

LANCASTER DOWNTOWN INVESTMENT DISTRICT AUTHORITY
November 15, 2017

Quorum

Meeting called to order at 12:05 pm noon by Board President, Jim Wagner.

Members present: Jim Wagner, Nancy Neff, Randy Patterson, Joe Donaldson, Mark Stoner, Tim Mentzer, and Crystal Weaver

Members not in attendance: Christine Suarez Di Rienzo, Scott Standish

Staff: Marshall Snively, Executive Director
Bill McCarty, Solicitor
David Aichele, LCA Director of Clean & Safe Services
Lindsay Fauth, LCA Team Administrator
Jeremy Young, LCA Community & Economic Development Manager
Anne Williams, LCA Director of Communications

Introduction of Public Guests

Marshall Snively introduces Anne Williams, the new Director of Communications for Lancaster City Alliance.

Quorum

A quorum was met.

Minutes

Mr. Wagner asked for a motion to approve the August 23, 2017 Board Minutes. R. Patterson motioned, T. Mentzer seconded, all were in favor. Minutes were approved.

Approval of Financial Reports – August, September, October 2017

M. Snively distributed a Mid-year Projections Spreadsheet noting the DID budgeted \$365,000 in FY17-18 in Assessment Income based on the assumption that \$393,000 would be billed (with an average payment rate of 92%). Six properties unexpectedly became tax-exempt after the passage of the FY17-18 budget, representing a \$16,000 loss in revenue.

M. Snively also explained that the DID reimbursed Magnolia Place in nearly \$8,000 in LERTA, also unbudgeted. He stated that the DID has collected \$330,000 in Assessment Income to date with an estimated \$32,000 outstanding.

M. Snively estimates FY17-18 Assessment Income to be at least \$5,000 more than prior years and is conservatively projecting a \$14,500 deficit in revenue. He also stated that Downtown Dollars sales were exceeding budget by 40%; total expenses were \$3,000 under budget. He reminded the Board that it budgeted a total of \$17,000 from reserves for one-time (\$7,000) Marketing and (\$10,000) Beautification projects. He concluded by saying they may need to dip into the reserves as much as \$30,000 instead of the \$17,000 originally budgeted.

J. Wagner asked for a motion to approve last Quarter's Financials including the checks (4502 through 4536). N. Neff motioned, R. Patterson seconded, and all were in favor.

Old Business

D. Aichele reviewed the 2018-2021 DID Plan / Millage Adjustment Timeline. He explained that The County was expected to release final property assessment numbers that day, and until those new values were examined, the final millage rate for the 2018-21 Plan was yet to be determined. The other aspects of the Timeline will remain as originally presented with a date of December 4, 2017 to issue the letters to property owners, a date of December 28, 2017 to advertise the informational public meeting held on January 8, 2018 at City Hall, and a date of March 13, 2018 when the DID presents the Plan Amendment to City Council. Mr. McCarty advised that the Plan, as presented, could be approved contingent on the final assessment numbers that would allow the DID Board to set the millage rate.

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M. Snively noted that in terms of the Revised DID Plan, not much has changed except for the budget for FY18-21. He distributed a revised budget reflecting the lower Assessment Income for FY17-18, and projected increases in revenue for the next three years (FY18-21) due to new projects coming online. He projected the Board being more aggressive in collecting PILOA donations from larger properties and noted the marketing and beautification expenses will be back to pre-FY17-18 numbers.

M. Snively stated that FY18-19 budget will be a deficit budget and the following two years budgets will be balanced. M. Snively asked the Board to consider options on whether to make the budget a break even budget by borrowing from reserves or increasing contributions; or if they should leave it as a deficit budget to show the tax-exempt properties going off line.

R. Patterson made a motion to, "Approve the draft plan with the understanding that the draft plan is revenue neutral. M. Snively can change the draft plan to adjust to revenue neutrality." N. Neff seconded, all were in favor.

D. Aichele updated the Board that the Clean Team and the Ambassadors have extended their hours on Sunday mornings. They previously began work at 10:30 am on Sundays and they are now beginning in at 8:00 am on Sundays.

M. Snively asks the Board to refer to the Board Term sheet noting that Randy Patterson is up for renewal. J. Wagner requested a motion to ask the Mayor to appoint R. Patterson to another term. N. Neff motioned, C. Weaver seconded, all were in favor.

J. Wagner noted that the Board is still in need of filling two vacant Board seats. M. Snively suggested asking two – three residents or retailers, and suggested inviting someone from Magnolia Place. N. Neff suggested asking Christine if she would like to continue to stay on the Board.

Jeremy Young, Community & Economic Development Manager, Lancaster City Alliance, updated the Board on the progress of the DID tree planting initiative. He stated that letters containing a planting release form were mailed to the owners of the identified locations that were eligible for new trees. Owners wishing to accept the free trees, could select from a variety of trees. He reported that 12 trees were declined; 10 tree locations were not feasible; 34 trees were awaiting decision from property owners; and 28 trees had been accepted. J. Young noted that the planting of the trees had begun and will continue into late December. He will work with Lancaster City Alliance's Director of Communication, Anne Williams to issue a press release.

D. Aichele provided a brief update on the LERTA billings and stated that the DID refunded residence of Magnolia Place just under \$8,000. He went on to explain that separate from the Magnolia Place condos, there are 22 active LERTA properties in the district, of which 16 of the 22 properties had already paid their assessment that required refunds. DID staff wrote a letter which was sent by the City treasurer's office that included new bills or refunds to owners explaining the oversight in the original billing.

D. Aichele provided an update on the Tax Exempt Payment Requests stating that letters were mailed to property owners requesting PILOA at the beginning of November.

New Business

J. Wagner asks the Board to refer to the 2018 DID Board Meeting Dates and location, and asks for a motion to approve. N. Neff motions; R. Patterson seconds. All are in favor.

M. Snively stated that the last Executive DID Board Meeting, they discussed the DID Board playing more of an Advocacy role for the retail community regarding extending outdoor café dates and allowing sidewalk sales. The DID will work with the Merchant Committee and present a package to City Council in 2018.

M. Snively reminded everyone that the budget for next FY will be presented at the February Board meeting.

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Adjourn

Motion by **Jim Wagner**, second, **Randy Patterson** to adjourn. Motion approved and the meeting adjourned at 1:20 p.m.

Respectfully submitted,

Marshall W. Snively
Executive Director