

LANCASTER DOWNTOWN INVESTMENT DISTRICT AUTHORITY
November 16, 2011

Quorum

Meeting called to order at 12:00 noon by Chairperson, James Wagner.

Members present: Dennis Cox, Harold Miller, Nancy Neff, Mort Nierenberg, Randy Patterson, Bob Ramsay, Scott Standish, Jim Wagner.

Staff: Lisa Riggs, Executive Director
Solicitor, Bill McCarty

Introduction of Public Guests

None present.

Approval of Minutes of the September 28, 2011 Meeting

Motion by Nancy Neff, second, Randy Patterson, to approve the September 28, 2011 minutes. Motion approved.

Financial Reports – September and October, 2011

Motion by Randy Patterson, second, Nancy Neff, to approve the financial statements for September and October 2011. **Motion by Nancy Neff, second, Scott Standish** to approve checks #3075 through #3126 on the Fulton Bank account. Motion approved. Ms. Neff also commented that summary detail included in the Board packet was helpful.

New Business

Ms. Riggs referred to the one page summary of Board terms that was distributed in advance. She noted that no members have terms expiring this year so no action is required. She also noted that the Executive Committee will be discussing Board officers at its December meeting and expects to bring the slate of officers to the January meeting.

Ms. Riggs also distributed the proposed 2012 Board meeting schedule, noting that she has reserved Room 3 at Southern Market Center for the Board meetings moving forward. Members supported this shift. Ms. Neff also suggested the need to prepare for a longer January Board meeting given the expected presentation of recommendations by the DID Task Force.

Executive Director's Report

Ms. Riggs gave a brief update on Ms. Kieffer's health status, noting with sadness that Ms. Kieffer will not be able to return to work. She briefly reviewed information regarding the Family Medical Leave Act, as Ms. Kieffer is still considered an F&M employee and covered by FMLA. She indicated that many aspects of this transition are still fluid, including the JSID's growing competency in overseeing the administrative items. She reminded the Board of the fee for service agreement it approved at the last meeting that runs through December. She recommended that the Board consider a motion to authorize the Executive Committee to extend the fee for service through January (one additional month) with the expectation that this item will appear on the January Board agenda. **Motion by Dennis Cox, second, Chip Miller, to authorize the Executive Committee to extend the fee for service agreement with JSID to handle administrative tasks.** Mr. Patterson inquired about the general monthly cost of the service. Ms. Riggs did not have a specific number available but said that the current average is less than \$2,000/month. Motion approved.

Ms. Riggs began by reviewing a number of administrative items. First, she distributed a revised balance sheet, noting that she had noticed a few items that appeared incorrect, prompting a discussion with the DID's accountant Carol Roland. Ultimately, Ms. Roland came to the JSID offices and worked with administrative assistant Toby Vargas on a few adjustments to resolve minor discrepancies. Ms. Riggs shared with the Board a follow up note

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from Ms. Roland noting that nature of the changes and the amount involved, which was less than \$500 and deemed immaterial by Ms. Roland.

Ms. Riggs then briefly reviewed the City's supportive role in processing assessment bills. She informed the Board that historically the City collected assessments through the end of December and then referred property owners to the DID offices. The City was under the impression that the DID began placing liens just after the beginning of the year. When Ms. Riggs reviewed the DID's process with City staff, the staff agreed it made sense for the City to continue collecting the assessments up until mid-April, a service that is helpful to the DID/JSID staff because the City maintains better real estate records. Ms. Riggs also noted that the City processes a note for owners who are not current on this year's assessment, but in the past the DID held those late notices until approximately February. Her recommendation is to have the City send those notices out before the end of November, which is when the City has typically run the invoices. Members agreed with these changes.

Ms. Riggs highlighted three minor billing issues that her team has uncovered after approximately six weeks of handling the bookkeeping. She noted that the DID historically invoices RRTA, Fulton Bank and Central Market for on-going relatively nominal payments. She was unaware that the invoicing was the trigger, so these payments were not made as normally scheduled, but they have caught up on processing the invoices.

Ms. Riggs also summarized outstanding delinquents, noting that the amount of payments received to date tracks with historical data. Approximately 63 properties totaling just above \$28,000 in assessments are still outstanding, with the largest being the Hotel Brunswick. While it does not matter to the DID who pays the assessment on behalf of the property, Mr. Patterson noted that the City is communicating with both the hotel owner and manager, as they do not agree who is responsible for paying taxes.

Ms. Riggs next reviewed current fiscal year statistics for both the clean team and the bicycle ambassadors. She also reviewed a series of anecdotes/incidents to highlight the nature of the ambassadors work in the DID.

Lastly, Ms. Riggs updated the Board on the progress of the DID Task Force. She reviewed the task force's primary activity of outreach and deliberation, highlighting the participation in the online surveys and individual meetings. She credited the task force, noting the members serious commitment to the effort and the considerable volunteer hours that have been contributed to this work. She also noted that she feels confident that one result of the outreach is that the plan that will be built can be well defended by the feedback and survey results. The chair/co-chair of the task force are expected to attend December's Executive Committee meeting and the January Board meeting. Mr. Patterson echoed Ms. Riggs compliments of the task force and agreed that the process has been productive. Mr. Cox encouraged Ms. Riggs to ensure that the administrative responsibilities undertaken by JSID are adequately represented in the renewal process moving forward.

Adjourn

Motion by Nancy Neff, second, Chip Miller to adjourn. Motion approved and meeting adjourned at 12:35 p.m.

Respectfully submitted,

Lisa Riggs
Executive Director