at 11:29 a.m. made by R. Goldsmith and seconded by D. Rogers Bullis; unanimously approved.

R. McMahon adjourned the meeting at 11:29 a.m. The next Authority meeting is scheduled for Thursday, November 18, 2021 at 11:00 a.m.

Saratoga Springs City Center Authority Meeting Agenda

Wednesday, November 10, 2021

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 21, 2021

B. October 2021 Financial Statement

C. Investment Accounts October 2021

IV. **Chairman's Report:**

A. Future Meeting Dates: December 8, January 13, February 9

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

A. Sales Report

B.

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

VII. **Adjournment**

Next Authority Meeting: Wednesday, December 08, 2021, 8:00 a.m.

Saratoga Springs City Center Authority Meeting Agenda

Wednesday, December 08, 2021

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 10, 2021

B. November 2021 Financial Statement

C. Investment Accounts November 2021

IV. **Chairman's Report:**

A. Future Meeting Dates: January 13, February 9, March 9

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

A. Sales Report

B.

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

VII. **Adjournment**

Next Authority Meeting: Thursday, January 13, 2022, 8:00 a.m.

Saratoga Springs City Center
522 Broadway
AUTHORITY MEETING
11:00 a.m. December 16, 2021
City Center

Present: R. Goldsmith T. Roohan, Chair
R. Higgins S. Sullivan
J. Ogden
D. Rogers-Bullis

Absent: S. Wiggins

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

CALL TO ORDER

The meeting was called to order at 11:04 a.m. by T. Roohan.

PUBLIC COMMENT PERIOD

No one spoke.

CITY CENTER PURCHASING BUSINESS

R. Higgins advised that he must leave the meeting in one-half hour. R. McMahon decided to move the purchasing related items up on the agenda to ensure quorum.

Increase Three Rings Purchase Order by \$11, 500

R. McMahon explained that this purchase order will finish off the year to enable payment of the final invoices as listed. The money is in the budget, on the appropriate line.

Approve Invoice 626 in the amount of \$4,200
Approve Invoice 627 in the amount of \$3,400
Approve Invoice 628 in the amount of \$3,400

R. McMahon asked for approval to increase the Three Rings security purchase order and pay three invoices from Three Rings security.

Motion to increase the Three Ring security purchase order by \$11,500 and approve payment of invoice #626 for \$4,200; invoice #627 for \$3,400 and invoice #628 for \$3,400 as presented made by S. Sullivan and seconded by J. Ogden; unanimously approved.

Approval meetings Expenses – Susan Baker \$47.22

Motion to approve expenses in the amount of \$47.22 incurred by Susan Baker for attendance to meetings made by R. Higgins and seconded by S. Sullivan; unanimously approved.

Approve SAVI Change Order - \$803.57

R. McMahon stated several monitors were worn out and needed replacement. The change order in the amount of \$803.57 is for upstairs monitors not included in the original agreement. The monitors were over 12 years old.

Motion to approve SAVI Change Order in the amount of \$803.57 made by R. Higgins and seconded by J. Ogden; unanimously approved.

Open POs for 2022

R. McMahon advised that Authority approval is required to open the following purchase orders for 2022:

Three Rings Security - \$196,500
Casella Waste - \$7,700
CDPHP - \$181,147
D. Harper - \$2,000
Innovative Plant Design - \$9,000

R. McMahon clarified that the Three Rings Security purchase order covers the services of Three Rings at the Parking Structure and at events. Most of the security services for the events are reimbursed by clients. He explained that Casella is the only company in the area that picks up garbage without requiring a roll-off dumpster. All of these are expected expenses and budgeted for in 2022.

Motion to approve the opening of five Purchase Orders as presented made by J. Ogden and seconded by S. Sullivan; unanimously approved.

CONSENT AGENDA

Minutes

The minutes of the October 21, 2021 Authority meeting were previously distributed to the Board. There was no Authority meeting held in November 2021. There were no comments and no changes.

November 2021 Financial Statement

R. McMahon presented the November 2021 financial report. He explained that at the end of 2021 there will be \$722,855.75 in available funds. Revenue is at 72.4% of budget and could be as high as 76% by the end of the year. Expenses have been maintained and are currently at 75.4% of budget. Nothing listed in Accounts Receivable is outstanding or in jeopardy. Since the City Center has been charging late fees, payments have been arriving on time. There is nothing unusual in Checks over \$500 except the check to Gailor Landscaping for \$4,995. This was to replace the entrance to the Parking Structure and adding pavers. R. McMahon stated that overall it was a good November; it is good to see events returning. Unfortunately, yesterday it was announced that Dance Flurry has cancelled their February 2022 event. It is a big loss for the community because so many hotel rooms have been booked for that event. He is working with the Saratoga Arts Council and others to try to get some art events scheduled.

Investment Accounts November 2021

R. McMahon stated that as of November 30, 2021 the City Center Investment Account has \$914,953.24 in total available funds.

Motion to accept the Consent Agenda, specifically the October 21, 2021 meeting minutes and the November 2021 financial report as presented, made by S. Sullivan, and seconded by R. Higgins; unanimously approved.

CHAIRMAN'S REPORT

Future Meeting Dates

R. McMahon announced that the next three meeting dates are Thursdays, January 27, February 17, and March 17, 2022 at 11 a.m. Meetings will take place in Room 101.

EXECUTIVE DIRECTOR'S REPORT

Sales Report

R. McMahon noted that in November there were 2 conferences, 2 gate shows and 3 special events, a total of 19.25 paid days compared to 1 paid day in November 2020 and 19.25 in November 2019. So far in January 2022 there are three events scheduled including Alpin Haus, County Highways, and the Log Cabin Show; the total numbers at this time for 2022 are 163 paid days and 129 events. There are still lots of contracts out, organizations want to do their events.

Parking Update

R. McMahon reported that parking revenue for September was \$14,895; \$13,129 in October and in November parking revenue was \$18,839. He stated there has been no vandalism for two months. R. McMahon has reached out to the city police about a convertible with the top down and Connecticut plates that has been at the structure since October 15. It has been confirmed that the vehicle is not stolen.

EXECUTIVE SESSION

None held

ADJOURNMENT

Motion to adjourn the meeting came at 11:48 a.m. made by S. Sullivan and seconded by J. Ogden; unanimously approved.

T. Roohan adjourned the meeting at 11:48 a.m. The next Authority meeting is scheduled for Thursday, January 27, 2021 at 11:00 a.m.