

LANCASTER DOWNTOWN INVESTMENT DISTRICT AUTHORITY
May 27, 2015

Quorum

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

Members present: Patti Connell, Tim Mentzer, Nancy Neff, Mort Nierenberg, Randy Patterson, Scott Standish, 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 and Jennifer Baker of Lancaster Office of Promotion were present.

Minutes

Motion by **Nancy Neff**, second by **Patti Connell** to approve the February 25, 2015 minutes. Motion approved.

Financial Reports – February 2015 through April 2015

Mr. Snively directed the Board to review the Year End Summary that was included in their packets. He noted the net income for the year was significantly higher than projected. This increase was due to the recovery of prior year assessments, a higher than expected collection rate of current year assessments, an increase in donations through the payment in lieu of taxes (PILOT) program, and an increase in the sale of Downtown Dollars. When a question arose about the sale of Downtown Dollars, Mr. Snively informed the Board that there were plans to redesign the Downtown Dollars, make them available for purchase through the Visitors Center, and the possibility of accepting credit card payments to purchase Downtown Dollars. More information on these activities would be presented to the Board at a later date. Mr. Snively then reviewed the reconciliation between Lancaster City Alliance and the DID (also provided in the packet). Mr. Snively noted the savings that the DID experiences through the management agreement with Lancaster City Alliance. He asked David Aichele to further explain. Mr. Aichele informed the Board that a bicycle and maintenance for one year is approximately \$1500 and only 25% of those costs are charged back to the DID. Team lead supervisor time is also not fully covered by the DID. Presently the DID is responsible for 10% of those costs. And finally, the contract with Block by Block for ambassador services also includes the position of operations manager which oversees both the bicycle ambassadors and the clean team. This position is not included in the management agreement but is necessary.

Motion by **Randy Patterson**, second by **Patti Connell** to approve of the financial statement from February 2015 through April 2015 and to approve checks numbered 3885 through 3942 which were written between February 2015 and April 2015. Motion approved.

Old Business

Mr. Snively informed the Board that the FY15-16 LCA-DID Management Agreement was approved by the Lancaster City Alliance at their March meeting and as of May 1 the staff is operating under this new agreement.

Mr. Snively updated the Board that Bob Ramsay has verbally resigned from his position on the DID Board. Mr. Snively talked about a possible candidate to join the Board and also asked for additional recommendations. The Board discussed recommending the candidate for the approval of the Mayor to complete Mr. Ramsay's term through 2019. Motion by **Tim Mentzer**, second by **Nancy Neff** to recommend the candidate discussed to the Mayor upon the candidate's agreement.

Moving on to the next item on the agenda, Mr. Snively asked Toby Vargas to begin the discussion regarding the requests that go out to tax exempt property owners for payment in lieu of taxes (PILOT). Ms. Vargas noted the Board's eagerness in the past to further develop the PILOT program. She explained that the PILOT letters are sent out each fall and suggested that this coming year the Board members volunteer to sign and add personal notes to the letters. Ms. Vargas told the Board that she would provide a list to them prior to the August Board meeting for them to review and then ask that they offer up the names

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of those whose letters they are willing to sign. Perhaps the Board members would even volunteer to call the property owners. The goal is to send the letters out the second week of September. As contributions then come into the office, Ms. Vargas will share the information with the Board members so they can also personally thank the property owners.

New Business

Mr. Snively moved on to the subject of lien properties. The Board was provided with a list of properties that did not pay assessments due FY14/15 by April 30th. These properties are in the process of having liens placed. The Board was also provided with an expanded list that exhibited all liens currently in place since 1994. The Board reviewed both of these lists and asked a few questions for clarification. Mr. Patterson mentioned that he was working with the solicitor from the City as well as Mr. McCarty to once again take a look at the LERTA (Local Economic Revitalization Tax Assistance) program and its effect on the DID assessments.

Mr. Snively then reviewed the tax bill comparison provided in the Board packet. Mr. Neirenborg asked about the boundary expansion. Mr. Snively noted that the taskforce, who recently developed the DID plan, has found that the expansion would be beneficial to the organization and recommends further expansion in the future. Over the next few years the organization will be working to ensure that its value is recognized by property owners and will prepare for further expansion.

Mr. Snively then presented Jennifer Baker of Lancaster Office of Promotion (LOOP). Ms. Baker provided a presentation to the Board that explained LOOP and their goals including the renovation of the Visitor Center at 5 W. King Street. Ms. Baker talked about the new website that combined the Downtown Lancaster website, the Lancaster City Events website, and the Lancaster Arts website. The new website is www.visitlancastercity.com. The Visitor Center will be city focused with updated and modernized with interactive displays. It opens on July 6.

Executive Director's Report

Mr. Snively informed the Board about the finalized City Economic Development Strategic Plan. He announced the public meeting that will be held on June 11, 6:30 p.m., at the Ware Center of Millersville University. All Board members were encouraged to attend. He committed to sending the executive summary of the plan out to the Board.

Adjourn

Motion by **Nancy Neff**, second, **Scott Standish** to adjourn. Motion approved and the meeting adjourned at 1:05 p.m.

Respectfully submitted,

Marshall W. Snively
Executive Director