

Intergovernmental Cooperation Authority for Harrisburg

Minutes of the Governing Board

Regular Meeting

July 20, 2022

Temple University Harrisburg, Strawberry Square, Harrisburg PA

hbgica.org

Members in Attendance	Ms. Audry Carter Ms. Kathy Speaker MacNett Mr. H. Ralph Vartan	A Quorum Was Recognized
Ex-Officio Members in Attendance	Ms. Marita Kelley, Director of Finance, City of Harrisburg Mr. Mark Ryan, Office of the Budget	
In Attendance	Mr. Michael Cassidy Independent Counsel Mr. Jeffrey Stonehill Authority Manager	
Meeting Begins		4:01 p.m.
Welcome by Audry Carter, Chair		
Approval of the minutes of June 22, 2022	Ms. Carter asked for a motion to approve the minutes. Mr. Vartan offered a motion to approve. A second by Ms. Speaker MacNett. The motion passes.	Approved 3-0.
Chair's Report	Ms. Carter noted that ICA is beginning its fifth year. As an assignment, I would like to formalize some goals for the upcoming year. For example: <ul style="list-style-type: none"> • Work closely with the City and the administration to develop more robust multi-faceted economic development plan. She added, "Perhaps at the August meeting we can discuss other and collate them for the next 11 months."	
Consideration of a Request from the City of Harrisburg to Further Delay Submission of the 2022 Five-Year Plan	Ms. Carter stated that the City of Harrisburg, through the Director of Finance, has asked for the ICA Board to delay its submission of its final 2022 Five-Year financial plan until Thursday August 4 th .	Approved 3-0.

	<p>She added, “they requested that their submission of June 30, 2022, be considered a draft.”</p> <p>Mr. Vartan asked Ms. Kelley how the City intends to use the plan for this year and then the calendar going forward for plan updates.</p> <p>Ms. Kelley explained the relationship with the Controller’s office. She went on to discuss the other challenges of 2022 including inflation, medical costs, and union wage increases.</p> <p>She brought up positive developments in the management of debt service going forward into 2023.</p> <p>Ms. Carter mentioned the loss of parking revenue.</p> <p>Ms. Kelley mentioned challenges like infrastructure. She added comments about the second tranche from the American Rescue Plan Act money.</p> <p>Mr. Vartan was clarified his suggestion that the City use the submission of the Five-Year plan to line up with the upcoming development of the 2023 budget.</p> <p>He pointed out that it could be a proactive look at the following years’ budget going forward.</p> <p>Ms. Kelley said developing at the same time as the mid-year report is good, which generally comes out each August.</p> <p>Mr. Vartan said that maybe this would be a better time of year going forward.</p> <p>The current 2021 Five-Year plan from the previous year is not required to be amended before this time of year.</p> <p>Ms. Carter clarified that there will be an August submission for 2022 and asked when the next submission would be?</p> <p>Mr. Vartan discussed his thoughts.</p> <p>Mr. Stonehill asked about when the 2023 submission might occur?</p> <p>Ms. Kelley suggested perhaps April 2023.</p> <p>Mr. Vartan said the administration should determine when they feel it is best.</p> <p>Ms. Carter went on to request a motion to accept the delay in the submission until August 4, 2022.</p>	
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	<p>Ms. Speaker MacNett offered a motion to approve. A second by Mr. Vartan. The motion passes.</p>	
COH Business Administrator's Update	<p>Ms. Carter introduced Mr. Hartman.</p> <p>He gave a financial update.</p> <p>He mentioned the first expenses approved from the American Rescue Plan Act including the public safety building HVAC system had been used and reported as required.</p> <p>He added that the City is developing a Community and Economic Development Plan, which he looks forward to sharing with the ICA Board.</p> <p>He mentioned that the City is working to attract a grocery store to address the "food desert" condition of much of the City.</p> <p>He reviewed the issue of public safety compensation for employee onboarding and retention.</p> <p>He mentioned that the Mayor had made a transition of the Director of Public Works.</p> <p>He updated the ICA Board on the State Street project.</p> <p>He ended by mentioning that crime statistics have improved recently.</p> <p>Mr. Vartan asked about future planned uses of American Rescue Plan Act funding.</p>	
Suggestion to Reschedule Next Meeting	<p>Ms. Carter noted that since the Mayor's Five-Year Plan update is due on August 4, 2022; and, the ICA Board would have thirty days to respond to that submission, she mentioned that she planned on being absent for the meeting on August 24, 2022.</p>	

	<p>Mr. Stonehill suggested that it could be held on August 31, 2022, instead of August 24, 2022.</p> <p>Ms. Carter asked to check with Ms. Hodge and Mr. Hill and inform everyone of which day was selected to hold the August meeting.</p> <p>The report to City must be submitted by Tuesday, September 6, 2022.</p>	
<p>Report of the Director of Finance</p>	<p>Ms. Carter introduced Marita Kelley, Director of Finance, City of Harrisburg.</p> <p>Ms. Kelley reviewed a number of topics including the capital budget, development of the 2023 operating budget, which begins each year in August, and the first budget reallocation that was just approved by City Council. A report was filed with the US Treasury Department regarding use of the American Rescue Plan Act money. Future decisions on use of this money including the housing program and the trash bill program still need to be decided. She finished by discussing the incredible shortage of qualified employees. She mentioned that Mr. West was hired as the new Director of Public Works.</p> <p>Mr. Vartan asked about a report about the receivables in the Neighborhood Services Fund.</p>	
<p>Discussion regarding the Term of the ICA Board and Act 124 of 2018</p>	<p>Ms. Carter noted that July 1, 2022, was the beginning of the fifth year of the ICA. She noted that this would be the last year that the 2019 Memorandum of Understanding with the Pennsylvania Department of Community and Economic Development authorized a payment to the ICA for the administration of the Authority. Would this be the last year of the ICA? According to the wording in Act 124 of 2018, it would appear not.</p> <p>Ms. Carter went on to explain, under definitions, the "Expiration Date," would be December 31 of the fourth full calendar year following year in which an Intergovernmental Cooperation Agreement is entered into. She added,</p>	

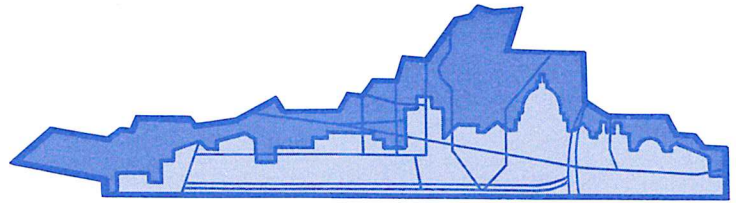
	<p>“As it was envisioned in the Act, they assumed that we could get this agreement signed within the first year of existence. No one envisioned this circumstance, so technically we haven't even started.”</p> <p>Ms. Carter asked Michael Cassidy from Johnson Duffie his opinion. He commented on Ms. Carter’s summary and said she was “absolutely correct”.</p> <p>He added, “While we have agreement that's approved by the ICA and approved by City Council, we don't have final signatures on that; and, it hasn't gotten to the judge yet.”</p> <p>Mr. Cassidy noted he spoke with Mr. Grover, City Solicitor, regarding this delay and confirmed it has to do with the ongoing incinerator litigation. The preservation of the Act 47 Coordinator position is important. The City is working with the State on a solution to this issue. If the court assigns the litigation to another representative of the Commonwealth other than the Act 47 Coordinator, the execution of the agreement can move forward, and the term of the ICA can begin.</p> <p>Mr. Stonehill confirmed that the term would be December 31 of the fourth calendar year following execution of the agreement.</p> <p>Ms. Carter suggested that this would be the right time for the members of the board to meet with those appointing officials who appointed each member to the ICA Board. She said it was best to go in twos to such meetings.</p> <p>It is a good opportunity to brief these officials. There was a discussion about Act 124 of 2018.</p>	
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	<p>Mr. Vartan was concerned with the message.</p> <p>Ms. Speaker MacNett commented on the message to the appointing officials.</p> <p>Ms. Carter commented on the proposed meetings.</p>	
Authority Manager's Report	<p>Mr. Stonehill presented the bills paid report through July 20, 2022.</p> <p>Mr. Stonehill presented the Year Five (2022-2023) ICA Budget for consideration by the Board. The budget would be retroactive to July 1, 2022, if approved.</p> <p>Mr. Vartan offered a motion to approve as presented. A second by Ms. Speaker MacNett. The motion passes.</p>	The 2022-2023 Budget; Approved 3-0.
Other Business	<p>Ms. Carter commented on the Neighborhood Services Fund recycling figures and pointed out an anomaly. Paxtang Borough accounted for 0.5% of the waste but 7% of the recycling tonnage!</p>	
Public Comments	No public comments.	
Adjourn meeting at 4:45 p.m.	<p>Motion by Ms. Speaker MacNett. A second was not required.</p>	Approved 5-0.

Respectfully submitted:

Jeffrey Stonehill

Jeffrey M. Stonehill, Authority Manager



The City of Harrisburg, Pennsylvania, Incorporated March 19, 1860

DEPARTMENT OF ADMINISTRATION

July 8, 2022

Audry Carter
Chair
Intergovernmental Cooperation Authority
922 N. 3rd Street
Harrisburg, PA 17102

Dear Chair Carter:

On behalf of the City of Harrisburg, I would like to request that the ICA consider that the Five-Year Financial Plan submitted to the ICA on June 30, 2022 be recognized as a draft report. We would like to request a five- week extension, from the June 30,2022 date, to resubmit a final plan which would end on Thursday, August 4, 2022

During these next weeks the Department of Budget and Finance will meet regularly with the City's Controller's Office to draft a new Five-Year Financial Report that more closely ties into the City's budget unit presentation(s). This format has been used customarily by City officials for many years for financial reporting. This allows conformance with other financial management reports produced by the Department of Budget and Finance, City Controller, and the City Treasurer.

I would like to take the opportunity to thank the ICA for their patience and understanding as the City moves closer to uniformed financial reporting and sound financial management planning.

Sincerely,



Marita J. Kelley,
Director of Budget and Finance



Office of the Business Administrator

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

July 12, 2022

Ms., Beverly Hutzel
Local Government Policy Specialist
Center for Local Government Services
400 North Street, 4th Floor
Harrisburg, PA 17120

Dear Ms. Hutzel:

The City of Harrisburg has made progress on several important City of Harrisburg's Act 47 Recovery Plan initiatives during the second quarter of Fiscal Year 2022. Please find a summary of the status of those active projects and initiatives detailed below.

Finance and Administration

The City of Harrisburg passed its 2022 Amended Budget on February 15, 2022. This is the first official budget for Mayor Wanda R.D. Williams. For the first time in two decades the City had budgeted a budget surplus whereby revenues exceeded expenditures. On June 14, 2022, City Council passed the first budget reallocation for Fiscal Year 2022 (please see the attached document).

The Department of Budget and Finance is currently interviewing for two key positions. The Financial Analyst position and the Special Assistant to the Director of Budget and Finance.

The City has also filed the 2021 Survey of Financial Condition and the Annual Audit and Financial Report with the Department of Community and Economic Development.

Please see the update on the implementation of Tyler Technologies, Financial Management Enterprise Resource Planning (ERP) system under the IT Section of this Report.

Communications Office

Matt Maisel recently joined the City as the Communication's Director. Matt comes to the City following seven years as a reporter and anchor at WPMT FOX43 and eight years in print and television journalism in Johnstown. In that time, he covered Harrisburg city news and state government stories.

Social media numbers engagement numbers are up, there are new video stories going out to YouTube and WHBG-20 on an almost daily basis, and media coverage of City news has increased as well. The Communications Bureau team has been able to focus on the Disparity Study being conducted in collaboration with the City of Harrisburg, Dauphin County, and Impact Harrisburg. The study will help the City to encourage more minority and women owned business enterprises to transact business with the City.

Information Technology

The contract with Tyler Technologies ("Tyler") to migrate to their Munis system was fully executed on March 3, 2022. Munis is an Enterprise Resource Planning (ERP) solution that integrates all of the core operations onto a single platform. The modular design will allow the City to seamlessly integrate other modules to fit future needs.

This migration will involve the conversion of historical data and processes from our mainframe City, Revenue, and Personnel systems, plus the Central Square eFinance system and the Paychex payroll system. The new system will be hosted by Tyler in their Data Center and will be accessed by City employees through an internet browser. As systems are converted to Munis, the existing systems will be retired and decommissioned. This includes both hardware and software.

The first project team meeting was held on April 2022. The preliminary project timeline received from Tyler indicated that the project would be implemented in six (6) separate phases over a 27-month period.

The City's project teams is made up of a Steering Committee that includes an Executive Sponsor and Project Manager, Functional Leads, Power Users, End Users, and Technical Leads. The Functional Leads, Power Users, and End Users will be involved in the project during the project phases that impact their area of responsibility.

After migration, the Munis system will allow the City to become more efficient with the overall operations of all Bureaus and Departments and be more responsive to our customers. It will also allow City residents to have easier access to their information through a citizen self-service portal and to receive communications from the City electronically.

Community and Economic Development

The City has been able to take advantage of two Redevelopment Assistance Capital Program (RACP) in the City's Neighborhoods. The first RACP was awarded for \$3.5 Million dollars of an \$8 million-dollar projects to assist with the commercial and revitalization in Midtown Harrisburg. A second RACP grant of \$3 million dollars was awarded to the City to launch a

revitalization of an entire neighborhood in Allison Hill's MulDer Square. This included new streetscaping, affordable housing, and retail stores. The MulDer Square housing project has been completed.

Public Safety Police

During the second quarter, eight Probationary Police Officers have successfully completed one-year of service with the Harrisburg Bureau of Police. This group of officers have spent the past year going through the HACC Academy for their ACT 120 certifications, followed by completing a rigorous 6-month field training program which includes in-house instruction and practical training on the street.

The recently formed Community Services Division now includes a team of six civilian Community Service Aides (CSA) under the supervision of Director, Chardon Huston, and Police Captain, Milo Hooper. The CSA team has identified ways to strengthen the relationship between the police bureau and the community.

In December of 2021, the City was awarded a \$500,000 PCCD VIP grant to support local intervention measures with the goal of reducing or preventing gun violence in the number of hot spot areas in the City. Under this grant, the City will engage a consultant through the National Network for Safe Communities to guide the implementation of a long-range program to continue a collaborative partnership for violence reduction among the Dauphin County Human Services Department, the City of Harrisburg, and the Harrisburg Bureau of Police. The program is expected to foster and promote communication and prevention activities among school entities, the community, and law enforcement through street outreach and use of credible messengers as part of the Group Violence Intervention (GVI) initiative.

The next phase of this effort focuses on initiating and continuing the execution and evolution of the [Group Violence Intervention](#) (GVI) strategy. The City will expand resources for the Community Service Aide Program and increase partnerships with sustainable, community-based, non-profit programs in Harrisburg. The grant funding is expected to cover the cost of a multitude of items, including, but not limited to: consultancy fees, the salary of an independent contractor to provide technical assistance, training costs of evidence-based gun violence intervention strategies for the Community Service Aides to provide outreach, street mediation, and violence interruption, computer software, sponsorship efforts, as well as the cost of supplies to support mentorship programs.

Public Safety Fire

As of March 25, 2022, the Fire Bureau is staffed with the Fire Chief, Chief Brian Enterline, Senior Deputy Chief, Deputy Chief, the newly created Deputy Chief of Training (Vacant), one Administrative Assistant, and 86 Sworn Personnel. Also, the Fire Bureau now has five new firefighters' trainees.

Public Safety Codes Enforcement

The Codes Enforcement update for the second quarter includes two new mercantile stores opening at the Kline Village Plaza, construction continues for an addition and renovation on the Library at Front and Walnut, 17 South 2nd Street, renovation of the building for new use as a 24-unit apartment building, and 25 North Front Street renovation of building for new use as 7-unit apartment is nearly completed.

Harrisburg University continues construction of the eleven-story building at 3rd and Chestnut. Projecting to be completed December 31st, 2022.

Also, the bus station at the 400 block of Market will be rehabbing bathrooms, seating, ramps and two bus stops to bring it up to the current accessibility standards.

Neighborhood Services Department

The Bureau of Neighborhood Services has been actively engaged in a number of key projects in the refuse and recycling, maintenance, and infrastructure development areas. In addition to City trash collection, the City has a trash collection contract with the Borough of Steelton, the Borough of Penbrook, and the Borough of Paxtang. This is a major advancement in the use of the City owned resources to provide trash services to neighboring communities.

Mr. Dave West, Public Works Director has provided a summary of services provided by the sanitation and highway crews (attachment.)

Parks, Recreation and Facilities:

The following projects are currently underway for the Bureau of Parks, Recreation, and Facilities:

Parks and Facilities Projects

- Reservoir Park - Chutes and Ladders Playground – Contractor should get their Notice to Proceed the week of July 11th
- Italian Lake- waiting for lake material to dry so it can be reused around the Lake to prevent flooding
- Greenbelt
 - Paxtang Parkway – Received PennDOT grant for \$900,000 to remediate the trail in a 2,400 linear foot area (contract date is next August), applied for a DCNR grant to remediate the streambed in the same area, awaiting decision.
 - Received quotes from contractors to clean up illegal dumping area adjacent to Greenbelt, received quote to install fencing along the area to deter further dumping.

Major Facilities projects- 2nd Quarter 2022:

- Public Safety Building-
 - Ongoing work design environmentally friendly/cost saving HVAC system for the building.

- Waiting on contractor to replace the roof overhang on Walnut St.
- Window coverings completed for Police and Fire Department
- Aaron K. Johnson Engineering building:
 - HVAC replacement has begun
- Reservoir Park
 - Brownstone building
 - HVAC replacement in process
- Parks Master Plan
 - Council approved the RFQ to have a consultant complete the Parks Master Plan

Traffic and Engineering

The City's Zero Action Plan is a commitment by the City to reduce and eliminate serious injuries and fatalities within a ten-year period. This was a recommendation in the City's Comprehensive Plan. The City has received strong support from the public and the Pennsylvania Department of Transportation (PENNDOT). This plan advances grassroots efforts within neighborhood groups and the community coming together for the common purpose of traffic safety. The 2nd Street Corridor improvements commenced last week with the milling portion of the project. It is anticipated when the project is complete by the Spring of 2023, 2nd Street will support two-way traffic.

Solicitor's Office

The Commonwealth of Pennsylvania, et al., filed a complaint against seven professional firms based on the Harrisburg Incinerator Project and the related financing transactions. The case is filed in the Commonwealth Court at 368 MD 2018. The Petitioners are represented by Harris, Wiltshire, and Grannis, LLP. In early September 2019, the Commonwealth Court held oral argument on preliminary objections filed by the seven professional firms seeking to dismiss the complaint. In early September 2021, the Court issued a decision on a preliminary objection that the case is proceeding.

Consistent with Act 47 operational initiatives, the Law Bureau again has engaged labor counsel for two (2) union contract negotiations occurring in 2022.

The Law Bureau is assisting in securing trainings for officials and City staff to avoid compliance gaps in course of the transition to a new Administration, in addition to daily oversight of litigation, right to know requests, legislative drafting, lien processing, labor disputes, drafting and review of contracts and general legal compliance matters for the City.



Daniel A. Hartman, Chief of Staff/Business Administrator



The Intergovernmental Cooperation Authority
for Harrisburg
922 N 3rd Street
Harrisburg, PA 17102

July 22, 2022

Ms. Beverly Hutzel
Local Government Policy Specialist
Pennsylvania Department of Community & Economic Development
Governor's Center for Local Government Services
400 North Street, 4th Floor
Harrisburg, PA 17120

Contract #**4000022622A**

Dear Ms. Hutzel:

Pursuant to the First Amendment to the Memorandum of Understanding between the Intergovernmental Cooperation Authority for Harrisburg and the Pennsylvania Department of Community and Economic Development, fully executed on November 1, 2019, please find enclosed a request for the current fiscal year, our Year Five funding allocation, on behalf of the Authority.

This correspondence may be considered Invoice #**050919-06**.

Per the MOU for Operational Expenses: \$100,000 requested.

Please remit to my attention at the address:

Intergovernmental Cooperation Authority for Harrisburg
922 N. Third Street
Harrisburg, PA 17102

Should you require additional information from the Authority, do not hesitate to contact me at (717) 645-5431 or jstonehill19@gmail.com.

Sincerely,

Jeffrey Stonehill
Authority Manager
Intergovernmental Cooperation Authority for Harrisburg

Year Five Budget Enclosed

c.c. Madra Clay, Pennsylvania Department of Community and Economic Development
Michael Cassidy, General Counsel, Intergovernmental Cooperation Authority for Harrisburg

INTERGOVERNMENTAL COOPERATION AUTHORITY FOR
HARRISBURG

2022-2023 BUDGET REQUEST FISCAL YEAR FIVE

(Approved July 20, 2022)

(Effective July 1, 2022)

REVENUE

Appropriation by the General Assembly Act 124 of 2018	\$	100,000
Interest earnings Est.	\$	30

TOTAL REVENUE **\$ 100,030**

EXPENSES

Authority Manager (Contract)	\$	54,600
Legal Services	\$	15,000
Insurance (Details Below):		
*General Liability Insurance	\$	6,550
*Governing Board Public Officials Insurance	\$	1,100
Legal Advertisement	\$	3,500
Office Supplies/Expenses	\$	2,500
Information Technology Expenses	\$	2,500
Memberships/Subscriptions	\$	2,000
Office Space Rental	\$	1,900
Audit Services (Contract)	\$	1,600
Contract Services	\$	500

TOTAL EXPENSES **\$ 91,750**

SURPLUS/DEFICIT **\$ 8,280**

Fund Balance From Previous Year **\$ 117,208**

Reserve for Future Year Spending **\$ 125,488**