

LANCASTER DOWNTOWN INVESTMENT DISTRICT AUTHORITY
August 28, 2016

Quorum

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

Members present: Randy Patterson, Crystal Weaver, Patti Connell, Nancy Neff, James Wagner

Staff: Marshall Snively, Executive Director
Bill McCarty, Solicitor

Introduction of Public Guests

Carol Roland and Matthew Burkhart from Trout, Ebersole, and Groff were present, as well as David Aichele and Andrea Daugherty from Lancaster City Alliance.

Quorum

A quorum was not met.

Minutes

Minutes cannot be approved without a quorum.

FY 15-16 Audit Presentation

Carol Roland and Matthew Burkhart were introduced and presented on the FY 15-16 Audit, which was presented to the Executive Committee in July. Ms. Roland noted that the audit went well with no outstanding problems or concerns, and the DID had a great year in terms of finances. She then went over the brief presentation provided to the board members, outlining each slide and making special note of an error on the third slide: the 2016 Assessment revenue number actually represents the gross revenue and the net was \$371,000.00. On the final slide, Ms. Roland noted that the DID's current net position is about 55% of budgeted expenses. After asking for any questions, Ms. Roland concluded by sharing that the report was already filed to the Department of Community and Economic Development (DCED) and they will file to the city clerk as well.

Financial Reports – May, June, and July 2016

Marshal Snively presented the financial reports. Because there was no quorum, approval will be requested at the November Board meeting.

Old Business

Marshall Snively began by sharing that Joe Donaldson from LNP has accepted a position to the Board and the mayor will be sending the official letter to City Council for approval. Mr. Donaldson's term would be January 1, 2017 and extend for five years, bringing the DID Board to full capacity at eleven total members. Mr. Snively also mentioned that no terms are expiring until next year.

Mr. Snively then asked Mr. Aichele to provide an update on Assessment collections. Mr. Aichele began by noting that as of August 19th, 2016, 83% of the taxable assessments have been collected for a total of \$321,251.87. He then went on to say that out of the 637 taxable properties within the DID, 530 have paid already and that sets us further ahead than last year at this time. Mr. Snively interjected by sharing that we are budgeted to have collected \$264,000.00 by this time of the fiscal year, so we are far ahead of schedule and have exceeded the budget for the full year by \$6,000.00.

Andrea Daugherty then passed out a spreadsheet with FY 16-17 Tax Exempt Properties and Mr. Snively asked that all present board members initial the properties they would like to personally contact to encourage donations to the DID. Ms. Daugherty will send the updated list to all board members.

Mr. Snively shared that year one of *Building On Strength* was just completed and the latest Lancaster City Alliance newsletter includes a One Year Review of the plan. In particular, he noted that the progress demonstrates the collaboration that is

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actively occurring and is required to make the Plan a success. He mentioned that sixteen of the seventeen recommendations are well underway, highlighting specifically the progress along South Duke Street in working with property and business owners to revitalize the area. Further, Mr. Snively noted that the One Year Review shows many of the Plan goals are being met or exceeded, but to keep in mind that the numbers are representative of projects in various phases: complete, under construction, planned, and conceptual. Overall, the report generates great questions and Mr. Snively asked the board to reach out with any questions or feedback.

New Business

David Aichele updated the group on the six trash receptacles that were purchased and were installed in June, and have been added to the City's rounds for pickup. Ms. Neff asked if anyone has noticed the new receptacles and Mr. Aichele noted that no calls have been received, but they are being filled.

Mr. Snively mentioned that a meeting with the West King Street stakeholders was recently held at the Umbrella Works, with the majority of the meeting participants coming from the 100, 200, and 300 blocks of West King Street. A number of businesses expressed concern over crime issues and lack of cleanliness on those blocks. An outcome of the meeting is to bring together tenants and property owners with the police department to discuss practical ways to improve the area's cleanliness and safety.

Mr. Aichele then shared on the progress of the artist bike racks. An artist has been selected and will be presenting conceptual drawings in the next few weeks, with hopes to place the racks in the following locations: in front of Mad Cap & Co on the 300 Block of North Queen Street, and in front of PhotOle' on the 100 block of West King Street.

With the Pennsylvania Municipal League Conference coming to Downtown Lancaster in October, there was a discussion about mulching the tree wells in the Downtown. Mr. Aichele noted that he hopes to get bagged mulch from Lowe's, Home Depot, or another local provider. Ms. Neff suggested that we look at mulching in the spring as well.

Executive Director's Report

Bill McCarty suggested that financial statements and checks be approved at the next meeting.

Mr. Snively encouraged the group to participate in the upcoming Lancaster City Restaurant Week, September 19th – 25th, and to attend Velocity 2016 on September 29th. Postcards and posters were available for members to take with them and share with their friends and colleagues.

Ms. Neff inquired about the Lancaster City Alliance move to the new Lancaster Chamber of Commerce and Industry building at 115 East King Street, and Mr. Snively shared that the construction progress is on time and the expected move in date will be sometime in early March 2017.

Mr. Wagner asked when the Heritage Quadrant by Central Market will be complete, to which Mr. Aichele replied that construction is on track to be completed by October 1st for the Annual Lancaster Central Market Harvest Breakfast.

Adjourn

Motion by **James Wager**, second, **Nancy Neff** to adjourn. Motion approved and the meeting adjourned at 12:59 p.m.

Respectfully submitted,

Marshall W. Snively
Executive Director