

LANCASTER DOWNTOWN INVESTMENT DISTRICT AUTHORITY
August 23, 2017

Quorum

Meeting called to order at 12:05 pm noon by Board President, Jim Wagner.

Members present: Jim Wagner, Randy Patterson, Scott Standish, Joe Donaldson, Mark Stoner, Tim Mentzer, Crystal Weaver

Members not in attendance: Nancy Neff, Christine Suarez Di Rienzo

Staff: Marshall Snively, Executive Director
Bill McCarty, Solicitor
David Aichele, LCA Director of Clean & Safe Services
Lindsay Fauth, LCA Team Administrator

Introduction of Public Guests

Carol Roland and Matthew Burkhart from Trout, Ebersole & Groff.

Quorum

A quorum was met.

Minutes

Mr. Wagner asked for a motion to approve the May 2017 Board Minutes. Randy Patterson motioned, Tim Mentzer seconded, all were in favor. Minutes were approved.

FY 16-17 Audit Presentation

Carol Roland and Matthew Burkhart were introduced and presented the FY16-17 Audit, which was presented to the Executive Committee on August 1st. Ms. Roland noted that the audit went well with no outstanding problems or concerns, and the DID had a great year in terms of finances. She then went over a brief presentation provided to the board members. Ms. Roland noted that the assets of the DID exceeded its liabilities as of April 30, 2017 and 2016, by \$291,222 and \$229,537 (net), respectively. She also explained that the DID's cash balance as of April 30, 2017 and 2016, was \$237,455 and \$196,471, respectively, representing an increase of \$40,984 from 2016 to 2017.

Approval of Financial Reports – May, June & July 2017

Mr. Snively discussed the positive financial shape for the current fiscal year. He stated that the Assessment income was coming in as budgeted to date and also noted that prior year assessments already exceeded the annual budget by almost \$4,000. He also stated that Downtown Dollars sales \$3,000 were exceeding budget for the quarter and expenses were \$6,000 under budget.

Mr. Snively asked the group to reference the following checks on the Fulton Bank Account: 4315 through 4354, 4501- for May through July 2017. Mr. Snively pointed out the gap in check numbers (4354- 4501) explaining it was due to printing new checks with the new 115 East King Street address. Checks numbered 4354 through 4500 were shredded.

Mr. Wagner asked for a motion to approve last Quarter's Financials including the checks. Randy Patterson motioned, Tim Mentzer seconded, and all were in favor.

Old Business

Dave Aichele reviewed the DID Plan Extension/ Millage Adjustment Prep noting that the timeline changed to reflect the timing of the appeals process. The timeline now has a date of October 25, 2017 for the DID Executive Committee to finalize a draft of the Plan Amendment, and a date of February 13, 2018 when the DID presents the Plan Amendment to City Council.

Jeremy Young, Community & Economic Development Manager, Lancaster City Alliance, updated the Board on the progress of the DID tree initiative. Mr. Young has been working with the City's Arborist, Jim Bower, to identify areas in the DID that are

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suitable for NEW tree wells. Mr. Young stated that a letter will be mailed at the beginning of September to the owners of the identified locations offering trees at no cost to the owner. The City will provide the installation of the tree well. Mr. Young also mentioned that the trees can be planted until December and they are currently looking into possible watering options. It was suggested to add a "DID 25th Anniversary" sticker to the tree bags. Bill McCarty mentioned that the DID would want to ensure they are released from any liabilities relating to the trees.

Mr. Snively reminded the Board that there are two open Board positions. The Executive Committee suggested the members be residents. Discussion was had regarding how recruitment was done in the past.

New Business

Mr. Snively explained that all LERTA properties were mistakenly billed the full assessment amount and only a few LERTA property owners have contacted the DID. He went on to explain that the Executive committee and staff recommend those property owners be re-billed with the correct amount that reflects LERTA and it will include a letter from the DID. Property owners who've already paid will be reimbursed the difference from the City. Mr. Snively pointed out that new LERTA properties will be billed their full assessment going forward, the language outlining the policy should be included when the legislation is renewed and it will be added to the City's website as well as the DID page on the LCA website.

Dave Aichele then distributed a spreadsheet with FY17-18 Tax Exempt Properties and Mr. Wagner asked that all present board members initial the properties they would like to personally contact to encourage donations to the DID. Lindsay Fauth will send the updated list to all board members. Letters will also be sent to Penn Square Partners, the City Redevelopment Authority and Lancaster County Convention Center Authority to request PILOA payments. Mr. Snively noted that a letter to the County will be mailed by the end of the month.

Mr. Snively explained that the DID is already surpassing the goal in income based on last year's assessment and it continues to have healthy reserves. He noted the DID Executive Committee suggested that they should continue to investigate ways to reinvest money back into the DID, such as the tree plantings and bikes racks. One suggestion the Board discussed was adding additional clean team hours on Sunday mornings and also looking into watering options for the trees.

Executive Director's Report

Mr. Snively encouraged the group to participate in the upcoming Lancaster City Restaurant Week, September 18th – 24th, and to attend Velocity 2017 on September 28th. Postcards were available for members to take with them and share with their friends and colleagues.

Randy Patterson discussed the proposed parking garage at Lancaster Square and explained why the City needs an additional parking garage. Mr. Patterson explained that with impending parking needs from projects such as the Fulton Bank expansion expected to bring an addition 200 jobs to the downtown, and the Marriott expansion, and Hotel Lancaster expansion (rebranding as Holiday Inn and adding 87 rooms), Lancaster City will need additional garage parking. In addition, Mr. Patterson explained, the city's current parking garages are out of date and in need of repair. He used the Prince Street Garage as an example explaining that it has been closed for several months for daily parking as it is under repairs.

Adjourn

Motion by **Jim Wagner**, second, **Randy Patterson** to adjourn. Motion approved and the meeting adjourned at 1:25 p.m.

Respectfully submitted,

Marshall W. Snively
Executive Director