

RESOLUTION NO. 56 - 2016

Moved by: Wanda R.D. Williams

A Resolution appointing Mr. Richard D. Kotz to serve on the Board of the Capital Area Transit Authority.

WHEREAS, CAT is organized under the Municipality Authorities Act, pursuant to which members shall be appointed by the participating municipalities; and

WHEREAS, pursuant to Ordinance 6 of 1973, the City of Harrisburg shall appoint two members to the Board of the Capital Area Transit Authority (CAT); and

WHEREAS, the Mayor has appointed Mr. Richard D. Kotz to serve as a CAT Board member for the City of Harrisburg to replace the vacancy created by Ms. Kathy Possinger; and

WHEREAS, Mr. Kotz has consented to this appointment; and

WHEREAS, Mr. Kotz's qualifications to serve as a member of the CAT Board are set forth and attached as "Exhibit A."

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE COUNCIL OF THE CITY OF HARRISBURG, that Mr. Richard D. Kotz is appointed to the Board of the Capital Area Transit Authority.

BE IT FURTHER RESOLVED that this appointment is effective immediately and shall continue until a successor is appointed.

I second this resolution: [Signature]

Passed the City Council September 14, 2016  
Wanda R.D. Williams  
President of City Council  
Attest: [Signature]  
City Clerk

YEAS		NAYS
<input checked="" type="checkbox"/>	MR. AELATT	
<input checked="" type="checkbox"/>	MR. BALTIMORE	
<input checked="" type="checkbox"/>	MS. DANIELS	
<input checked="" type="checkbox"/>	MS. HODGES	
<input checked="" type="checkbox"/>	MR. JOHNSON	
<input checked="" type="checkbox"/>	MR. MAJORS	
<input checked="" type="checkbox"/>	MS. WILLIAMS	
Yeas	<u>7</u>	
Nays	<u>0</u>	

# **EXHIBIT A**

# RICHARD D. KOTZ

EMAIL: [REDACTED]

Phone: [REDACTED]

[REDACTED]  
Harrisburg, PA 17110

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## EXECUTIVE PROFILE

Results-oriented and innovative **Executive Director/Administrator** with thirty plus years of expertise in all phases of public finances and administrative management to include public/private partnerships. Exceptional leadership, strategic planning, accounting, oral/written communication, motivational, organization, analytical, delegation and time management skills. Verifiable track record of successfully managing multiple projects simultaneously and known for abilities to troubleshoot problems, generate solutions and get things done with and through people.

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## AREAS OF EFFECTIVENESS

- Executive Management
  - Strategic & Financial Planning
  - Staff & Project Management
  - Pension Administration
  - Facility Planning
  - Financial Management
  - Organizational Development
  - Vendor Contract Negotiations
  - Strategic Alliances
  - Policy Advisor
  - Public & Private Partnerships
  - Bond Management & Investment
  - Union Contract Negotiations
  - Staff Development
  - Team Building
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## PROFESSIONAL EXPERIENCE

City of Harrisburg, Harrisburg, PA  
**Administrator for Parking**

July, 2015- Present

Harrisburg Parking Authority (HPA), Harrisburg, PA  
**Executive Director/CFO** (December 2009 to present)

1986 – Present

Serve as Chief Executive Officer of the HPA reporting to the Board of Directors with responsibilities for the organization's consistent achievement of its mission and financial objectives.

Direct the day-to-day operation of the Authority and execute Board directives and polices including: management/development of Authority human resources and implementation of budget/financial controls.

Continually apprise Board of Directors of appropriate agency activities and issues.

Present plans and possible alternatives to the Board for its consideration and agency policy adoption.

Carry out all policies, directives, special projects and duties as assigned by the Board of Directors.

Manage authority property and agency relations with customers and the public.

Coordinate HPA activities with City and other appropriate agencies and entities.

Negotiate contracts under Board supervision; implement and administer HPA contracts and agreements.

Represent Authority at various meetings and conferences.

**Deputy Executive Director/Chief Financial Officer** (1986 to November 2009)

Planned, coordinated and directed the financial and administrative functions of the Parking Authority.

Performed strategic and financial planning, budgeting, and pension administration with an annual budget of approximately \$15 million.

Served as the principal advisor to the Board of Directors in planning, budgeting, policy development and program development and provided executive level expertise and policy advice.

Represented the HPA at meetings and act as the principal liaison to the Board of Directors.

Oversaw downtown Harrisburg's 10 garages, 4 surface parking lots and 1200 parking meters.

Directed all daily activities of five employees, including an accounting assistant, two audit analysts, clerk, and secretary; oversaw a workforce of approximately 65 employees including two managers and three supervisors.

Developed parking plans to meet the needs of developers and business owners.

Responsible for annual budget from compilation to Board approval.

Implemented Board directives and policies.

Completed performance evaluations; mentored and assisted employees with personal development plans.

Trained employees in automated accounting practices/procedures, payroll, audit schedules and budget preparation.

Synchronized technical aspects of personnel matters and all matters related to AFCSME negotiated contract.

Managed all bond issues including:

- Coordinating issuance of bonds, reviewing bond documents and maintaining bond investments.
- Maintain compliance with bond indenture covenants.
- Balancing operating finances against bond debt service.

Oversaw year-end audits and ensured all ledgers, schedules and official entries were correct.

Prepared monthly financials; maintained the general ledger system including journals, sub-ledger system, account analysis and reconciliation.

Managed investment of excess funds, prepared and submitted reports to the federal and state government and insurance companies as required.

Prepared procedure manuals, administered the pension plan and completed various special projects.

Responsible for new facilities including financing, facility planning, bid evaluation, awarding bids, and monitoring construction progress and expenditures.

Coordinated and assisted consultants with annual reports and studies.

Hired as a Controller, promoted to promotion to Deputy Executive Director/Chief Financial Officer.

Notable Accomplishments:

- Automated the accounting system and developed professional records and systems resulting in a significant reduction in auditing discrepancies.
- Developed a professional staff that works with minimal supervision.
- Maintained contractual/fiscal integrity and provided consistency and oversight in contracts and contractual relationships.
- Consistently met projected budget goals.

### PRIOR PROFESSIONAL EXPERIENCE

- 1984 – 1985     Morgan Distribution, Mechanicsburg, PA  
**General Accounting Manager** – Managed a twenty person accounting team.
- 1982 – 1984     Shaffer Trucking, Inc., New Kingston, PA  
**Accountant** - Performed all accounting functions.
- 1980 – 1982     Skelly and Loy Consulting Engineers, Harrisburg, PA  
**Cost Accountant** – tracked and monitored company and subcontractor expenditures for a \$6 million U. S. Department of Energy contract.
- 1979 – 1980     Wertz Business Equipment, Camp Hill, PA  
**Accountant** – Responsible for accounting cycle, journals and financial statements.

### EDUCATION & COMPUTER SKILLS

B. S. – Business Administration and Accounting, Shippensburg University, Shippensburg, PA, 1979  
 Microsoft Excel and Word; Progression – an Accounting Package.

### AFFILIATIONS

Government Finance Officers Association  
 Church Finance Council Member and Financial Advisor  
 Former Board Member of Crime Stoppers of Dauphin County, PA

REFERENCES AVAILABLE UPON REQUEST

**INTER**

**OFFICE**

# MEMO

To: HARRISBURG CITY COUNCIL  
From: Kirk Petroski, City Clerk  
LEGISLATIVE APPROVAL FORM

Date: \_\_\_\_\_

**LEGISLATIVE APPROVAL FORM/CERTIFICATE OF ACCEPTANCE**

**BILL NO. -2016**      **RESOLUTION NO. 56-2016**

**THE ABOVE LISTED ITEM WAS WRITTEN AND PREPARED FOR FINAL INTRODUCTION AT THE HARRISBURG CITY SOLICITOR'S OFFICE ON:**

Rebecca K. Kunkel  
**Assistant City Solicitor**

9/9/16  
**Date**

Requested by Department/Bureau: Mayor's office

Department/Bureau Contact Person: Cathy Hall

For Action on or before:

The attached was received in the Office of the City Clerk for introduction on

\_\_\_\_\_  
Received by: [Signature]

Date: 9/9/16