

# Saratoga Springs City Center Authority Meeting Agenda

Thursday, February 16, 2023

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
- 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 15, 2022
  - B. January 2023 Financial Statement
- IV. **Chairman's Report:**
  - A. Future Meeting Dates: March 16<sup>th</sup> (Annual Report), May 18<sup>th</sup>, July 20<sup>th</sup>, Sept 21<sup>st</sup>, Nov 16<sup>th</sup>
- V. **Executive Director's Report:**
  - A. Sales Report
  - B. Approval reimbursement for taxes - \$153.24
  - C. Approval Munter Ent. Change Order - \$4,170.00
  - D. Re-Approval Executive Director compensation
  - E. ~~Upcoming Events~~
  - F. First Night Recap
  - G. Short Term Rental Meeting Feb 22<sup>nd</sup> @ City Center
  - H. Downtown Safety Committee update

VI. **Executive Session:**

VII. **Adjournment**

Next Authority Meeting: Thursday, March 16, 2023, 11:00 a.m.

Saratoga Springs City Center  
522 Broadway  
AUTHORITY MEETING  
11:00 a.m. February 16, 2023  
City Center

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

Absent: R. Higgins

Also Present: R. McMahan  
R. Kim  
D. Harper  
L. Delaney

### **CALL TO ORDER**

The meeting was called to order at 11:07 a.m. by T. Roohan. R. McMahan showed a video of the Death Wish Coffee representative starting the fireworks on 12/31/22.

### **PUBLIC COMMENT PERIOD**

No one spoke.

### **CONSENT AGENDA**

#### Minutes

The minutes of the December 15, 2023, meeting were previously distributed to the Authority for acceptance. T. Roohan asked that First Night be changed to Saratoga's New Year Fest to keep consistency moving forward.

#### January 2023 Financial Statement

The draw account is gone and has been folded back in. Adirondack Trust's most recent software update did eliminate the ability to view the other \$300K escrow account. S. Rogan at the bank is working on it. Cash flow going to July 2023, overall, we are in good shape. In speaking to T. Newkirk, it appears that the bed tax check will be coming in \$100,000 more than anticipated based on 2022 numbers and the strong 2023 projections. When looking at the income summary, it appears we are behind 2022 but \$200k was transferred from the bed tax fund to the general fund at this time last year so once you back that out, we are in good shape or even a little bit ahead. R. McMahan noted January is a historically low-income month. D. Kingatti asked if this was an area that was being focused on for sales and R. McMahan stated yes but it is very difficult to get additional business. Expenses are right on track at about 6% and a lot of it is front loaded expenses like inspections, memberships, and advertising.

T. Roohan asked about Alpin Haus and how well they did at the beginning of the year and was told they had record sales. D. Rogers Bullis asked what Luzerne Music was and T. Roohan asked about Grappling Industries.

T. Roohan asked about the \$312,000 escrow account's end date. R. McMahan to look into this with S. Rogan.

We are on very solid footing at this point especially when compared to previous years.

**Motion to accept the Consent Agenda, specifically the December 15, 2023 minutes and January 2023 financial report, as presented, made by R. Goldsmith, and seconded by D. Rogers-Bullis; unanimously approved.**

## **CHAIRMAN'S REPORT**

Future Meeting Dates: Annual Report-March 16<sup>th</sup>, May 18<sup>th</sup>, July 20<sup>th</sup>, September 21<sup>st</sup>, November 16<sup>th</sup>

T. Roohan said the upcoming 2023 Meeting Schedule will be as follows: March 16 (annual report), May 18<sup>th</sup>, July 20<sup>th</sup>, September 21<sup>st</sup>, and November 16<sup>th</sup>.

## **EXECUTIVE DIRECTOR'S REPORT:**

### Sales Report

R. McMahon reported that year over year comparison currently has us anticipating 265 paid days and 152 events for 2023. For 2024 243 paid days and 100 events and really tracking right where we should be. Based on projected attendance numbers, 130,000 guests should attend events at the City Center in 2023. The ratio of new to repeat events is on track with 30% of events being new. There is always a need to have new business on the chance that a repeat event decides to not continue. R. McMahon stated he is concerned about Dance Flurry because of new leadership and a new summer outdoor event. Current month comparison shows everything right on track. D. Rogers-Bullis asked about the lead she brought over. S. Baker is currently working on it.

Parking revenue was good for January at over \$9000. Currently, the highest percentage for the duration of stay is between 1.5 and 2 hours. Contracted accounts currently skew the figures for the 8-hour duration of stay. This includes City Hall staff with parking passes and City Center employees. The lack of snow has impacted the revenue for the winter. J. Ogden asked about Chowderfest parking. R. McMahon reported there were times when the structure was completely full on that day. T. Roohan stated how safe the parking structure is. D. Kingati asked about homeless in the garage and R. McMahon stated that the constant traffic, cameras, security, and staff has really discouraged this. Discussion ensued regarding the city owned parking facilities.

### Approval reimbursement for taxes \$134.24

R. McMahon asked for approval to reimburse taxes paid so City Hall will reimburse these expenses. D. Kingati stated that approving this seemed to be a cumbersome process. R. McMahon stated it was part of the standard operating procedure. This reflects taking clients out for lunch where restaurants don't take the form.

### Approval Munter Enterprises Change Order \$4170

R. McMahon stated that the prevailing wage was changed. This expense is covered by insurance but the bill just needs to be paid. Also, originally it was going to be paid directly by the insurance company but the timing took too long.

### Re-Approval Executive Director Compensation

R. McMahon asked for an official vote on the agreed upon 5% increase for 2023, to go to City Hall.

**Motion to approve the reimbursement of taxes, Munter Enterprises change order and Executive Director compensation made by S. Sullivan seconded by D. Rogers-Bullis; unanimously approved.**

### Saratoga New Years Fest Recap

The event was incredibly successful, and lessons were learned. Don't put the biggest band in the middle of the event because people left after Cowboy Junkies finished. Key sponsors were Death Wish Coffee and Druthers Brewing Company. They are both in for this upcoming year. The Bureau, Chamber of Commerce and City Center will most likely put more money in again this year. The goal is to get a bigger act for 2023. The goal is to stick with a band popular in

the 90s because it doesn't compete with downtown businesses and it is a manageable crowd. UPH was pleased with the events that were housed there. Fireworks will be launched again from the parking structure on 4<sup>th</sup> of July because of the success on New Year's Eve. Discussions have been happening with the Algonquin regarding fireworks and their plan for green space on the roof.

#### Short Term Rental Meeting 2/22/23 6pm

T. Roohan reported there is traction coming in at the state level and the City of Albany is looking into doing something with short term rentals. Senator Hinchey is working on this at the state. R. McMahon stated the home rule in Saratoga County is needed to change. This meeting is another continuation of the conversations from the end of 2022. Carrie Woerner will be in attendance for the February session. The focus currently in Saratoga Springs is registration of those who participate in short-term rental programs.

#### Downtown Safety Committee

R McMahon reported on the Audit subcommittee with Deann from Adirondack Trust and Minita Sangvhi, the commissioner of finance. Working with the SSPD to see what is possible and then reaching out to security companies to complete the safety audits. D. Kingati reported on the training subcommittee. This committee is working with the bar owners and the SSPD on communication. The Signal app is being used to report problems and incidents occurring in the downtown area. R. McMahon stated that the security company for the City Center would be on the signal app to monitor the incidents.

#### Year End Report from Saratoga County Chamber of Commerce

T. Roohan shared the year end in review recently put out by the Chamber of Commerce. City Sales tax revenue increase by 14% between 2021 and 2022 and the revenue per available room (REVPAR) was up 25% over 2021 and 12% over 2019.

ADJOURNMENT

**Motion to adjourn the meeting came at 12:00 p.m. by R. Goldsmith seconded by D. Kingati; unanimously approved.**

T. Roohan adjourned the meeting at 12:00 p.m. The next Authority meeting is scheduled for Thursday March 16, 2023, it is the annual report at 11:00 a.m.

Respectively submitted,  
Lauren A. Delaney

# Saratoga Springs City Center Authority Meeting Agenda

Thursday, March 16, 2023

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
- II. **Public Comment Period**  
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- III. **Consent Agenda**
  - A. Minutes: February 16, 2023

IV. **Chairman’s Report:**

- A. Future Meeting Dates: May 18, July 20, October 19, December 21

V. **Executive Director’s Report:**

- A. Annual Report Review
- B. Refund Authorization Saratoga County Chamber of Commerce

VI. **Executive Session:**

- A. Contract / Employment Discussion

VII. **Adjournment**

Next Authority Meeting: Thursday, May 18, 2023, 11:00 a.m.

Saratoga Springs City Center  
522 Broadway  
AUTHORITY MEETING  
11:00 a.m. March 16, 2023  
City Center

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

Absent: J. Ogden

Also Present: R. McMahon  
R. Kim  
D. Leggieri  
S. Baker  
L. Delaney

### **CALL TO ORDER**

The meeting was called to order at 11:03 a.m. by T. Roohan.

### **PUBLIC COMMENT PERIOD**

No one spoke.

### **CONSENT AGENDA**

#### Minutes

The minutes of the December 15, 2023, meeting were previously distributed to the Authority for acceptance. T. Roohan asked that First Night be changed to Saratoga's New Year Fest to keep consistency moving forward.

**Motion to accept the Consent Agenda, specifically the February 16, 2023 minutes as presented, made by S. Sullivan, and seconded by D. Rogers-Bullis; unanimously approved.**

### **CHAIRMAN'S REPORT**

Future Meeting Dates: Annual Report-May 18<sup>th</sup>, July 20<sup>th</sup>, September 21<sup>st</sup>, November 16<sup>th</sup>

T. Roohan said the upcoming 2023 Meeting Schedule will be as follows: May 18<sup>th</sup>, July 20<sup>th</sup>, September 21<sup>st</sup>, and November 16<sup>th</sup>.

### **EXECUTIVE DIRECTOR'S REPORT:**

#### Annual Report Review

R. McMahon and S. Baker presented the 2022 Annual Report. Only \$800,000 of the bed tax revenue of \$1.46 million was used in 2022. This reflects the additional expenses of the garage. Also, day and convention guests were down approximately 35% from 2019 but given that the first quarter of the year was lost to on-going covid concerns, this really should be about 10% off. Losing several events and drops in attendance for long time events have really impacted this number.

S. Baker reported the City Center hosted 149 events in 2022, with increased from 2021 with 85 events but remains less than 2019 with 165 events. 2023 is looking strong so the goal is to get back to those 2019 numbers. There were no longer had to report events lost due to COVID and no pandemic related refunds. There was a good ratio of new to return events. D. Rogers-Bullis asked about what events are considered gate shows. Another piece that skewed the attendance numbers were a high number of hybrid events. Planners are getting away from this in 2023. R. McMahon reported that our sales goal is back to the 2019 level of 165 events in 2023.

The list of staff participation in community, civic and other local organizations is included. A preview for 2023, Rebecca from the sales team has jumped in along with Andrea from the chamber to assist the Downtown Business Association with their events committee.

R. McMahon reported the number of deposits on account is an all time high. S. Baker reported this is beneficial as we no longer need to dip into the reserve fund to cover expenses during leaner times of the year. The sales team has been doing a really good job of issuing contracts and getting them back in a timely manner.

Items of note in revenue side of the budget, the catering assessment line is down a little bit. We lost two big Saratoga Hospital events, the hybrid component of events and groups moving their food & beverage to the Hilton have all contributed to this dip. Language has been added to contracts in order to recoup some of this money if a group cancels. Overall, miscellaneous income is significantly up over previous years. Parking revenue is disappointing but is trending upwards.

Items of note in the expenses side of the budget, expenses overall are down 3%. Professional services line looks high, but it covers snow plowing, mowing, IT services, licensing for the cameras, and service plans of the elevator. We do need to work on the cost of supplies, and we really need to look at the ROI for our advertisements.

S. Baker reported the 20 Things we did in 2022. At the end of the report, the trailer for "Paint" starring Owen Wilson was shown. This was filmed throughout Saratoga Springs and in the City Center.

R. Goldsmith suggested a return on investment for the room occupancy tax received be included in the annual report going forward..

#### Refund Authorization Saratoga County Chamber of Commerce

R. McMahon stated a refund was requested from the monies the Chamber provided to the City Center to help during the covid years. The Chamber has made changes to their Business-to-Business event and they have also changed up their annual dinner.

**Motion to approve the annual report and the refund to the Saratoga County Chamber of Commerce made by T. Roohan seconded by S. Sullivan; unanimously approved.**

**Motion to enter executive session made by S. Sullivan seconded by D. Rogers-Bullis; unanimously approved.**

Motion regarding executive director bonus made by R. Goldsmith seconded by R. Higgins; unanimously approved.

**Motion to close executive session made by R. Goldsmith seconded by R. Higgins; unanimously approved.**

ADJOURNMENT

**Motion to adjourn the meeting came at 11:59 a.m. by R. Goldsmith seconded by R. Higgins; unanimously approved.**

T. Roohan adjourned the meeting at 11:59 a.m. The next Authority meeting is scheduled for Thursday May 18, 2023, at 11:00 a.m.

Respectively submitted,  
Lauren A. Delaney



**Saratoga Springs City Center  
Authority Meeting Agenda**

**Thursday, May 18, 2023**

**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

**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 16, 2023

B. April 2023 Financial Statement

C. Investment Accounts April 2023

**IV. Chairman's Report:**

A. Future Meeting Dates: July 20, September 21, November 15

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

A. Sales Report

B. Parking Reports

C. Cassella PO Increase – additional \$5,000

D. Hilton City Assessment

E. Client Hospitality

F. DBA Involvement

a. Kick off event

**VI. Executive Session:**

**VII. Adjournment**

Next Authority Meeting: Thursday, July 20, 2023, 11:00 a.m.

Saratoga Springs City Center  
522 Broadway  
AUTHORITY MEETING  
11:00 a.m. May 18, 2023  
City Center

Present: T. Roohan, Chairman D. Kiingatti  
R. Goldsmith J. Ogden  
R. Higgins S. Sullivan  
D. Kiingatti D. Harper

Absent: D. Rogers-Bullis  
R. Kim  
D. Leggieri

Also Present: R. McMahan  
T. Zayac

**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 March 16, 2023, meeting was previously distributed to the Authority for acceptance.

April 2023 Financial Statement

R. McMahan presented the April 2023 Financial Report. First you would see if you made a comparison the projected funds took a substantial dip from this meeting to the last meeting, and this is on the agenda for later, but I realize there is no way not to talk about it now. There are 3 real things that impacted that. Utility prices have finally gone way up, which we have been waiting for. We did do a substantial refund to the Chamber of Commerce which you guys approved last time. The biggest item is the Hilton Hotel was reassessed for their local and city taxes. T. Roohan replied that they filed a grievance, and when they didn't get what they wanted they file an article 7 so that's what caused our 2023 income to be down.

R. McMahan presented that the monthly income comparison we are trailing behind from where we were last year at this point and that's because we had so much compression last year this models closely with 2021 and where we were to budget contract. So, we are kind of where we should be coming into our most stable year, we have had in quite a while.

**Motion to accept the Consent Agenda, specifically the March 16, 2023, minutes as presented, made by R. Higgins, and seconded by J Ogden; unanimously approved.**

**CHAIRMAN'S REPORT**

Future Meeting Dates: Annual Report- July 20<sup>th</sup>, September 21<sup>st</sup>, November 16<sup>th</sup>

T. Roohan said the upcoming 2023 Meeting Schedule will be as follows: July 20<sup>th</sup>, September 21<sup>st</sup>, and November 16<sup>th</sup>.

**EXECUTIVE DIRECTOR'S REPORT:**

Sales Report

R. McMahon reported that we are looking at 265 book days at the moment and it will be a strong year, moving us past COVID disruptions.

Parking Report

R. McMahon stated that month to month comparison 2023 April you can see is has filled in nicely some of it is smaller events. The tattoo event for both years is the kind of linchpin of things we make 5 or 6 thousand dollars in the park

We are trending up if you look back to 2021, we are certainly a lot better than we were then. As comparison in April 2023 we are at 22,000 dollars while were about 18,000 dollars in 2022. February was 5,400 dollars versus 2,700 dollars, and in March it was 6,500 dollars verses 5,000 dollars.

Casella Waste

R. McMahon stated that we need a vote to increase Casella Waste by 5,000 dollars this is really a pass through expense, for when we bring in roll of dumpsters which get charged back to a client.

**T. Roohan asked for a motion to approve the 5,000 dollars increase for Casella Waste.**

**Motion to approve the 5,000 dollars increase for Casella Waste made by R. Higgins seconded by J. Odgen; unanimously approved.**

Client Hospitality

R. McMahon spoke about joining the Convention Bureau and the Chamber of Commerce on a box at the track for the 2023 season and going froward. T. Roohan asked if it was a regular box or a stretch box. R. McMahon commented that it was a stretch box. The Chamber and the Bureau have sometimes struggled to fill it so that's why we came into it as our organizations work so closely together. T. Roohan commented that it is a good triumph for the 3 of you.

DBA Involvement

R. McMahon talked the DBA struggles with putting up the large events they do a few times a year. Rebecca, from the sales staff, has offered to help them with their events as she has relevant experience. This is a good collaboration between the organizations.

**ADJOURNMENT**

**Motion to adjourn the meeting came at 11:45 a.m. by J. Ogden seconded by R. Goldsmith; unanimously approved.**

T. Roohan adjourned the meeting at 11:59 a.m. The next Authority meeting is scheduled for Thursday July 20th, 2023, at 11:00 a.m.

**Saratoga Springs City Center  
Authority Meeting Agenda**

**Thursday, July 20, 2023**

**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

**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 18, 2023

B. April 2021 Financial Statement

C. Investment Accounts May 2023

**IV. Chairman's Report:**

A. Future Meeting Dates:

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

A. Sales Report

B. Economic Impact

C. Discussion and Vote: Increase parking rate as of January 1<sup>st</sup> 2024

D. Discussion and Vote: Reimbursement for Taxes - \$264.32

a. Sales and occupancy tax for IAVM Venue Connect hotel rooms

E. Discussion and Vote: Travel per diem to match US General Services Administration

F. Discussion and Vote: Barrier Free Elevator PO Increase

G. Discussion and Vote – 2023 Preliminary Budget

H. Discussion – Growers Showcase

I. Discussion - 4<sup>th</sup> of July Celebration

**VI. Executive Session:**

**VII. Adjournment**

Next Authority Meeting: Thursday, September 21, 2023 11:00 a.m.