

Minutes of the Old City District Board of Directors Meeting

Wednesday, December 19, 2012 4:00 pm

231 Market Street, Philadelphia, PA

In Attendance: Sheryl Bar, Ryan Berley (OCCA), Jane Cowley (NPS), Avram Hornik, Pat Lavelle, Jafar Maleki, Christopher McGill, David Neff, Carolyn Pfeiffer, Joseph Ritchie, Peter Rothberg, Luca Sena, Harvey Spear, Albert Taus, Laurie Townsend-Rapp. Graham Copeland (Executive Director), Greg Diehl (Economic Development Coordinator), Josh Grimes (Counsel), Brett Mapp (Operations Director)

Absent: Nick Gregory, Lynn Martin Haskin Christopher Laufer, Ellen Yin.

Guests: Reginald Cummings, Richard Goldberg, Don Haskin, Janet Kalter, Joe Schiavo

Call to Order: Chairman Joe Ritchie called the meeting to order at 4:09.

Minutes:

Minutes for the November 2012 meeting were previously circulated to board members via email. J. Ritchie offered an amendment to revise certain language, as follows:

- "Motion by C. McGill to authorize funds not to exceed \$50,000 to support the installation of pedestrian street lighting on S. 3rd Street between Market and Chestnut Streets; with the condition that the unit pricing is in proportion to the preceding lighting project. 2nd/L. Haskin. All in favor, approved."

D. Neff moved to accept the minutes, as amended. 2nd/P. Rothberg. All in favor, approved.

Chairman's Report: J. Ritchie

- At the January board meeting, board officer elections will be held. Nominations for officer positions should be sent to P. Lavelle via email.
- 2013 Budget - all were asked to review the budget draft for approval in the January meeting. Questions should be sent to C. McGill, J. Ritchie & G. Copeland.

Executive Director's Report: G. Copeland

- Greater Phila Hotel Association Award - the Headliner Award was presented to OCD on December 10. Attending to represent us were J. Grimes, C. Laufer, P. Lavelle, D. Neff, L. Sena, G. Diehl, B. Mapp & G. Copeland.
- 233 Chestnut St. (former Curry Office Supply) - property was sold to a developer who is doing a historic renovation.

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- 301 Market St. (ABS Mobility/AT&T dealer) - property owner is doing a historic renovation of façade with some support from Commerce Department's Storefront Improvement Grant.
- 242 - 244 Market St. (proposed 7-11 store) - representatives from Kimco (landlord) stated they have not finalized a lease with 7-11, and are receptive to other uses for the retail property.
- 40 - 42 S. 3rd St. (brothel) - the property is now for sale, at the request of OCD to the absentee landlord.
- 125 Market St (Kink) - the new sex paraphernalia shop is now operational.
- Assessment collections - Attorney Lee Herman's hearing is Tues. Jan. 15, 1:30, at City Hall Rm. 426.
- Big Belly purchase - Clean & Safe Committee is purchasing five units along with the companion recycling containers, in addition to the eight units promised by Commerce Department through the City's Capital Expenditure Budget. The OCD purchase will be with 2012 funds.
- 3rd St. utility construction - the street paving is completed, line striping is being done today.
- 3rd St. lighting project (Phase 2 - between Market & Chestnut Streets) - roadway infrastructure is complete; poles are scheduled to be installed between Christmas & New Years.
 - The lighting fixture style on S. 3rd St. will match N. 3rd St., not the Market St. fixtures.
 - Phila Commerce Dept. is now reviewing our request to help us pay for the gap funds of \$50,000 that the OCD board authorized at the November 2012 board meeting; it would be funded by the City's capital expense budget; Karen Fegely says they are considering an additional financial contribution of \$25,000.
- Market St. streetscape - OCD is submitting a funding request for PA RACP capital project funds via Sen. Farnese's office. The project scope would include replacement of broken slate material in the sidewalks plus other improvements. A. Taus coordinated the development of budget figures for the project.

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- Fall tree planting - S. 4th St. has new trees; other locations on our list are yet to be planted.

Auditor's report: George Pomerantz and Christine DeMott, Gold Gerstein Group, LLC.

The 2011 audit report of Old City District was presented.

- Review and discussion included financial position based on the balance sheet, and statements of net assets and cash flows.
- The audit report summary expressed a "clean opinion" of the organization's financial situation.
- The balance sheet's cash and cash equivalents went down \$74,000 over the prior year; most of that amount went to leasehold improvements for 231 Market St construction.
- While the cash position went down, equity went up \$151,000; indicating that the finances have been operating efficiently.
- Revenues were up \$60,000 due to moving the accounting system to an accrual basis; this is in line with Generally Accepted Accounting Principles.
- Contracted services - positive savings were achieved due to shopping for contracted services.
- Other expenses were in line - savings were achieved in office operations.
- Net assets increased \$151,889.
- Profit & Loss statement shows a fund balance of \$736,596, indicating management efficiency.
- J. Ritchie inquired as to whether OCD was benchmarked against other similar organizations. G. Pomerantz replied that is not possible due to confidentiality reasons, but that our organization is in a good position, with strong cash flow and revenues, and operations running efficiently.

Treasurer's Report: C. McGill

November financial report

- In reviewing the November OCD financial statements, revenue from assessments is light this time of year.
- There were extra expenses for additional security and the financial audit cost.

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- The assessment collections were excellent this year, both for current year and prior year periods.
- Expenses overall are tracking close to budget.

2013 OCD Budget

- A draft of the 2013 budget was included in the board package, and a preliminary review was done by the board during the meeting.
- A process is in place for office staff to work with committees to receive input for programs and expenses.
- Questions on the budget should be sent to C. McGill, with copies to J. Ritchie & G. Copeland.

Executive Session

Motion by P. Lavelle to move board meeting into executive session. 2nd/P. Rothberg. All in favor, approved.

Committee Reports:

- **Board Development:** P. Lavelle
 - Term limits for board members are being reviewed.
 - The committee met on December 11 and interviewed three candidates for open board seats. Three are recommended for nominations: Reginald Cummings, Rob Dingman, and Sonia Silverstein.
 - Election of the Executive Committee will occur in the January board meeting.
 - Recommended for reappointment to the board for new terms in January, 2013 are: Joseph Ritchie and Luca Sena.
 - Motion by P. Lavelle to accept by acclimation the board member nominations for: Reginald Cummings, Rob Dingman, Sonia Silverstein, Luca Sena and Joe Ritchie. 2nd/P. Rothberg. All in favor, approved.
 - Motion by P. Lavelle to commend Ellen Yin for her years of dedication and commitment to service on the OCD board. 2nd/P. Rothberg. All in favor, approved.

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- **Clean & Safe:** H. Spear
 - Prodigal security contract - they are commended for working with Phila. Police to quell disturbances on the streets.
 - Red Sky - transfer is pending; the CLA is not required and the applicant is acting in good faith.
 - Rain Lounge - the establishment is now closed, pending license transfer to a Chinese restaurant operator.
 - Phila Bar & Restaurant - operator's suit in federal court challenging their CLA is still pending.
 - Craft & Claw (former Mad River) - noise complaints from neighbors are continuing.
 - Red Zone - noise complaints from neighbors are continuing.
 - Ben Franklin Beer Distributor - PLCB administrative hearing for the license transfer has taken place; the decision is pending.
 - Glam - the license transfer occurred without conditions.
 - Towing of cars on S. 2nd, Market and Chestnut Streets - there are ongoing frustrations over the enforcement and towing. A meeting with Phila Parking Authority will be scheduled.

- **Marketing:**
 - Website project - the Marketing Committee will send the RFP out to bidders in January.
 - Intellectual property - the branding materials will be licensed and trademarked, with legal support from J. Grimes.
 - Community report - OCD's public meeting will be held on Monday, February 4, at the Arden Theatre/Arcadia Theatre (upstairs), doors open at 6:30 and program begins at 7:00. A dessert reception will follow in the lobby. The facility rental fee was discussed and referred back to the Committee for decision.

- **Economic Development:** G. Copeland for A. Hornik
 - Registered Community Organization

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- Had first meeting as an RCO – reviewed application for 105 S. 2nd St; voted to support the application with conditions.
- Have agreement with OCCA on the common meeting schedule and format; reviewing options for meeting venue.
- Blighted properties initiative
 - Met w/ PIDC Tom Dalfo & Amanda Davis re: Indian Affairs Bldg., holds non-performing loan on the property; now taking control of property and has hired an architect to develop a 2-phase approach to stabilize the building and consider different uses. Econ Dev Committee offered our support, and expressed interest in the business incubator idea earlier floated by PIDC president John Grady.
 - Blighted property strategy was drafted & reviewed.

Old Business: none

New Business: J. Ritchie reached out to Wharton Small Business Center's Director, and discussed their services for free consulting with a team of MBA & undergrad students; we can be their client to have a project.

Public Comment: none

Adjournment: C. McGill motioned to adjourn the meeting/2nd P. Rothberg. All in favor, approved. The meeting adjourned at 5:26 pm.

The next meeting will be held on Wed. January 16, 4:00 pm, at 231 Market Street.