

INTER

OFFICE

MEMO

To: HARRISBURG CITY COUNCIL
From: City Clerk
LEGISLATIVE APPROVAL FORM

Date:

LEGISLATIVE APPROVAL FORM/CERTIFICATE OF ACCEPTANCE

BILL NO. -2024 RESOLUTION NO. 48-2024

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

Tiffanie E. Baldock
Senior Deputy City Solicitor

August 26, 2024
Date

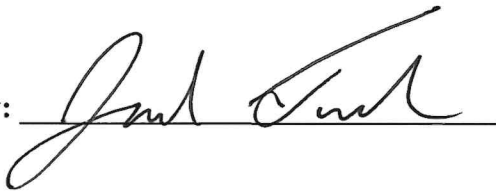
Requested by Department/Bureau: GRANTS

Department/Bureau Contact Person: Rebecca Vollmer

For Action on or before:

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

Received by:



Date:

8/26/24

RESOLUTION NO. 48 - 2024

Moved by: Vice President Green

A Resolution ratifying the submission of a grant application to the Pennsylvania Department of Community and Economic Development's Greenways, Trails and Recreation Program for \$117,228 for the purpose of constructing a multipurpose pavilion in Riverfront Park.

WHEREAS, the City of Harrisburg (the "City") desires to apply for this grant to fund the construction of a multipurpose, open-sided 24x20 pavilion in Riverfront Park adjacent to the Civic Club Building near Front and Liberty Streets (the "Project"); and

WHEREAS, the Project will allow the City to bring a variety of programming and new events to the Downtown area which will help further drive tourism and economic development in the City; and

WHEREAS, the grant requires a fifteen percent (15%) local match; and

WHEREAS, the City will utilize funds in the Special Events Fund to provide the local match; and

WHEREAS, the City's application is attached hereto as "Exhibit A."

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE COUNCIL OF THE CITY OF HARRISBURG, that submission of a grant application to the Department of Community and Economic Development's Greenways, Trails, and Recreation Program for the purpose of constructing a multipurpose pavilion in Riverfront Park is ratified.

BE IT FURTHER RESOLVED that the Mayor, City Controller and other appropriate City officials are authorized and directed to take all steps necessary to further effectuate the purpose of this resolution.

I second this resolution Councilwoman Daniels.

EXHIBIT A

Single Application for Assistance

Web Application Id: 10181665

Single Application Id: 202405317805

Applicant: City of Harrisburg

Program Selected: Greenways, Trails and Recreation Program

Applicant Information

Applicant Entity Type:	Government
Applicant Name:	City of Harrisburg
NAICS Code	9211
FEIN/SSN Number	XXXXXXXXXX
UEI Number:	E4KUXKHG38V4
Top Official/Signing Authority:	Wanda R. D. Williams
Title:	Mayor
SAP Vendor #:	XXXXXX
Contact Name:	Rebecca Vollmer
Contact Title:	Grants Director
Phone:	(717)-255-3068 Ext.
Fax:	
E-mail:	rvollmer@harrisburgpa.gov
Mailing Address:	10 North Front Street
City:	Harrisburg
State:	PA
Zip Code:	17101

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Enterprise Type

Indicate the types of enterprises that describe the organization listed above. You may select more than one type.

<input type="checkbox"/> Advanced Technology	<input type="checkbox"/> Agri-Processor	<input type="checkbox"/> Agri-Producer	<input type="checkbox"/> Authority	<input type="checkbox"/> Biotechnology / Life Sciences
<input type="checkbox"/> Business Financial Services	<input type="checkbox"/> Call Center	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Commercial	<input type="checkbox"/> Community Dev. Provider
<input type="checkbox"/> Computer & Clerical Operators	<input type="checkbox"/> Defense Related	<input type="checkbox"/> Economic Dev. Provider	<input type="checkbox"/> Educational Facility	<input type="checkbox"/> Emergency Responder
<input type="checkbox"/> Environment and Conservation	<input type="checkbox"/> Exempt Facility	<input type="checkbox"/> Export Manufacturing	<input type="checkbox"/> Export Service	<input type="checkbox"/> Food Processing
<input checked="" type="checkbox"/> Government	<input type="checkbox"/> Healthcare	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Industrial	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Mining	<input type="checkbox"/> Other	<input type="checkbox"/> Professional Services	<input type="checkbox"/> Recycling	<input type="checkbox"/> Regional & National Headquarters
<input type="checkbox"/> Research & Development	<input type="checkbox"/> Retail	<input type="checkbox"/> Social Services Provider	<input type="checkbox"/> Tourism Promotion	<input type="checkbox"/> Warehouse & Terminal

Government,

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Project Overview

Project Name:
Riverfront Park Band Shell

Is this project related to another previously submitted project?
No

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Project Overview

If yes, indicate previous project name:

Have you contacted anyone at DCED about your project?

Yes

If yes, indicate who:

Mackenzie Poston

Is your community certified through Sustainable Pennsylvania?

Yes, Silver

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Project Site Locations

Details for Project Site 1

Address:	Riverfront Park, 600 North Front Street
City:	Harrisburg
State:	PA
Zip Code:	17101
County:	Dauphin
Municipality:	Harrisburg City
PA House:	Patty Kim (103), Dave Madsen (104)
PA Senate:	John DiSanto (15)
Designated Areas:	Act 47 Distressed Community

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Project Budget

	Greenways, Trails and Recreation Program	City of Harrisburg Special Events Fund Local	Total
Infrastructure / Site Preparation	\$27,820.00	\$0.00	
Excavation/Grading	\$27,820.00	\$0.00	\$27,820.00
Machinery & Equipment	\$87,368.00	\$21,178.00	
New Equipment Purchase	\$85,015.00	\$0.00	\$85,015.00
Installation/Building Modification	\$2,353.00	\$21,178.00	\$23,531.00
Miscellaneous	\$2,040.00	\$0.00	
Freight	\$2,040.00	\$0.00	\$2,040.00
Total	\$117,228.00	\$21,178.00	
		Budget Total:	\$138,406.00

Basis of Cost

Provide the basis for calculating the costs that are identified in the Project Budget.

Contractor Estimates

Budget Narrative

The narrative must specifically address each of the cost items identified in the Project Budget section. If an amount is placed in any of the OTHER categories, you must specify what the money will be used for. **NOTE:** Some programs have specific guidelines regarding the narrative necessary to qualify for that particular resource. Please read the Program Guidelines for details.

We have 4 quotes for this project, each of which includes the equipment, site prep, and installation costs related to the project.

We have been guided to base our budget for this grant application off of the highest estimate that we received (Kompan for \$138,406). We are glad to provide the other 3 estimates, should DCED wish to review them.

We are requesting DCED GTRP grant funds for three main categories: equipment, site prep, and installation.

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Project Budget

The Kompan quote, which is attached as an Agenda item, has 4 categories:

Equipment

US-TPP-CUSTOM 30'x30' Wood/Steel Mono Slope Pavilion

1 Pieces 85,015.00 85,015.00

30'x30' w/8" Eave

Tongue and Groove Roof Deck

Standing Seem Metal Roof and

Steel Columns

Freight

US-TPP-CUSTOM Freight for Pavilion

1 Pieces 2,040.00 2,040.00

Delivery of Pavilion to Riverfront Park

Installation

INSTALL SPECIAL Installation of Pavilion

1 Pieces 23,531.00 23,531.00

Concrete Pad

INSTALL SPECIAL Supply and Install Concrete Pad

1 Pieces 27,820.00 27,820.00

4" Thick Concrete Slab for Pavilion

Price Includes Excavation and 4" of

Stone Subbase

Equipment:

We view the equipment and freight listed in the Cost Estimate as being part of the Equipment grant category. This combined figure (\$85,015 in Equipment plus \$2,040 in Freight) is \$87,055.

Installation:

We understand that can ask (in grant funds) for 10% of the projected \$23,531 Installation cost.

Therefore, we are asking for \$2,353 in grant funds for Installation.

The balance (\$21,178) the City will pay for out of our Special Events fund, and this will serve as the City's match for this grant request.

Site Prep:

The concrete pad is estimated to cost \$27,820, and we are asking for this amount in grant funds.

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Project Narrative

What do you plan to accomplish with this project?

Identify the problem(s) that need to be resolved.

This project will construct a permanent bandshell at 600 N Front Street in Riverfront Park in Harrisburg. Riverfront Park is one of the most heavily used and well-known parks in the City. It hosts events of all sizes throughout the year that attract residents and tourists alike. Riverfront Park is the only park in the Downtown area and does not currently have any pavilions, limiting the full potential of the space and hampering the City's ability to support of the robust and growing Downtown community. Adding a multipurpose pavilion that can act as a stage and gathering place for events and programs held by the Parks & Rec Department, residents, and other City organizations, would be a tremendous asset to the City and the community. It would also have significant financial benefits, saving the City's Special Events team over \$17,500 annually in renting stages, and providing an additional revenue stream for the Parks Department through external rentals.

How do you plan to accomplish it?

Include expected outcomes that are measurable, obtainable, clear and understandable, and valid. Examples of measurable outcomes include jobs created or retained, people trained, land or building acquired, housing units renovated or built, etc.

City will RFP for a vendor that can supply and install the required equipment. City currently has quotes from Kompan; Recreation Resource USA; MRC; and CRS, Inc. We have based our budget and budget narrative on the Kompan quote. We are glad to share the other quotes with DCED analysts at any time if helpful.

How do you plan to use the funds?

Should include specific use of funds and reflect the budget provided with the application.

City would use grant funds to construct a permanent band shell at 600 N Front Street in Riverfront Park in Harrisburg. This stage would be utilized by Parks and Rec for several programs such as Yoga in the Park, Sip and Paint events, and movie nights. Due to its layout and walkability, events such as Kids to Parks Day, magic lessons/shows, and candle making would greatly benefit from the bandshell venue we propose. A stage in this location would allow Parks and Rec to bring new events to the community: comedy shows, karaoke/poetry nights, concerts and more! Parks and Rec has stages in Res Park and Italian Lake, N Front Street would be optimal for events, because the location is close to many residents who mainly walk to events and cannot access other stages. Its proximity to City Island makes parking easier for those who drive. This would also be a great space for the community partners to host some of their annual events, like the summer concert series, or Shakespeare in the Park.

Projected Schedule and Key Milestones and Dates

A detailed schedule of activities, including key milestones and dates, must accompany this application if applicable to the project.

Spring to fall would be the ideal installation season for this kind of project, because of the temperature and condition of the ground in spring and fall. Should CoH be awarded funds, we would plan to implement the purchase and installation of the band shell during the Spring to Fall season following the grant award, finalization of the grant contract, and availability of the funds. No funds would be spent before an award was

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Project Narrative

made, or before the contract was fully executed.

Single Application for Assistance

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Program Selected: Greenways, Trails and Recreation Program

Addenda

In addition to the Electronic Single Application (ESA), the Applicant shall upload the following to the ESA. All items marked with a red diamond are required to be uploaded to the application for electronic submission. The items that are not marked with a red diamond should also be uploaded if they are applicable to the project. For a more detailed explanation of the items below, please refer to Appendix I of the program guidelines.

I understand this application requires a \$100 application fee to be paid electronically before submitting the online application.

Yes

1. Project Description

Uploaded Documents

Long narrative 05302024.pdf [View](#)

2. Cost Estimate

Uploaded Documents

Kompan 52124 - Sales_Proposal_SP136707--140K Equip Site Prep Install.pdf [View](#)

3. Matching Funds Commitment

Uploaded Documents

Match Commitment Letter 20240531 SIGNED.pdf [View](#)

4. Color-Coded Map

Uploaded Documents

Groundview photo of bandshell site.png [View](#)

Map view of bandshell site.png [View](#)

Overhead photo of bandshell site.png [View](#)

Wider aerial view of bandshell site.png [View](#)

5. Permits

Uploaded Documents

Permits--Bandshell in Riverfront Park.pdf [View](#)

6. Planning Letter

Uploaded Documents

Riverfront Park Stage - Plan Consistency Letter 05302024 SIGNED.pdf [View](#)

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Addenda

7. Resolution

Uploaded Documents

City Council Resolution Placeholder Letter 20240531.pdf [View](#)

Civic Club of Harrisburg - Riverfront Pavilion Support Letter.pdf [View](#)

Letter of Support - Harrisburg Downtown Improvement District.pdf [View](#)

8. Acquisition Documents

Uploaded Documents

Acquisition Documents--NA for this CoH application for Riverfront Park bandshell.pdf [View](#)

9. Acquisition Consent Letter

Uploaded Documents

Acquisition Consent Letter--NA for this CoH application for Riverfront Park bandshell.pdf [View](#)

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Signing Authority

Signing Authority

Title	First Name	Last Name	Email
Mayor	Wanda	Williams	wwilliams@harrisburgpa.gov
Controller	Charlie	DeBrunner	cdebrunner@harrisburgpa.gov



Pennsylvania Department of Community and Economic Development

Single Application for Assistance

Single Application #: 202405317805

This page must accompany all required supplemental information **Mail** to:

**Special Instructions:
Please DO NOT MAIL
anything in to DCED.**

I hereby certify that all information contained in the single application and supporting materials submitted to DCED via the Internet, Single Application # 202405317805 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).



Signature: Rebecca Vollmer

The Pennsylvania Department of Community and Economic Development reserves the right to accept or reject any or all applications submitted on the Single Application for Assistance contingent upon available funding sources and respective applicant eligibility.

The City of Harrisburg is requesting funds from the DCED GTRP grant program to construct a multipurpose pavilion in Riverfront Park. The City commits to providing a 15% match of the overall Project Cost from the Events Fund for the project. The project proposes construction of an open-sided 24x20 pavilion with a concrete base. The design will be minimal to complement the surrounding environment and natural beauty of the park. It will be positioned within Riverfront Park, at 600 N Front Street, adjacent to the Civic Club Building, near Liberty Street.

The pavilion would be the first and only pavilion within Riverfront Park, which spans nearly 4 miles alongside the Capital Area Greenbelt and Susquehanna River. It is the City's only park in the Downtown area. In addition to being a hub for restaurants, shopping, and other businesses, Riverfront Park is frequented daily by an increasing number of Harrisburg residents. According to the State of Downtown Harrisburg report released by Harristown Enterprises in 2023, "development in the Downtown area has exploded over the last 5 years. There are over 1,500 residential units Downtown, over 30,000 employees in the Downtown workforce, and over 5,000 students that study at Harrisburg University located Downtown." The addition of a pavilion that is easily accessible to these residents and workplaces for birthday parties, picnics, special events, and more, is essential to supporting the continued economic and cultural growth of the Downtown area.

The pavilion will allow the City's Parks & Recreation Department to bring a variety of programming to the Downtown area, such as fitness classes, art and craft workshops, first aid and safety lessons, movie nights, and more. It would also allow the City to bring new events to the Downtown community, such as comedy shows, poetry nights, concerts, and more. The pavilion would be very walkable for both the Downtown and Midtown communities, and it is within close proximity to the City Island parking lot and River Street parking garage for those who prefer to drive. Being located next to the Civic Club of Harrisburg, both the City and the Civic Club agree that the pavilion will serve as the perfect complement to the Club's indoor reception space for couples seeking a large outdoor ceremony space. External rentals of the pavilion for weddings and other events will bring in revenue for the City's Parks Department, which will contribute to the long-term financial stability of the entire Harrisburg Parks system.

The City's Special Events Department would also benefit greatly from the addition of a pavilion in this space. The Department currently hosts 3 large scale summer festivals spanning a total of 7 days, for which it typically pays about \$17,500-\$21,000 annually to rent stages. Having a built-in pavilion to serve as a stage for these events would be a tremendous financial benefit. The City routinely attracts interest from 3rd parties interested in bringing similar large-scale events to the City, and the addition of a pavilion would help sell the space as the perfect venue, helping to further drive tourism and economic development in the City.



Office of the Business Administrator
The City of Harrisburg
MLK Government Center
10 N. Second St.
Harrisburg, PA 17101

May 31, 2024

Mackenzie Poston, Economic Development Analyst
PA Department of Community and Economic Development
Office of Business Financing – Grants Division
400 North Street, 4th Floor
Harrisburg, PA 17120

Re: Matching Funds Commitment for City of Harrisburg's 2024 DCED GTRP Grant Application

Dear Ms. Poston,

The City of Harrisburg intends to apply for DCED GTRP grant funds in the amount of \$117,228 to help fund the installation of a permanent multipurpose bandshell in north Riverfront Park. The project proposes construction of an open-sided 24x20 pavilion with a concrete base. The design will be minimal and will complement the surrounding environment and natural beauty of the park. It will be positioned within Riverfront Park, at 600 N Front Street, adjacent to the Civic Club Building, near Liberty Street.

The expected overall cost for this project is \$138,406. The City commits to providing a 15% match of the overall Project Cost from the City's Special Events Fund for the project. Given the limits of what the City may ask in terms of one of the project's budget line items—Installation costs (10% only from the grant)—we anticipate that the City's match will be \$21,178, which is slightly above the 15% match requirement, but it is the amount that City must supply to make the budget whole. We are prepared to supply this amount from the City's Special Events budget.

With many thanks for the opportunity to apply for funding, and best regards,

Marita Kelley
Director of Financial Management, City of Harrisburg



Harrisburg Planning Bureau
<https://harrisburgpa.gov/planning/>

May 30, 2024

Courtney Ranck-Cameron
Special Events Manager
City of Harrisburg
10 North 2nd Street
Suite 304
Harrisburg, PA 17104

Re: DCED Greenways, Trails & Recreation Program (GRTP) grant
Riverfront Park Pavilion/Stage

Courtney:

This letter is in response to a request for a letter certifying that the project referenced above is in compliance with the comprehensive planning of the City of Harrisburg. While the project is fairly conceptual at this point, it involves the construction of an open-sided performance pavilion with a minimal profile to complement the viewsheds and beauty of Riverfront Park. While an exact location has not been determined, it will be located in the area just south of the Harrisburg Civic Club at 612 North Front Street. Establishing a permanent location to facilitate cultural celebrations such as ArtsFest and Kipona will reduce the cost of temporary set-ups for such events and provide a year-round location for residents and visitors to host musical, cultural, or artistic festivities.

The City's Comprehensive Plan addresses investment in Harrisburg's parks and recreation infrastructure through the "Parks, Open & Civic Spaces" chapters. The proposed projects would conform to the following Goals, Objectives, and Action Items in that chapter:

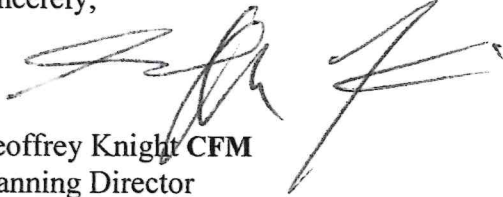
- **Goal POC-2:** Enhance the "Riverfront Destination" experience;
- **Objective POC-2.4:** Program more activities in Riverfront Park, including festivals, concerts, and races; and
- **POC.5:** Identify and promote new amenities (i.e. barges, docks, refreshment kiosks, etc.) to connect residents and visitors to the Susquehanna River.

Because new permanent installations within areas of Riverfront Park located in Municipal Historic Districts fall under the purview of the Historic Architectural Review Board (HARB), the final design of the proposed pavilion/stage has not been determined. The facility should take design cues from other plazas and structures within Riverfront Park, such as the Old Waterworks Building, the Civic Club, and Kunkel Plaza to ensure it integrates within the cultural landscape. The project also offers the opportunity to plan the surrounding area for the benefit of and enjoyment by the public by removing illegal parking which has ruined this section of the park and creating a space where residents, visitors, and workers can enjoy the natural beauty and serenity of this riverside overlook.

This project will introduce a unique amenity to Riverfront Park, enhancing the experience for all park users and creating a hub for art, culture, and tourism. Given the above, and in anticipation of further collaboration between City departments and the general public, the Planning Bureau can confirm that the objectives of the project align with the goals of the Comprehensive Plan.

Should you have any questions, please feel free to contact me at gknight@harrisburgpa.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'G. Knight', written over a light blue horizontal line.

Geoffrey Knight CFM
Planning Director