

Intergovernmental Cooperation Authority for Harrisburg

Minutes of the Governing Board

Regular Meeting

April 24, 2024

Temple University Harrisburg, Strawberry Square, Harrisburg PA

hbgica.org

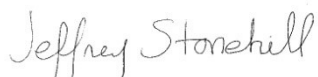
Members in Attendance	Ms. Audry Carter Mr. Doug Hill Ms. Kathy Speaker MacNett	A Quorum Was Recognized
Ex-Officio Members in Attendance	Mr. Michael Wood, Office of the Budget Ms. Marita Kelley, City of Harrisburg	
In Attendance	Mr. Jeffrey Stonehill Authority Manager	
Meeting Begins		4:02 p.m.
Welcome by Audry Carter, Chair	Ms. Carter opened the meeting.	
Approval of the Minutes • January 24, 2024	On a motion by Mr. Hill, Second by Ms. MacNett, the minutes were approved.	The minutes were approved by a vote of 3-0.
Report by the Chair	Ms. Carter explained that the City of Harrisburg will not be attending today's meeting to present the draft comprehensive Economic Development Plan as was advertised. She went on to explain that a vibrant plan is a priority for the ICA Board. She apologized to the audience for their cancellation. Ms. Carter said an action-able plan is very important and the ICA Board will continue to stress that to the City. Mr. Stonehill pointed out that the ICA Board would be more than happy to collaborate with the development of the plan.	
Report on City of Harrisburg Financial Activities	Ms. Carter introduced Ms. Kelley. Ms. Kelley introduced Alex Bershtein and Timothy Brooks from her office. They worked to provide the April data for the ICA Annual Report.	

	<p>Ms. Kelley introduced Bryan McCutcheon, Accounting Manager.</p> <p>Mr. McCutcheon distributed handouts for the group. He reviewed the following information:</p> <ul style="list-style-type: none">• General Fund cash position.• General Fund revenues & expenditures year-to-date.• Medical claims and insurance premiums.• Funding for the Redevelopment Authority. <p>Mr. Stonehill asked about the projected end-of-year cash balance. Mr. McCutcheon mentioned the transfer of money for the renovations at the baseball stadium.</p> <p>Ms. Kelley commented about real estate tax appeals.</p> <p>Mr. Stonehill noted concern about the parking arrangement.</p> <p>Mr. McCutcheon reviewed the following information:</p> <ul style="list-style-type: none">• Neighborhood Services Fund revenue & expenses year-to-date.• The City lien revenue. <p>Ms. Carter asked about the outstanding balance from receivables. McCutcheon said the balance is in the \$9 to \$10 million range and mostly unchanged.</p> <p>Mr. McCutcheon noted there will be some balances paid through application of the American Rescue Plan Act funding.</p> <p>Mr. Stonehill noted that the City has not budgeted to collect any of the unreceived balances. Mr. McCutcheon noted that the payments from the American Rescue Plan Act funding is partially budgeted. Ms. Carter asked what would happen if there were not enough customers that are covered by the payments. Mr.</p>	
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	<p>McCutcheon said it would roll to the next fiscal year. Ms. Kelley said the qualifications are outlined in the appropriation.</p> <p>Ms. Kelley noted that Public Works Director Dave West and the consultant are making headway in the extension of the contract for trash collection with Steelton Borough.</p> <p>Mr. McCutcheon reviewed the following information:</p> <ul style="list-style-type: none"> • New projects including new projects funded by the American Rescue Plan Act. • PA Infrastructure Bank loan. • The City’s payment associated with the Verizon Tower and Harristown Development Corporation. <p>Ms. Kelley said the City is happy to present these numbers.</p>	
<p>Section 203 Annual Report</p>	<p>Ms. Carter noted that the time has come for the ICA Board to submit the Annual Report on City activities. She thanked Mr. Hill and Mr. Stonehill for their efforts.</p> <p>Ms. Carter noted that there are four points that stand out from the report:</p> <ul style="list-style-type: none"> • The City is working to catch up on the completion of the 2022 audit and moving towards working on the 2023 audit. Mr. McCutcheon gave an update on this situation. • The City is working on the Economic Development Plan. • The City and the American Rescue Plan Act funding. • City performance measures process beginning with mission statements and goals for 2025. • The payoff of the debt is applauded. <p>Ms. Carter noted the cooperation of Marita Kelley and the Finance Department.</p>	<p>The Section 203 Annual Report and Correspondence was approved by a vote of 3-0.</p>

	<p>Ms. MacNett asked whether the fire at the Broad Street Market should be noted in the report. There was a discussion.</p> <p>On a motion by Mr. Hill, Second by Ms. MacNett, to prepare the submission to the State and to authorize the Chair and the Authority Manager to prepare correspondence.</p>	
Authority Manager's Report	Mr. Stonehill provided the financial report for April 2024.	
Election of a Chair for the Board of the Intergovernmental Cooperation Authority for Harrisburg	<p>Ms. Carter suggested that her five years as Chair should come to an end. Further, the ICA Board meets less often, and it is a good time to suggest a transition. As such, Doug Hill has agreed to assume the role of Chair of the ICA Board.</p> <p>Ms. Carter nominates Doug Hill as Chair effective with the August 28 meeting. Second by Ms. MacNett.</p> <p>Mr. Hill thanked Ms. Carter for her leadership. He added that the City is in a much better fiscal position during her tenure as Chair. He also thanked the City staff.</p>	Approved 3-0.
Public Comments	There were none.	
Adjourn meeting at 4:51 p.m.	Motion by Ms. MacNett. A second was not required.	Approved 3-0.

Respectfully submitted:



Jeffrey M. Stonehill, Authority Manager

Appendix Documents

SIGN-IN SHEET (ICA)

4/24/2024

Required of all attendees for an official record of public participation

Name (please print)	Address	Email	Phone
Madra Clay	DCED		
Troy Keiser	DCED		
Andrew Sheaf	DCED		
Jared Truesdale	Harrisburg		
Bryan McCutcheon	Harrisburg		
Alexander Bershtein	Harrisburg		
Brian Kimmet	Rock the Capital		

Summary of Bills Paid – Intergovernmental Cooperation Authority for Harrisburg

Report – April 24, 2024

Starting balance (February 1):	\$193,273.85	
• Pursuit Co-Working Harrisburg <i>Virtual Office Monthly Subscription</i>	\$95.00	February 2, 2024
• Digital Ocean <i>Website software licenses</i>	\$12.72	February 1, 2024
• Digital Ocean <i>Web Host</i>	\$6.87	February 1, 2024
• Drop Box <i>Web Services</i>	\$119.88	February 20, 2024
• Johnson Duffie LLC <i>General Counsel</i>	\$437.50	February 22, 2024
• MESH PA LLC <i>Authority Manager</i>	\$8,400.00	February 22, 2024
• Pursuit Co-Working Harrisburg <i>Virtual Office Monthly Subscription</i>	\$95.00	March 4, 2024
• Digital Ocean <i>Website software licenses</i>	\$12.72	March 1, 2024
• Digital Ocean <i>Web Host</i>	\$6.87	March 1, 2024
• Pursuit Co-Working Harrisburg <i>Virtual Office Monthly Subscription</i>	\$95.00	April 1, 2024
• Digital Ocean <i>Website software licenses</i>	\$12.72	April 1, 2024
• Digital Ocean <i>Web Host</i>	\$6.87	April 1, 2024
• PA Media Group (April Ad) <i>Legal Advertisement</i>	\$171.40	April 15, 2024
• Zoom Subscription <i>Web Services</i>	\$169.49	April 16, 2024
• Johnson Duffie LLC <i>General Counsel</i>	\$175.00	April 24, 2024
• MESH PA LLC <i>Authority Manager</i>	\$8,400.00	April 24, 2024
Ending balance (April 24):	\$175,157.83	
• Interest earnings Y-T-D	\$6.02	
• Fees Y-T-D	\$0	

CITY OF HARRISBURG
GENERAL FUND SUMMARY - REVENUE, EXPENDITURES, AND CHANGE IN CASH FUND BALANCE
For the Month ended March 31, 2024

<u>DESCRIPTION</u>	Month ended <u>01/31/24</u>	Month ended <u>02/29/24</u>	Month ended <u>03/31/24</u>	QTD Three Months ended <u>03/31/24</u>
Beginning cash basis fund balance	19,643,269	19,015,348	19,362,848	19,643,269
<u>Revenue</u>				
Total revenue	3,624,939	8,617,562	12,085,573	24,328,074
<u>Expenditures</u>				
General Government	210,467	330,018	171,247	711,732
Administration	1,527,825	2,682,326	2,827,861	7,038,012
Building and Housing	32,114	54,212	27,394	113,720
Public Safety	1,961,203	4,191,435	2,249,649	8,402,287
Public Works	449,911	893,720	730,842	2,074,473
Parks and Recreation	71,340	118,351	71,261	260,952
Total expenditures	4,252,860	8,270,062	6,078,254	18,601,176
Net Revenue Over (Under) Expenditures	(627,921)	347,500	6,007,319	5,726,898
Ending cash basis fund balance	19,015,348	19,362,848	25,370,167	25,370,167

CITY OF HARRISBURG
GENERAL FUND SUMMARY - REVENUE AND EXPENDITURES, YEAR-TO-DATE COMPARISONS
03/31/24

<u>DESCRIPTION/MONTH</u>	<u>Current Year 2024</u>	<u>Prior Year 2023</u>	<u>Change Increase (Decrease)</u>	<u>Attribution Comments</u>
<u>YTD Revenue</u>				
thru January	3,624,939	2,651,976	972,963	increase over the prior year is largely attributed to a comparative increase of \$542,000 in received medical stop loss recovery payments reflecting much more significant medical claim expenditures occurring recently throughout fiscal year 2023
thru February	12,242,501	10,273,443	1,969,058	the majority of this increase over the prior year includes noted increases in revenue lines for discounted real estate taxes, local services taxes, earned income taxes, medical stop loss recovery payments, and Fire public safety reimbursement thru the FEMA/USAR contract
thru March	24,328,074	24,498,647	(170,573)	change appears reasonable based on relative materiality
<u>YTD Expenditures</u>				
thru January	4,252,860	4,093,882	158,978	change appears reasonable based on relative materiality
thru February	12,522,922	8,382,119	4,140,803	increase over the prior year is mostly attributed to three City payrolls and check runs occurring in February 2024 compared with two each occurring in February 2023 resulting in \$2.8 million of the increase, and also \$800,000 of this comparative increase is related to transacted medical/health benefit claim expenditures
thru March	18,601,176	23,792,900	(5,191,724)	the majority of this decrease from the prior year is comprised of the March 2023 final forbearance liability payment of \$8.336 million to the bond insurer offset by current year 2024 expenditure increases of approximately \$1,210,000 in capital outlays, \$664,000 in medical claim expenses, \$274,000 in the timing of insurance premium disbursements, and \$436,000 in transferred financial operational support to the Harrisburg Redevelopment Authority

CITY OF HARRISBURG
NEIGHBORHOOD SERVICES FUND SUMMARY - REVENUE, EXPENDITURES, AND CHANGE IN CASH FUND BALANCE
For the Three Months ended March 31, 2024

<u>DESCRIPTION</u>	Neighborhood Services Fund, <u>main (NSF)</u>	NSF portion for Intergov't <u>Municipalities</u>	NSF - Total Specific Fund	Sanitation Fund (old) for <u>Liens Revenue</u>	Disposal Fund (old) for <u>Liens Revenue</u>	Combined Reporting for NSF
Beginning cash basis fund balance @ 12/31/2023	4,687,653	1,123,754	5,811,407	133,699	210,724	6,155,830
<u>Revenue</u>						
Total revenue	4,079,265	355,889	4,435,154	23,094	-	4,458,248
<u>Expenditures</u>						
Total expenditures - Public Works, with Parks Maintenance	4,357,366	230,996	4,588,362	-	-	4,588,362
Net Revenue Over (Under) Expenditures	(278,101)	124,893	(153,208)	23,094	-	(130,114)
Ending cash basis fund balance @ 3/31/2024	4,409,552	1,248,647	5,658,199	156,793	210,724	6,025,716