

**LANCASTER DOWNTOWN INVESTMENT DISTRICT AUTHORITY**  
**August 28, 2013**

**Quorum**

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

Members present: Dennis Cox, Nancy Neff, Randy Patterson, Bob Ramsay, Scott Standish, and James Wagner.

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

**Introduction of Public Guests**

David Aichele, Shelby Nauman, Bob Shoemaker, and Colleen Wagner from Lancaster City Alliance were present.

**Minutes**

Motion by **Nancy Neff**, second by **Bob Ramsay** to approve the May 22, 2013 minutes. Motion approved.

**FY 12/13 Audit Presentation**

Mr. Wagner welcomed Carol Rowland, Trout Ebersole & Groff and explained that Ms. Rowland was attending the meeting to present the audit for the Board's review. The audit was already approved at an Executive Committee meeting because of the timing between Board meetings and DCED's deadlines for the filing.

Ms. Rowland started by explaining a few items from the financials. She explained that the opinion has a different appearance than in the past due to new requirements however it is still the same unqualified opinion as in previous years. She then explained that pages 3 and 4 of the audited financials are really provided by Mr. Snively, as the Executive Director. She then simply went through the report and explained that the equity or net position of the organization had declined about \$10,000 from the previous year. She stated that revenues were down and expenses were up. Ms. Rowland continued by explaining that Note #4 on page 12 pertained to the office at 44 N. Queen Street being emptied. All items that were removed were fully depreciated.

Next she reviewed the additional graphics provided by Trout Ebersole and Groff. The first graphic demonstrated that 80% of revenue is from assessments. The second graphic demonstrates a history of revenues. The third graphic demonstrated that there was a 2.5% increase in assessment revenue. The fifth graphic provides a breakdown of expenses for the year. The graphic on page 7 showed how expenses measured up against the budget and the final graphic showed the history of the Lancaster DID's net position. Ms. Rowland pointed out that the fund balance is equal to about 3.5 months of expenses. The Lancaster DID is in a good position.

Next Ms. Rowland reviewed the management letter and noted that it consists of the typical comments. Because of the size of staff it is not possible to segregate duties so the oversight that the Board provides is the best response. Finally, she presented the audit letter and commented that everything went well.

**Financial Reports – May, June and July 2013**

Motion by **Randy Patterson**, second, **Nancy Neff**, to approve the financial statements for May, June and July 2013 and to approve checks #3515 through #3564 on the Fulton Bank account. Motion approved.

Mr. Snively noted that the assessments and prior year assessment line items in the budget were ahead of schedule. He also pointed out that the expense under the cleaning contract line item was over budget due to the timing of a bill. The line item actually has four months of billing rather than the budgeted three months.

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### Old Business

On July 1st James Street Improvement District and Lancaster Alliance consolidated to form the new organization, Lancaster City Alliance. The Board agreed to assign the management agreement between Lancaster DID and James Street Improvement District to this new organization.

Motion by **Dennis Cox**, second, **Bob Ramsay** for consent of assignment. Motion approved.

At the May meeting, Mr. Snively was asked to recruit two new board members based on suggestions provided at that meeting. Mr. Snively reported that both candidates, Andrew Oak of Drogaris Companies and Pastor Tim Mentzer of Trinity Lutheran Church, have agreed to serve on the Lancaster DID Board of Directors.

Motion by **Nancy Neff**, second, **Scott Standish** for approval of Mr. Oak and Pastor Mentzer joining the Board of Directors. Motion approved. The nominations will now be presented to the Mayor for approval.

### New Business

Mr. Snively then explained that the DID renewal process would be underway soon. He informed the Board that Mr. Cox has agreed to lead the renewal process. Mr. Snively then reviewed the timeline which was provided in the packet prior to the meeting. He noted that there will be some timing issues due to the quarterly meeting of the Board of Directors.

Members of the Executive Committee reported that they believed the priority of the renewal process should be an examination of the current boundaries and the possibility of expanding those boundaries. The Board noted that a lot of outreach would be needed to the potential expansion areas.

Mr. Snively noted that outreach and decisions on the plan would begin this Fall with the intention of having the public process begin in January. Some discussion on extending boundaries continued with a comment from Mr. Cox that the DID should reflect on what City government determines to be Downtown. Mr. Wagner added that increasing boundaries also means increasing services.

The Board members asked the staff to reach out to the former taskforce members to ask if they would like to be involved again. The staff will also pull together assessment and other information on the possible expansion areas.

There was also some discussion about the length of the plan, when the next assessments will be conducted by the County, and the Economic Development plan for the City. All of these things should be considered by the taskforce and board members as they develop this new plan.

### Executive Director's Report

Mr. Snively informed the Board members that he had received a written request from a property owner that asked to be forgiven from paying assessments due to financial and physical hardship until the property is developed.

At the suggestion of counsel, the Board members decided that the DID would continue to bill and lien the property if it is not paid at the time it is due.

### Adjourn

Motion by **Dennis Cox**, second, **Bob Ramsay** to adjourn. Motion approved and the meeting adjourned at 1:15 p.m.

Respectfully submitted,

Marshall W. Snively  
Executive Director