

**Lancaster County Convention Center Authority**  
**Meeting of August 25, 2022, 5:30 pm Commons on Vine, Lancaster County Convention Center**  
**Lancaster, Pennsylvania**



Agenda

- 1) **Purpose of meeting:** Ratify expenses for June, July & August 2022  
Personnel Committee report and recommendations
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Announcements
- 5) Chair Report: Vice Chair Tom Showers
- 6) 101 S. Queen St. Appraisal review by Angela Tracy of Tracy Appraisal Services
- 7) Executive Director's Report: Kevin R. Molloy
  - a. LCCCA Bond Issuance / Renewal update
  - b. 106 S. Christian Street / 10 East Vine / 101 S. Queen St update
  - c. Lancaster County Hotel Room Revenue Tax Collections through June 2022.
- 8) Public Comment - This Authority provides a reasonable opportunity at each of our meetings for residents and taxpayers of Lancaster County to comment on matters of concern, official action, or deliberation that are or may be before this Authority.  
People who wish to comment should state their name and address for the public.
- 9) LCCCA Board Comment Period
- 10) LCCCA Staff Comment Period
- 11) Consent Agenda – Motion to approve expenditures, engagement letter, Board & Committee Meeting Summary Minutes as previously circulated to the board:
  - a. LCCCA Board Meeting minutes of May 19, 2022.
  - b. LCCCA Board Meeting minutes of July 28, 2022.
  - c. LCCCA Operations Committee Meeting of July 14, 2022
  - d. Ratification of LCCCA June 2022 Operational Expenditures totaling \$8,134.68
  - e. Ratification of LCCCA June 2022 Capital Expenditures totaling \$3,220.00
  - f. Ratification of LCCCA July 2022 Operational Expenditures totaling \$460,355.28
  - g. Ratification of LCCCA July 2022 Capital Expenditures totaling \$4,510.00
  - h. Ratification of LCCCA August 2022 Operational Expenditures totaling \$1,237,332.09
  - i. Ratification of LCCCA August 2022 Capital Expenditures totaling \$2,411.25
  - j. Approve engagement with Arbitrage Rebate Counselors for August 2022 report.
  - k. Ratification of Engagement Letter/Representation Letter with Walz Group to do Modeling of Bond Financing
  - l. Ratification of Engagement Letter with Tracy Appraisal Services, Inc.
  - m. Acceptance of 101 S. Queen St. appraisal
- 12) Personnel Committee Report: Chair Patrick Snyder
  - a. Changing Staff Rolls - 2023 Budget to include a Business Manager position
  - b. Business Manager to attend IAVM's Venue Management School 2023 & 2024
  - c. Tuition Reimbursement addition to LCCCA Employee handbook to remain consistent with the IRS permitted reimbursement guidelines.
  - d. Reviewed Insurance renewal for 2022 and approved with minor changes
  - e. Executive Director Compensation Market Study Proposal
- 13) Old Business
- 14) New Business
  - a. Tuition Reimbursement policy
    - i. Motion to add a tuition reimbursement policy to the LCCCA Employee Handbook with the amount to remain consistent with IRS permitted reimbursement non-taxable guidelines, as recommended by the Personnel Committee, as previously circulated to the board.
- 15) Adjournment

\*\*\* Upcoming Board and Committee Meetings:

- Personnel Committee Meeting: September 12, 2022 – 11:00 a.m.
- Nominating Committee Meeting: October 6, 2022 – 5:00 p.m.
- Operations Committee Meeting: October 6, 2022 – 5:30 p.m.
- Finance Committee Meeting: October 20, 2022 - 5:30 p.m.
- LCCCA Board Meeting: October 27, 2022 - 5:30 p.m.