CITY OF WILLIAMSPORT, PA
RESOLUTION

RESOLUTION # 10015 DATE 3-5-26

TITLE

RESOLUTION APPROVING A LETTER OF UNDERSTANDING BETWEEN THE CITY OF WILLIAMSPORT AND THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

WHEREAS, the Pennsylvania Department of Community and Economic Development is willing to provide technical assistance to the City of Williamsport to sustain local municipal services;

BE IT HEREBY RESOLVED by the City Council of the City of Williamsport that the Letter of Understanding attached hereto between the City of Williamsport and the Pennsylvania Department of Community and Economic Development is hereby approved; and,

BE IT FURTHER RESOLVED, that the Mayor and City Controller are hereby authorized to execute the Agreement.

Approved

City Clerk

President

Pennsylvania
Department of Community
& Economic Development
Governor's Center for Local Government Services

Office of Community Planning
400 North Street, 4th Floor
Commonwealth Keystone Building
Harrisburg, PA 17120-0225
717-787-3003 | dced.pa.gov

February 6, 2026

Mr. Derek Slaughter, Mayor
City of Williamsport
100 W. Third St.
Williamsport, PA 17701

Re: **Pennsylvania Department of Community and Economic Development's Technical Assistance to Sustain Municipal Services.**

Dear Mayor Slaughter:

The purpose of this Letter of Understanding ("LOU") is to establish the terms under which the Pennsylvania Department of Community and Economic Development ("DCED") agrees to, through its Governor's Center for Local Government Services, provide [Name of Municipality] ("Municipality") with technical assistance to sustain local municipal services.

Background

Pennsylvania municipalities serve as the primary providers of essential services that directly impact the safety, security, and overall quality of life of their residents. These services encompass critical operational domains, including public safety, public works, planning, and the administrative and financial oversight necessary to ensure effective municipal governance. Over time, the scope and complexity of delivering these services have grown significantly, presenting escalating challenges for local governments.

Concurrently, municipalities face increasing difficulties in recruiting and retaining qualified professionals capable of maintaining the high standards of service that taxpayers expect. As such, there is a pressing need for technical assistance focused on developing sustainable service delivery models. DCED has identified emerging best practices and innovative frameworks that warrant broad dissemination and education to enhance the efficient functioning of municipalities.

The Governor's Center for Local Government Services provides various forms of assistance to municipalities in Pennsylvania, including technical assistance for

fundamental and short-term projects, training for local government officials, and resources for community planning.

Terms of the Understanding

The following terms and conditions will govern the parties' understanding:

1. DCED Responsibilities

    a. DCED shall provide a Planner, who is DCED staff, to Municipality. The Planner will provide the technical assistance as described in Exhibit A, "Project," attached to this LOU. DCED shall not charge the Municipality for the services of the provided Planner.

    b. DCED shall have full control over the preparation, amendment, final production, and release of documents composed and produced while providing technical assistance to Municipality.

2. Municipality Responsibilities

    a. At either party's request, Municipality, through its officials, employees, or agents, shall meet with the Planner and provide DCED with material, data, or information necessary for the successful completion of the project described in Exhibit A.

3. Municipality's elected board has approved the Project, and that approval is attached as Exhibit B, "Meeting Minutes" If more than one municipality is participating, then each municipality's elected board approval must be included.

4. The points of contact for the parties are as follows:

    a. For DCED:

    Rachael Hobbs

    Department of Community and Economic Development

    400 North St. 4th Floor

    Telephone Number: (717) 798-2060

    Email: rahobbs@pa.gov.

    b. For Municipality:

City of Williamsport

100 W. Third Street

Williamsport, PA 17701

Telephone Number: (570) 327-7566

Email: dslaughter@cityofwilliamsport.org

Each party may change its point of contact by providing written notice to the other party.

5. This LOU is not intended to and does not create any contractual rights or obligations with respect to DCED, Municipality, or any third parties.

6. Any dispute arising under this LOU will be submitted to the Office of General Counsel for final resolution.

7. The term of this LOU will commence on the date of the last signature and will remain in effect until August 31, 2026, unless sooner terminated. Either party may terminate this LOU upon written notice of termination to the other party. This LOU may be modified in writing with the same formality as the original LOU.

Municipality's elected board approved the Project on _____. If the terms and conditions outlined above are acceptable to Municipality, please sign where indicated below.

Thank you,

Controller

City Clerk

Michael J. Hanna, Jr.
Executive Secretary

Signed: Derek Slaughter Dated: 3/5/26

Derek Slaughter, Mayor
City of Williamsport

cc: Lori Irwin, Office of Chief Counsel, Pennsylvania Department of Community and Economic Development

Austin White, Counsel for the City of Williamsport

City of Williamsport
Community Planning Technical Assistance Program

1. Project Overview

The following describes the Community Planning Technical Assistance Program (C-TAP) work that will be provided for the City of Williamsport, referred to herein as "Municipality." This service is provided by the Governor's Center for Local Government Services (GCLGS) Office of Community Planning (OCP) to support community planning and development initiatives for Pennsylvania communities. Pre-planning technical assistance will be provided by the OCP to prepare a project summary and work plan for a future city-wide comprehensive plan.

2. Statement of Work

Task 1: Project Management

The Lead Planner, Rachael Hobbs, will be the main point of contact with the Municipality. Communication will be managed through regular check-in meetings with the Municipality's point of contact, Scott Williams from the City of Williamsport's Office of Community and Economic Development. All correspondence shall be managed by the Lead Planner. Monthly progress reports will be completed to ensure the project is on schedule.

Deliverable: Monthly Progress Reports (Email)

Task 2: Steering Committee

With the support of the Municipality, a steering committee will be established to guide the pre-planning process. Key stakeholders will be identified and invited to participate in a series of work sessions. Stakeholders may include, but are not limited to, city staff, elected officials, community groups, and economic development organizations. The group should consist of no more than twelve (12) members. Steering committee work sessions will be scheduled monthly or bi-monthly. Meetings are expected to take about 1.5 hours per session. A general meeting schedule is as follows:

Work Session 1: Orientation and Visioning

The committee will be oriented to the purpose, timeline, and goals of the project after which they will take part in a shared visioning activity.

Work Session 2: Assets and Opportunities

A summary of findings from Task 3, Existing Conditions Review, will be presented and alongside the vision identified during Work Session 1. The committee will identify assets and opportunities through an asset mapping activity (or similar) and provide feedback on a draft survey prepared by DCED staff.

Work Session 3: Priorities and Goal-Setting

The survey results and asset mapping data will be presented to build consensus around general topic areas and identify areas of need. The committee will complete a qualitative prioritization exercise to establish goals and objectives.

Work Session 4: Alignment and Engagement

The committee will review the Work Session 3 findings for alignment with the established vision. They will then collaborate on an implementation and engagement outline by defining the timeline, assessing capacity and educational needs, and identifying the necessary participants/target audiences.

Work Session 5: Review Draft Project Summary and Work Plan

DCED staff will present the drafted Project Summary and Work Plan prepared in Task 5 for the committee's review and comment.

Deliverables:

- Agendas and Meeting Summaries (PDF)
- Stakeholder Roster (PDF)
- Draft Vision Statement (PDF)
- Asset Mapping Summary and Documentation (PDF)
- Draft Survey (Microsoft Forms)
- Preliminary Issue Areas and Priorities Summary (PDF)
- Implementation and Engagement Outline (PDF)
- Stakeholder Follow-Ups (Email)

Task 3: Existing Conditions Review

DCED planning staff will develop a brief Community Profile to share with the workgroup in Meeting 2. Characteristics to note will include demographics, land use, transportation, housing, infrastructure, environmental conditions, address neighborhood improvement projects, and a focus on the downtown area. Existing city plans will be collected and reviewed for understanding of established goals and processes. Consistency in plans and implementation will be analyzed, with recommendations as applicable.

Deliverables:

- Community Profile (PDF)
- Summary of Existing Plan Findings (PDF)

Task 4: Community Engagement Strategy

A Draft Survey will be developed in advance of Work Session 2 for committee review and comment. The survey will seek to collect foundational information from the community necessary for the planning process. The survey will be dispersed digitally following Work Session 2. Survey Results will be presented during Work Session 3. DCED planning staff will develop a communication and engagement strategy utilizing the outline drafted in Work Session

Deliverables:

- Final Survey and Results (Microsoft Forms)
- Communication and Engagement Strategy (PDF)

Task 5: Project Summary and Work Plan Development

DCED staff will work in partnership with the City to transform the outcomes of Tasks 2-4 into a Project summary and Work Plan for a future citywide comprehensive plan. The project summary will define the project purpose and benefits to align the city and its project partners. It will be a high level summary that includes the vision statement, prioritized issue areas, identified stakeholders, significant milestones, anticipated challenges, and potential needs. The work plan will provide a detailed roadmap for project completion with the key findings from the pre-planning process. IT will include an analysis of the survey data, a summary of identified assets, a timeline, scope and specifications, a roles and responsibilities matrix, and the engagement strategy.

Deliverable: Draft Project Summary and Work Plan (PDF)

Task 6: Final Report & Public Meeting & Finalization

DCED staff will present the draft Project Summary and Work Plan for council consideration at a public meeting. The city and stakeholders will be sent the final report following the public meeting presentation.

Deliverables:

- Presentation and Executive Summary (Microsoft PowerPoint and PDF)
- Project Summary and Work Plan Final Report (PDF)

3. Timeline and Milestones

	2026									
Task	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sept**	**Oct**	**Nov**
1. Project Management										
2. Steering Committee										
• *Establish steering committee & scheduling*										
• *Meeting 1*										
• *Meeting 2*										
• *Meeting 3*										
• *Meeting 4*										
3. Existing Conditions Review										
Review of existing city plans										
Develop Community Profile										
4. Community Engagement Strategy										
Survey creation and distribution										

Survey results and analysis										
5. Project Summary and Work Plan Development										
Summary of findings										
Development of recommendations										
6. Final Report										
Draft final summary										
Public meeting with presentation										
Work Plan Final Report										

4. Roles and Responsibilities

Project Team

C-TAP provides direct technical assistance from professional planners within the Office of Community Planning (OCP). A Lead Planner, Rachael Hobbs, will be assigned to the project and will act as the main point of contact and manage the overall project. A Support Planner, Rachel Reznick, will also be assigned to assist with the project. Planning Managers and other GCLGS staff may also be assigned as needed.

Municipality Involvement

Technical assistance projects require a partnership with the Municipality. It is expected that municipal staff will meet on a regular basis with the Project Team and provide support to tasks over the duration of the project.

The support of the City Council is critical to understanding the priorities of the city and its residents. It is anticipated that members of Council will participate in key stakeholder interviews to support the project Participation by identified stakeholders and stakeholder groups in each workgroup meeting are pivotal.

5. Resources and Budget

Resource Requirements

All documents determined to be important to the project shall be provided digitally by the Municipality to the Project Team per request. The Project Team may also request contact information for key stakeholders as available. Should in-person meetings be necessary, the Municipality shall provide meeting space and allow the Project Team to schedule use as needed.

Technical Assistance Budget

Estimated Staff Hours

The Municipality will receive up to dedicated staff time of 320 hours toward this project. This is an estimation of hours necessary to be allocated to this project and may be subject to change.

Cost Breakdown

There should be no cost to the Municipality for C-TAP services. DCED will provide for technical assistance by the Planning Specialist(s) as well as their travel related costs.