



## Office of the Business Administrator

Martin Luther King Jr. Government Center  
10 North Second Street  
Harrisburg, PA 17101

Ms. Audry Carter  
Intergovernmental Cooperation Authority Chair  
922 N. 3<sup>rd</sup> Street  
Harrisburg, PA 17102

Ms. Carter:

This letter is in response to your September 28<sup>th</sup> correspondence, please contact me with any questions.

### **Implementation of the new financial management software**

**Please specify when the first report will be created and the regularity of subsequent reports.**

Tyler Technology was selected as the City's Enterprise Resource Planning Software vendor. Implementation of the ERP system will begin in October of 2021. The City will provide quarterly updates on the progress of the implementation.

### **Collections in the Neighborhood Services Fund**

**Please provide the list of tasks, the assignments of leads, and a copy of the detailed action plan and benchmarks. Please confirm quarterly meetings have taken place.**

Due to the Covid-19 pandemic, the City of Harrisburg decided to reduce its collection efforts on delinquent accounts and focus on the distribution of federal and city utility relief funds. Nevertheless, we have continued with passive collection efforts, such as, mailing delinquent notices and encouraging residents to enter into payment plans. The City currently is evaluating a plan that would reestablish the collection of residential sanitation revenue under the Bureau of Tax and Licensing.

The Law Bureau has also assisted with delinquent sanitation debt collection of \$408,074.92, with an additional \$88,300.60 moving from the disputed escrow account.

- 35 liens filed, securing the City's claim to \$1,240,663.48
- 15 bankruptcy proof of claims filed, securing the City's claim to an additional \$31,603.59
- 5 payment plan agreements (for delinquencies over 10k), for the recovery of a total of \$173,255.77\*

\*Good faith deposits and some monthly installments are captured in the \$408,074.92 total collected to-date.

### **Establishment of the OPEB Trust**

Please specify when the City expects to make its appointments. In addition, please confirm if the City has been in contact with other appointing bodies to expedite the naming of their appointments.

OPEB Trust Ordinance passed the City of Harrisburg's City Council on March 23, 2021. The Mayor and the Business Administrator are working towards its full implementation in the coming months. Members of the OPEB Trust have not been appointed. The City Solicitor is working with stakeholders to nominate and install members to this board. However, due the law regarding liability of such board members, filling these unpaid slots may be a challenge.

### **Act 47 and the approval of the intergovernmental agreement**

Please provide an update in advance of the next Authority meeting.

These discussion are of a confidential nature and the City Solicitor will reach out to your counsel to discuss.

### **City of Harrisburg 2020 Audit**

Please provide an update on the progress of the City's 2020 Audit

The City's Accounting Manager continues to actively work with Boyer and Ritter on the 2020 Audit. The audit is about 75% completed and is anticipated to be completed in November of 2021.

### **Implementation of a plan for the American Rescue Plan Act**

Please provide a written update on the City's planning for the use of ARPA funding

The Mayor, should he be successful in his write-in campaign, is planning to present a spending plan to City Council in November along with the 2022 budget. The administration is currently conducting a survey to receive public feedback for a \$13 million allocation to reconstruct the two city pools. We encourage you to participate in the survey at <https://www.surveymonkey.com/r/HarrisburgPools>.

### **2020 Overtime Projections**

The city will provide a breakout of the overtime expenses.

Department	Original Budget	Current Budget	YTD Expenses	Available Balance
License, Tax, and Support	\$3,000	\$3,000	\$467.94	\$2,532.06
Codes	\$1,000	\$1,000	\$1,283.47	(\$283.47)
Police	\$666,107	\$666,107	\$695,084.70	(\$28,977.44)
Fire	\$475,000	\$475,000	\$720,226.72	(\$122,439.72)
Traffic and Engineering	\$35,000	\$35,000	\$21,942.80	\$13,057.20
Vehicle Management	\$12,000	\$12,000	\$5,992.73	\$6,007.27
Parks, Rec, and Facilities	\$10,000	\$10,000	\$28,227.30	(\$18,227.30)
Neighborhood Services	\$168,750	\$168,750	\$180,073.40	(\$11,323.40)
NSF Parks Maintenance	\$56,250	\$56,250	\$43,579.55	\$12,670.45

**Codes-** Due to the continued high volume of renewals and applications, especially during the last quarter license and registration renewal period we had to do overtime in an attempt to have entries in by 12/31. Entry is important to avoid stale checks of insufficient fund checks after long periods where they're not cashed. The codes office has an open AA position which also contributes to the need for overtime.

**Police-** Due to protests associated with national issues related to policing and race, overtime increased significantly in 2020. The City applied for and received a re-imbusement grant in the amount of approximately \$61,000 to cover part of the expenses associated with these protests.

**Fire-** The overtime for the Fire Bureau was directly attributed to the COVID-19 pandemic. The majority, however, was reimbursed by Dauphin County. Additionally, the city was reimbursed \$122,786.78 for a FEMA deployment to Philadelphia, which is the reason the Fire Bureau was over its OT budget temporarily.

**Parks, Rec, and Facilities-** Overtime overages were due to COVID. The city had to have personnel in the buildings more than usual for cleaning/disinfecting etc. Additionally, more staff had to be made available at our larger events due to having to maintain social distancing and capacity protocols.

**Neighborhood Services-** Overtime was directly attributed to the Covid-19 pandemic.

### **Budget vs. Actual for Capital Projects**

**The City will provide budget vs. actual reports for other capital projects.**

Please see attached spreadsheet.

If you have any further questions, please do not hesitate to reach out.

Fund	Department	Bureau	Project	Budget	Actual	Difference	Notes
General Fund	Administration	IT	VOIP System Replacement	264,000	22,731	241,269	\$203,000 gaming grant approved in prior year but did not commence/complete
General Fund	Administration	IT	DCIT & DREV System Replacement	250,000	-	250,000	Not started
General Fund	Administration	IT	Print Fleet Replacement	75,000	30,173	44,827	
General Fund	Administration	IT	Cisco Server & Nimble SAN Lease	61,525	10,254	51,271	Year 3 of 3- Final payment made
General Fund	Administration	IT	Office 365	42,000	41,838	162	
General Fund	Administration	IT	Security Cameras - Reservoir Park (15)	30,000	27,936	2,064	
General Fund	Administration	IT	Security Cameras - MLK Building (15)	25,000	-	25,000	Not started
General Fund	Administration	IT	Sharp Electronics - Printer Lease	2,663	-	2,663	No more payments
<b>Total Administration</b>				750,188	132,932	617,256	
General Fund	Parks and Facilities	Facilities Parks & Rec	GESA	250,000	-	250,000	PSB Air Handler - not completed yet
General Fund	Parks and Facilities	Facilities Parks & Rec	4th and Dauphin Playground	226,803	-	226,803	Funds almost gone, still in process of being spent.Approved in prior year but did not commence/complete
General Fund	Parks and Facilities	Facilities Parks & Rec	Life Safety	65,000	27,835	37,165	Still in process, ATS replacement of non-working transfer switch for emergency power back-up
General Fund	Parks and Facilities	Facilities Parks & Rec	Access Control - Public Works Building	22,000	25,447	(3,447)	
General Fund	Parks and Facilities	Facilities Parks & Rec	Access Control - MLK Building	17,975	18,225	(250)	
General Fund	Parks and Facilities	Facilities Parks & Rec	Access Control - Public Safety Building	17,075	15,000	2,075	
General Fund	Parks and Facilities	Facilities Parks & Rec	Security Cameras - Brownstone and Mansion Buildings	17,000	20,448	(3,448)	
General Fund	Parks and Facilities	Facilities Parks & Rec	Brownstone security and shelving	15,000	24,952	(9,952)	
General Fund	Parks and Facilities	Facilities Parks & Rec	Elevator Access Control - Public Safety Building	11,300	-	11,300	
General Fund	Parks and Facilities	Facilities Parks & Rec	Repairing & Replacing Fencing	10,000	-	10,000	
<b>Total Parks and Facilities</b>				652,153	131,907	520,246	
General Fund	Public Safety	Police	Patrol Vehicles	260,000	252424.91	7,575	
General Fund	Public Safety	Police	Patrol Command Van	100,000	0	100,000	If grant funded 50%
General Fund	Public Safety	Police	Vice Surveillance Van	113,000	0	113,000	If grant funded
General Fund	Public Safety	Police	Community Policing Van	43,000	37978.5	5,022	50% cost covered by 2018 JAG grant
General Fund	Public Safety	Police	Renovation/Re-purpose old Communications Center for I	25,000	0	25,000	
General Fund	Public Safety	Police	Street Crimes Unit	15,000	0	15,000	
<b>Total Police</b>				556,000	290403.41	265,597	
General Fund	Public Safety	Fire	Lease Purchase of New Apparatus	128,000	334,866	(206,866)	Apparatus currently being built and not paid for- outright purchase vs lease purchase
General Fund	Public Safety	Fire	Equipment for New Apparatus	80,000	156,888	(76,888)	Amkus vehicle rescue tools - Amkus, Paratech struts to replace outdated, new boat motor
General Fund	Public Safety	Fire	Fire Station Capital Repairs	25,000	38,299.80	(13,300)	New flooring, gear lockers, replacement of hose hoist that failed
<b>Total Fire</b>				233,000	530,054	(297,054)	
General Fund	Vehicle Management	Public Works	VMC Vehcile Leasing	470,000	200520.92	269,479	
General Fund	Vehicle Management	Public Works	Flooring	12,000	4200	7,800	
<b>Total Public Works</b>				482,000	204720.92	277,279	
<b>Total General Fund</b>				2,673,341	1,183,557.13	1,489,784	
NSF	City Services		2 Bulk Items Collection Trucks	550,000	363,351.12	186,649	via DEP Grant of \$467,500
NSF	City Services		Lease Payment of 7 Refuse Trucks	354,810	354,810.36	(0)	Year 2 of 5
NSF	City Services		Lease Payment of 6 Dump Trucks	211,415	211,415.08	(0)	Year 3 of 5
NSF	City Services		Lease Payment of 2 Front-End Loaders	129,588	129,587.84	0	Year 3 of 5
NSF	City Services		Outsourced Demolition	250,000	0	250,000	
NSF	City Services		Small Packer	120,000	120,436.68	(437)	To assist with waste collection in alleys, parks, and Steelton

Fund	Department	Bureau	Project	Budget	Actual	Difference	Notes
NSF	City Services		Remaining 902 Grant for Glass Recycling Program	100,000	0	100,000	
NSF	City Services		Cameras for Sanitation Fleet (13)	78,000	53613	24,387	
NSF	City Services		Lease Payment of Backhoe	4,350	4350.3	(0)	
NSF	Park Maintenance		1-Ton Dump Truck	150,000	87,656	62,344	
NSF	Park Maintenance		Flatbed with Drop Sides	120,000	120000	-	
NSF	Park Maintenance		TORO 7500 96" 37HP Diesel	34,066	32572	1,494	
NSF	Park Maintenance		Two (2) UTVs	14,000	14000	-	
NSF	Park Maintenance		74946 TORO 6000 34HP 60" GAS	12,025	12000	25	
NSF	Park Maintenance		7497 TORO 6000 34HP 72" GAS	12,700	9875	2,825	
NSF	Park Maintenance		Equipment Replacement	9,875	65199	(55,324)	
<b>Total Neighborhood Serviv Fund</b>				2,150,829	1,578,866	571,963	
State Liquid Fuels							
			Grant Match and Design for Chestnut St and Walnut St	908,070	0	908,070	
State Liquid Fuels							
			Vision Zero (2nd Street)	821,119	0	821,119	
<b>Total State Liquid Fuels</b>				1,729,189	0	1,729,189	
Capital Projects Fund							
			7th St Construction	3,650,000	0	3,650,000	\$517k City Share, approved in prior year but did not commence
Capital Projects Fund							
			Vision Zero	1,600,000	0	1,600,000	
Capital Projects Fund							
			CFA Grant for Chestnut St and Walnut St	500,000	0	500,000	
Capital Projects Fund							
			2nd Street Final Design	305,000	353161.86	(48,162)	Professional Fee - approved in prior year but did not complete
Capital Projects Fund							
			7th Street - Design and Inspection Fee	300,000	0	300,000	Approved in prior year but did not commence
Capital Projects Fund							
			Mulder Sq Construction Costs	270,000	0	270,000	non-RCAP eligible - approved in prior year but did not commence
Capital Projects Fund							
			3rd St EV Charging Stations	205,000	101299.84	103,700	
Capital Projects Fund							
			Herr St ADA Curb Ramps	163,000	0	163,000	Contingent on PENNDOT grant supplement
Capital Projects Fund							
			Maclay St ADA Curb/ramps overruns	150,000	0	150,000	Approved in prior year but did not complete
Capital Projects Fund							
			Green Light Go Project 2	150,000	172402.5	(22,403)	Forster St Signal Improvements - approved in prior year but did not complete
Capital Projects Fund							
			Mulder Sq Construction Inspections	140,000	0	140,000	Professional Fee - approved in prior year but did not complete
Capital Projects Fund							
			Green Light Go Project Overruns (PENNDOT)	65,000	0	65,000	
Capital Projects Fund							
			Vision Zero	85,000	0	85,000	(high impact area signal upgrades)
Capital Projects Fund							
			Herr St Underpass - City Share	50,000	0	50,000	Approved in prior year but did not commence
<b>Total Capital Projects Fund</b>				7,633,000	626864.2	7,006,136	