

LANCASTER DOWNTOWN INVESTMENT DISTRICT AUTHORITY
July 25, 2012

Quorum

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

Members present: Mike Abel, Dennis Cox, Harold Miller, Nancy Neff, Mort Nierenberg, Randy Patterson, Bob Ramsay, and James Wagner.

Staff: Marshall Snively, Acting Executive Director
Bill McCarty, Solicitor
Toby Vargas, Assistant

Introduction of Public Guests

Don Johnson and Carol Rowland from Trout, Ebersole & Groff LLC were present. David Aichele and Shelby Nauman from James Street Improvement District were present.

New Business

Carol Rowland of Trout, Ebersole & Groff LLC presented the FY11-12 audit. She first reviewed the audited financial statements. Ms. Rowland recommended that the Board read the management discussion which was prepared by Marshall Snively. She also took a few minutes to explain a few items. The assessment receivable has increased since the year before most likely because property owners are not making timely payments. Other Current Liabilities is an estimate based on Downtown Dollars which have been sold but not yet redeemed. Assessment, contribution, and marketing line items have all decreased from the year before. Operating expenses came out very close to the budgeted amount. There was a net loss of \$428 but the organization had budgeted for a net loss of \$15,000 so overall the year ended well.

Next Ms. Rowland reviewed the charts provided to the Board as an aid in viewing FY11-12 financial information compared to previous years. When reviewing the last chart, "History of Net Assets", she explained that the Net Assets for Lancaster Downtown Investment District represents 33% of expenses which equates to about 4 months worth of expenses. This puts the organization in a healthy position in case of a loss of income.

Finally, she reviewed the letters provided and made a few comments on the importance of board oversight in such a small organization and explained the staff's role in handling non-routine transactions throughout the year. She also mentioned the importance of properly documenting the sale and redemption of the Downtown Dollars.

Motion by **Randy Patterson**, second, **Dennis Cox**, to formally accept the audit as it was presented. Motion approved.

Approval of Minutes of the May 23, 2012 Meeting

Motion by **Nancy Neff**, second, **Chip Miller**, to approve the May 23, 2012 minutes. Motion approved.

Financial Reports – May and June 2012

Motion by **Chip Miller**, second, **Nancy Neff**, to approve the financial statements for May and June 2012. Motion by **Mike Abel**, second, **Randy Patterson**, to approve checks #3290 through #3328 on the Fulton Bank account. Motion approved. Ms. Neff commented that there seemed to be a lot of checks. Mr. Snively noted that merchants seem to be turning in Downtown Dollars in smaller increments.

Old Business

Motion by **Dennis Cox**, second, **Nancy Neff**, to change the address of the Lancaster Downtown Investment District Authority in the Articles of Incorporation to 354 N. Prince Street, Suite 110, Lancaster, Pennsylvania 17603. Motion approved.

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Motion by **Mort Nierenberg**, second, **Dennis Cox**, to change the term of existence of the Lancaster Downtown Investment District Authority in the Articles of Incorporation to December 31, 2062. Motion approved.

Mr. Snively then updated the Board on the renewal of the Lancaster Downtown Investment District plan. A notice was distributed by mail and through the James Street Improvement District bicycle ambassadors to all property owners and commercial lessees informing them about the renewal of the plan and announcing an upcoming public meeting on July 31st, at 6 p.m. At this time there is no indication of any objections to the renewal of the plan.

Executive Director's Report

Mr. Snively announced that there would be a party in honor of Lisa Riggs in late August in the Wheatland Suite of Clipper Magazine Stadium. Additional information will be forthcoming. He then updated the Board on the Merchant Committee. He has been working with the committee for a couple of years and they have been making very good progress. The Merchant Committee now has a couple of smaller committees organized including a marketing committee which is promoting the first cash mob in the City of Lancaster on August 18th and a new website is about to be launched. The new website shares a "platform" with the PA Dutch Convention and Visitors Bureau's site and will provide opportunities for travelers to create online itineraries for a trip to Lancaster City and they can chose from everything like where to shop, eat and stay.

Mr. Snively then asked Shelby Nauman to talk about her role in James Street Improvement District and her activities in the Lancaster Downtown Investment District. Ms. Nauman informed the Board on the Downtown Façade Loan program that she is working on in conjunction with the City of Lancaster. The program is going to focus on the area around Penn Square and will provide loans of \$1,000 to \$10,000 to be used in improvements to the facades of the properties. Letters announcing and explaining the program will go out to property owners in September.

Next Mr. Snively asked David Aichele to talk about his role in James Street Improvement District and his activities in the Lancaster Downtown Investment District. Mr. Aichele talked about the Clean and Safe program and updated the Board on some of the statistics for activities over the last year. The bicycle ambassadors engaged residents 166 times and they interact with businesses about 1000 times per month. They also give directions about 1000 times per month. The clean team has removed 149 incidences of graffiti and 13.7 tons of trash. Mr. Aichele then asked for the Board's direction in changing the start time for the bicycle ambassadors working Downtown from 7:00 a.m. to 7:30 a.m. The Board agreed that his suggestion was sound and advised Mr. Aichele to try it for a month or two and report back the results.

Randy Patterson asked that the Board discuss the Downtown Dollars program at the next meeting.

Adjourn

Motion by **Randy Patterson**, second, **Bob Ramsay** to adjourn. Motion approved and the meeting adjourned at 12:55 p.m.

Respectfully submitted,

Marshall W. Snively
Acting Executive Director