

LANCASTER DOWNTOWN INVESTMENT DISTRICT AUTHORITY
March 28, 2012

Quorum

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

Members present: Patti Connell, Dennis Cox, Harold Miller, Nancy Neff, Mort Nierenberg, Bob Ramsay, Scott Standish, James Wagner, and Andrew Weikert.

Staff: Lisa Riggs, Executive Director
Solicitor, Bill McCarty

Introduction of Public Guests

The following members of the DID Renewal Task Force were in attendance: Ken Hammel and Clair McCormick. Lancaster Newspaper reporter Bernie Harris was also present.

Approval of Minutes of the January 25, 2012 Meeting

Motion by **Nancy Neff**, second, **Chip Miller**, to approve the January 25, 2012 minutes. Motion approved.

Financial Reports – January and February 2012

Motion by **Bob Ramsay**, second, **Patti Connell**, to approve the financial statements for January and February 2012. Motion by **Nancy Neff**, second, **Scott Standish** to approve checks #3179 through #3240 on the Fulton Bank account. Motion approved. Ms. Neff noted that gift certificate revenue continues to be off. Ms. Riggs agreed indicating that the largest share of revenue usually comes in over the holidays.

New Business

Mr. Wagner asked Ms. Riggs to briefly review the proposed FY12-13 budget. Ms. Riggs noted that the budget was reviewed in February by the executive committee. Property owners were mailed a copy of the draft budget on March 1st. No comments were received regarding the budget. Ms. Riggs noted that the budget is pretty straight forward, consistent with the priorities outlined in the plan and affirmed through surveys this past Fall retaining a focus on 'clean and safe' services. She noted that the budget calls for a draw from reserves of about \$20,000. Members had no additional comments on the budget. Motion by **Dennis Cox**, second, **Nancy Neff**, to approve the budget as presented. Motion approved.

Ms. Riggs then introduced the draft management agreement that has been authorized annually between the JSID and the DID. She walked through a marked up version of the document highlighting new language in the section on Term recognizing that the DID's authorization expires at the end of December. She also noted the change in the fees proposed, consistent with the approved budget, and some changes to the scope primarily a reflection of the transition of all administrative responsibilities now being handled by the JSID. Mr. Cox inquired about the JSID's ability to focus on the processing work related to assessments. Ms. Riggs provided an overview of the operations the JSID has undertaken related to assessments since mid-September, including highlighting recent conversations with Mr. McCarty on Sheriff Sales and lien removals. She expressed that this workload has evolved over the past six months and that, in her view, it is included as part of the fee for service arrangement. If the DID Board had new expectations or initiatives related to how the assessments are handled, then Ms. Riggs recommended a separate discussion to evaluate capacity. With no other comments or questions, Mr. Wagner asked for approval of the draft management agreement. Motion by **Dennis Cox**, second by **Patti Connell**, to approve the management agreement as presented. Motion approved.

Ms. Riggs then presented the draft FY13-14 plan related to the DID's reauthorization. She provided an overview of how actions today fit into the larger schedule of the DID renewal plan from last July. She then walked through the plan, highlighting the term, key activities, areas of opportunities and the proposed millage rates and budgets. Mr. Cox provided some context for the areas of opportunity, noting his interest in securing greater participation by tax exempt

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organizations, specifically citing government entities and larger property owners that benefit from the DID's direct services. He noted his interest in also providing support for the surveillance cameras, which may be possible with a higher contribution level from exempt properties that are benefiting from that service also. Ms. Neff spoke to the discussions regarding the term of the plan, reflecting that the DID's special Task Force had recommended 5 years to align with the re-assessment timeframe. After discussion about several of the opportunities, she noted that the Executive Committee at first considered a 3 year plan and ultimately ended up with the two year horizon.

Task Force member Ken Hammel applauded the draft plan, indicating he thought it was a commendable approach and that the draft was reasonable. He expressed his continued concern over the issue of funding for the cameras, believing that the camera funding is a more global issue. Specifically, it is a City and County responsibility. As a property owner he already is paying those taxes and doesn't believe he should pay for the cameras through the third tax for the DID. He does not agree that the umbrella of 'clean and safe' necessarily denotes cameras. Mr. Cox, Ms. Connell and Mr. Nierenberg all commented on aspects of greater participation by tax exempt properties as an important part of the plan and the DID's future revenue base. Mr. Ramsay inquired if Mr. McCormick, as chair of the task force, was comfortable with the millage rate as presented. Mr. McCormick noted that the Task Force left that issue to the Board. Ms. Riggs noted that the Task Force's guidance was that a millage rate should be minimized and that she factored that into her analysis of the budgets. Ms. Neff noted that, while not specifically called out for further analysis, the issue of how the DID's limited marketing funds are and should be spent, also requires more discussion. Both Mr. Wagner and Ms. Neff reflected on the need for all Board members to take an active role in the execution of this plan over the next two years, noting specifically that each Board member should participate in at least one of the three opportunity areas. Ms. Riggs reminded Board members that the immediate next steps are to get the plan reviewed by property owners and then into the legal approval process with City Council. Once approved, then she suggested that committees/task forces be set up around each issue so that more complete strategies and action plans can be defined.

Mr. Wagner asked the Board if there was comfort in advancing the plan as drafted. Mr. Standish commented that he lends his support to the plan, applauding the inclusive process that was undertaken, acknowledging the engagement of the task force and noting that the plan lays a strong and clear foundation. Members agreed with Mr. Standish's thoughts and expressed consensus in advancing the plan to the next step.

Executive Director's Report

Ms. Riggs raised the issue of cleaning out the DID's offices at 44 N. Queen, noting that she intends to work with the DID's accountant and legal advisors to ensure that any paperwork required to be kept will be identified and then properly stored. She noted that there is a considerable inventory of furniture and other items left in the space and sought the Board's support for disposing of the items as easily as possible. Board members encouraged Ms. Riggs to identify any items that could be of used to JSID, to consider donating the items to other non-profit organizations that could put them to use and to consider hiring an auctioneer or someone who could remove the remaining items and properly dispose of them.

Adjourn

Motion by **Nancy Neff, second, Bob Ramsay** to adjourn. Motion approved and the meeting adjourned at 1:10 p.m.

Respectfully submitted,

Lisa Riggs
Executive Director