

**Saratoga Springs City Center
Authority Meeting Agenda**

Thursday, January 27, 2022

Time: 8:00 a.m.

Location: City Center

CANCELLED

Saratoga Springs City Center Authority Meeting Agenda

Thursday, February 17, 2022

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 16, 2021

B. **February Financial Statement**

C. **Investment Accounts January 2022**

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: Thursday, March 10, 2022, 11:00 a.m.

Saratoga Springs City Center Authority Meeting Agenda

Thursday, March 10, 2022

Time: 11:00 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

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III. **Consent Agenda**

~~A. Minutes: February 18, 2022~~

B. March 2022 Financial Statement

C. Investment Accounts February 2022

IV. **Chairman's Report:**

A. Future Meeting Dates: May 19, July 21, October 20, December 15

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

A. Sales Report

a. Cancellation Clause

B. Annual Report

C. Barrier Free Elevator – CC Elevators

a. Approve four-year contract not to exceed 5% increase per year

b. Motion to open PO for \$8820

c. Motion to pay invoice 22131 for \$2205

D. Motion to reimburse for food at West Side Stadium \$30.54 – old receipt

E. First Night Update

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

A. Contract / Employment Discussion

VII. **Adjournment**

Next Authority Meeting: Thursday, May 19, 2022, 11:00 a.m.

Saratoga Springs City Center
522 Broadway
AUTHORITY MEETING
11:00 a.m. March 10, 2022
City Center

Present: J. Ogden (on speakerphone) S. Sullivan
D. Rogers-Bullis
T. Roohan, Chairman

Absent: R. Goldsmith, excused
R. Higgins, excused
S. Wiggins

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

CALL TO ORDER

The meeting was called to order at 11:00 a.m. by T. Roohan.

PUBLIC COMMENT PERIOD

No one spoke.

CONSENT AGENDA

Minutes

The minutes of the December 16, 2021 meeting were previously distributed to the Authority for acceptance. There were no changes. The January meeting was cancelled and there was no quorum for the February 17, 2022 meeting.

February 2022 Financial Statement

R. McMahon reported there is just under \$800k in the bank which is a big improvement over one year ago. So far this year, total accounts receivables are 11.6% to budget an increase from 8.4% of budget in 2021. Expenses are tracking routinely at 16.1% of budget. There is nothing in jeopardy in Accounts Receivable. Checks over \$500 are mostly routine except for the hood exhaust fan repair and snow removal. It is expensive to remove snow from the top of the parking structure. R. McMahon presented the monthly comparisons stating that business is coming back as indicated by 9 total events with 3,800 day guests in February, a significant increase over 549 in February 2021 and 415 lodged guests, a vast improvement over the 5 lodged guests last year. This year there were 10 paid days and 14.25 building use days in February and last year there were 5 events with 1.25 paid days and 3 building use days. This February was an improvement, but we are not yet close to the numbers reached in February 2020 with 14 events, 59,000 day guests and 6100 lodged guests. Some events that used to be held in February have slid to later in the year. A new event for 2022, Cartwheels, was successful, and they put deposits down on reservations for February 2023 and 2024. The total deposits on hand as of February 28, 2022 is \$365,605.32. Event projections are holding well to our predictions.

Investment Accounts February 2022

R. McMahon stated that as of February 28, 2022 the City Center Investment Account has \$785,881 in available funds; and there is a total of slightly over \$600,000 controlled by Adirondack Trust Company in Construction Debt Reserve and Escrow.

Motion to accept the Consent Agenda, specifically the December 16,2021 minutes and the February 2022 financial report as presented, made by T. Roohan, and seconded by S. Sullivan; unanimously approved.

CHAIRMAN'S REPORT

Future Meeting Dates: May 19, July 21, October 20, December 19

T. Roohan said the next meeting will be held Thursday May 19 at 11 a.m. and the remaining meetings in 2022 will be held July 21, October 20, and December 15.

EXECUTIVE DIRECTOR'S REPORT:

Sales Report

Susan Baker, Director of Sales reported that things are filling back in gradually. The best year was 2019 and the goal for the sales team is to match or beat those numbers. She said things were starting to come back in the fall of 2021 then the Omicron variant of COVID hit us hard and we lost all of the holiday parties in December and most of the scheduled business in January and February, including the Dance Flurry, a loss that was severely detrimental to the City's hospitality industry. S. Baker explained that the pandemic hit us the hardest in 2021, but significant strides have been made to gain more business. We are challenged to get contracts signed; calendars are compressed; we are trying to put a lot of business in a small amount of time. D. Rogers Bullis asked if the City Center has any weddings. S. Baker said there is one scheduled, there are not a lot of weddings, but people do want to park once and go to a wedding and a reception in the same venue, and the City Center can accommodate that. Lately, the trend is to have weddings on Sundays and Wednesdays and Thursdays because it is easier for supply and demand. It feels like we may have turned a corner, the rebound will come from regional events, but gas prices may have a negative impact and if they keep rising, there will be more Zoom and fewer events.

Cancellation Clause

R. McMahon commented that there has always been an unusually high percentage of repeat business at the City Center. S. Baker said the perfect balance is 70% repeat and 30% new business, but it bears watching and the team wants to keep everything fresh, and some repeat business gets old, yet we have to hold the dates for them which ties up the hotel and us. S. Baker explained that the effects on the City Center's business due to COVID has focused attention on the inadequacies of the City Center's current cancellation policy. Now, all clients lose is their deposit on a sliding scale, and only in regard to space rental; other losses to the City Center such as parking, and bed tax revenue are not taken into consideration. It is hard to get spaces filled when there is a cancellation and the closer to the event day, the more difficult it is to fill the vacancy. S. Baker stated that ancillary income is a significant part of the City Center revenue and that loss and the loss of rental income, should be addressed within the cancellation policy. These spaces are often held for years. R. McMahon and S. Baker will contact other venues similar to the City Center and find out how they handle cancellations. They hope to have a draft cancellation policy ready for discussion at the May Authority meeting.

Annual Report

The 2021 Annual Report was distributed to the Authority members. R. McMahon said he will send a copy of the report to the Mayor and make an offer to present it to the City Council.

Barrier Free Elevators – CC Elevators

Approve Four-year contract not to exceed 5% increase per year

R. McMahon requested Authority approval to approve a four-year contract with Barrier Free Elevator for elevator maintenance. They are a local company and less expensive than others. It is a four-year contract not to exceed 5% increase per year.

Motion to Open PO for \$8820

R. McMahon asked for the Authority to also approve opening a purchase order in the amount of \$8820 for Barrier Free Elevator.

Motion to approve a four-year contract with Barrier Free Elevators not to exceed an increase of 5% per year, and to open a Purchase Order for Barrier Free Elevators in the amount of \$8820 made by S. Sullivan and seconded by T. Roohan; unanimously approved.

Motion to pay invoice 22131 for \$2205

R. McMahon said that a prior invoice from Barrier Free Elevators needed approval to pay.

Motion to pay invoice 22131 in the amount of \$2205 made by T. Roohan and seconded by D. Rogers-Bullis; unanimously approved.

Motion to reimburse for food at West Side Stadium

R. McMahon advised that this requires Authority approval because the receipt for \$30.54 (less tax) is over 30 days old.

Motion to approve reimbursement of \$30.54 (less tax) made by J. Ogden and seconded by T. Roohan; unanimously approved.

First Night Update

R. McMahon said that the City Center, the Chamber of Commerce, the Tourism Bureau, and the City are contributing funds and working with a local promoter, Robert Millis to have a three-day event, more like a festival to replace First Night. This event will not require engaging the City with major outdoor events components that need a lot of Police presence or task Public Works with extra duties. As the plan progresses, the Authority will be advised at each of their meetings.

Parking Rentals

R. McMahon advised that the owner of the Algonquin Building has bought the City lot next to the Collamer Building and they are planning to construct apartments in that space. Although it is still in the planning stages, they are working with the City Center to arrange for long term parking in

the parking structure. Ryan wants to cap the number of spaces at 50; it will provide a good base revenue. He wants to treat them as one client rather than 50 individual clients.

Parking Rate – Snowstorms

R. McMahon stated that the City Department of Public Works wants to encourage people to get their cars off the streets during a snowstorm so they can plow. There was discussion on rate and whether to keep it hourly. T. Roohan suggested doing what is done now with the first hour free and reducing the hourly rate by 50% and cutting the daily rate by a third. R. McMahon will reach out to Public Works Director M. Veitch

EXECUTIVE SESSION

Contract/Employment Discussion

The Authority held a discussion on the renewal of the contract of the Executive Director R. McMahon. D. Harper presented recommended changes in language and terms.

Motion to approve a three year term as discussed made by T. Roohan and seconded by D. Rogers-Bullis; unanimously approved.

Motion to approve a 5% increase for each of the next two years, a family membership to the YMCA and bonus incentive calculations as presented (\$10,560) made by D. Rogers-Bullis and seconded by J. Ogden; unanimously approved.

ADJOURNMENT

Motion to adjourn the meeting came at 11:58 a.m. made by T. Roohan and seconded by S. Sullivan; unanimously approved.

T. Roohan adjourned the meeting at 11:58 a.m. The next Authority meeting is scheduled for Thursday, May 19, 2022 at 11:00 a.m.

Saratoga Springs City Center Authority
Emergency Authority Meeting Minutes
Friday, April 15, 2022 11:30am
Location: Zoom

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

Absent: R. Goldsmith S. Wiggins

Also Present: R. McMahon L. Delaney

CALL TO ORDER

The meeting was called to order at 11:31am by Chairman T. Roohan

PUBLIC COMMENT PERIOD

No one spoke.

EXECUTIVE DIRECTOR'S REPORT

T. Roohan started the conversation by stating there is no reason to get any vehicle other than a truck with the parking garage. This rules out the Subaru Assent and Ford Explorer on the list.

R. McMahon stated that this purchase was the equivalent of an emergency purchase as the current City Center vehicle will be in the shop for two to three months. Rental costs are excessive, more than \$10,000 for the projected period.

R. McMahon stated that after research at dealerships in Saratoga Springs, the list of (4) vehicles was developed. Honda and Toyota didn't have any realistic options.

R. McMahon acknowledged the dealership doesn't want the existing vehicle as a trade-in. He recommends fixing the vehicle and then going through the appropriate channels to sell the vehicle. This may mean paying for two vehicles for a period of time.

On a motion by D. Rogers-Bullis, 2nd by S. Sullivan, a Purchase Order will be opened, and not to exceed \$43,000, for the purchase of a 2019 Ford F-150 and the appropriate license plate transfer fee and other applicable fees; unanimously approved.

R. McMahon said City Hall does not reimburse sales tax. Currently, the rental car company will not accept a tax-exempt form. He is asking the Authority Board to vote to reimburse the sales tax for the rental car.

Motion by T. Roohan, 2nd by R. Higgins for the rental car sales tax to be reimbursed; unanimously approved.

ADJOURNMENT

Motion to adjourn the meeting came at 11:35am by S. Sullivan and 2nd by D. Rogers-Bullis; unanimously approved.

Chairman T. Roohan adjourned the meeting at 11:35am

The next Authority meeting is scheduled for Thursday May 19, 2022.

Respectfully submitted,

Lauren A. Delaney