

LANCASTER DOWNTOWN INVESTMENT DISTRICT AUTHORITY
May 28, 2014

Quorum

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

Members present: Dennis Cox, Christine Suarez DiRienzo, Tim Mentzer, Mort Nierenberg, Randy Patterson, Bob Ramsay, Mark Stoner and James Wagner.

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

Introduction of Public Guests

David Aichele from Lancaster City Alliance (LCA) was present. Tony Wright from Block by Block was present. Bernie Harris of Lancaster Newspapers was present. Property owners, Eric Seifert and April Koppenhaver, were also present.

Minutes

Motion by **Dennis Cox**, second by **Randy Patterson** to approve the February 26, 2014 minutes as presented. Motion approved.

Financial Reports – February, March and April 2014

Mr. Snively asked for any questions regarding the financials. There being none he continued by reviewing the year end summary which was included in the Board packet. The year ended \$37,703 over budget in revenue. This increase was due to the sale of properties that were in arrears, an increase in donations from the previous year, and a higher than projected collection of current year assessments. Mr. Snively then reviewed the LCA/DID reconciliation which was also provided in the Board packet. This document demonstrated that funds were spent in accordance with the FY13-14 Management Agreement. In fact, the Lancaster DID benefitted by receiving an additional \$1600 in marketing provided by Lancaster City Alliance.

Mr. Nierenberg asked about financial oversight. Mr. Wagner responded that both he and Mr. Snively must review and sign checks on behalf of the DID.

Motion by **Randy Patterson**, second, **Bob Ramsay**, to approve the financial statements for February, March and April 2014 and also to approve checks number 3679 through 3730 written February, March and April 2014. Motion approved.

Old Business

Next, Mr. Snively asked David Aichele to update the Board on the Clean & Safe contracts. Mr. Aichele informed the Board that Block by Block is now fully engaged as the provider for both the Clean Team and the Bike Ambassadors. Everything is going well and he has been receiving positive feedback from the community. Mr. Aichele introduced Tony Wright who was also present as the on site operations manager for Block by Block. He then described some of the changes from the previous vendor because of advances in technology. The Bike Ambassadors are now filing reports through an I Touch and "Buttons" have been placed throughout the District allowing the operations manager to monitor where Bike Ambassadors are patrolling. An additional change under the new contract is an increase in Clean Team hours at no additional cost. Mr. Aichele went on to explain the additional hours will allow Clean Team members to be out from 11:30 a.m. to 8:00 p.m. on Fridays and Saturdays as well as on Sundays from 10:30 a.m. to 2:30 p.m. over the summer months. Previously, the Lancaster DID was unable to provide Clean Team services in the evenings or on Sundays so this presents increased opportunities. When the weather turns colder the additional Clean Team services will be used for leaf collection and snow removal of curb cuts. Another advantage of this new contract is that cross training will occur and allow Bike Ambassadors and Clean Team members to be utilized in whatever capacity is needed.

Mr. Snively reiterated that the new contract provided for increased hours at a lower cost and that the new training has increased positive feedback from merchants. He asked Mr. Wright to further explain.

LANCASTER DOWNTOWN INVESTMENT DISTRICT AUTHORITY

May 28, 2014

Page 2

Mr. Wright told the Board members of an incident that recently occurred at the Visitors Center. A Bike Ambassador engaged with students and Downtown Visitors Center staff in order to provide information as well as to receive information to further assist others in the future. The Downtown Visitors Center staff was so impressed that they sent an email recognizing the Bike Ambassadors efforts and thanking the management for providing the service. Mr. Wright emphasized that a focus on customer service is the difference that Block by Block is providing.

Mr. Snively then updated the Board on the FY14-15 Management Agreement between Lancaster DID and Lancaster City Alliance. This Management Agreement in the amount of \$246,739.39 provides \$153,709.39 for the Bike Ambassadors, \$15,000 for marketing costs, and \$78,030 for the administrative fee. The Lancaster DID Board approved the agreement at the February 26th meeting. The Lancaster City Alliance approved the agreement at their March 28th meeting.

Mr. Snively continued with the progress made on the DID Renewal Plan. A draft was provided to the Board prior to the meeting. Mr. Snively confirmed that the new plan will be from May 1, 2015 through April 30, 2019. The millage rate in the plan will remain at 2.45 as it is today and will not increase during the life of the plan. Mr. Snively then reviewed the original proposed expansion and explained that such an expansion has been tabled for now. The expansion that is now proposed in the upcoming plan will include the west side of Water Street from King Street to Lemon Street. Since preparing this draft, Mr. Snively was approached by a property owner who suggested that the expansion include S. Prince and Water Streets down to Mifflin. Such an expansion would add three properties owned by one property owner. Mr. Snively asked that the Board consider this suggestion. Mr. Snively then continued with an explanation of how the Lancaster DID could utilize the four year term to evaluate the areas of assessment and new development. He noted that branding of the Lancaster DID would be a vital part of the process. Mr. Cox made a point to note that the Executive Committee would request that the LCA remove the Bike Squad services from the areas adjacent to the current DID, stating that it is not fair to those property owners in the DID who pay for those important and valuable services that those outside of the DID get that service for free or through the kindness of voluntary LCA funding. Mr. Snively indicated that he would take that request to the LCA board for discussion.

Mr. Cox commented that it would be important for property owners to know that the millage rate would not be increased over the life of the plan. Mr. Snively then reviewed the timeline for the remainder of the process to renew the plan. He explained that once the Board approved the draft plan a written notice will go out to property owners and a public meeting will be scheduled. Tentatively the public meeting will be around July 15th.

Motion by **Dennis Cox**, second, **Tim Mentzer**, to approve the draft renewal plan as presented with the exception of changing the expansion area so that it covers all the west side of Water Street from Mifflin Street north to Lemon Street and the west side of S. Prince from King Street to Mifflin Street. It will also include all corner properties at the intersections in the aforementioned area. Motion approved.

New Business

Moving into New Business, Mr. Snively asked the Board to review the lien list provided in the Board packet prior to the meeting. The lien list is comprised of properties that have not paid the assessment in FY 13-14 and as such a lien was placed on the properties.

Mr. Snively then reviewed the DID Tax Bill Comparison, also included in the Board packet, to demonstrate any changes in the number of properties or the amount of assessments payable to Lancaster DID. Mr. Snively noted that the DID receives payment after LERTA (Local Economic Revitalization Tax Assistance). He is investigating whether or not DID should be receiving funds before or after LERTA takes effect and will report back out to the Board at a later time.

Moving on, Mr. Snively directed the Board to review the FY14-15 Tax Roll that was provided by the City of Lancaster. The tax roll was included in the Board packet prior to the meeting and consists of the property owners in the Lancaster DID. This document is provided to the Board for information purposes only.

LANCASTER DOWNTOWN INVESTMENT DISTRICT AUTHORITY

May 28, 2014

Page 3

Finally, Mr. Snively shared a letter with the Board that he received from Magnolia Place Partners requesting relief from paying the DID assessment while the project is under construction. He noted that the request was made to the Board because the property is over budget and the owner is looking to save money wherever possible. He also noted that during the construction the assessment for FY14-15 will be \$267, but in the future the assessment will be much higher. The property owner has commented to Mr. Snively that they are fully supportive of the Lancaster DID and are quite aware that a significant increase in tax liability is in the future.

Mr. Cox states that the Board would be ill advised to grant this request. Historically, counsel recommended and the Board has been of the mindset that to grant any single request opens the door to receive many requests of this nature. Pastor Mentzer agrees with Mr. Cox and comments that it is a negligible amount. Mr. Wagner asked if this should be handled any differently from other property owners; citing the procedure of placing a lien that will affect the transfer of ownership as units are sold. While the Board was appreciative of the significant investment of this project, they agreed that a precedent should not be set and this property can not be handled differently from others in the District.

Motion by **Dennis Cox**, second, **Randy Patterson**, not to grant relief to Magnolia Place Partners for the tax assessment due FY14-15 and to handle this property just like all other properties. Motion approved.

Mr. Snively will notify Magnolia Place Partners.

Executive Director's Report

Mr. Snively announced that the financial audit is underway and the results would be presented at the August 27th Board meeting. He then talked about the City Economic Development Plan which has officially kicked off on May 16th. The community engagement process will soon be underway. A working group of 75+ is being convened and the process will likely take a full year. Mr. Cox added that the Lancaster DID is not financially supporting the plan but many of the members of the Lancaster DID will likely be approached. Mr. Snively responded by noting the variety of funders from individuals to non profits to corporations.

Mr. Snively then asked Mr. Aichele to update the Board on the Panhandling Initiative that he is leading. Mr. Aichele explained that the County of Lancaster has several agencies that are working hard on the homeless issue and are quite effective. Panhandling is a different issue that has been on the rise with the success of the City of Lancaster. Mr. Aichele is working with others to develop a marketing effort that discourages both panhandling and giving to panhandlers. The approach is designed to provide funding to the organizations that assist those in need and result in the panhandlers moving on. Mr. Patterson adds that there are also some quiet efforts being promoted in County agencies to set up a "Pay it Forward" system with local restaurants and coffee shops. He also briefly addresses aggressive panhandling and notes that police should be notified if this is the case.

Mr. Snively wrapped up by updating the Board on the CRIZ (City Revitalization & Improvement Zone) activities. Currently businesses in the CRIZ are being asked to complete reporting that will establish a baseline. The CRIZ covers 130 acres and consists of over 1000 business entities. The paperwork must be completed and filed by June 15 and it is a requirement that occurs on an annual basis. Every October a payment that is based on what is reported in June will be sent back to the CRIZ and reinvested into the City of Lancaster.

Adjourn

Motion by **Randy Patterson**, second, **Dennis Cox** to adjourn. Motion approved and the meeting adjourned at 1:00 p.m.

Respectfully submitted,

Marshall W. Snively
Executive Director